



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर  
**NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR**

Takyelpat, Imphal, Ph. (0385) 2058566 / email:- [nitmanipur@yahoo.in](mailto:nitmanipur@yahoo.in)

An Autonomous Institute under MHRD, Govt. of India.

NITM.1/(2-Estt)/MP/2010/275

Date:- 12/10/2012

**Employment Notification (Non-Faculty)**

National Institute of Technology Manipur, an Institute of national importance imparting quality technical education at UG level, invites application from Indian nationals with excellent academic background for the following Non-Faculty posts:

- (1) Registrar – 1 Post, (2) Deputy Librarian/Assistant Librarian – 1 Post, (3) Nurse – 1post, (4) Sports Officer – 1 Post, (5) Executive Engineer – 1 Post, (6) Technical Assistant – 2 Posts, (7) Technical Assistant (Systems) – 1post, (8) Technical Assistant/ Junior Engineer – 1 posts, (9) Superintendent/Accountant – 2 Posts, (10) Stenographer – 1 Post, (11) Junior Assistant – 4 Posts, (12) Technician – 4 Posts, (13) Technician/Laboratory Assistant/Lab Work Assistant – 1 (14) Multi Tasking Staff – 2 Posts.

| Sl. | Name of the Post | Pay Scale and AGP/GP                                   | Essential Qualification & Experience   | Age Bar                   |
|-----|------------------|--|--|---------------------------|
| 1   | Registrar        | PB – 4 (₹37,400 – ₹67,000) with Grade Pay of ₹10,000/- | <b><u>Qualification:</u></b><br>Masters' degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute.<br><b><u>Experience:</u></b><br>i) At least 15 years experience as Assistant Professor in the AGP of ₹7000/- and above, or With 8 years of service in the AGP of ₹8,000/- and above including Associate Professor along with experience in educational administration, or<br>ii) Comparable experience in research establishment and/or other institutions of higher education, or<br>iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent.<br><b><u>Desirable:</u></b><br>Qualification in area of Management / Engineering / Law.<br>ii) Experience in handling computerized administration / Legal / financial / establishment matters. | Preferably below 57 years |



|   |  |   |   |  |
|---|--|---|---|--|
| 2 | <b>Deputy Librarian/<br/>Assistant Librarian</b> | <b>Deputy Librarian</b><br>PB – 3<br>(₹15,600 – ₹39,100/-) with AGP of ₹8000/-.<br><br><b>Assistant Librarian</b><br>PB – 3<br>(₹15,600 – ₹39,100/-) with AGP of ₹6000/-. | <b><u>Deputy Librarian</u></b><br><b><u>Essential:</u></b><br>(i) Master's Degree in Library Science/ Information Science / Documentation with CGPA of 6.5 in 10 point scale or at least 60% of the marks or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record.<br>(ii) Ten years experience as an Assistant University Librarian/out of which at least 5 years to be in a post with AGP of ₹7,000/- or an equivalent post.<br>(iii) Evidence of innovative Library Service and organization of published work and professional commitment, computerization of library.<br><br><b><u>Assistant Librarian</u></b><br><b><u>Essential:</u></b><br>(i) Master's Degree in Library Science/ Information Science / Documentation Science or an equivalent professional degree with CGPA of 6.5 in 10 point scale or at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with superior knowledge of computerized library service.<br>(ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.<br>(iii) However, candidates, who are or have been awarded Ph.D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET / SLET / SET for recruitment and appointment Assistant Librarian.<br><br><b><u>Desirable:</u></b><br>PG Diploma in Library Automation and Networking or PGDCA or equivalent. | <b><u>Deputy Librarian:</u></b><br>Preferably below 45 years; age bar relaxed for employees of NIT serving as Assistant Librarian.<br><br><b><u>Assistant Librarian:</u></b><br>Not exceeding 35 years; age bar not applicable to employees of NIT serving as Library and Information Assistant (Selection Gr. II) for at least 6 years with GP of ₹4,800/-. |
|---|--|---|---|--|



