

BIRLA INSTITUTE OF TECHNOLOGY
MESRA : RANCHI

Ref.No. GO/CAS/Admn/15-16/ 2483

Date: 23rd Sep 2015

NOTIFICATION


Applications in the prescribed format are invited from the incumbent eligible Assistant Registrars and equivalent (Stage-I, Pay Band – III, GP of Rs. 5400) fulfilling the eligibility conditions for consideration of upgradation as Assistant Registrar and equivalent post (Stage-2, Pay Band –III, GP of Rs.6600) and from eligible Assistant Registrars and equivalent (Stage-2, Pay band-III, GP 6600) fulfilling the eligibility conditions for consideration of up gradation as Assistant Registrar and equivalent post (Stage-3, Pay band-III, GP of Rs.7600) as prescribed by the UGC vide letter No.69-4/20/2012(CU) dated 14th August 2015.

Accordingly, incumbent Assistant Registrars and equivalent of this Institute and its Off campuses who consider themselves eligible for consideration for Stage-2 (PB-III with Grade Pay of RS. 6600) and Stage-3 (PB-III with Grade Pay of Rs. 7600) as on the date of submission of application are required to submit their application in the prescribed format enclosed as per Annexure-A (also available on our website www.bitmesra.ac.in) along with the relevant documents.

The reporting officers at BIT Mesra and Directors / In-charges of off campuses are requested to forward their applications in the prescribed format duly checked and verified about the correctness of the entries recorded therein.

The extension of higher Grade Pay to the eligible Assistant Registrars and equivalent shall be regulated as per the guidelines of the UGC/MHRD as referred to above and subsequent notifications or amendments (if any) from time to time in this regard.

The application, completed on all respect with required relevant documents shall be submitted to the Office of Registrar latest by 15/10/2015.


23/09/15
Registrar

Copy to:

- 1) Dean (FA)
- 2) All Deans
- 3) Directors / In-charges of Off-campuses
- 4) Webmaster, BIT, Mesra – with a request to upload on Institute website
- 5) PS to Vice Chancellor

Encl: As above.

Annexure - A

APPLICATION FORM

For upgradation from (i) Assistant Registrars and equivalent (Stage-1, Pay Band - III, GP of Rs. 5400) to (Stage-2, Pay Band - III, GP of Rs. 6600) and (ii) Assistant Registrars and equivalent (Stage-2, Pay Band - III, GP of Rs. 6600) to (Stage-3, Pay Band - III, GP of Rs. 7600)

1. Name (In Block Letters):

2. Employee Code

3. Date of Birth:

4. Father's Name/Husband's Name:

5. Sex:

Male/Female

6. Marital Status:

Married/Unmarried

7. Nationality:

8. Indicate whether belongs to GEN/SC/ST/OBC/Physically Handicapped Category:

9. Name of the Office:

10. Address for correspondence:

E-mail:

Mobile No.

11. Permanent Address:

12. Academic Qualifications (Matric onwards):

Examination Passed	Board/ University	Year of Passing	Percentage of Marks obtained	Division/ Class/Grade/ Merit	Whether full time or part time	Subjects

Affix recent Passport
Size Photograph
with Signature

13. Details of Courses (Refresher/Orientation/Summer Instt./Training Programme, etc.):

Detail of Courses	Institution & Place	Period of Courses attended	Total duration of the Course in weeks & days

14. Distinctions/Prizes/Awards/Medals/Honours, etc.:**15. Appointment held as Assistant Registrar in BIT/off campuses:**

Designation	Date of joining/entry as Assistant Registrar/equivalent post in BIT (in GP of Rs. 5400 or pre-revised scale of Rs. 8000-13500)	Date of completion of 5 years service as Assistant Registrar/equivalent post at BIT Mesra (having pre-revised scale of Rs. 8000-13500 or GP Rs. 5400)	Date of entry at GP of Rs. 6600 as Assistant Registrar/equivalent)	Date of completion of 5 years service as Assistant Registrar/equivalent post at BIT Mesra (in GP of Rs. 6600)	Nature of Duties

16. Additional Information (If any) (Please use separate sheet):

18. Declaration. I hereby declare that all the statements made in this application form and enclosures are true to the best of my knowledge and belief. I have also gone through the information containing full details of eligibility, terms and conditions of selection/promotion etc. supplied to me along with this application form. In case of concealment/suppression of fact(s), which may be detected at any stage in future, my appointment is liable to be cancelled/terminated, as the case may be, without notice.

Date :

Signature of the Applicant

Place:

Endorsement by Head /Incharge: