

To

Registrar,

Birla Institute of Technology Mesra Ranchi – 835 215, Jharkhand

Birla Institute of Technology

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

APPLICATION FOR THE POST OF DEPUTY REGISTRAR / ASSISTANT REGISTRAR

Photograph

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1.	Name in full (in Capital letter, Please underline Surname)					
2.	Name of Father / Husba	and				
3.	a. Marital Status			b. Male / Femal	e :	
4.	a. Permanent address			b. Address for co	orrespondence	
	Phone No.			E-mail ID		
	(with STD code)					
5.	Details of the post appli	ed for:				
	a) Post applied for					
	b) Advertisement No. and Date					
6.	Date of birth (please attach true copy of certificate)					
7.	Are you a citizen of India by birth or by domicile?					
8.	Please state your category (SC/ST/OBC/PD/General (Please attach true copy of certificate in case of SC/ST/OBC/PD)					
9.	If the appointment is offered, how much time would you need before 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 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	Distinctio n / Class / Division	Subjects (Please mention field of specialization, honours, etc, where applicable)	Percentage of marks or C.P.I.	

11. **Employment Details:** 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.	Disciplinary /Vigilance / Criminal proceedings pending, if any? 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.: Date Amount/ Name of issuing bank Branch Name:	
con		formation given as above are complete and correct; In carry be detected at any stage in future, my appointment is lia without notice.	
Dat	e:	Signature of the Candid	