|  |  |  |
| --- | --- | --- |
|  | Note: Prospective candidates are advised to read th**e** 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/Esst./HRC/2025 Dated : 26.03.2025** |
| **CATEGORY** |
| 1. **Direct Recruitment**
2. **Deputation**
3. **Internal Deputation**
 | **Category** |
| **1** | **Personal Information****Category** |
| Name of Applicant( in block letters) | **Category** |
| Father’s name |  |
| Mother’s Name |  |
| Date of Birth & Age(As on 26.03.2025) (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 26.03.2025 | Year | Month | Days |
|  |  |  |  |  |  |  |  |  |
| Nationality |  | Religion |  |
| Category (SC/ST/OBC/UR/PwD/ExS) |
| Gender |  | Marital Status |  |
| 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 | Subject / | University/ | % of | Grade/ | Year of |
| Degree/Diploma | discipline | Institution/Board | Marks | Division | 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)** |

|  |  |
| --- | --- |
| **3** | **Details of experience in chronological order (Attach extra sheet, if required)** |
| Organization/ Office/ Institution | Post held | Period | Duration | Scale of Pay /PB/ PayLevel | Specify nature of duties | Temp/ Contract Regular/Permanent |
| From | To | Y | M |
| **Essential Experience**(Pl. provide details below and enclose experience certificate as **Encl. 9**) |
| **a.** |  |  |  |  |  |  |  |  |  |
| **b.** |  |  |  |  |  |  |  |  |  |
| **c.** |  |  |  |  |  |  |  |  |  |
| **d.** |  |  |  |  |  |  |  |  |  |
| **e.** |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **4. Details of other experience** (supporting documents to be enclosed as **Encl. 10**)(attach extra sheet if required). |
|  | Organization/ Office/ Institution | Post held | Period | Duration | Scale of Pay /PB / PayLevel | Specify nature of duties | Temp/ Contract Regular/Permanent |
| From | To | Y | M |
| i. Computerised administration: |
|  |  |  |  |  |  |  |  |  |  |
| ii. Legal Matters: |
|  |  |  |  |  |  |  |  |  |  |
| iii. Financial Matters: |
|  |  |  |  |  |  |  |  |  |  |
| iv. Establishment Matters: |
|  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **Other Experiences (in chronological order):** |
| a. |  |  |  |  |  |  |  |  |  |
| b. |  |  |  |  |  |  |  |  |  |
| c. |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **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, Ifso 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: |  | **Signature** |
| Date: |  |

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-NATPAC against the post of Registrar (Category……………… ..) as per advertisement No.

Place: ......................................... .

Date: .......................................... .

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