

National Institute of Design Haryana

Autonomous Institute under the DPIIT
Ministry of Commerce & Industry, Government of India
Transit Campus at Government Polytechnic Building,
Umri, Kurukshetra, Haryana-136131

Annexure- 1

Application form for Registrar

- 1) Mode of Recruitment: _____
(Deputation/Short Term Contract)
- 2) Full Name _____
- 3) Date of Birth _____
- 4) Age (as on 30th October, 2020) _____ Year, _____ Months, _____ Days
- 5) Sex _____
- 6) Marital Status _____
- 7) Religion _____
- 8) Nationality _____
- 9) Category Gen/SC/OBC/ST/PWD _____
- 10) (a) Mother's Name _____
(b) Father's Name _____
(c) Spouse Name _____
- 11) Postal Address for correspondence _____

Pin Code _____ Telephone No _____
Mobile No _____ Email _____
Aadhar No. _____
- 12) Permanent address _____

Form No:

(To be filled by office)

Space for
Photograph
(attested by
Gazette Officer)

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- 13) Academic Qualifications: (i) Please attach self-attested copies of certificates
(ii) Give particulars in a chronological order starting with Metric.

S.No	Degree	Name of Board/University/Institute	Subject/Specialization	Division/Grade % of Marks	Year

- 14) Details of Experience (Give particulars in descending chronological order starting with the present post. If space is insufficient, attach separate sheet).
(i) Please attach self-attested copies of certificates
(ii) Please attach the self-attested copy of latest monthly salary slip.

S. No	Name and Address of Employer with Website address.	Post held	Pay Scale/pay Level	Total Monthly Salary	Nature of Duties performed during the employment	Period of Employment	
						Date From	Date To

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15.	In case the present employment is held on deputation basis, please state: - (a) The date of initial appointment (b) Period of appointment on deputation (c) Name of the parent office/organization to which you belong	
16.	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclosed a separate sheet, if the space is insufficient).	
17.	Minimum Two References with email id's and contact details:	

18). Demand Draft Number: _____ Dated: _____ Bank Name: _____

19). **Declaration:**

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Selection Committee will also assess the Curriculum Vitae duly supported by documents submitted by me at the time of selection for the post. I, further, declare that the information/particulars furnished by me are true and nothing has been hide.

Date:

(Signature of the Candidate)

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Check List:

- (1) Whether all details in application form have been filled up correctly?
- (2) Whether recent Passport Size Photograph attested by Gazetted Officer pasted on the space provided in Application Form?
- (3) Whether DD for Rs. 1,000/- as application fee or proof of exemption from payment of application fee attached?
- (4) Whether self-attested certificates of essential qualifications attached?
- (5) Whether self-attested Mark sheets of the Degrees attached?
- (6) Whether NOC & Vigilance Clearance Certificate from present employer, in case of candidates presently working in Govt./ PSU/Autonomous Bodies attached?
- (7) Whether experience certificate as proof of the relevant experience issued by the competent authority of the employer attached?
- (8) Whether details of two references have been filled properly?
- (9) Whether Latest Salary certificate with details of Total monthly salary, Pay Level, Basic Pay, DA, Allowances and other details attached?
- (10) Whether the words **“Application for the post of Registrar to reach NID Haryana on or before 30th October 2020”** has been written on top of the envelop of the application?
- (11) Whether the scanned copy of application has been sent by email?
- (12) Whether the application is being forwarded through proper channel in case of applicants presently working in Govt./ PSU/Autonomous Bodies?
- (13) Whether certified copies Annual Performance Appraisal Report (APAR) of last 05 years is attached with the applications?