

APPLICATION FORM
(To be filled in by the office)

Affix Recent
Passport
Photograph

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

Transaction ID	Bank Name	Branch Name	Amount (₹)

(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. Technical / Professional Qualification (if any):

Name of Exam Passed	University / other Exam Body	Year	Subjects	Marks Obtained	Div. with % of marks

16. Scholarship & Fellowship Won with Details (if any):

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

18. Work Experience: (Starting from Present Organization)

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

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 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 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 receipt of processing fee, copies of certificates/testimonials etc.
- 3) Applications received after the due date or found incomplete may not be considered.
- 4) 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 the post of Asst. Registrar**" on top of the envelope. Last date of submission of application is **15.02.2019 upto 4:00 P.M.** Application should be submitted on a signed hard copy only. Applications via email will not be entertained.

CHECKLIST:

- a) Marks/Grades cards at all levels starting from SSLC
- b) SSLC & 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.