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| Logo | **PROFESSOR JAYASHANKAR TELANGANA AGRICULTURAL UNIVERSITY****ADMINISTRATIVE OFFICE : RAJENDRANAGAR : HYDERABAD – 500030** |

**ADVT. No.03/OP/A2/2024 DATED:23-10-2024**

**APPLICATION FORM FOR THE POST OF REGISTRAR**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(The application duly filled and complete in all respects should reach the
JOINT REGISTRAR, PJTAU, Administrative Office, Rajendranagar, Hyderabad – 500030 on or before 13th November, 2024 by 4.00 PM. Attach separate sheets wherever necessary)**

Affix recent Passport Size Photograph

**Advt. No. & Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **GENERAL INFORMATION**
2. Name in full (in block letters) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Father’s name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Designation of the candidate : ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Name of the Institute/Organization

where presently employed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Date of joining in the service : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Date of birth : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Age as on 1st November, 2024 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Place of birth : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Gender (tick the appropriate box) : Male Female Others
6. Present address (in block letters) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PIN\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone : (O)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (R)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (M)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Permanent address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PIN\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Nationality : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. Languages known

 (to read, write & speak ) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. Do you belong to SC/ST/BC? : ( if so please specify)

15. Have you ever been prosecuted,
 kept under detention or bound

fined, convicted by court of law ?

If so, please furnish the details thereof

16. Have you applied for any :
 other post in this University?

If yes, indicate the posts applied for

17. Have you executed a bond to :
serve your present organization?
If so mention the period of bond.

18. Particulars of Application fee : D.D No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_

 Amount: \_\_\_\_\_\_\_\_\_\_\_\_Drawn on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. ACADEMIC & SERVICE RECORD**

**19. Academic Qualifications \* :**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Degree** | **Name of the Degree & Discipline** | **Institute / University** | **Year of passing** | **Major & Minor Fields** | **% marks/ GPA & Class** | **Fellowships / Medals / Awards ( if any)** |
| Bachelor’s  |  |  |  |  |  |  |
| Master’s  |  |  |  |  |  |  |
| Management |  |  |  |  |  |  |
| Doctoral |  |  |  |  |  |  |

\* Please enclose certified xerox copies of the certificates

**20. Other qualifications \* :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Particulars** | **Subject** | **Institute / University** | **Period** | **Remarks****( if any)** |
| **From****Month/Year** | **To****Month/Year** |
| Postdoctoral Fellowship  |  |  |  |  |  |
| Visiting Scientist / Adjunct faculty (more than 6th months) |  |  |  |  |  |
| Additional Degree  |  |  |  |  |  |

\* Please enclose certified xerox copies of the certificates

**21. Employment Record & Experience \* :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Designation**  | **Scale of Pay** | **Institution & places of posting** | **Nature of work** | **Period** | **Duration****(Day/Month/year)** |
| **From****Day/Month/Year** | **To****Day/Month/year** |
| JACT |  |  |  |  |  |  |
| Senior Assistant |  |  |  |  |  |  |
| Superintendent |  |  |  |  |  |  |
| AO/AR/AC/PS to VC  |  |  |  |  |  |  |
| Deputy Registrar / Deputy Comptroller |  |  |  |  |  |  |
| Joint Registrar |  |  |  |  |  |  |
| Asst. Prof. Cadre |  |  |  |  |  |  |
| Assoc. Prof. Cadre  |  |  |  |  |  |  |
| Professor Cadre  |  |  |  |  |  |  |
| Sr. Prof. Cadre |  |  |  |  |  |  |
| **Administrative Service**  |
| ADR/AD |  |  |  |  |  |
| UH/PS(Crops)/HoD/Head Res. Stn /Centres / Schemes |  |  |  |  |  |
| Others (DR, DE, Deans, DSA, Dean P.G., Registrar, CoE, UL & Admn. Services outside PJTAU ) |  |  |  |  |  |

 \*Research / Teaching / Extension / Administration

* Candidates possessing the experience outside PJTAU have to get their experience certified from the competent authority
* The period for Ph.D studies during the employment / service must be clearly indicated

