# NIT - LOGOराष्ट्रीय प्रौद्योगिकी संस्थान नागालैंड

**NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND**

(An Institute of National Importance under Ministry of Education,Govt. of India)

**Chumukedima, Nagaland - 797 103**

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**APPLICATION FORMAT FOR THE POST OF REGISTRAR and JR. ASSISTANT**

a. ADVERTISEMENT No. & DATE : NIT-N/RECT-NT/2023/03 dated 16-08-2023

b. CATEGORY APPLIED FOR (Pl. TICK) (attested copy of certificate to be submitted, except for UR)

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| --- | --- | --- | --- | --- | --- | --- |
| UR | SC | ST | OBCC | EWS | DIVYANG | EX-SER |
|  |  |  |  |  |  |  |

c. Details of fees paid and enclosed: Demand Draft ................................... ……………………

Amount: Rs……………Date: ………………Bank: ……………………Branch: ………….

1. Name in full (in block letters) ……………………………………………………………………

2. Father /Husband’s Name: …………………………………………………………………………

3. Permanent Address (in full): ………………………………………………………………………

……………………………………………………………………… PIN …………………………. Contact no. …………………

4. Address for communication: …………………………………………………………

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……………………………………………………………………. PIN ………………………. Contact no. ………………

5. E-mail id: ………………………………………………………………………………………

6. Date of birth in Christian era: ………………………………………………………………………

7. Age as on the last date of application: ……………………………………………………………….

8. Nationality: ………….…… 9. Religion (optional)…………………10. Gender …………………

11. Category (SC/ST/OBC/EWS/ DIVYANG /EX-SER) (Pl. attach copy of certificate): ……………

12. Details of Academic Qualifications (in chronology and enclose photocopies duly attested) :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Degree /Examination | Year ofPassing | Name of theBoard/ University | Branch/Specialization | Division/ Class | Percentage (%)/CGPA / CPI |
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13. Technical / Professional Qualification etc. (Pl. enclose photocopies duly attested):

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| --- | --- | --- | --- | --- | --- |
| Name ofExam Passed | University / otherExam Body | Year | Subjects | Marks Obtained and full marks | Div. with % of marksCGPA / CPI |
|  |  |  |  |  |  |
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14. Proficiency in Languages:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Language | Read | Write | Speak |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

15. Details of past services: (Pl. narrate in chronology and enclose supporting documents):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of thepost held | Name of theInstitution/ Organisation | Duration ofServices | Pay band/Scale of pay in the pay matrix | EquivalentGrade Pay/ Pay Level (7th CPC) | Temporary/permanent/ Contract/Tenure etc. | Nature ofDuties handled |
| From | To |
|  |  |  |  |  |  |  |  |
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16. Total Administrative Experience: Years …………Month………………Day………………

 (Please enclose a write up pertaining to discharging the administrative functions performed indicating the period, the organisation, the nature of duties and responsibilities handled)

17. Present position held with date: ……………………………………………………………………

18. Duration / Tenure of the present post held if any………………………………………………

19. Present Pay Band/ AGP/GP/ Pay Level: ………………………effective Date: ……………………

20. Whether the post held now from which Deputation is permissible: YES/ NO (√ appropriately)

 21. Name of the Present employer, with address (as on the date of application):

 ………………………………………………………………

……………………………………………………………………………………………………… Pin: ……………………Contact no………………………… Email id: ……………………………

 22. Names of two referees not related to the applicant:

Name: Name: Dept./Designation: Dept./Designation: Address: Address:

Pin: Pin:

Contact No: Contact No: Email id: Email id:

23. Any Additional information, the candidate wishes to provide, if any (Pl. attach additional sheet, if required):

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24. Declaration:

I hereby declare that I have carefully read and understood the instructions and regulations referred herein and that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me without assigning any reason and affording any opportunity to me in case any of the information is found to be incorrect at any stage.

Signature of the applicant: ……………………………. Date: ……………………………. Name in full: ……………………………………………

Place: ……………………………. Designation/ Department: ………………………………

Address: …………………………………………………

……………………………………………………………

25. LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc.

 wherever necessary)

|  |  |
| --- | --- |
| **Sl. No.** | **Details of certificates/ Testimonials** |
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***NB: 1. Incomplete applications, applications without the prescribed fees or without the***

 ***signature, without copies of the testimonials etc. are likely to be rejected***.

***2***. ***All the tables can be extended/ curtailed suitably considering the necessity.***

Signature of the applicant: ……………………………

**FORMAT OF NO OBJECTION CERTIFICATE TO BE FURNISHED BY THE CANDIDATE WHO IS ALREADY IN EMPLOYMENT ON REGULAR BASIS**., **FROM THE EMPLOYER / DULY AUTHORISED OFFICER OF THE APPOINTING AUTHORITY**

Certified that Dr./ Mr./ Ms/ Ms. ............................................................. Son/ Daughter/ Spouse of Shri. / Smt./ Dr ………………………………is a permanent employee of the department/ institution / organization …………………………………………………. …………………………………………………………………………since ................. years …………months and is serving the post of ……………………………….in the pay-level ……………… w.e.f.………………. from which Dr./ Mr./ Ms/ Ms. ..................................................................... can be sent on Deputation.

The Department/ Institution/ Organisation has no objection if he/ she is appointed in National Institute of Technology Nagaland on deputation basis against the post of Registrar as per advertisement No. NIT-N/RECT-NT/2023/01 dated 14-05-2023.

Place: ................................ SIGNATURE WITH SEAL

Date: ........................................... OF THE HEAD OF INSTITUTION /

 ORGANISATION