

National Institute of Technology Sikkim

Summary Sheet for Non- Faculty (Staff) Positions

(To be filled by the candidate)

Name of the Candidate: Post Applied for:

Department: If on Deputation/Contract:

Sl. No	Educational Degree	Name of Institute/ University	Date of Passing	% of Marks/ Grade (CGPA)	For office Use
1.					
2.	Experience (Year & Month)				
	Teaching				
	Research				
	Industrial				
	Technical				
	Administrative				
	Total				
3.	No. of Conferences/Seminars workshops organized	<u>International Level</u>	<u>National Level</u>		
4.	No. of Conferences/ Seminars workshops attended				
5.	If space is left blank answer will be considered as NO			Yes / No	
	i. Have you worked on any post in IIT/NIT/Govt. Organization?				
	ii. Have you cleared GATE/NET/SET/Others?				

Signature of the Candidate with date



NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

(An Institute of National Importance, Govt. of India)

Ravangla Campus, Barfung Block, South Sikkim - 737 139

Website: www.nitsikkim.ac.in

Advt.No: NITS/Admn/Rectt./Reg/Non-Faculty/2015-16/589

Date: 09.12.2015

Application Number..... & Date of Receipt (to be filled by the office)

Details of Bank Draft Enclosed (if applicable):				Please affix recent photograph
DD No:	Date:	Amount: Rs.		
Name of the Bank:				
Post Applied for:				
Department / Disciplines				
If on Deputation:	Yes/No	If on Contract:	Yes/no	

1. (i) Full Name (in block letters):

(ii) Father's/ Spouse's Name:

(iii) Whether belonging to (Please tick) GN / SC / ST / OBC, Whether PwD: Yes/No
(Attach Certificates if SC/ST/OBC and also for PwD)

2. Date of Birth: Age (as on 31-12-2015):

3. (a) Nationality: (b) Religion:

(c) Gender: Male / Female /

(d) Marital Status: Married / Unmarried / Divorced

4. Postal Address for correspondence:

.....

..... Pin Code:

Phone No.: Office/Res: Mob. No.:

E-mail id:.....

5. Permanent Address (with Phone No. & Mobile):

.....

.....

..... Pin Code: Phone No.

6. (a) All Educational Qualifications starting from matriculation, Class X onwards:

Examination Passed	Subjects/ discipline/ Specialization	Name of the Institution	University/ Board	Date of Passing	% of Marks/ CGPA and Division

(b) Have you cleared NET/SET/GATE/others? (If so copy of card/certificate is to be enclosed)

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7. Professional Qualification (if Any):

.....

8. (a). Professional Experience (starting with present one, if necessary use separate sheet, however in same format):

Post held	Dates		Organization	Basic salary & Grade Pay	Total emolument	Reason for leaving
	From	To				

* Certificates of appointment/experience may be enclosed:

(b) Total Experience:

(i) Teaching :Year(s)Month(s)

(ii) Research :Year(s)Month(s)

(iii) Industrial :Year(s)Month(s)

(iv) Administrative :Year(s)Month(s)

(v) Technical :Year(s)Month(s)

(c) Present Pay Scale: Basic Pay:..... GP:

Other Pay:Dearness Allowance:Total/Gross Emolument:

(d) Type of organization presently employed in (Government / Semi-Government / Govt. Aided / Autonomous Body / Private etc.)

9. (a) Conference / Seminar / Workshops organized:

Sl. No.	Title of the conference/seminar/ Workshop organized	Month/year		Venue	Sponsoring

(b) Summer / Winter Schools / Workshop Training Programmes attended:

Sl. No.	Title	Venue	Duration	Sponsoring

10. Administrative experience: (e.g. In-Charge/Hostel Warden/Hostel Manager/Supervisor/ Member etc.)

Sl. No.	Name of the Assignment	Duration (from & to)	Nature of Responsibility

11. Character & Antecedents Report:

Subject	Comments
Have you ever been subject to any disciplinary action, as a student and/ or as an employee, if so give full details	
Have you ever been dismissed/suspended from service/ employment? If so, give full details	
Were you involved in any criminal case? if yes, give full details	
If any case /enquiry pending against you in the court? if yes give full details	
Have you any break in service (reasons & duration)?	

12. Languages you can read, write & speak?

Name of Languages	Read	Write	Speak	Examination Passed if any

13. Membership of Professional Societies:
(Including Membership No.)

14. Extra-Curricular Activities:
15. Any other relevant information:
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16. Name 2 referees (Not related to the candidate), at least one should be the current Employer:
- (i) Name: Designation.....
Full Address.....
..... E mail.....
Contact Number.....
- (ii) Name: Designation.....
Full Address.....
..... E mail.....
Contact Number.....

DECLARATION

I declare that the statements made in this application are true to the best of my knowledge and belief. I understand that misleading or wrong information supplied may lead to summarily rejection of application / appointment (if found subsequently).

Date:

Place: **(Signature of the Applicant)**

Forwarded through Head of the Institute / Organization

(For candidates needed to apply through proper channel as per the Advertisement)

The application of Dr. / Mr. / Ms. for the post of
..... at National Institute of Technology Sikkim is forwarded.

Date:

Place: **(Signature and Seal of the forwarding Authority)**