

Registrar, Birla Institute of Technology Mesra Ranchi – 835 215, Jharkhand

To

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

APPLICATION FOR ASSISTANT REGISTRAR

Photograph

1.	Name in full (in capital letters) (Underline Surname)					
2.	Name of Father / Husband					
3.	a. Marital Status			b. Male / Female	e:	
4.	a. Permanent address			b. Address for co	orrespondence	
	Phone No. (with STD code)			E-mail ID		
5.	Details of the post applied for	r:				
	a) Post applied for					
	b) Advertisement No. and Date	2				
	c) Department					
6.	Date of birth (please attach trecertificate)	ue copy of				
7.	Are you a citizen of India by by domicile?	birth or				
8.	Please state your category (S (Please attach true copy of certificate in case		D/G	eneral)		
9.	If the appointment is offered much time would you need by joining the post?					

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

Sl. No.	School / College / Institute	Date of entry	Date of leaving	Name of the Board / University / Institution	Examination / Degree / Diploma passed	Distinctio n / Class / Division	1	Percentage of marks or C.P.I.	

11. **Details of employments:** Please give particulars of your present and past employments in chronological order, starting with the present one:

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.	Have any criminal proceedings been pending against you? Yes /No If yes, provide details							
13.	Additional Remarks/information, if any: (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.	Name, Designation and Address (along with phone no/ email) of two referees who are acquainted with your work.	1. 2.						
15.	Details of enclosures sent with the application							
16.	Details of Application Fee	D.D.No.:issuing bank	Date	AmountBranch	/ Name of Name:			
	<u>Declaration</u> :- I hereby declare that the information given as above are complete and correct; 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.							

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