



RABINDRA BHARATI UNIVERSITY
(Centre for Distance and Online Education)

Emerald Bower Campus: 56A B. T. Road, Kolkata-700050

Salt Lake Campus: Rabindra Bhavan, EE 9 & 10, Sector-II, Salt Lake City, Kolkata-700091

Website: www.rbu.ac.in and www.rbudde.in, e-mail: registrar@rbu.ac.in

APPLICATION FORM FOR THE POST OF DEPUTY REGISTRAR (Full-Time Contractual)

(Please fill up separate form for each post)

(Please go through instructions given in the website www.rbu.ac.in carefully before filling-up the Application Form)

Advt. No.....Post Sl. No.....

Post applied forSubject.....



To
The Registrar
Rabindra Bharati University
Kolkata

Sir/Madam,

In response to your Advertisement No.....dated....., I do, hereby, apply for the post ofas per the details mentioned above. My complete biodata is furnished below.

1. Name in full (in capital letters) Dr/Mr/Ms
2. Date of Birth Age (as on January 1 of the year of Advertisement):.....Year.....Month
3. Father's Name 4. Marital Status
- 5 Mailing Address
- Pin Code:.....Tel No: Mobile No:.....E-mail:
6. Permanent Address
- Pin Code:.....Tel No: Mobile No:.....E-mail:.....
7. Gender:..... 8. Nationality:
9. State of Domicile:10. Religion :.....
11. Do you belong to SC/ST/OBC-A/ OBC-B/PWD/General (Please tick the appropriate Category)(in case of PWD category, please tick PWD-OH/PWD-HH/PWD-VH) (Please attach attested photocopy of Certificate).

12. EDUCATIONAL QUALIFICATIONS:

Sl. No.	Examination/Degree	Name of Board/ College/University	Percentage of Marks / Final Grade	Subjects	Year of Passing / Award
1	Secondary or its equivalent				
2	Higher Secondary or its equivalent				
3	Bachelor's Degree or its equivalent (Hons./Major) (B.A./B.Sc/B.Com)				
4	Master's Degree or its equivalent (M.A./M.Sc/M.Com)				
5	Any other				

(Please attach separate sheet/s if required)

13. (a) Whether Ph.D Awarded (As per UGC Regulations): Yes / No . If yes, Date of Award:.....

Title of Ph.D Thesis (if awarded).....

.....

b) Area of Specialisation at Master's Level:

.....

c) Whether qualified in UGC-JRF /NET /SLET/ SET: Yes / No. If yes, indicate the year.....

(d) Valid RCI Registration (applicable to Candidates applying for Department of Disability Studies)

RCI Registration No. Issued on Valid upto.....

14. Details of Employment: (In chronological order starting with the most recent)

Sl. No.	Name of Employer /Status of Institute/ University (Govt./ Quasi-Govt./Autonomous etc.)	Post held / Designation	Period of Employment		Pay Scale, Grade Pay and Basic Salary Last Drawn	Nature of Duties
			From	To		

(Please attach separate sheet/s if required)

15. Experience as Research Supervisor (both as Supervisor and Co-Supervisor)(Details may be attached in separate sheet/s):

M. Phil Degree (a) Submitted _____ (b) Awarded _____

Ph.D. Degree (a) Submitted _____ (b) Awarded _____

16. Research Projects undertaken (other than that for a research degree):

Subject of Research	Period of Research	Fund Raised (in Rs)	No. of Research Assistant engaged	Under whose auspices

17. (i) Publications: (Give the number of publications):

	Published	Accepted for Publication
Books		
Research Papers/Articles		

(Please provide details in separate sheet/s)

(ii) Public Displays/ Exhibitions/Performances with or without outputs in CD/DVD/Online/E-Form/E-Book (for Fine Arts and Visual Arts Faculty):

Sl. No.	Title of Show/ Exhibition/ Performance with or without CD/DVD/Tape/ Online/ E-Form/ E-Book version or Brochures	Company/Agency/ Institute Name /self-financed (including TV/Radio etc.)	Categorisation 1.International 2.National 3.Regional (Venues / Event / Galley / Studio / Museums)	Solo Artist / Performer respectively Artist / Performer respectively

N.B. Please attach a separate sheet listing Items mentioned under each of the above-mentioned categories [Sl. Nos. 16, 17(i) & 17(ii)]. In those cases where they have been published, please mention the title, the name of the publisher/ the name of the journal, the year of publication, whether written in collaboration, etc. In the absence of these details, the information furnished under this column will not be given any consideration.

18. Mention briefly your experience/activities under the following heads, including the positions held, if any :

(a) College / University administration:

(b) Extra-curricular activities of students:

(c) Residential life of students:

19. Knowledge of languages, including Indian languages (Underline mother tongue and indicate examination(s) passed, if any):.....

20. Are you willing to accept the minimum initial pay in the grade? If not, state reason for claiming higher starting pay:

21. If selected for appointment, what notice period would you require for joining the post:
.....

22. Name, Designation and Institutional Affiliation (if any), Address, Contact Number and E-mail ID of two Referees (Recommendations from two Referees, not related to the applicant, who are scholars closely acquainted with the applicant's academic training, accomplishments and capabilities.):

(i).....
.....

(ii).....
.....

Declaration:

I do, hereby, declare that the particulars/information furnished above are true and correct. Should any of the information / documents / statements turn out to be incorrect or false at any stage, I may be held responsible, the appointment, if offered to me, is liable to be terminated and action may be taken by the University against me as per rules.

Date:

Signature of the Applicant

Note: Candidates are required to enclose:

(i) Copies of Mark-Sheets & Certificates of Educational Qualification.

(ii) Documentary Evidence in favour of other items mentioned above.

List of Enclosures (Please tick the enclosures attached):

Sl. No.	Check List	Sl. No. of enclosure	No. of sheets
i.	Secondary or equivalent mark sheet/ certificate		
ii.	Higher-Secondary or equivalent mark sheet / certificate		
iii.	B.A./ B.Sc./ B.Com (Final) mark sheet/ degree		
iv.	M.A./ M.Sc./ M.Com (Final) mark sheet/ degree		
v.	M. Phil. Degree		
vi.	Ph.D./ D. Phil. Degree		
vii.	D.Litt., D.Sc. degree		
viii.	NET, UGC-JRF, CSIR-JRF Award Certificate		
ix.	Caste Certificate issued by the Competent Authority (OBC/SC/ST)		
x.	PWD Certificate		
xi.	Experience certificates		
xii.	Recommendation letter(s)		
xiii.	Award (s)		
xiv.	Fellowship(s)		
xv.	Publication (s)		
xvi.	Any other (Please specify)		

Details of Bank Draft attached:

Bank Draft No.:.....Bank Draft Dated:.....

Bank Name:.....Branch:.....

Date:

Signature of the Applicant



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**APPLICATION FORM
(FOR THE POST OF DEPUTY REGISTRAR)
(Full-Time Contractual Post)**

Acknowledgement

Received an application from _____

for the post of _____

Vide Employment Notification No..... dated

Date :

Superintendent / Assistant