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***राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर***

**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**

MAHATMA GANDHI AVENUE, DURGAPUR-713209

West Bengal, INDIA, [www.nitdgp.ac.in](http://www.nitdgp.ac.in)

An Autonomous Institution of the Govt. of India under Ministry of Education (Shiksha Mantralaya)

Advertisement No. NITD/Estt./Reg./01/2023 Date: 31.03.2023

**Application form for the post of Registrar**

Recent passport size color photograph be affixed

## [On Deputation (including Short Term Contract)]

**Details of Application Fee:**

|  |  |  |  |
| --- | --- | --- | --- |
| DD\* No. | Dated | Amount | Name of the issuing Bank |
|  |  |  |  |

(\*Demand Draft should be drawn in favor of "Director, NIT Durgapur" payable at State Bank of India, R.E. College Branch)

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

1. Name in full (In Block Letters) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Father’s/Husband’s Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Date of Birth :

 (Enclose class X certificate as proof)

Age: year Month Days

 (As on 31.03.2023)

1. Religion : 5. Nationality :

6. Category (SC/ST/OBC/PwD/EWS/UR): 7. Marital Status:

1. Present Address with Pin Code : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No./Mobile No. (if any): E-mail :

1. Permanent Address with Pin Code :

Phone No./Mobile No. (if any) :

1. Date of entry into service :
2. Date of retirement under the Central/State Govt. Rules :
3. Educational Qualifications: (Enclose attested copies of certificates & Mark-sheets); Matriculation onwards (enclose additional sheet, if required):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr.No. | Name of ExaminationPassed | Name of School/ College/ Institute | Name of the Board/ University | Year of Passing | % of Marks | Class/ Division |
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| --- | --- | --- |
| 13. | 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) |  |
| **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 withmain subjects | University/Institution | Year ofpassing | % ofMarks |
|  |  |  |  |
| Holding analogous post | Pay Level | Since date |
|  |  |
| At least 15 years’ experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate professor along with 3 years of experience in educational administration,orComparable experience in research establishment and /or other institutions of higher education,or15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs. 7600/- or above. | Total \_\_ years of experience along with total years of experience in educational administration.OrTotal years of experience of whichtotal years of experience as Dy. Registrar Or  Total \_\_\_\_\_\_ years of experience in an equivalent post in the. 7600/- or above.(Please furnish details at Sr.No.15 below)\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
|  | **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 |
| 14. | Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience for the post. |  |

1. Details of Employment, in chronological order (enclose additional sheet, if required)::

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

|  |  |  |  |
| --- | --- | --- | --- |
| Office / Institution / Organization | Pay Matrix and Pay Level drawnunder ACP / MACP Scheme / NFU Basis | From | To |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 16. | Nature of present employment i.e. Adhoc or Contract or Short Term Contract or Temporary or Quasi-Permanent or Permanent |  |
| 17. | In case the present employment is held on deputation/short term contract/contract basis, please state- |
| a) Initial date of appointment on deputation/short term contract/contract |  |
| b) Period of appointment on deputation/short term contract/contract |  |
| c) Name of the parent Office/Institution/Organization to which the applicant belongs |  |
| d) Name of the post and Pay of the post held in substantive capacity in the parent organization |  |
| 17.1 | **Note:** In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Vigilance Clearance and Integrity certificate. |
| 17.2 | **Note:** Information under Column 17 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organization but still maintaining a lien in his parent cadre/organization. |
| 18. | If any post held on deputation in the past by the applicant, date of return from the last deputation and other details. |  |
| 19. | **Additional details about present employment:**Please state whether working under (indicate in name of your employer against the relevant column) |
| Name of the Office/Institution/ Organization | Name of present employer |
| a) Central Government |  |
| b) State Government |  |
| c) Autonomous Organization |  |
| d) Government undertaking |  |
| e) Universities |  |
| f) Others (please specify) |  |
| 20. | 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 |  |

|  |  |
| --- | --- |
| 21. | Total emoluments per month now drawn |
| Basic Pay in the pay level | Total Emoluments |
|  |  |
| 22. | 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. (withbreak-up details) | Total Emoluments |
|  |  |  |
| 23. | 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 to1. 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. |  |
| 24. | Please state whether you are applying for deputation (including Short Term Contract). |  |

Declaration

I have carefully gone through the advertisement and I am well aware that the information furnished in the application form duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed/withheld. If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.

Place:

Date: (Signature of the Applicant)

### Certificate to be furnished by the Employer/ Head Office/ Forwarding Authority on institute letter head

Certified that 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 of the applicant for the post of Registrar at NIT Durgapur 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 Durgapur.

It is also certified that:

* 1. 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.
	2. There is 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.
	4. The photocopies of ACRs/APARs for the last 5 years duly attested on each page by an Officer not below the rank of Under Secretary or equivalent, Govt. of India are enclosed.

Dated:

Signature

Name

Designation & Seal of the forwarding Officer