

**Application for the
Post of Registrar**

Passport size
Coloured
Signed
Photograph

1.	Name in Full (in Capital Letters)							
2.	Father's/Husband's Name							
3.	Mother's Name							
4.	Date of birth	<table border="1"><tr><td></td><td>Day</td><td></td><td>Month</td><td></td><td>Year</td></tr></table>		Day		Month		Year
		Day		Month		Year		
Age	<table border="1"><tr><td></td><td>Year</td><td></td><td>Month</td><td></td><td>Day</td></tr></table>		Year		Month		Day	
	Year		Month		Day			
5.	a) Marital Status: Married/Unmarried							
	b) Gender:							
6.	a) Permanent Address	b) Correspondence Address						
7.	Phone (With STD code): Mobile No:	E-Mail:						
8.	Nationality							
9.	Religion							

10. Educational Qualification:

(Please attach self attested photocopies of various Degrees/ Certificates/ Mark sheets):-

S. No.	Qualification Degree/ Certificate	Stream/ Specialization	% Marks/ CGPA	Division	Month & Year of passing	University/ Institution/ Board	Remarks (If any)
1.	Ph.D.						
2.	PG						
3.	UG						
4.	HSSC (12 th)/ Diploma						
5.	SSC (10 th)						
6.	Others						

11. Details of Essential Experience:

(a) Details of analogous post:

(Please attach self attested copies of proof, if required extra sheets may be used)

S. No.	Position/Designation	Name of the Institution	From	To / Till date	Total		Pay Scale
					Years	Months	
1.							

(b) Details of Academic Experience:

Details of experience as Assistant Professor including Associate Professor or comparable experience in research establishment and/or other institutions of higher education.

(Please attach self attested copies of proof, if required extra sheets may be used)

S. No.	Position/Designation	Name of the Institution	From	To / Till date	Total		Pay Scale
					Years	Months	
1.							
2.							
3.							

(c) Details of Administrative Experience:

Administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

(Please attach self attested copies of proof, if required extra sheets may be used)

S. No.	Position/Designation	Name of the Institution	From	To / Till date	Total		Pay Scale
					Years	Months	
1.							
2.							
3.							

12. Desirable Qualification and Experience:

(a) Management / Engineering / Law:

(Please attach self attested photocopies of various Degrees/ Certificates/ Mark sheets)

S. No.	Name of Degree/ Diploma	Specialization	% Marks/ CGPA	Division	Month & Year of passing	University/ Institution	Remarks (If any)
1.							
2.							

(b) Computerized Administration / Legal / Finance / Establishment matters:

(Please attach self attested copies of proof)

S. No.	Position/Designation	Name of the Institution	From	To / Till date	Total		Pay Scale
					Years	Months	
1.							
2.							
3.							

13. Did you previously apply for any post in this University?

If (yes/no), give particulars:.....
.....

DECLARATION

“I hereby declare that I fulfill the eligibility conditions to the post and that the statements made by me in the application form are true, complete and correct to the best of my knowledge and belief.”

Place:.....
Date:.....

Signature of Applicant
Name.....

NO OBJECTION CERTIFICATE TO BE FURNISHED BY THE CANDIDATE WHO IS ALREADY IN EMPLOYMENT, REGULAR/TEMPORARY BASIS.

Certified that Mr. /Ms..... Son/Daughter of Shri.....

is a permanent/temporary/ adhoc employee of the department / institution /organization since..... The Department / Institution/ Organization has no objection if he/she is appointed in Shri Rawatpura Sarkar University against the posts advertised by the Shri Rawatpura Sarkar University vide advertisement no. :.....

Place.....
Date.....

Name and Signature
of Head of Institution With Seal

Check list for the Post of Registrar

Name of the Applicant :

Gender :

Mobile Number :

S. No.	Particulars	√ / X / NA	Page No.
1.	Matriculation/10th Standard/ Secondary or equivalent certificate		
2.	Higher Secondary / Class XII (or equivalent) board marks sheet.		
3.	Degree certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed.		
4.	Proof of analogous post (if applicable).		
5.	Proof of experience in educational administration or Comparable experience		
6.	Proof of 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.		
7.	Proof of Desirable Qualification (if any).		
8.	Proof of Desirable Experience (if any).		
9.	Photo identity card [issued by govt. agency/last attended Institution/University]		
10.	NOC and Experience Certificate(s) from the Head(s) of Organization(s) for the entire experience claimed		