



राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर
NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

Imphal, Manipur, Ph.(0385) 2058566 / 2445812

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An Autonomous Institute under Ministry of Education, Govt. of India.

APPLICATION FORM FOR THE POST OF REGISTRAR

(To be filled in by the office)

Application No. : _____
No. & Date of receipt : _____
Post applied for : _____
Department : _____
Specialization : _____
Signature of Receiving Officer : _____

Affix Recent
self-attested
Passport
Photograph

(To be filled in by candidates)

*** Before filling of the application forms candidates should properly go through the instructions/terms and conditions**

| Transaction ID | Bank Name | Branch Name | Amount (₹) |
|----------------|-----------|-------------|------------|
| | | | |

- Advertisement No. : _____
 - Post applied for : _____
 - Department : _____
 - Specialization : _____
- Full name of the candidate (in block letters) : _____
- Date of Birth (in Christian era) : _____
- Father's Name : _____
Mother's Name : _____
- Nationality : _____

6. Religion _____
7. Present Postal Address : _____
(in block letters) _____
8. Permanent Address : _____
(in block letters) _____
9. Tel. No: Landline : (O) _____
(with STD code) _____
Mobile No. (R) _____
10. Email ID : _____
11. Whether belongs to : _____
SC/ST/OBC/PH
12. Marital Status : _____
13. Languages known : _____
(Read, Write & Speak) _____

14. Education qualifications (Starting with the highest degree)

| Degree awarded/ Examination passed | University/Board | Year of passing | Percentage of marks obtained/ CGPA | Subject/ Specialization |
|--|------------------|-----------------|--|----------------------------|
| Post Graduation | | | | |
| Graduation | | | | |
| Senior Secondary (Plus Two) | | | | |
| High School | | | | |
| Others | | | | |

15. Technical / Professional Qualification (if any):

| Name of Exam Passed | University / other Exam Body | Year | Subjects | Marks Obtained | Div. with % of marks |
|------------------------|---------------------------------|------|----------|-------------------|-------------------------|
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16. Scholarship & Fellowship Won with Details (if any):

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17. Any position of authority held or distinction (other than scholarships) gained at school colleges including extra-curricular activities:

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18. Work Experience: (Starting from Present Organization)

| Sl. No. | Name of Employer | Designation | From | To | Salary Details | Brief description of duties | Reasons for leaving |
|---------|------------------|-------------|------|----|----------------|-----------------------------|---------------------|
| | | | | | | | |
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19. Training/Project undertaken (if any):

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20.

(i) Present Scale of Pay _____ (ii) Basic Pay _____

(iii) Date of Next Increment _____ (iv) Gross Pay _____

(v) Basic Pay acceptable _____

21. Period required for joining the post, if selected: _____

22. Any other relevant information you may like to furnish: (Attach separate sheets)

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23. Outreach activity if any: _____

24. References: (Responsible persons, not related to the applicant but closely acquainted with academic and professional work)

| Sl. No. | Name and Designation | Address |
|---------|----------------------|------------------------------|
| 1) | | Phone : E-mail : Fax : |
| 2) | | Phone : E-mail : Fax : |
| 3) | | Phone : E-mail : Fax : |

25. List of Enclosures

| | | | |
|----|--|-----|--|
| 1) | | 7) | |
| 2) | | 8) | |
| 3) | | 9) | |
| 4) | | 10) | |
| 5) | | 11) | |
| 6) | | 12) | |

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and belief. I understand, if at any time, it is found that I have concealed any information or have given any incorrect data, my candidature/appointment may be cancelled/terminated without any notice or compensation.

Place _____

Date _____

(Signature of the Candidate)

FORWARDED

(To be filled in by the present employer)

Place: _____ Signature of the Forwarding Authority: _____
Date: _____ Designation: _____
Office Seal: _____

N.B.: Every application must be accompanied by Self-Attested Xerox copies of documents in support of claims made by the candidate in respect of his date of birth, academic qualifications, practical training, experience, caste, etc. A list of copies of certificates etc., attached to this application is to be given.

INSTRUCTIONS

- 1) Copies of all certificates/testimonials should be attached and originals will have to be shown at the time of Interview.
- 2) Persons serving in Government/Semi-Government/Public Sector Undertaking should send their applications complete in all respect through proper channel along with Vigilance Clearance certificate. However, an advance copy of the same may be submitted before the last date of receipt of application. They are requested to submit NOC at the time of interview.
- 3) Applications received after the due date or found incomplete may not be considered.
- 4) The application duly filled in all respects along with self-attested copies of certificates proving educational qualification and experience certificates should reach to **the Registrar (i/c), NIT Manipur, Langol Campus, Imphal West – 795004, Manipur, India on or before 4:00 p.m. of 26/04/2022** by Hand post/ Speed Post/ Registered Post. The envelope should be superscribed “**Application for the post of Registrar**”. Application via email will not be entertained.

CHECKLIST:

- a) Marks/Grades cards at all levels starting from SSLC
- b) HSLC & PUC certificates
- c) Degree Certificates
- d) Experience certificate (If any)
- e) SC/ST/OBC/PH certificate
- f) Print out the receipt of payment and attach with the Application form.
- g) Two copies of recent passport size photograph
- h) Transaction slip for the application fee.
- i) Vigilance Clearance certificate.