



DIBRUGARH UNIVERSITY
DIBRUGARH – 786 004
ASSAM

(A) Points to be noted by the applicants

1. The applicant must be a citizen of India.
2. He / She must be medically fit both in mind and in body – a certificate duly signed by the District Medical Officer, Dibrugarh District or any competent Registered Medical Officer, approved by the Vice-Chancellor, shall have to be produced by any person who has been appointed before he / she is allowed to join. Provided that in the case of a person already in service of the Dibrugarh University, such a Medical Certificate shall not be required.
3. A certificate about good character from the Head of the Institution last attended or served shall ordinarily accompany an application for any post if he / she is not already in service of the University.
4. The candidate must possess the minimum qualifications for the post.
5. Applicants must fill-in all the parts (Part-A, Part-B, *as the case may be*) of the application form. Incomplete application and application not in the prescribed form and application without photocopies of certificates / mark sheets, proof of date of birth, caste certificate, etc. will be rejected. A list of enclosures must be furnished as provided in the application form.
6. Applicants are advised to give phone numbers and e-mail address in their own interest to facilitate prompt communication.
7. Applicants may attach additional sheet(s) wherever necessary quoting the serial number.
8. Applicants willing to apply for more than one post must send separate application forms for each post(s) along with separate application fee.
9. Application(s) received after the last date as mentioned in the advertisement shall be summarily rejected.

(B) Conditions to be fulfilled after appointment:

1. A person appointed to the post shall join within one month from the date of issue of appointment order, failing which the appointment order is liable to be cancelled, provided that in exceptional circumstances, the Vice-Chancellor may extend this period.
2. Before a person appointed to the post joins in his / her post, he / she shall execute an agreement with the university that he / she shall strictly abide by the provisions of the Acts and the Ordinances. An appointee shall also undertake in the agreement to submit to the Vice-Chancellor a self-appraisal report of his / her performance annually.
3. Every person appointed permanently to the post of shall be on probation for a period of one year. Provided that the period of probation may, for good and sufficient reasons, be extended by the Executive Council for another period not exceeding one year.
4. Every person appointed permanently to the post, on satisfactory completion of his / her period of probation, shall be confirmed in the post unless he / she is considered unfit for confirmation.
5. The person, after joining the post will be subjected to the provisions of the Dibrugarh University relevant Service Conditions Ordinance.

Serial No. :

Fee : Rs. 2,000/-



DIBRUGARH UNIVERSITY

DIBRUGARH -786 004

[Application Form For Deputy Registrar (Admin)' Posts]

Paste here a recent passport size photograph

Advertisement No. _____ Date : _____
Name of the post applied for : _____
Application fee Demand Draft / D.U. Receipt No. _____

1. (i) Name of the candidate (In block letter) : _____
(ii) Father's name: _____
2. Date of birth: _____ Age (as on date): _____
(Attested copy of H.S.L.C. certificate to be enclosed as a proof of the age)
3. Nationality: _____ Sex: _____
Caste (General / SC /ST): _____ Married / Unmarried _____
4. Address:
(a) Address for correspondence: _____ (b) Permanent address: _____

Telephone No. : _____ Telephone No. _____
Fax No.: _____
E-mail address: _____
5. Post held, if any, at the time
Sending the application: (a) Designation: _____
(b) Date of joining: _____
(c) Permanent/Temporary: _____
(d) Name and address of the employer _____

(e) Basic pay : Rs. _____
(f) Total emoluments: Rs. _____

6. Details of appointments held (Use an extra sheet, if necessary):

Designation	Duration	Nature of work	Name of Employer

Contd. 2.

7. Academic qualification:

(Examination passed from H.S.L.C./Higher Secondary onwards. Attested copies of the testimonials to be enclosed:

Examination and year	Subject(s)	Division/ Class / Grade	Percentage of marks obtained	School / College	Board / University

8. Particulars regarding clearance of the NET/SLET (where required).

9. Special subject of study or branch of specialization, if any:

10. Academic distinction (e.g., any prize, medal, award etc.):

11. Publications (Attach a separate sheet of paper showing the details. Enclose copies of the publications and testimonials):

- (a) No. of Books published :
- (b) No. of Research Papers published :
- (c) No. of Articles published :
- (d) Any other :

12. Experience of supervision for research degrees (Attach a separate sheet of paper showing the details, if any):

Degree	Awarded	Research in progress	Thesis / Dissertation under submission
Ph.D.			
M. Phil.			
Other, if any			

13. Any other information (Please attach a separate sheet provided you want to give some more information:

14. Declaration:

I declare that the statements made in this application are true to the best of my knowledge and belief.

Date: _____ Place: _____ (Signature of the candidate)

15. Forwarding (In case for the candidates who are already in service):

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this institution / organization has no objection to the candidature of the applicant and will be released, if appointed.

Signature
(Head of the Institution / Organization)

Seal:

Designation: _____

Address: _____

Date:

Telephone No. _____

16. A certificate of character from the Head of the Institution last attended or served should be enclosed in case the candidate is not already in service of the Dibrugarh University.

17. List of enclosures:

- | | |
|--------|--------|
| (i) | (vi) |
| (ii) | (vii) |
| (iii) | (viii) |
| (iv) | (ix) |
| (v) | (x) |
| (xi) | (xii) |
| (xiii) | (xiv) |
| (xix) | (xx) |

_____xxxxx_____