



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) - 177 005 (भारत)
[भारत सरकार शिक्षा मंत्रालय के तहत एक राष्ट्रीय महत्व का संस्थान]
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
[An Institute of National Importance under Ministry of Education (Shiksha Mantralaya)]

Advertisement No. 05 / 2022

Application form for the post of Registrar
[On Deputation (including Short Term Contract)]

Recent passport
size color
photograph be
affixed

Details of Application Fee:

SBI Collect transaction number	Dated	Amount

Name of the Post applied for : Registrar

1. Name in full (In Block Letters) : _____ Gender: _____
(Male/Female/Transgender)
2. Father's/Husband's Name : _____
3. Date of Birth : _____
(enclose class-10th certificate as proof)
4. Age: Year _____ Month _____ Days _____
(As on 03/11/2022 Last date of submission of application)
5. Religion : _____ 5. Nationality : _____
6. Category (SC/ST/OBC/PwD/EWS/UR) : _____ 7. Marital Status: _____
8. Present Address with Pin Code : _____
9. (Correspondence Address) _____

- 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

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 with main subjects	University/ Institution	Year of passing	% of Marks	
	Holding analogous post	Pay Level		Since date		
<p>At least 15 years' experience as Assistant Professor in the AGP 7000/- and above or with 8 years of service in the AGP 8000/- and above including as Associate Professor along with 3 years experience in educational administration,</p> <p style="text-align: center;">Or</p> <p>Comparable experience in research establishment and /or other institutions of higher education,</p> <p style="text-align: center;">Or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP 7600/- or above.</p>		<p>Total years' experience in AGP. 7000/- and above _____</p> <p>Total years' experience in AGP . 8000/- and above _____</p> <p>Total years' experience in educational administration. _____</p> <p>Total years' experience _____</p> <p>Total years' experience of which total years' experience as Dy. Registrar or total years' experience in an equivalent post in the GP 7600/- or above. (Please furnish details at Sr.No.15 below)</p>				

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 of the post.			

15. 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)
			From	To	Total		

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 termcontract/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/APARs.	
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/Cell	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 break-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 to (i) additional academic qualifications (ii) Professional training and (iii) 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 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 Candidate)

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.

i. There is no major/minor penalty has been imposed or contemplated on him/her during last 10 years.

ii. The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.

iii. 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 of the forwarding Officer)