

Note: Prospective candidates are advised to read the notification carefully and then fill up the application precisely to the point in all respects. No column should be left **blank**. **Incomplete applications will be rejected**. Candidates can attach additional sheets, if required.

APPLICATION FOR THE POST OF REGISTRAR

Post Applied For	REGISTRAR, KSCSTE- KFRI	Affix recent duly signed passport size colour photograph		
Advertisement No.	D107/KSCSTE-KFRI/Estt./HRC/2024 Dated: 10-01-2024			
CATEGORY				
a. Direct Recruitment b. Deputation c. Internal Deputation	<table border="1" style="width: 100px; height: 40px;"> <tr><td style="width: 20px; height: 15px;"></td></tr> <tr><td style="width: 20px; height: 15px;"></td></tr> <tr><td style="width: 20px; height: 15px;"></td></tr> </table>			

1	Personal Information	
	Name of Applicant (in block letters)	
	Father's name	
	Mother's Name	

Date of Birth & Age
(As on 10-01-2024) (Copy of age proof to be enclosed as **Enclosure-2**e.g. SSLC/Class 10th Certificate or equivalent)

Name of document	DD	MM	YY	Age as on	Year	Month	Days
.....				10-01-2024			

Nationality		Religion	
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Category (SC/ST/OBC/UR/PwD/ExS)

Gender		Marital Status	
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Identification No (Aadhar / Passport etc.):

Complete Postal address with Pin code

For Correspondence	Permanent

Phone No:

Mobile No,:

E-mail:

2. Educational Qualification					
Name of Degree/Diploma	Subject / discipline	University/ Institution/Board	% of Marks	Grade/ Division	Year of Passing
Name of Essential Educational Qualification (Post Graduate) (Copy of Degree Certificate to be enclosed as Encl-3 , Marks-sheets to be enclosed collectively as Encl-4)					
Degree in MBA or LLB (Copy of Degree Certificate/final mark sheet to be enclosed as Encl. 5A, 5B, 5C & so on)					
Name of Desirable Qualifications 1..... 2..... (Copy of Diploma Certificate/ final mark sheet to be enclosed as Encl. 6A, 6B, 6C& so on)					
Bachelor's degree (Copy of Degree Certificate /final mark sheet to be enclosed as Encl-7)					
Other Qualifications if any: 1..... 2..... 3..... (Copies of Degree Certificates /mark-sheets to be enclosed as Encl-8)					

Total Administrative Experience Years.....Months.....Days
Administrative Experience at the level of Senior Office in the Pay Scale 42500-87000 or above Years.....Months.....Days

Note: Applications of candidates who fail to mention either Scale of Pay /PB or Pay Level in *Essential Experience* or fail to enclose employer’s certificate to back up the claimed pay will be liable to be rejected on the ground of being incomplete application.

5.	Workshop/Training programme, etc. attended		
	Professional institutions/bodies	Title of Programme	Duration of programme
			From To
a.			
b.			
c.			
d.			
e.			

6.	Character & Antecedents Report.	
	Subject	Comments
a.	Have you ever been subject to any disciplinary action, as a student and/or as an employee, If so give full details.	
b.	Have you ever been dismissed/suspended from service/employment? if so, please give full Details.	
c.	Were you involved in any criminal case, If yes, give full details	
d.	Is any criminal case pending against you in the court, If yes, give full details	

7.	Other relevant information	
	Prizes/Medal/Awards/distinction	
	Sports and Extra-curricular activities (including NCC/NSS)	
	Languages known	
	Level of Computer Proficiency	
	Professional affiliation, if any.	
	Any other relevant information	

8. Please Provide a Statement of Purpose in not more than 500 words describing how you are suitable for the requirements of the advertised post.

9. If selected, how soon will you be able to join duty:

10.	Name and Address of two References. (Referees should be familiar with your academic/ Professional Work and should not be relatives)	
	Name & address	Name & address
	Designation:	Designation:
	Organization	Organization
	Phone/Mobile:	Phone/Mobile:
	E-mail id	E-mail id

DECLARATION	
I have carefully gone through the advertisement, and I am well aware that the information furnished in the application form duly supported by the documents in respect of Essential Qualifications/Work Experience/Desirable Qualification submitted by me are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed/withheld. If it is found at any stage that any information given in the application is incorrect/false, my candidature/appointment is liable to be cancelled/terminated.	
Place:	
Date:	Signature

FORMAT OF NO OBJECTION CERTIFICATE TO BE FURNISHED BY THE CANDIDATE WHO IS ALREADY IN EMPLOYMENT ON REGULAR BASIS.

Certified that Dr./Mr./Mrs Son/Daughter of Shri. is a permanent employee of the department/institution/organization..... since and serving on the post..... in pay-level w.e.f.

Dr./Mr./Mrs has no punishment / criminal case to his/her credit.

The Department/Institution/organization has no objection in deputing/appointing he/she in KSCSTE-KFRI against the post of Registrar (Category..... ..) as per advertisement No.

Place:
Date:

**SIGNATURE WITH SEAL OF
THE HEAD OF
DEPARTMENT/INSTITUTION/
ORGANISATION**