|   |                            |  |   |                         |
|---|----------------------------|--|---|-------------------------|
| 3 | <b>Sports Officer</b>      | PB-3 (₹15,600 – ₹39,100/-) with Grade Pay of ₹6,000/-. | <b>Essential:</b><br>(i) First Class Master's Degree in Physical Education or Master's Degree in Sports Science with at least 60% marks (or equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record; Record of having represented the University/College at the inter-University/Inter-Collegiate competitions or State and/or national championships; Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.  | Not exceeding 35 years  |
| 4 | <b>Executive Engineer</b>  | PB -3 (₹15,600 – ₹39,100) with Grade Pay of ₹6600/-.   | <b>Essential:</b><br>(i) First class Bachelor's degree or equivalent grade in Engineering (Electrical / Civil Engineering) from a recognized University / Institute.<br>(ii) 5 years' experience in relevant field as Engineer / Asst. Engineer (in PB-3 and GP of ₹5400/-) from CPWD / State PWD or similar organized services / semi-Govt. / PSU / Statutory or Autonomous organization / Universities / reputed Institute or organizations under Central / State Govt.<br><b>Desirable:</b><br>Knowledge of Computer-aided Design (CAD) and latest Management Technology / other relevant software.<br>i) Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities.<br>ii) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to the profession. | Not exceeding 40 years  |
| 5 | <b>Technical Assistant</b> | PB - 2 (₹9,300- ₹34,800/-) with Grade Pay of ₹4,200/-. | <b>Essential:</b><br>First class Bachelor's (Honours) Degree in Sciences in relevant subject or equivalent grade from a recognized University / Institute (Technical Assistant).<br>Or<br>First class Diploma in Engineering in relevant field with excellent academic record<br>Or<br>Post-graduate degree in science or B.E. /B.Tech. in relevant field from a recognized University<br><b>Desirable:</b><br>i) PGDCA or equivalent from a recognized Institution.  | Not exceeding 30 years. |



|   |   |   |  |                         |
|---|---|---|--|-------------------------|
| 6 | <b>Technical Assistant (Systems)</b>        | PB – 2 (₹.9,300 – ₹34,800/-) with Grade Pay of ₹4,200 /-          | <b>Essential:</b><br>First class Bachelor's Degree in Science/First Class Diploma in Engineering / B.E, B.Tech For Technical Assistant (Systems) he should have the knowledge of Web designing and System administration etc.,   | 30 years                |
| 7 | <b>Technical Assistant/ Junior Engineer</b> | PB – 2 (₹.9,300 – ₹34,800/-) with Grade Pay of ₹4,200 /-          | First class Diploma in Engineering in relevant field with excellent academic record<br>Or<br>Post-graduate degree in science or B.E. /B.Tech. in relevant field from a recognized University<br><b>Desirable:</b><br>i) PGDCA or equivalent from a recognized Institution.   | 30 years                |
| 8 | <b>Nurse</b>                                | PB – 2- Scale – (₹.9,300 – ₹34,800/-) with Grade Pay of ₹4,200 /- | <b>Essential:</b><br>Should have 10+2 plus A Grade Nursing Diploma in General Nursing & Midwifery or equivalent and should be registered as nurse/midwife or equivalent with any State Nursing Council/ Certificate with 3 years course from a recognized institute approved by the Government.  | 30 years                |
| 9 | <b>Superintendent/ Accountant</b>           | PB – 2 (₹9,300 – ₹34,800/-) with Grade Pay of ₹4,200/-            | <b>Essential:</b><br><b>Superintendent:</b><br>i) First class (Hons.) Bachelor's Degree or equivalent grade from a recognized University or Institute in any discipline (In universities without a system of Honours degree, equivalent number of courses)<br>Or<br>i) Master's Degree from a recognized University or Institute with excellent academic record.<br>ii) Knowledge of Computer applications viz. Word processing, Spread Sheet.<br><b>Accountant:</b><br>i) First class Bachelor's Degree in Commerce with Honours in Accountancy / Finance or equivalent in grade from a recognized University or Institute.<br>Or<br>Master's Degree in Commerce / MBA (Finance) from a recognized University or Institute with excellent academic record.<br>ii) Knowledge of Computer applications viz. word processing, Spread Sheet and computer-based accounting software. | Not exceeding 30 years. |



