**THE GANDHIGRAM RURAL INSTITUTE – DEEMED UNIVERSITY**

Ministry of Human Resource Development, Govt. of India

Accredited by NAAC with ‘A’ Grade (3rd Cycle)

GANDHIGRAM – 624 302, DINDIGUL DISTRICT, TAMIL NADU

Affix a recent passport size photograph here (Duly signed by the applicant)

No. (For Office Use)

**Please see the instructions before filling up the Application Form**

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| **APPLICATION FOR THE POST OF**  | **REGISTRAR**  |

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| 1. | Advertisement No. & Date |
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| 2. | Name of the Applicant (as in SSLC / Matriculation Certificate) : |
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| 3. | Father’s Name : |
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| 4. | Date of Birth & Age (a copy of proof should be attached) |
|  | D | D |  | M | M |  | Y | Y | Y | Y |  |  |  | Years  |

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| 5. | a) Gender (Tick the box) | MALE |  |  | FEMALE |  |  |  |  |
|  | b) Marital status  |  |  |  |
| 6. | Place of Birth (Village/City) |  | : |  |
|  |  | District  | : |  State: |

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| 7. |  | Nationality |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Religion |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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 Signature of the Applicant

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| 8. |  Community (Tick the box) | SC |  | ST |  | BC |  | GEN |  | Others |  |  |  |
|  | (a copy of proof should be attached) |  |  |   |  |  |  |  |  |  |  |  |  |
| 9. | Aadhar card number |  |  |  |  |  |  |  |  |  |  |  |  |
| 10. | Present address for communication  |
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|  |  |  |  |  |  |  |  |  |  | Pin Code |  |  |  |  |  |  |

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| 11. | Permanent / Home address |
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| 12. |  | Telephone No.with STD Code |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Mobile No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

13. E-mail ID : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 14. | Academic Qualification\* (Starting with SSLC/Matriculation) |
|  | Examination Passed | Division with % of marks | Subject | Year of passing | Full-time / Part-time / Distance Education | Board / University | Distinction achieved, if any |
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\* Please attach attested copies of certificates

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of the Applicant

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| 15. | Technical Qualifications if any: | 1.2.3. |  |  |
|  |  |  |  |  |
| 16. | Work Experience (Starting with the most recent)a) Academic Experience  |  |  |
|  | S. No. | Post held | Employer | Last pay drawn(Pay Band with AGP/GP) | Nature of assignment | Period of Service Y M D |
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|  | b) Experience in Research and Development:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_c) Administrative Experience (including HRD, Statutory functions):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Applicantd) Experience in handling legal matters:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_e) Experience in IT applications (MIS Systems):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 17. | Present Employment details: |
|  | a) | Name of the University/Organization  |  |
|  | b) | Post held  |  |
|  | c) | Pay Band with AGP/GP |  |
|  | d) | Basic Pay (Band Pay + AGP/GP) |  |
|  | e) | Date of appointment  |  |
|  | f) | Whether permanent / temporary? (or) probationary  |  |
|  | g) | Whether State/Central/PSU/Private? |  |

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| 18. | Research Publications (in ISBN/ISSN numbered Journals and Books) |
|  | *Sl. No* | *Publications* | *Published**(in Nos.)* |
|  | 1. | Books (as the only author) |  |
|  | 2. | Books (Coauthored with others) |  |
|  | 3. | Edited books (as the only editor) |  |
|  | 4. | Books edited with others |  |
|  | 5. | Referred International Journals  |  |
|  | 6. | Referred National Journals  |  |
|  | 7. | Publications in referred conference proceedings  |  |
|  | 8. | Publication in non-referred conference proceedings  |  |
|  | 9. | Other publications \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Applicant |  |

19. Countries Visited : 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 20. | Knowledge of languages (Tick the box) |  | Read |  | Write  |  | Speak  |
|  |   | English | : |  |  |  |  |  |
|  |  | Tamil | : |  |  |  |  |  |
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| 21. | Name and address of three referees (candidates should arrange to send at least two confidential reports from referees on administrative competency to Vice-Chancellor in sealed envelope).  |
|  | 1. |  | 2. |  | 3. |  |
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|  | Phone: |  | Phone: |  |  | Phone: |
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| 22. | a) Particulars of Registration Fee | Demand Draft |  |  | Challan |  | (Chalan to be enclosed) |
|  | (Refer instructions) |  |  |  |  |  |  |

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|  | (a) | Name of the Bank  |  |
|  | (b) | Place of the Branch with code No. |  |
|  | (c) | DD Number |  |
|  | (d) | Date  |  |
|  | (e) | Amount  | Rs. |

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| 23. | a) Have you ever been dismissed / suspended from service / employment? If so, please give the details. |  |
|  | b) Is there any disciplinary case pending against you? |  |
|  | c) Is there any court cases pending against you? or Have you ever been convicted?  |  |
| 24. | Details of enclosures: |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Applicant |
|  | 1. |  | 6. |
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|  | 4. |  | 9. |
|  | 5. |  | 10. |

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| 25. | Summary of description justifying your suitability for the post of Registrar, GRI: (Enclose one/Two page note separately). |

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| 26. | **Declaration :** I Certify that the foregoing information are correct and complete to the best of my knowledge and belief.  |

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYER’S ENDORSEMENT**

 This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is working as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ onwards on regular basis in our Institute / University / Office. The details given by the applicant are verified and found correct as per our records. It is further certified that no vigilance case and departmental enquiry is either pending or contemplated against him/her. The integrity of the employee is also certified.

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Employer

 (with office seal)