**22. Service Experience in the Relevant Field**

1. Total period of service \_\_\_\_\_\_ (years) \_\_\_\_\_\_ (months)
2. Number of years over the 20 years minimum service \_\_\_\_\_\_ (years) \_\_\_\_\_\_ (months)
3. Number of years over the 5 years administrative service \_\_\_\_\_\_ (years) \_\_\_\_\_\_ (months)

**C. ACHIVEMENTS**

**23. Significant Achievements**

Mention five most significant achievements in the relevant field (Varieties, Hybrids, Technologies developed / Technology assessment, Innovative Extension Activities / New Pedagogy, Curriculum revision, Content development for MOOCS / Developments, Innovations brought in Library/General administration, academic management including financial matters, organizing skills etc. ) in 250 words supported by documents (Attach separate sheets).

**24. Publications**

 (a) Number of documents/articles Published (Give details):

 (Annual reports / Budget books / ICAR reports / Convocation reports / Souvenirs /

 Conference proceedings/Research articles etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No.** | **Authors, Year & Title** | **Journal name, Volume &****Page no.** | **1st /2nd author (yes/no)** | **NAAS Rating (2023 basis)** |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Publication category** | **Authors & Year** | **Title & No. of pages** | **Publisher** | **ISBN or University No.** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**25. Recognitions ( Awards, Prizes, Medals)**

 (Please list awards and recognitions received ( if any) )

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Name of the recognition** | **Year** | **Awarded by** |
|  |  |  |  |
|  |  |  |  |

**26.** **Administrative capability / Leadership qualities** ( Elaborate your contributions on the following aspects):

1. Institution building ( strengthening research / extension infrastructure facilities; Major R&D / Extension initiatives; Leadership to undertake coordinate / collaborative / network programmes; Budget utilization; Human resource development / management/ Administration ).

**27. Any aspect not mentioned above, which you think will strengthen your claim for this position** ( briefly in 10 lines)

**28. Documents to be enclosed along with each application form.**

1. SSC Certificate (Date of Birth)

2. Academic Certificates

3. Service Certificates for outside PJTAU applicants

4. Certificates of Recognition

5. Caste Certificate

6. Evidences / Proofs supporting the claim

7. Details of Application fee (Demand Draft)

8. Any other document of relevance

**CERTIFICATE**

I certify that all the above stated information is true and correct to the best of my knowledge and belief. I will forfeit my candidature if any of the information furnished by me is not correct .

Place :

Date:

Signature of the Candidate

Applications of candidates should be necessarily forwarded by their controlling authority, failing which they will be rejected.

**FORWARDED BY**

Place:

Date:

Authorized Signatory,

(with seal)

**ANNEXURE – A**

**(Application for the post of Registrar of PJTAU)**

**NO OBJECTION CERTIFICATE AND VIGILANCE CLEARANCE BY THE EMPLOYER FOR THE CANDIDATES APPLYING FROM OTHER UNIVERSITIES / INSTITUTIONS**

**(To be signed by the Controlling Authority)**

1. Certified that Dr./Mr./Mrs. ……………………….. is working as ………………………........… in the Pay Scale / Pay Level …………………………………………………….…………….. on regular basis with effect from …………………………………………….. vide Office Order No. …………………………………………………………… Dated: ……………………………….
2. His / her date of birth is …………………………………….. as per service records.
3. Certified that Dr./Mr./Mrs. ………………………………………...…….. is clear from vigilance angle and he/she is eligible to apply.
4. This office has “No Objection” to the Dr./Mr./Mrs.. …………………………………………… an applicant for the post advertised by the PJTAU, Rajendranagar, Hyderabad vide Advertisement No. ………………………………………………………………………………...
5. If selected he / she will be relieved.

Signature ………………………………

Name …………………………………..

Designation ……………………………

Date ……………………………………

Office Seal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:**

1. In-service candidate should get the above NOC signed by the Competent Authority of the present employer.
2. All the certificates / entries mentioned above are mandatory.
3. Vigilance Clearance Certificate as above issued by the Institute / Organization shall be treated as final.
4. NOC should be issued in the above format only and nothing should be added or deleted from format.