|    |   |  |   |                              |
|----|---|--|---|------------------------------|
| 10 | <b>Junior Assistant</b>   | PB-1 (₹5,200 – ₹20,200/-) with Grade Pay of ₹2,000/- | 10+2 in any discipline with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet.<br><br><b>Desirable:</b><br>Proficiency in other computer skills; stenography skills.   | Below 27 years               |
| 11 | <b>Stenographer</b>   | PB – 1 (₹5,200- ₹20,200) with Grade Pay of ₹2,400/-  | <b>Essential:</b><br>12 <sup>th</sup> standard pass or equivalent from a recognized Board or University. Minimum speed in short hand 80 w.p.m. in Stenography.<br><br><b>Desirable:</b><br>Proficiency in Computer Word processing and spread sheet with advance skills.  | Below 27 years               |
| 12 | <b>Technician</b>   | PB – 1 (₹5,200 – ₹20,200) with Grade Pay of ₹2,000/- | <b>Essential:</b><br>Senior secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade (Technician or Work Assistant).<br><br>Or<br>Matric with at least 60% marks and ITI Certificate of 2 year's duration in appropriate trade (Technician or Work Assistant).<br><br>Or<br>Diploma in Engineering of three years' duration from a recognized Polytechnic / Institute (Technician, Work Assistant).  | Below 27 years               |
| 13 | <b>Technician/<br/>Laboratory Assistant/<br/>Work Assistant</b> | PB – 1 (₹5,200 – ₹20,200) with Grade Pay of ₹2,000/- | <b>Essential:</b><br>B.Sc. Degree in relevant field from a recognized University/Institute (Laboratory Assistant).<br><br>Or<br>Senior secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade (Technician or Work Assistant).<br><br>Or<br>Matric with at least 60% marks and ITI Certificate of 2 year's duration in appropriate trade (Technician or Work Assistant).<br><br>Or<br>Diploma in Engineering of three years' duration from a recognized Polytechnic / Institute (Technician, Work Assistant). | Below 27 years               |
| 14 | <b>Multitasking Staff</b>                                       | PB – 1 (₹5,200 – ₹20,200) with Grade Pay of ₹1800/-  | <b>Essential:</b><br>Matriculation or ITI or equivalent pass from a recognized Board or Institute   | Between 18 – 27 years of age |



