

INSTITUTE FOR SOCIAL AND ECONOMIC CHANGE

Nagarabhavi, Bangalore 560 072

Please attach a
recent
photograph

APPLICATION FORM FOR THE POST OF REGISTRAR

1. Name in full				
2. Address: Present (for communication)				
Permenent (Home Town)				
3. Date of Birth		Age (in completed years):	Sex:	
4. Marital Status	Married	No. of Children		
	Unmarried			
5. Do you belong to SC/ST/BC	Yes/No.	If so, I belong to (Attested copy of caste certificate to be enclosed)		
6. Educational Qualification: (Attested copy of mark sheet to be enclosed)				
Sl. No.	Level	Year of Passing	Major subjects	%age of marks obtained
1.	SSLC or equivalent			
2.	Graduation			
3.	Post-Graduation (Master's Degree)			

7. Knowledge of computers (**please attach documentary proof**)

Sl. No.	Office Management Softwares	Level / Proficiency

8. Knowledge of special areas (**please attach documentary proof**)

Sl. No.	Area	Level / Proficiency
1.	Accounting	
2.	Budgeting	
3.	Service Regulation	
4.	Labour Laws	
5.	Official Secrecy Act	

9. Working Experience (**please attach documentary proof**)

Sl. No.	Area	Position held and Institution	Period of experience
1.	General Administration		
2.	Institutional Management		
3.	Human Resource Development		
4.	Personnel Management		
5.	Campus Management		
6.	Event management including hospitality		
7.	Security management		

10. Special communication skills

11. Additional educational qualifications (**please attach documentary proof**)

Sl. No.	Area	Year of passing
1.	Human Resource Development	
2.	Project Management	

12. Experience in handling independent management and administration of large sized institutions

13. Knowledge of languages

Language	Read	Write	Speak

14. Special Skills

Sl. No.	Area	Proficiency Level
1.	Contract Management	
2.	Asset Management	
3.	Inventory Management	
4.	Records Management	
5.	Financial Management	
6.	Legal issues	
7.	Conduct of crucial meetings	

15. Other working experience, awards, merit certificates, etc.

16. Names and contact details of three referees not related to you

17. If employment is offered how soon can you join

18. Any other information that you would consider relevant

19. I certify that the particulars given by me in this application are true to the best of my knowledge and belief.

PLACE:

DATE:

Signature of the Applicant

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TO BE FILLED IN BY THE EMPLOYER OF THE APPLICANT

We certify that the information given by the candidate in SI.No.15 of the application is correct. This organization has no objection for his/her applying for the said post. In case he/she is offered the post and if he/she accepts it, he/she will be relieved of his/her duties in this organisation according to rules.

(Seal of office)

Signature of the Employer

Name:

Designation:

Place:

Date: