**NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA**

**(*An Institute of National Importance*)**

**APPLICATION FORM**

Self Attested Photograph

**Advt. No.**...........................................................................**Dated**……………….

**Post Applied for:**……………………………………..………………………….

**Name in Full (Capital Letters)**…………………………………………………..

**Category: Gen/OBC/SC/ST/PWD/Other**..................................

**GENERAL CONDITIONS / INSTRUCTIONS**

1. Only Indian nationals need to apply.
2. For all the posts, where age limit is prescribed, the date for calculating the same will be the last date of receipt of the applications as declared in the advertisement / Institute Website.
3. Mere fulfillment of minimum qualification and experience do not entitle a candidate to be called for the examination / interview.
4. Candidates must have the requisite educational qualifications and experience on the last date of receipt of the applications as declared in the advertisement / Institute Website.
5. No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of interview and reasons for not being called for the interview.
6. Persons in employment should submit their applications through proper channel with a forwarding note of the employer. However, a photocopy of the duly filled in application form along with the Bank Draft in original may be sent as “Advance Copy” in order to avoid delay in receipt.
7. **Incomplete applications, applications not in the prescribed format will be summarily rejected.**
8. **DO NOT ENCLOSE ANY ORIGINAL / COPIES OF CERTIFICATES ALONG WITH THE APPLICATION.**
9. Canvassing in any form will be a disqualification.
10. Any change of address for correspondence should be communicated giving reference of the Advertisement and post(s) applied for.
11. The filled-in application form should be addressed to “The Registrar, National Institute of Technology Meghalaya, Bijni Complex, Laitumkhrah, Shillong-793003”, in an envelope superscribing *“APPLICATION FOR THE POST OF ………………………”*.
12. Applicants are advised to give phone numbers and e-mail address in their own interest to facilitate prompt communication.
13. Applicants may attach additional sheet(s), wherever necessary, mentioning the serial number.
14. Applicants willing to apply for more than one post must send a separate application form for each of the posts.
15. Relaxation of age for candidates under the Reserved Categories shall be as per Govt. of India norms.
16. The number of positions may vary depending upon sanction received.
17. The Institute reserves the right to fill in or otherwise, any or all the advertised posts.

1. (a) Advertisement No:……………………………………….………… Dated ……………………..

(b) Post applied for: .…………………………………..

2. Full name of the candidate (in block letters): ………………………………………………………..

3. Date of Birth: …………………… 4. Marital Status: *Married/ Single*

5. Father’s Name: ………………………………… Mother’s Name: …………………………………

6. Nationality: …………………………………….

7. Present Postal Address (in block letters): 8. Telephone No./ E-mail:

…………………………………………………….. Landline: ……………………. …………………………………………………….. Mobile: ……………………...

 …………………………………………………….. E-mail Id: …………………….

9. Permanent Address (in block letters): 10. Telephone No.

…………………………………………………….. Landline: ……………………. …………………………………………………….. Mobile: ……………………...

 …………………………………………………….. E-mail Id: …………………….

11. Language Proficiency: a. Read: ……………………………………………………………….

 b. Write: ……………………………………………………………...

 c. Speak: ……………………………………………………………..

12. Educational qualifications:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree/ Certificate Awarded** | **Institute/ Board/ University** | **Date of Completion** | **Percentage of Marks/ Grade** | **Discipline/ Trade** | **Remarks** |
| HSLC (X) |  |  |  |  |  |
| HS (XII) |  |  |  |  |  |
| ITI Certificate |  |  |  |  |  |
| Diploma (Pl. specify) |  |  |  |  |  |
| Degree (Pl. specify) |  |  |  |  |  |
| Post Graduation / Masters (Pl. specify) |  |  |  |  |  |
| Any Other (Pl. specify) |  |  |  |  |  |
| Any Other (Pl. specify) |  |  |  |  |  |

13. Employment Record (Most recent first):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of Employer** | **Designation of Post** | **Duties Performed** | **Period** | **Salary Details** | **Remarks** |
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14. Any Training Received:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Training Received** | **Duration** | **Training Institute/ Organization** | **Remarks** |
|  |
|  |  |  |  |  |
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|  |  |  |  |  |

15. Have you previously applied for any post in this Institution? If so, give particulars:

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16. Have you any near relation among the staff of this Institute? If so, state:

|  |  |  |
| --- | --- | --- |
| Name of the person | Designation | Relationship with the candidate |
|  |  |  |
|  |  |  |
|  |  |  |

17. Any Other Relevant Information:

 ……………………………………………………..………………………………………………

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18. Declaration:

I hereby certify that the information furnished above are correct and complete. I am aware that if any information provided here is found to be incorrect my candidature/ selection is liable to be cancelled.

Place…………..

Date…………... (Signature of Candidate)