- i) Application must be sent in the prescribed format through speed post/registered post to **The Asst. Registrar, National Institute of Technology Manipur, Takyelpat, Imphal- 795001**. On the envelope please inscribe “**Application for Recruitment at NIT Manipur for the post of .....**” Last date of submission of application is 16<sup>th</sup> November, 2012. Application should be submitted on a signed hard copy only.
- ii) All the original certificates, mark sheets etc shall be shown in the interview and the photocopies of those shall be submitted with the application duly attested by the candidate himself / herself.
- iii) The Form should be enclosed with Demand Draft of Rs. 300/- for General/OBC category and Rs. 150 for SC/ST in favour of Director, NIT Manipur payable at State Bank of India, Secretariat Branch, Imphal as mentioned in the Application Form.
- iv) Reservation as per Govt. of India norms apply. Candidates belonging to SC/ST/OBC/PH categories should attach certificate from the appropriate authority. They must also clearly indicate the category to which they belong in the application form.
- v) Besides the basic pay in the applicable pay band of the respective positions, admissible allowances like DA, HRA etc are payable in accordance with Central Government / Institute Rules in force from time to time
- vi) The Institute reserves the right to offer some of the positions on Regular / Contract / Deputation basis.
- vii) Mere fulfilment of the required qualifications and experience, does not entitle a candidate to be called for interview / selection. The Institute reserves the right to fill or not fill any of the positions.
- viii) The Screening committee shall shortlist the eligible and most desirable candidates to be called for interview from amongst the applicants, based on specialization, availability of candidates, and requirements of the departments. Call letter will be sent only to the shortlisted candidates. No correspondence whatsoever will be entertained from the remaining candidates in this regard.
- ix) Candidates in Govt./Semi-Govt service should send their applications through proper channel. However, an advance copy may be sent before the last date. Such candidates are required to produce “No Objection Certificate” at the time of interview, failing which they may not be considered for interview.
- x) TA/DA will not be paid for attending the interview. SC/ST candidates will be paid TA as per GOI norms for attending the interview.
- xi) Qualification, experience and preferred age limit will be considered as on **30.09.2012**
- xii) The interview may be cancelled by the authority without assigning any reason.
- xiii) The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualifications and experience higher than those prescribed in this advertisement.
- xiv) All Degree Certificates should be from recognized Universities/ Institutes.
- xv) Selected Candidates should be prepared to join within the time granted.
- xvi) Applications not in prescribed form will not be entertained. Self attested copies of the following documents must be attached:
  - a) Degree Certificates
  - b) Marks/Grades cards at all levels starting from SSLC
  - c) SSLC & PUC certificate
  - d) Experience certificate
  - e) Certificates of Summer/Winter schools attended during the last five years.
- xvii) Candidates are required to enclose a self addressed stamped (Rs.5/-) envelope (9”X4” size) along with the application form.

Note: (1) **Applicants must fill in only correct information. If it is found, at a later date, that any information given in the application is incorrect / false, the candidature / appointment is liable to be cancelled / terminated.**

(2) The candidates who have already applied for the non-faculty positions in the above mentioned streams against NITA Advertisement No. **Advt.No.F.NITA.3(4-GEN)/MANIPUR/2010/2430-33 dated 2/07/2010 need not submit the processing fee. But the applicants have to apply in the prescribed form with updated CV against new advertisement with a proof of application submitted in response to our earlier advertisement.**

*Prof. Dr. P.K. Bose*

Director

NIT Manipur



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर  
**NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR**  
Takyelpat, Imphal, Ph. (0385) 2058566 / email:- [nitmanipur@yahoo.in](mailto:nitmanipur@yahoo.in)  
An Autonomous Institute under MHRD, Govt. of India.

**NON- FACULTY APPLICATION FORM**

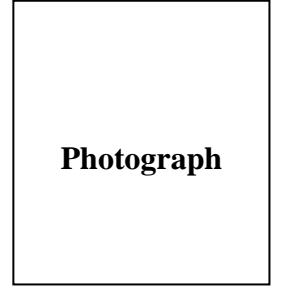
(To be filled in by the office)

Application No. \_\_\_\_\_ No. & Date of receipt \_\_\_\_\_

Post Applied for \_\_\_\_\_ Department \_\_\_\_\_

Specialization \_\_\_\_\_

Signature of Receiving Officer \_\_\_\_\_



| DD No. | Date | Amount (Rs) | Name of issuing Bank |
|--------|------|-------------|----------------------|
|        |      |             |                      |

\* Before filling of the application forms candidates should properly go through the instructions





**INSTRUCTIONS**

1. The Application Form should be enclosed with Demand Draft of Rs. 300/- for General/OBC category and Rs. 150 for SC/ST in favour of Director, NIT Manipur payable at State Bank of India, Secretariat Branch, Imphal
2. The candidates are to send separate application and separate bank drafts for each post in case any candidate wishes to apply for more than one post.
3. Copies of all certificates/testimonials should be attached and originals will have to be shown at the time of Interview.
4. Persons in employment should send their applications through proper channel. However, they may send a copy in advance, but it must be on the prescribed form & accompanied by the required Demand Draft, copies of certificates/testimonials etc.
5. Applications received after the due date or found incomplete may not be considered.
6. Application must be sent in the prescribed format through speed post/registered post to **The Asst. Registrar, National Institute of Technology Manipur, Takyelpat, Imphal- 795001**. The application with all its enclosure securely fastened to it should be super scribed “**Application for Recruitment at NIT Manipur for the post of .....**” on the envelope. Last date of submission of application is 16<sup>th</sup> Nov, 2012. Application should be submitted on a signed hard copy only. **Applications via email will not be entertained.**

