



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SONEPAT

# भारतीय सूचना प्रौद्योगिकी संस्थान सोनीपत

(An Autonomous Institute of National Importance under Act of Parliament)

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Advt. No.:- IIITSNP/RECT/2020/02 Dated 18/11/2020

FOR OFFICE USE ONLY	
APPL. NO.	DATE:

PASTE HERE  
YOUR SIGNED  
RECENT PASS-  
PORT SIZE  
PHOTOGRAPH

## Application form for Registrar Position

- Name of the post applied for (i) .....  
(ii) Direct Recruitment/Deputation: .....
- Fee Remittance: Application fee amount .....
- Demand Draft No..... Bank Name: .....
- Payable at: .....

## General Information

- Personal details
  - Name in Full: .....
  - Father's/Husband's Name.....
  - Date of Birth (As recorded in Matriculation or equivalent Certificate)
  - Date.....Month.....Year.....
  - Age (As on the last date for receiving of application): .....Years.....Months .....Days
  - Nationality: .....
  - Marital Status: Married / Unmarried
  - Sex: Male / Female /TG (i) Aadhaar/Passport No: .....
  - Category: General/ST/SC/OBC/EWS. ....  
If any other, specify.....  
(Attach a certificate from the competent authority as prescribed under government rules)
  - Whether Persons with Disability: If yes specify the Category .....  
(Attach a certificate from the competent authority as prescribed under government rules)

## (l) Address

For Communication	Permanent
Address:	Address:
Pin:	Pin:
Phone:	Phone:
E-mail	E-mail

## 4. Educational Qualifications (\*) (from Matriculation onwards):

Examination	Board / University	Year of Passing	Marks			Class/Grade	Subject(s)
			Obtained	Out of	% of Marks		
Matriculation							
Higher Secondary							
Bachelor's Degree							
Master's Degree							
M. Phil./ Ph. D.							
Technical Qualifications (if any)							
Computer Qualifications							
Any other Qualification (if any)							

(Note: (\*) Please attach separate sheets if the space is insufficient)

## 5. Details of Experience in chronological order (Attach separate sheets if the space is insufficient)

Sr No	Organization	Post	Duration		Experience		PB & Grade-Pay / Pay Level	Specify exact nature of experience	Temp / Regular / Permanent
			From	To	Y	M			
1									
2									
3									
4									

6. Please Provide a Statement of Purpose in not more than 500 words describing how you are suitable for the requirements of the advertised post (please attach separate sheet).

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7. Refresher/Orientation Courses / Training / FDP/Conferences/Workshop etc., attended  
(Please attach sheets if required)

Sr. No.	Title of Programme & Name of Sponsor	Institution in which attended	Year	Duration of Programme	Your Role
1					
2					
3					

8. Character & Antecedents Report:

Sr No	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	

9. Name and Address of minimum two References.

(Referees should be familiar with your academic/ Professional Work and should not be relatives)

**First Referee:**

Name: .....

Position: .....

Address: .....

Email ID: .....

Phone No: .....

Mobile No: .....

**Second Referee:**

Name: .....

Position: .....

Address: .....

Email ID: .....

Phone No: .....

Mobile No: .....

10. I hereby declare that, I have carefully gone through the **advertisement and recruitment rules** and have understood it. Further, I certify that all particulars provided by me in this application form are true, complete and correct to the best of my knowledge and belief. There has been no suppression of any material facts. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled/terminated. I have enclosed self-attested copies of documents (relevant certificates, degrees, testimonials etc.) in support of my application.

Place.....

Signature  
(Name of the Applicant)

Date.....

(Encl: As above)

**ENDORSEMENT OF THE EMPLOYER**

Ref. No.....

Date.....

1. The application of \_\_\_\_\_ is hereby forwarded with the remarks that we have no objection to his/her application being considered.
2. Certified that the information given by the applicant in this application form has been checked/verified and found to be correct with reference to his/her service records.
3. Applicable only in case of deputation: Attested copies of the applicant's annual confidential reports for the preceding five years along-with Vigilance Clearance/Integrity Certificates are enclosed.

Signature of the forwarding Officer  
(with office seal)

(The endorsement on this page is to be signed and forwarded by the Head of the Department/Employer in the case of candidates, in service whether in permanent or temporary capacity failing which the application is liable to be rejected).

### CHECK LIST

- |   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| 1. Have you signed on your Application?<br>(Tick ✓ Yes or No)   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2. Have you attached the Self - Attested Copies of all the<br>Certificates/Testimonials?<br>(Tick ✓ Yes or No)                      | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 3. Have you enclosed Self Attested copy of proof of Age?<br>(Tick ✓ Yes or No)  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 4. Have you enclosed transaction slip for payment of<br>application fee if applicable<br>(Tick ✓ Yes or No)                         | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 5. Have you enclosed Self-Attested Copy of<br>SC/ST/OBC/EWS/Ex-Service-man/PWD Certificate, as<br>applicable?<br>(Tick ✓ Yes or No) | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 6. Have you pasted your photograph on your application?<br>(Tick ✓ Yes or No)   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 7. If you are employed, have you forwarded your application<br>through proper channel?<br>(Tick ✓ Yes or No)                        | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |