



**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. 02 /2022**

**Application form for the post of Deputy Registrar / Assistant Engineer(Civil)**

[Deputation Basis]

Recent  
passportsize  
color  
photograph  
be affixed

**Name of the Post applied for :** \_\_\_\_\_

1. Name in full (In Block Letters) : \_\_\_\_\_ Gender: \_\_\_\_\_  
(Male/Female/Transgender)
2. Father's/Husband's Name : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_ Age: year \_\_\_\_\_ Month \_\_\_\_\_ Days \_\_\_\_\_  
(enclose class 10<sup>th</sup> certificate as proof) (As on 24/06/2022)
4. Religion : \_\_\_\_\_ 5. Nationality : \_\_\_\_\_
6. Category (SC/ST/OBC/PwD/EWS/UR) : \_\_\_\_\_ 7. Marital Status: \_\_\_\_\_
8. Present Address with Pin Code : \_\_\_\_\_  
(Correspondence Address) \_\_\_\_\_  
\_\_\_\_\_  
Phone No./Mobile No. (if any): \_\_\_\_\_  
E-mail : \_\_\_\_\_
9. Permanent Address with Pin Code : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone No./Mobile No. (if any) : \_\_\_\_\_
10. Date of entry into service : \_\_\_\_\_
11. Date of retirement under the Central/State Govt. Rules : \_\_\_\_\_

12. 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)					
	<b>Qualification / Experience Required as mentioned in the advertisement</b>		<b>Qualification / experience possessed by the candidate</b>			
	<b>Essential:</b>					
	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
<b>Desirable:</b>						
i) Qualification in area of Management Engineering /Law.						
ii) Experience of working in E-Office system.						
iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance & Accounts) or Deputy Registrar (Internal Audit).						
14.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and workexperience 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) highlighting Experience required for the post applied for
			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 term contract/contract						
	c) Name of the parent Office/Institution/Organization towhich the applicant belongs						
	d) Name of the post and Pay of the post held in substantive capacity in the parent organization						
17.1	<b>Note:</b> In case of Officers already on deputation, the applications of such officers should beforwarded by the parent cadre / Department along with Vigilance Clearance and Integrity certificate.						
17.2	<b>Note:</b> Information under Column 17 (c) & (d) above must be given in all cases where aperson 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 andother details.						
19.	<b>Additional details about present employment:</b> Please state whether working under (indicate in name of your employer against the relevantcolumn)						

	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. (with 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.			
	<p>(This among other things may provide information with regard to</p> <p>(i) additional academic qualifications</p> <p>(ii) Professional training and</p> <p>(iii) Work experience over and above prescribed in the Advertisement).</p> <p>Enclose a separate sheet, if the space is insufficient.</p>			

### **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 \_\_\_\_\_..

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

Date

Signature.....

Name .....

Designation of the forwarding Officer.....