***CHECKLIST:***

- (i) Degree Certificates
- (ii) Marks/Grades cards at all levels starting from SSLC
- (iii) SSLC & PUC certificate
- (iv) Experience certificate
- (v) Certificates of Summer/Winter schools attended during the last five years.
- (vi) Self addressed stamped (Rs.5/-) envelope (9”X4” size).

1. (a) Advertisement No. : \_\_\_\_\_  
(b) Post applied for : \_\_\_\_\_  
(c) Department : \_\_\_\_\_  
(d) Specialisation : \_\_\_\_\_





राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर  
**NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR**

Takyelpat, Imphal, Ph. (0385) 2058566 / email:- [nitmanipur@yahoo.in](mailto:nitmanipur@yahoo.in)

An Autonomous Institute under MHRD, Govt. of India.

- 
2. Full name of the candidate (in block letters) : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Father's Name : \_\_\_\_\_  
Mother's Name : \_\_\_\_\_
5. Nationality & Religion : \_\_\_\_\_
6. Present Postal Address (in block letters) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Permanent Address (in block letters) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Tel. No: Landline (with STD code) : (O) \_\_\_\_\_  
Mobile No. : (R) \_\_\_\_\_  
\_\_\_\_\_
9. Email ID : \_\_\_\_\_
10. Whether belongs to SC/ST/OBC/PHD : \_\_\_\_\_
11. Marital Status : \_\_\_\_\_
12. Languages known (Read Write , Speak) : 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_
13. Education qualifications (Starting with the highest degree)



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर  
NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR

Takyelpat, Imphal, Ph. (0385) 2058566 / email:- [nitmanipur@yahoo.in](mailto:nitmanipur@yahoo.in)

An Autonomous Institute under MHRD, Govt. of India.

| Degree awarded/<br>Examination passed | Univ./Board | Year of<br>passing | Percentage of<br>marks<br>obtained/<br>CGPA | Subject(s) |
|---------------------------------------|-------------|--------------------|---|------------|
| Ph D                                  |             |                    |   |            |
| M Tech/M Phil                         |             |                    |   |            |
| B Tech/M Sc                           |             |                    |   |            |
| B Sc.                                 |             |                    |   |            |
| Senior Secondary<br>(Plus Two)        |             |                    |   |            |
| High School                           |             |                    |   |            |
| Others                                |             |                    |   |            |

14. Topic of Thesis

(a) For MTech./M.Phil \_\_\_\_\_

(b) For Ph D \_\_\_\_\_

15. Field of specialization \_\_\_\_\_

16. List of all your previous employments in order (Most recent first)

| Sl.No. | Name of<br>Employer | Designation | From | To | Salary Details | Brief<br>description<br>of duties | Reasons for<br>leaving |
|--------|---------------------|-------------|------|----|----------------|-----------------------------------|------------------------|
|        |                     |             |      |    |                |                                   |                        |
|        |                     |             |      |    |                |                                   |                        |
|        |                     |             |      |    |                |                                   |                        |
|        |                     |             |      |    |                |                                   |                        |

17. (i) Present Scale of Pay \_\_\_\_\_ (ii) Basic Pay \_\_\_\_\_

(iii) Date of Next Increment \_\_\_\_\_ (iv) Gross Pay \_\_\_\_\_

(v) Basic Pay acceptable \_\_\_\_\_



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर  
**NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR**

Takyelpat, Imphal, Ph. (0385) 2058566 / email:- [nitmanipur@yahoo.in](mailto:nitmanipur@yahoo.in)

An Autonomous Institute under MHRD, Govt. of India.

