**Annexure – Y**



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**Advertisement No. 05 / 2022**

Application form for the post of Deputy Registrar

## [On Direct Recruitment basis]

Recent passport size color photograph be affixed

**To**

**The Registrar**

**National Institute of Technology**

**Hamirpur (HP)**

**Pin-177005**

**Details of application fee:**

|  |  |  |
| --- | --- | --- |
| SBI Collect transaction number | Dated | Amount |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name in Full (in Capital Letters) | |  |
|  | Father’s/Husband’s Name | |  |
|  | Mother’s Name | |  |
|  | Date of birth  (please attach true copy of certificate) | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Day |  | Month |  | Year | |
| Age on 03/11/2022 | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Year |  | Month |  | Day | |
|  | a) Marital Status : Married/Unmarried | |  |
| b) Gender: | |  |
|  | a) Permanent Address | | b) Correspondence Address |
| Phone (with STD code): Mobile No.: |  | E-Mail: |
|  | Nationality | |  |
| Religion | |  |
|  | Were you at any time declared medically unfit; asked to submit your resignation; discharged or dismissed from Govt. / PSU /Autonomous Body or Private Service? If yes, give details in a separate sheet. | |  |

1. **EDUCATIONAL QUALIFICATION:**

(Please attach self attested photocopies of variousDegrees/ Certificates/ Mark sheets)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Qualification**  **Degree/**  **Certificate** | **Stream/ Specialization** | **% Marks/ CGPA** | **Division** | **Month & Year of passing** | **University/ Institution/ Board** | **Remarks**  **(If any)** |
|  | **SSC (10th)** |  |  |  |  |  |  |
|  | **HSSC (12th)/ Diploma** |  |  |  |  |  |  |
|  | **UG** |  |  |  |  |  |  |
|  | **PG** |  |  |  |  |  |  |
|  | **Ph.D.** |  |  |  |  |  |  |

1. **Details of employments:**
2. **Academic Experience:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position/Designation** | **Name of Institution** | **From** | **To**  **Till date** | **Total** | | **Pay & Pay Scale** |
| **Years** | **Months** |
|  |  |  |  |  |  |  |
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1. **Educational Administration:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Position/Designation** | **Name of Institution** | **From** | **To**  **Till date** | **Total** | | **Pay & Pay Scale** |
| **Years** | **Months** |
|  |  |  |  |  |  |  |
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1. **Administrative Experience:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position/Designation** | **Name of Institution** | **From** | **To**  **Till date** | **Total** | | **Pay & Pay Scale** |
| **Years** | **Months** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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1. **Desirable Qualification and Experience:**
2. **Qualification in area of Management / Engineering / Law:**

(Please attach self-attested photocopies of variousDegrees/ Certificates/ Mark sheets)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Name of Degree / Diploma** | **Specialization** | **% Marks/ CGPA** | **Division** | **Month & Year of passing** | **University/ Institution** | **Remarks**  **(If any)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. **Experience of working in E-office system:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position/Designation** | **Name of Institution** | **From** | **To**  **Till date** | **Total** | | **Pay & Pay Scale** |
| **Years** | **Months** |
|  |  |  |  |  |  |  |
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1. **Additional Chartered or Cost Accountant Degree or Diploma :**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Qualification**  **Degree/**  **Certificate** | **Specialization** | **% Marks/ CGPA** | **Division** | **Month & Year of passing** | **University/ Institution/ Board** | **Remarks**  **(If any)** |
|  | **Chartered Accountant** |  |  |  |  |  |  |
|  | **Cost Accountant** |  |  |  |  |  |  |

**DECLARATION**

“I hereby declare that I fulfill the eligibility conditions to the post and that the statements made by me in the form are true, complete and correct to the best of my knowledge and belief.”

**Place:…………………………… Signature of Applicant**

**Date……………………………… Name………………….**

**………………………………………………………………………………**

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

**Forwarded to National Institute of Technology, Hamirpur(H.P)**

This is to certify that applicant Dr./Mr./Mrs./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_who has submitted this application for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in National Institute of Technology Hamirpur, has been working as temporary / permanent capacity since\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in the pay level Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possesses educational qualification and experience mentioned in the advertisement. This Organization has no objection for consideration the applicant for the post of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_). In the event of selection of the applicant, he/she will be relieved to join for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. He /she is drawing a basic pay of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. His/her next increment is due on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3. Further, it is certified that there is no disciplinary/vigilance case is either pending or contemplated against Dr./ Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Son/Daughter of Sh.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and he/she is clear from the Vigilance angle.

1. There is no major/minor penalty has been imposed or contemplated on him/her during last 10 years.
2. The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.

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Dated:

Signature …………………..

Name …………………………………..

(Designation of the forwarding Officer)