



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR-713209
West Bengal, INDIA, www.nitdgp.ac.in

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

Advertisement No. NITD/Estt./Registrar/08/2024

Date: 03.09.2024

Application form for the post of Registrar

[On Deputation (including Short Term Contract)]

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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 : _____ Age: year _____ Month _____ Days _____
(Enclose class X certificate as proof) (As on 03.09.2024)
4. Religion : _____ 5. Nationality : _____
6. Category (SC/ST/OBC/PwD/EWS/UR): _____ 7. Marital Status: _____
8. Whether applied for the post of Registrar under Advertisement No. NITD/Estt./Reg./01/2023 dated 31.03.2023 Yes/No _____.
9. Present Address with Pin Code : _____

Phone No./Mobile No. (if any): _____
E-mail : _____
10. Permanent Address with Pin Code : _____

Phone No./Mobile No. (if any) : _____
11. Date of entry into service : _____
12. Date of retirement under the Central/State Govt. Rules : _____

13. Educational Qualifications: (Enclose attested copies of certificates & Mark-sheets); Matriculation onwards (enclose additional sheet, if required):

Sr. No.	Name of Examination Passed	Name of School/ College/ Institute	Name of the Board/ University	Year of Passing	% of Marks	Class/ Division

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)					
	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
	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, or Comparable experience in research establishment and /or other institutions of higher education, or 15 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. Or Total _____ years of experience of which total _____ 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		
15.	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.			

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

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

***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 drawn under ACP / MACP Scheme / NFU Basis	From	To

17.	Nature of present employment i.e. Adhoc or Contract or Short Term Contract or Temporary or Quasi-Permanent or Permanent	
18.	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	
18.1	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.	
18.2	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.	
19.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.	
20.	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)	
21.	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	

22.	Total emoluments per month now drawn		
	Basic Pay in the pay level	Total Emoluments	
23.	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
24.	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to</p> <p>(i) additional academic qualifications (ii) Professional training and (iii) Work experience over and above prescribed in the Advertisement).</p> <p>Enclose a separate sheet, if the space is insufficient.</p>		
25.	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:

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