APPLICATION FORM

(To be filled in by the office)

Recent Passport Photograph

Application No.   : _____

No. & Date of receipt   : _____

Post applied for   : _____

Department   : _____

Specialization   : _____

Signature of Receiving Officer   : _____

DD No.	Date	Amount (₹)	Name of issuing Bank

_____

(To be filled in by candidates)

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

1.   a) Advertisement No.   : _____

      b) Post applied for   : _____

      c) Department   : _____

      d) Specialization   : _____

2.   Full name of the candidate   : _____
      (in block letters)

3.   Date of Birth (in Christian era)   : _____

4.   Father's Name   : _____

      Mother's Name   _____

5.   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. List of all your previous employments in order (Most recent first)

Sl. No.	Name of Employer	Designation	From	To	Salary Details	Brief description of duties	Reasons for leaving

16.		
	(i) Present Scale of Pay _____	(ii) Basic Pay _____
	(iii) Date of Next Increment _____	(iv) Gross Pay _____
	(v) Basic Pay acceptable _____	

17. Awards/Recognitions won, if any : _____

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

19. Brief details of Co-curricular and extra-curricular activities:

Sl. No.	Activity	From	To	Remarks

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

21. Outreach activity if any: _____

22. 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 :

23. List of Enclosures

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

Declaration:

I certify that the aforementioned information is correct and complete to the best of my knowledge and belief.

Place_____

Date_____

(Signature of Candidate)

FORWARDED

(To be filled in by the present employer)

Place: Signature of the Forwarding Authority:

Date: Designation:

                                               Office Seal:

_____

INSTRUCTIONS

1) The Application Form should be enclosed with Demand Draft of ₹ 600/- for General/OBC category and ₹ 300 for SC/ST in favour of Director, NIT Manipur payable at State Bank of India, Secretariat Branch, Imphal.

2) Copies of all certificates/testimonials should be self attested and originals will have to be shown at the time of Interview.

3) Persons in employment should send their applications through proper channel. However, they may send a copy in advance, but it must be on the prescribed form & accompanied by the required Demand Draft, copies of certificates/testimonials etc.

4) Applications received after the due date or found incomplete may not be considered.

5) Application must be sent in the prescribed format through speed post/registered post to **The Registrar, National Institute of Technology Manipur, Langol, Imphal- 795004.** The application with all its enclosure securely fastened to it should be superscribed **"Application for appointment of Assistant Registrar (Finance & Accounts) on direct recruit / deputation basis**" on top of the envelope. Last date of submission of application is **5 pm of 13th July, 2018.** Application should be submitted on a signed hard copy only. Applications via email will not be entertained.

CHECKLIST:
   a) Degree Certificates
   b) Marks/Grades cards at all levels starting from SSLC
   c) SSLC & PUC certificates
   d) Experience certificate (If any)
   e) SC/ST/OBC/PH certificate
   f) Demand Draft of ₹ 600/- for General/OBC category and ₹ 300 for SC/ST
   g) Two copies of recent passport size photograph