

**APPLICATION FORM**  
(To be filled in by the office)

Recent  
Passport  
Photograph

Application No. : \_\_\_\_\_

No. & Date of receipt : \_\_\_\_\_

Post applied for : \_\_\_\_\_

Department : \_\_\_\_\_

Specialization : \_\_\_\_\_

Signature of Receiving Officer : \_\_\_\_\_

DD No.	Date	Amount (₹)	Name of issuing Bank

(To be filled in by candidates)

**\* Before filling of the application forms candidates should properly go through the instructions/terms and conditions**

1. a) Advertisement No. : \_\_\_\_\_
- b) Post applied for : \_\_\_\_\_
- c) Department : \_\_\_\_\_
- d) Specialization : \_\_\_\_\_
  
2. Full name of the candidate : \_\_\_\_\_  
(in block letters)
  
3. Date of Birth (in Christian era) : \_\_\_\_\_

4. Father's Name : \_\_\_\_\_  
 Mother's Name \_\_\_\_\_
5. Nationality : \_\_\_\_\_
6. Religion \_\_\_\_\_
7. Present Postal Address (in block letters) : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Permanent Address (in block letters) : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. Tel. No: Landline (with STD code) : (O) \_\_\_\_\_  
 Mobile No. (R) \_\_\_\_\_
10. Email ID : \_\_\_\_\_
11. Whether belongs to SC/ST/OBC/PH : \_\_\_\_\_
12. Marital Status : \_\_\_\_\_
13. Languages known (Read, Write & Speak) : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

14. Education qualifications (Starting with the highest degree)

<b>Degree awarded/ Examination passed</b>	<b>University/Board</b>	<b>Year of passing</b>	<b>Percentage of marks obtained/ CGPA</b>	<b>Subject/ Specialization</b>
Post Graduation				
Graduation				
Senior Secondary (Plus Two)				
High School				
Others				

15. List of all your previous employments in order (Most recent first)

Sl. No.	Name of Employer	Designation	From	To	Salary Details	Brief description of duties	Reasons for leaving

16.	(i) Present Scale of Pay _____	(ii) Basic Pay _____
	(iii) Date of Next Increment _____	(iv) Gross Pay _____
	(v) Basic Pay acceptable _____	

17. Awards/Recognitions won, if any : \_\_\_\_\_

18. Period required for joining the post, if selected : \_\_\_\_\_

19. Brief details of Co-curricular and extra-curricular activities:

Sl. No.	Activity	From	To	Remarks

20. Any other relevant information you may like to furnish: (Attach separate sheets)

21. Outreach activity if any: \_\_\_\_\_

22. References: (Responsible persons, not related to the applicant but closely acquainted with academic and professional work)

Sl. No.	Name and Designation	Address
1)		Phone : E-mail : Fax :
2)		Phone : E-mail : Fax :
3)		Phone : E-mail : Fax :

23. List of Enclosures

1)		6)	
2)		7)	
3)		8)	
4)		9)	
5)		10)	
11)		12)	

**Declaration:**

I certify that the aforementioned information is correct and complete to the best of my knowledge and belief.

**(Signature of Candidate)**

Place \_\_\_\_\_

Date \_\_\_\_\_

## FORWARDED

(To be filled in by the present employer)

Place: \_\_\_\_\_ Signature of the Forwarding Authority: \_\_\_\_\_  
Date: \_\_\_\_\_ Designation: \_\_\_\_\_  
Office Seal: \_\_\_\_\_

---

**N.B.: Every application must be accompanied by Attested Xerox copies of documents in support of claims made by the candidate in respect of his date of birth, academic qualifications, practical training, experience, caste, etc. A list of copies of certificates etc., attached to this application is to be given.**

---

### INSTRUCTIONS

- i) The Application Form should be enclosed with Demand Draft of Rs. 500/- for General/OBC category in the form of Demand Draft in favour of Director, NIT Manipur payable at State Bank of India, Secretariat Branch, Imphal.
- ii) SC/ST (supporting certificate must be enclosed in the form)/Persons with Disabilities (PWDs) upon submission of relevant Disability Certificate issued by the competent authority and Women candidates are fully exempted from payment of the prescribed fees.
- iii) Copies of all certificates/testimonials should be attached and originals will have to be shown at the time of Interview.
- iv) Persons in employment should send their applications through proper channel. However, they may send a copy in advance, but it must be on the prescribed form & accompanied by the required Demand Draft, copies of certificates/testimonials etc.
- v) Applications received after the due date or found incomplete may not be considered.
- vi) The Form should be enclosed with prescribed application fee
- vii) Applicants who have earlier applied to the cancelled advertisements mentioned in notification no. NITM.1/(2a-Estt)/MP/REG/2017(Pt)/315 dated 23<sup>rd</sup> July, 2018 need not submit the processing/application fee. However, they are required to furnish the details of the draft submitted.

**CHECKLIST:**

- a) Caste Certificate (if reservation/fee concession claimed). For OBC candidates, OBC Status and Non-Creamy Layer Status in the prescribed format duly issued on or after 15<sup>th</sup> July, 2018)
- b) Certificates and marks sheet/grade card of all degrees, 12<sup>th</sup> and 10<sup>th</sup>
- c) Experience certificate
- d) Certificates of all other additional qualifications claimed, if any
- e) Age Proof (HSLC/HSC or equivalent certificate issued by competent authority )