18. Details of visits to Foreign Countries: (In case of visits relating to his profession only)

| Sl. No. | Country Visited | Period of stay |    | Purpose of Visit |
|---------|-----------------|----------------|----|------------------|
|         |                 | From           | To |                  |
|         |                 |                |    |                  |

22. Seminars/Short Term Courses/Summer Schools/Winter Schools organized

| Sl No. | From | To | Name of the course | Sponsored by | No. of participants |               |
|--------|------|----|--------------------|--------------|---------------------|---------------|
|        |      |    |                    |              | From institutes     | From Industry |
|        |      |    |                    |              |                     |               |

23. Seminars/Short Term Courses/Summer Schools/Winter Schools attended

| Sl No. | From | To | Institute/Industry | Sponsored by | Name of the course |
|--------|------|----|--------------------|--------------|--------------------|
|        |      |    |                    |              |                    |

24. Sponsored Projects undertaken

| Sponsoring Agency | Title of the Project | Area | Period | Amount of grant | Whether completed | Accomplishment |
|-------------------|----------------------|------|--------|-----------------|-------------------|----------------|
|                   |                      |      |        |                 |                   |                |

25. Current Membership of Professional Bodies:

| Sl. No. | Name of Professional Bodies | Grade of membership | Membership no. With validity |
|---------|-----------------------------|---------------------|------------------------------|
|         |                             |                     |                              |
|         |                             |                     |                              |

26. Area of specialization (to be filled in on the basis of Academic Qualification and experience relevant to the post applied):

| Main Field | Specialization | Super-Specialization |
|------------|----------------|----------------------|
|            |                |                      |

27. Awards/Recognitions won, if any: \_\_\_\_\_

28. Period required for joining the post, if selected \_\_\_\_\_

29. Brief details of Co-curricular and extra-curricular activities:

| Sl. No. | Activity | from | to | Remarks |
|---------|----------|------|----|---------|
|         |          |      |    |         |
|         |          |      |    |         |



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर  
**NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR**

Takyelpat, Imphal, Ph. (0385) 2058566 / email:- [nitmanipur@yahoo.in](mailto:nitmanipur@yahoo.in)

An Autonomous Institute under MHRD, Govt. of India.

30. Any other relevant information you may like to furnish: (Attach separate sheets)

31. Outreach activity if any: \_\_\_\_\_

32. Future Research Proposal if any (attach separate sheet within 300 words)

33. References:

(Responsible persons, not related to the applicant but closely acquainted with academic and professional work)

| Name and Designation | Address                                     |
|----------------------|---|
| 1.                   | Phone : _____ Fax : _____<br>E-mail : _____ |
| 2                    | Phone : _____ Fax : _____<br>E-mail : _____ |
| 3                    | Phone : _____ Fax : _____<br>E-mail : _____ |

34. List of Enclosures

- |     |      |
|-----|------|
| i   | v    |
| ii  | vi   |
| iii | vii  |
| iv  | viii |

35. Declaration

I certify that the aforementioned information is correct and complete to the best of my knowledge and belief.

Place \_\_\_\_\_

Date \_\_\_\_\_

**(Signature of Candidate)**



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर  
**NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR**  
Takyelpat, Imphal, Ph. (0385) 2058566 / email:- [nitmanipur@yahoo.in](mailto:nitmanipur@yahoo.in)  
An Autonomous Institute under MHRD, Govt. of India.

---

36. . (To be filled in by the present employer)

**FORWARDED**

Place:

Signature of the Forwarding Authority:

Date:

Designation:

Office Seal:

---

N.B.: Every application must be accompanied by Attested Xerox copies of documents in support of claims made by the candidate in respect of his date of birth, academic qualifications, practical training, experience, caste, etc. A list of copies of certificates etc., attached to this application is to be given.

---