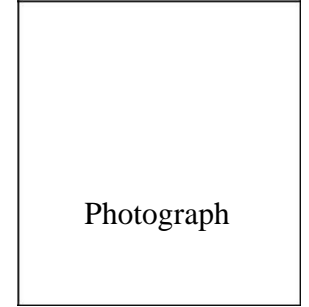




**Birla Institute of Technology Mesra**  
(Deemed University under section 3 of UGC ACT, 1956)  
Mesra, Ranchi - 835215

**APPLICATION FOR THE POST OF DEPUTY REGISTRAR / ASSISTANT REGISTRAR**

To  
Registrar,  
Birla Institute of Technology Mesra  
Ranchi – 835215, Jharkhand



1.	<b>Name in full (in Capital letter, Please underline Surname)</b>		
2.	<b>Name of Father / Husband</b>		
3.	a. Marital Status	b. Male / Female :	
4.	a. Permanent address	b. Address for correspondence	
	Phone No. (with STD code)	E-mail ID	
5.	<b>Details of the post applied for:</b>		
	a) Post applied for		
	b) Advertisement No. and Date	RECT/BIT-ADMN/2017-18/2918 Dated 02.08.2017	
6.	<b>Date of birth</b> (please attach true copy of certificate )		
7.	<b>Are you a citizen of India by birth or by domicile?</b>		
8.	<b>Please state your category (SC/ST/OBC/PD/General)</b> (Please attach true copy of certificate in case of SC/ST/OBC/PD)		
9.	<b>If the appointment is offered, how much time would you need before joining the post?</b>		

10. **Details of educational qualifications:** Please give particulars of all examinations passed and degrees obtained commencing with the High School Leaving Examination (10<sup>th</sup> standard / Matriculation). Please attach duly attested true copies of certificates and mark sheets.

Sl. No.	School / College / Institute	Date of entry	Date of leaving	Name of the Board / University / Institution	Examination / Degree / Diploma passed	Distinction / Class / Division	Subjects (Please mention field of specialization, honours, etc, where applicable)	Percentage of marks or C.P.I.	Year of passing

11. **Employment Details:** Please give particulars of your present and past employments in chronological order, starting with the present one (Please attach duly attested true copies)

Sl. No.	Organisation / Institute	Position held	Nature of duties / work	Date of joining	Date of leaving	Last Pay & Scale of pay	Additional remarks about experience, if any.*

12.	<b>Disciplinary /Vigilance / Criminal proceedings pending, if any? Yes /No</b>  If yes, provide details	
13.	<b>Additional Remarks/information, if any:</b>  (Applicants may mention here any special qualifications or experience, e.g. in organisations which have not been included under the heads given above. Please use separate sheet if required)	
14.	<b>Name, Designation and Address (along with phone no/ email) of two referees who are acquainted with your work.</b>	1.    2.
15.	<b>Details of enclosures sent with the application</b>	
16.	<b>Details of Application Fee</b>	D.D.No.: _____ Date _____ Amount _____/ Name of issuing bank _____ Branch Name: _____

### UNDERTAKING

I hereby give my undertaking that I have read all the instructions given in Advertisement (**Advt. No. RECT/BIT-ADMN/2017-18/2918 dated 02.08.2017**) on the website i.e. **www.bitmesra.ac.in** and declare that the information given as above are complete and correct.

I understand that my application shall be rejected if i) any information furnished in the application is not correct or ii) all the required certificates and documents are not attached or iii) application is incomplete or iv) not forwarded by the employer in prescribed format.

In case of concealment/suppression of fact(s) detected at any stage in future, my appointment is liable to be cancelled/terminated, as the case may be, without notice.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature of Candidate** \_\_\_\_\_

**No Objection Certificate and forwarding by the Employer:**

**Forwarded to the Birla Institute of Technology, Mesra, Ranchi-835 215 (Jharkhand)**

The applicant Dr./Mr./Mrs./Ms. \_\_\_\_\_ who has submitted this application for the post of \_\_\_\_\_ in the **Birla Institute of Technology, Mesra** has been working in this organization namely \_\_\_\_\_ in the Post of \_\_\_\_\_ in a temporary /contract/ Permanent capacity with effect from \_\_\_\_\_ in the Scale of Pay /Pay Band of \_\_\_\_\_. He /She is drawing a basic pay of Rs. \_\_\_\_\_ His /Her next increment is due on \_\_\_\_\_.

Further, it is certified that no vigilance case or disciplinary proceedings or criminal proceeding is either pending or contemplated against the said applicant. There is **no objection** for his/her application being considered by the **Birla Institute of Technology, Mesra**.

(Signature of the forwarding officer)

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_

(Seal)

