**ABV-INDIAN INSTITUTE OF INFORMATION TECHNOLOGY AND MANAGEMENT**

**GWALIOR**

**APPLICATION FOR THE POST OF REGISTRAR**

Self-attested

colour photograph

Advertisement No & Date: ……………………………………

|  |  |  |
| --- | --- | --- |
| 1 | Name in **BLOCK LETTERS** |  |
| 2 | Father’s /Husband’s Name |  |
| 3 | Permanent Address |  |
| 4 | Address for Correspondence |  |
| 5 | Email id |  |
| 6 | Mobile No |  |
| 7 | Date of Birth(DD/MM/YYYY) |  |
| 8 | Age |  |
| 9 | Gender |  |
| 10 | Category: SC/ST/OBC/EWS/UR |  |
| 11 | Religion |  |
| 12 | Person with Disability  if YES, Disability type | **YES/NO** |
| 13 | Ex-Servicemen (Yes/No) |  |
| 14 | Nationality |  |
| 15 | Marital Status  |  |

16. **Educational Qualifications:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S No** | **Name of the degree** | **Class** | **Year** | **Institute/University Name** | **% of Marks/CGPA** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
|  |  |  |  |  |  |

17. **Details of Employment in chronological order (from latest onwards):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Organization** | **Basic Pay** | **Period** | **Length of service** | **Nature of Duties performed** |
| **From** | **To** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 18 | 1. Have you ever been arrested, prosecuted and kept under detention, or bound down/fined/convicted by a court of law for any offence or debarred/disqualified by any Public Service Commission from appearing at its Exam. /Selections or debarred from taking any Exam. /rusticated by any University or any other Educational authority/Institution?
2. Is any case pending against you in any court of law, University or any other educational authority/Institution? (If, yes provide details in separate sheets).
 | **YES/NO****YES/NO** |
| 19 | Were you at any time declared medically unfit; asked to submit your resignation; discharged or dismissed from Govt. / PSU / Autonomous Body or Private Service? IfYes, give details in a separate sheet | **YES/NO** |
| 20 | Did you previously apply for any post in this Institute? If yes, give particulars. |  |
| 21 | Have you routed your application through proper channel?  | **YES/NO** |
| 22 | Have you enclosed duly certified copies of ACRs/APARs for the last five years? If no, providereason. |  |
| 23 | Details of fee paid, if applicable:

|  |  |  |
| --- | --- | --- |
| **Amount Paid**  | **Reference Number** | **Date** |
|  |  |  |

 |

**DECLARATION**

I, hereby, declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in this form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact like category or educational qualification etc. made in my application form, I understand that I will be denied any employment in the Institute and if already employed on any of the posts in the Institute, my services will be terminated forthwith.

Place………………..

Date……………….. Signature of the Candidate

**CHECK LIST FOR REGISTRAR POST**

**Name of the Applicant : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mobile No. /Email ID : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Particulars** | **✓ / X / NA** | **Page No.** |
| 1. | Matriculation/ 10th Standard/ Secondary or equivalent certificate |  |  |
| 2. | Higher Secondary / Class XII (or equivalent) Board marks sheet. |  |  |
| 3. | Degree certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed. |   |  |
| 4. | Post-Graduation certificate |  |  |
| 5. | Proof of analogous post (if applicable) |  |  |
| 6. | 1. At least 15 years of experience as Assistant Professor in AGP of Rs. 7000/- (or equivalent VI CPC scale) (Pay Level 11 and Pay Matrix Rs. 68900-117200/- as per 7th CPC) and above along with experience in educational administration;

**OR**1. 8 years of service in the AGP of Rs.8000/-( or equivalent VI CPC scale) (Pay Level 12 of Pay Matrix Rs. 101500-167400/-) and above including as Associate Professor along with experience in educational administration;

**OR**1. 15 years of administrative experience, of which 8 years as Deputy Registrar in GP of Rs. 7600/- (Pay Level 12 of Pay matrix Rs. 78800-209200/-) or an equivalent post.
 |  |  |
| 7. | Proof of 15 years of administration experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs. 7600/- or above (if applicable) |  |  |
| 8. | Proof of Desirable Qualification ( if any) |  |  |
| 9. | Photo identity card (issued by Govt. agency/last attended Institution/University) |  |  |

**Date: Signature of applicant**

**Place:**

**(CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF 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 possess educational qualifications and experience mentioned in the advertisement. If selected, he/she will be relieved immediately.

It is also certified:

1. That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. That his/her integrity is certified
3. That duly certified photocopies of his/her last 05 years ACR/APAR are enclosed (if applicable)
4. That no major/minor penalty has been imposed on him/her during that last five years or a list of major/minor penalties imposed on him/her during the last five years is enclosed (as the case may be).
5. That the cadre controlling authority has no objection for consideration of the applicant for the post of **Registrar** at ABVIIITM GWALIOR on direct recruitment/deputation (including short term contract)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_