# 

F.NITA.2(528-Estt)/2019/ 9412 Date: 11/01/2022

Recent passport size color photograph be affixed

# Application form for the post of Registrar

# [For Deputation (including Short Term Contract)]

**Details of Application Fee:**

|  |  |  |  |
| --- | --- | --- | --- |
| Online Payment Ref. No. | Dated | Amount | Name of the Bank and Branch |
|  |  |  |  |

(Online payment-receipt should be enclosed)

**Name of the Post applied for : Registrar**

1. Name in full (In Block Letters) : Gender (Male/Female):

2. Father’s :

3. Mother’s Name :

4. Spouse’ Name :

5. Date of Birth : Age:(As on 14.03.2022): Year Month Days

6. Nationality:

7. Category (SC/ST/OBC/PwD/UR) :

8. Marital Status:

9. Present Address with Pin Code :

(Correspondence Address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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10. Permanent Address with Pin Code : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone No./Mobile No.: E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Date of entry into service in parent department:

12. Date of retirement in parent department under the Central/State Govt. Rules:

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13. Educational Qualifications: (Enclose self-attested copies of certificates & Mark-sheets); Matriculation onwards:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr.  No. | Name of  Examination Passed | Name of School/ College/Institute | Name of the Board/ University | Year of Passing | % of Marks | Class/ Division |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| 14. | Whether Educational qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) | Yes/No | | | | | |
| **Qualification / Experience Required as mentioned in the advertisement** | **Qualification / experience possessed by the candidate** | | | | | |
| **Essential:** | | | | | | |
| Masters’ degree with at least 55% marks or its equivalent grade ‘B’ in the UGC 7 point scale from a recognized University/Institute | Degree with main subjects | University/ Institution | | | Year of passing | % of Marks |
|  |  | | |  |  |
| i) Holding analogous post | Pay Level | | Since date | | | |
|  | |  | | | |
| ii) At least 15 years’ experience as Assistant Professor in the AGP of Rs. 7000/- (i.e, Pay Level – 11 as per 7th CPC) and above or with 8 years of service in the AGP of Rs. 8000/- ( i.e, Pay Level – 12 as per 7th CPC) and above including as Associate professor along with 3 years experience in educational administration,  or | Pay Level | | Since date | | | |
| Total years experience along with total \_\_\_\_\_\_ years experience in educational administration. | | | | | |
| iii) Comparable experience in research establishment and /or other institutions of higher education,  or | Pay Level | | | Since date | | |
| Total years experience | | | | | |
| iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs. 7600/- (i.e, Pay Level – 12 as per 7th CPC) or above. | Pay Level | | | Since date | | |
| Total years experience of which  total years experience as Dy. Registrar or total years experience in an equivalent post in the GP of Rs. 7600/- or above.  (Please furnish details at Sr.No.16 below) | | | | | |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Desirable:** | | | |
| Qualification & Experience: | Degree with  main subjects | University/  Institution | Year of  passing |
| i) Qualification in area of management/ Engineering /Law |  |  |  |
| ii) Experience in computerized administration/ legal /financial/ establishment matters. | Total years experience | | |
| 15. | Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post. |  | | |

16. Details of Employment, in chronological order:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. | Office / | Post held on | Period | | | \*Pay Matrix and | Nature of Duties (in |
| No. | Institution / | regular basis |  | | | Pay Level of the | detail) highlighting |
|  | Organization |  |  | | | post held on regular basis | Experience  required for the |
| From | To | Total |
|  |  |  |  |  |  |  | post applied for |
|  |  |  |  |  |  |  |  |

\*Important : Pay Matrix and Pay Level granted under ACP/MACP/NFU are personal to the officer and therefore, should not be mentioned. Only Pay Matrix and Pay Level of the post held on regular basis to be mentioned. Details of ACP/MACP/NFU with present Pay Matrix and Pay Level where such benefits have been drawn by the candidate may be indicated below:

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Office / Institution / Organization | | Pay Matrix and Pay Level drawn  under ACP / MACP Scheme / NFU  basis | | | From | | To |
|  | |  | | |  | |  |
| 17. | Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale | | |  | | | |
| 18. | Total emoluments per month now drawn | | | | | | |
| Basic Pay in the pay level | | | Total Emoluments | | | |
|  | | |  | | | |
| 19. | In case the applicant belongs to an Organization which is not following the Central Government Pay-Scale, the latest salary slip issued by the Organization showing the  following details may be enclosed | | | | | | |
| Basic Pay with scale of pay and rate of increment | | Dearness pay/interim relief/  other Allowances etc. (with break-up details) | | | Total Emoluments | |
|  | |  | | |  | |
|  |  | |  | | |  | |

|  |  |  |
| --- | --- | --- |
| 20. | Additional information, if any, relevant to the post you applied for in support of your suitability for the post.  (This among other things may provide information with regard to   1. additional academic qualifications 2. Professional training and 3. Work experience over and above prescribed in the Advertisement).   Enclose a separate sheet, if the space is insufficient. |  |

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**Declaration**

I have carefully gone through the advertisement and I am well aware that the information & details furnished in the application form duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me are correct and true to the best of my knowledge and belief. In case of any discrepancy found, my candidature will be cancelled at any stage.

Place: (Signature of the Candidate)

Date:

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**Certificate to be furnished by the Employer/Head Office/Forwarding Authority**

Certified that the informations/details provided in the above application by the applicant are true and correct as per the facts available on the records. He/She possesses educational qualification and experience as mentioned in the advertisement. This Organization shall have no objection for consideration of Mr/Mrs…………………………………………..………. for the post of Registrar at NIT, Agartala on deputation (including short term contract). In the event of selection of the applicant, he/she will be relieved to join for the post of Registrar at NIT, Agartala.

It is also certified that:

* 1. No disciplinary/vigilance case is either pending or contemplated against Mr./Mrs………………………………………………….Son/Daughter of shri………………………………………………………..
  2. No major/minor penalty has been imposed or contemplated on him/her during last 10 years.
  3. The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.

Dated: Signature

Name

Designation & Seal of the forwarding Officer

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