



राष्ट्रीय प्रौद्योगिकी संस्थान, कुरुक्षेत्र
NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA
(Under the Ministry of Education, Govt. of India)
KURUKSHETRA – 136 119 (HARYANA)

Advertisement No.01/2024

Application form for the post of Registrar

[For Deputation (including Short Term Contract)]

Recent passport
size color
photograph be
affixed

Details of Application Fee:

Online* Payment Ref. No.	Dated	Amount	Name of the issuing Bank

* Receipt of the payment should be enclosed.

Name of the Post applied for : Registrar

- Name in full (In Block Letters) : _____ Gender: _____
(Male/Female)
- Father's/Husband's Name : _____
- Date of Birth : _____ Age: year _____ Month _____ Days _____
(As on 10.04.2024)
- Religion : _____ 5. Nationality : _____
- Category (SC/ST/OBC/PwBD/UR) : _____ 7. Marital Status: _____
- Present Address with Pin Code : _____
(Correspondence Address) _____

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

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

12. Educational Qualifications: (Enclose attested copies of certificates & Mark-sheets); Essential Educational Qualification - Masters' degree onwards:

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		
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 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 experience along with total ____ years experience in educational administration. Total ____ years experience Total ____ years experience of which total ____ years experience as Dy. Registrar or total ____ years experience in an equivalent post in the GP of Rs. 7600/- or above. (Please furnish details at Sr.No.15 below)				

Desirable (Enclose attested copies of certificates & Mark-sheets):				
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.	
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15. Details of Employment, in chronological order:

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

16.	Nature of present employment i.e. Adhoc or Contract or Short Term Contract or Temporary or Quasi-Permanent or Permanent	
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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. (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.	
	(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 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.

Place:

(Signature of the Candidate)

Date:

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

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, Kurukshetra 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, Kurukshetra.

It is also certified that:

- i. There is no disciplinary/vigilance case is either pending or contemplated against 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