**Format of Application for the post of “The Registrar”**

(Applicant is requested to type the information in the following format, and can add more lines in the format wherever required.)

Affix the latest Passport size Photo

1. **General Information of Applicant**

|  |  |
| --- | --- |
| **Name (In Capital Letters)** |   |
| **Gender** |  |
| **Date of Birth (Day/Month/Year)** |   |
| **Address for Communication** |   |
| **Mobile No.** |  |
| **Email** |   |

1. **Present Position**

|  |  |
| --- | --- |
| **Designation** |   |
| **Organization** |   |
| **Pay Scale** |   |
| **Date of appointment to the present post** |   |
| **Total Experience (In Years and Months)** |   |

1. **Details of experience possessed as per eligible criteria:**

(a) Master’s Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed

b) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of Service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or

c) Comparable experience in research establishment and / or other Institutions of higher education, or

d) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Post held** | **Pay Scale** | **Organization** | **Nature of Duties**  | **Experience (In Years and Months)** |
|   |   |   |   |   |   |

1. **Educational Qualification (In chronological order from last to Graduation Level)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Qualification** | **University** | **Year** | **Subject(s)/Topic(s)** | **% Achieved** | **Distinctions etc.** |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |

1. **Administrative Experience / Post(s) & responsibilities held**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Post** | **Organization / University** | **Duration** | **Experience (In Years and Months)** |
| **From (date)** | **To (date)** |
| 1 | Dean |   |   |   |   |
| 2 | Principal / Director |  |  |  |  |
| 3 | Registrar |  |  |  |  |
| 4 | Controller of Examinations |  |  |  |  |
| 5 |  Others (Specify) |  |  |  |  |

1. **Academic / Teaching Experience & responsibilities (In chronological order from latest to oldest)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Post** | **Organization / University** | **Duration** | **Experience (In Years and Months)** |
| **From (date)** | **To (date)** |
|   |   |   |   |   |   |

1. **Publication:**

**Total Publications: \_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Author(s)** | **Article title** | **Details of Journal**  | **Year, Volume, Page no.** | **Scopus/ SCI/****SCIe/ WoS/****Peer reviewed** | **Impact Factor** |
|   |   |   |   |  |   |   |

1. **Participation and scholarly presentations in conferences:**

**C. I) National**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Date**  | **Title of Conference or Institution** | **Title / Subject of presentation** **(if made)** |
|   |   |   |   |

**C. II) International**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Date**  | **Title of Conference or Institution** | **Title / Subject of presentation** **(if made)** |
|   |   |   |   |

1. **Research Projects:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Project title** | **Duration** | **Amount (₹)** | **Funding agency / Organization's Name** | **Status** |
|  |  |  |  |  |  |

1. **Consulting experience (List key consulting assignments undertaken):**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Client / Organization's Name** | **Nature of Assignment** | **Duration of Assignment** |
|   |   |   |   |

1. **Honours / Awards & Fellowships for Outstanding Work:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Name of Award / Fellowship etc.** | **Elected / Honorary Fellow** | **Awarded by** | **Year of Award** |
|   |   |   |   |   |

1. **No. of Research Scholars successfully guided (Ph.D. only):**

|  |  |
| --- | --- |
| **Name of the Programme** | **Awarded (No.)** **(Under-progress not to be included)** |
|   |   |

1. **Strengths (in 100 words)**
2. **Details of Referees, if any**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Name of Referee** | **Post Held by Referee** | **Email** | **Mobile No.** |
|   |   |   |   |  |

I, hereby, declare that all the statements / particulars made / furnished in this application are true, complete and correct to the best of my knowledge and belief.

**Place:**

**Date:**  (Signature of the Applicant)