**ADVERTISEMENT FOR THE POST OF REGISTRAR**

With reference to the advertisement published in ‘Anandabazar Patrika’ and ‘The Telegraph’ dated 23.11.2020, applications for the following post in the MS Word format given below may be mailed to the **Chairman, RCC Institute of Information Technology** at **chairman.rcciit@gmail.com** by **23.12.2020,** clearly specifying the post applied for in the Subject of the email.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post** | **Scale of Pay** | **Essential Qualification** | **Desirable**  **Qualification** | **Experience** |
| Registrar | Pay Level 16 as per ROPA Rules, 2019, Govt. of West Bengal | Graduate from a recognized University or its equivalent,  Knowledge of HR, legal and general administration,  Good communication skill – Spoken & Written | Experience of working in an educational institution,  Experience in conducting examination,  Experience in handling Legal & HR matters and knowledge of accounts | At least 5 yrs. experience in office administration in a responsible post in a recognized institution |

* *The maximum age for the above post is as per prevalent Govt. norms.*
* *Mere satisfying the eligibility criteria should not entitle an applicant to be called for interview/selection. The Management of RCCIIT reserves the right to shortlist/select/reject a candidate without citing any reason whatsoever.*

**Application form for the post of “Registrar”**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | | **PERSONAL DETAILS** | | | | | | | |
| 1. Name of the Applicant   [BLOCK LETTER]: | | | | |  | | | **PHOTO** | |
| 1. Father’s Name: | | | | |  | | |
| 1. Mother’s Name | | | | |  | | | | |
| 1. Address for Communication with PIN Code | | | | |  | | | | |
| 1. Email id | | | | |  | | | | |
| 1. Mobile No | | | | |  | | | | |
| 1. Gender | | | | |  | | | | |
| 1. Date of Birth | | | | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** | |  |  |  |  |  |  |  |  | | | | | |
| 1. PAN Number | | | | |  | | | | |
| 1. Aadhar Number | | | | |  | | | | |
| **2.** | **EDUCATION QUALIFICATION** | | | | | | | | |
| Degree | | | Name of the Board/Univ. | Branch/ Specialization | | Year of Certification | % of Marks | | Provide hyperlink of Marksheet/ Certificate |
| 10th | | |  |  | |  |  | |  |
| 12th | | |  |  | |  |  | |  |
| Diploma | | |  |  | |  |  | |  |
| Graduation | | |  |  | |  |  | |  |
| Post- Graduation | | |  |  | |  |  | |  |
| Others | | |  |  | |  |  | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **3.** | **EXPERIENCE** | | | | | | |
| Name of the Organization | | Designation | Period (Date) | | Duration | | Pay Scale/ Consolidated pay |
| From | To | Years | Month |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Year | Months |
| Total Experience in Educational Institution |  |  |
| Total Experience in Industry |  |  |

Any other information relevant to the post (attach separate sheet if required):

Date:

Place: Signature