



**ABV-INDIAN INSTITUTE OF INFORMATION TECHNOLOGY AND  
MANAGEMENT, GWALIOR  
Morena Link Road, Gwalior -474015**

**APPLICATION FORM**

1. Details of Demand Draft/NEFT

NEFT UTR No	Date of NEFT	Amount (Rs.)	Issuing Bank name/ Name of bank

2. Advt. No.

3. Date:

4. Name of the Post Applied for :

5. Name in Full (in capital letters) :

6. Father's Name/Husband's name :

7. Date & Place of Birth :

8. Nationality :

9. Gender (Male/Female/Transgender) :

10. Marital Status (Married/Unmarried) :

11. Category- UR/SC/ST/OBC/EWS:

12. Whether Physically handicapped ( Yes / No): Pl attached the copy of certificate  
(a) If Yes type of disability:

13. Nearest Railway Station :

14. Correspondence Address:

.....  
.....

Affix a recent  
passport size  
photograph  
duly attested  
by the  
candidate

15. Permanent Address:

.....  
.....

16. Email id:

17. Contact no:

18. Do you belong to the sub-category of Ex-servicemen  
(If yes, please mention the category and attach a certificate signed by the competent authority on the format prescribed by the Government of India)

19. Educational/Professional/Technical Qualifications(starting from Class 10<sup>th</sup> onwards):(attach separate sheet for full details)(Attach attested copies of certificates/mark sheets etc.)

Examinations passed	Board/ University	Duration of Degree/Dip./ Training	Year of passing	Division with % of Marks	Subject(s) studied	Specialization

20. Details of employment in reverse chronological order (attach separate sheet for full details).

Deptt./ Institute	Post held	Regular/ Temporary/ Permanent/ Contract	Period of employment		Period of each employment in year/ month	Scale of Pay/Level and Basic pay/ Gross pay	Nature of Duty
			From	To			

21. Have you ever been convicted by a court of Law or is there any criminal case/disciplinary action/vigilance enquiry pending against you? If yes, specify

22.Details of certificate of excellence/merit during the service period (attach separate sheet for full details)

23. Details of Training course conducted/attended/consultancy services offered during the service period (attach separate sheet for full details)

24. Are you a corporate member of any professional Institute, if so, give details(attach separate sheet for full details)

25. Write a paragraph (not exceeding 500 words) on justifying your suitability for the post.

26. Referees(03):

(These should be persons resident in India and holders of responsible positions, and should be intimately acquainted with applicant's character and work, but must not be relations. Where the candidate has been in employment she/he should either give her/his present or the most recent employer or immediate superior as a referee or produce a testimonial from him in regard to her/his fitness for the post for which she/he is an applicant.)

1 <sup>st</sup> Referee		2 <sup>nd</sup> Referee		3 <sup>rd</sup> Referee	
Name		Name		Name	
Designation		Designation		Designation	
Address		Address		Address	
Phone No		Phone No		Phone No	
Email id		Email id		Email id	

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- 27 a) Have you ever been arrested, prosecuted and kept under detention, or bound down/fined/convicted by a court of law for any offence or debarred/disqualified by any Public Service Commission from appearing at its Exam. /Selections or debarred from taking any Exam. /rusticated by any University or any other Educational authority/Institution? **YES/NO**  
**YES/NO**
- b) Is any case pending against you in any court of law, University or any other educational authority/Institution? (If, yes provide details in separate sheets).
- 28 Were you at any time declared medically unfit; asked to submit your resignation; discharged or dismissed from Govt. / PSU / Autonomous Body or Private Service? **YES/NO**  
IfYes, give details in a separate sheet
- 29 Did you previously apply for any post in this Institute? If yes, give particulars.
- 30 Have you routed your application through proper channel? **YES/NO**
- 31 Have you enclosed duly certified copies of ACRs/APARs for the last five years? If no, provide reason.

32. Any other achievement not covered above:

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**DECLARATION**

I, hereby, declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in this form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact like category or educational qualification etc. made in my application form, I understand that I will be denied any employment in the Institute and if already employed on any of the posts in the Institute, my services will be terminated forthwith.

Place.....

Date.....

Signature of the Candidate

33. Endorsement by the Employer

**(In case of in-service candidates, whether in permanent/contract/temporary capacity, the application must be endorsed/forwarded by the Head of the Department/Employer)**

Forwarded to ABV-Indian Institute of Information Technology and Management, Gwalior

The applicant Dr/Mr/Mrs/Ms....., who has submitted this application for the post of ..... in ABV-Indian Institute of Information Technology and Management, Gwalior, is working in this organization namely.....as .....(name of the post), in a temporary/contract/permanent capacity with effect from ..... in the scale of pay/level .....He/She is drawing basic pay of Rs.....His/Her next increment is due on.....

Further, it is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by ABV-Indian Institute of Information Technology and Management, Gwalior.

**(Signature of forwarding Officer)**

Name:-

Place:-

Designation:-

Date:-

(Seal)

**CHECK LIST FOR ASSISTANT REGISTRAR POST**

**Name of the Applicant** : \_\_\_\_\_

**Mobile No. /Email ID** : \_\_\_\_\_

S. No	Particulars	✓ / X / NA	Page No.
	Matriculation/ 10 <sup>th</sup> 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.	Post-Graduation certificate		
5.	Proof of analogous post (if applicable)		
6.	A Post Graduate Degree with at least 55 % marks or its equivalent with excellent academic record.		
8.	Proof of Desirable Qualification ( if any)		
9.	Photo identity card (issued by Govt. agency/last attended Institution/University)		
10.	Application fee receipt/Transaction details of fee payment made		
11.	Category Certificate (EWS,OBC,SC, ST & PwD)		
12.	No Objection Certificate		

**Date:**

**Signature of applicant**

**Place:**