***Corrigendum***

**ADVERTISEMENT FOR THE POST OF REGISTRAR**

With reference to the advertisement published in ‘Anandabazar Patrika’ and ‘The Telegraph’ dated 23.11.2020, and corrigendum published in ‘Anandabazar Patrika’ and ‘The Telegraph’ dated 11.12.2020, applications for the post of Registrar may be mailed to the **Chairman, RCC Institute of Information Technology** at **chairman.rcciit@gmail.com** by **08.01.2021,** clearly specifying the post applied for in the subject of the email. The detail of the post is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Post** | **Scale of Pay** | **Essential** | **Desirable****Qualification** |
| **Qualification** | **Experience** |
| Registrar | Pay Level 16 as per ROPA Rules, 2019, Govt. of West Bengal | A Degree from a recognized University, Knowledge of accounts,Knowledge of Bengali- spoken and written | At least 5 yrs. experience in office administration in a responsible post in a Govt. office or in an organization of repute, preferably in an educational institution | Experience in conducting examination and in handling Legal & HR matters and general administration; Good communication skills in English – Spoken & Written |

* *Age not more than 40 years as on 01.11.2020, relaxable for specially qualified and experienced candidates.*
* *Merely satisfying the eligibility criteria will 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.*
* ***Those who applied earlier against advertisement published in ‘Anandabazar Patrika’ and ‘The Telegraph’ dated 23.11.2020 need not apply again. However, they are at liberty to update/ furnish any information, in reference to their earlier application, within 08.01.2021***

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

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| **1.** | **PERSONAL DETAILS** |
| 1. Name of the Applicant

[BLOCK LETTER]: |  | **PHOTO** |
| 1. Father’s Name:
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| 1. Mother’s Name
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| 1. Address for Communication with PIN Code
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| 1. Email id
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| 1. Mobile No
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| 1. Gender
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| 1. Date of Birth
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| **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |
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| 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 |  |  |  |  |  |

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