



KSCSTE-NATIONAL TRANSPORTATION PLANNING AND RESEARCH CENTRE

K. Karunakaran Transpark, Akkulam, Thuruvikkal P.O,
Thiruvananthapuram 695011, Kerala



Note: Prospective candidates are advised to read the advertisement carefully and then fill up the application precisely to the point in all respects. No column should be left blank. **Incomplete applications will be rejected.** Candidates can attach additional sheets, if required.

APPLICATION FOR THE POST OF REGISTRAR

Post Applied For	REGISTRAR, KSCSTE-NATPAC	Affix recent duly signed passport size colour photograph
Advertisement No. NATPAC/475/2022-GA2		

1	Personal Information										
Name of Applicant (in block letters)											
Father's name											
Mother's Name											
Date of Birth & Age (As on 01.03.2023)(Copy of age proof to be enclosed as Enclosure-2 e.g. SSLC/Class 10 th Certificate or equivalent)											
Name of document:		DD	MM	YY	Age as on 01.03.2023			Year	Month	Days	
.....											
Nationality					Religion						
Category (SC/ST/OBC/UR/PwD/ExS)											
Gender					Marital Status						
Identification No (Aadhar / Passport etc.):											
Complete Postal address with Pin code											
For Correspondence					Permanent						
Phone No:											
Mobile No.:											
E-mail:											

2	Educational Qualifications					
Name of Degree/Diploma	Subject / discipline	University/ Institution/Board	% of Marks	Grade/ Division	Year of passing	
Name of Essential Educational Qualification (Postgraduate) (Copy of Degree Certificate to be enclosed as Encl-3 , Marks-sheets to be enclosed collectively as Encl-4)						
Degree in MBA or LLB (Copy of Degree Certificate/final mark sheet to be enclosed as Encl. 5A, 5B, 5C & so on)						
Name of Desirable Qualifications 1..... 2..... (Copy of Diploma Certificate/ final mark sheet to be enclosed as Encl. 6A, 6B, 6C & so on)						
Bachelor's degree (Copy of Degree Certificate /final mark sheet to be enclosed as Encl-7)						
Other Qualifications if any: 1..... 2..... 3..... (Copies of Degree Certificates /mark-sheets to be enclosed as Encl-8)						

3	Details of experience in chronological order (Attach extra sheet, if required)								
	Organization/ Office/ Institution	Post held	Period		Duration		Scale of Pay /PB / Pay Level	Specify nature of duties	Temp/ Contract Regular/ Permanent
			From	To	Y	M			
Essential Experience (Pl. provide details below and enclose experience certificate as Encl. 9)									
a)									
b)									
c)									
d)									
e)									

4. Details of other experience (supporting documents to be enclosed as Encl. 10)(attach extra sheet if required).									
	Organization/ Office/ Institution	Post held	Period		Duration		Scale of Pay /PB / Pay Level	Specify nature of duties	Temp/ Contract Regular/ Permanent
			From	To	Y	M			
i. Computerised administration:									
ii. Legal Matters:									
iii. Financial Matters:									
iv. Establishment Matters:									

Other Experiences (in chronological order):									
a)									
b)									
c)									
d)									

Note: Applications of candidates who fail to mention either Scale of Pay /PB or Pay Level in *Essential Experience* or fail to enclose employer's certificate to back up the claimed pay will be liable to be rejected on the ground of being incomplete application.

5.	Workshop/Training programme, etc. attended			
	Professional institutions/bodies	Title of Programme	Duration of programme	
			From	To
a.				
b.				
c.				
d.				
e.				

6.	Character & Antecedents Report.	
	Subject	Comments
a.	Have you ever been subject to any disciplinary action, as a student and/or as an employee, If so give full details.	
b.	Have you ever been dismissed/suspended from service/employment, if so please give full details	
c.	Were you involved in any criminal case, If yes, give full details	
d.	Is any criminal case pending against you in the court, If yes, give full details	

7.	Other relevant information	
	Prizes/Medal/Awards/distinction	
	Sports and Extra-curricular activities (including NCC/NSS)	
	Languages known	
	Level of Computer Proficiency	
	Professional affiliation, if any.	
	Any other relevant information	

8. Please Provide a Statement of Purpose in not more than 500 words describing how you are suitable for the requirements of the advertised post.

--

9. If selected, how soon will you be able to join duty:

--

10. Name and Address of two References.

(Referees should be familiar with your academic/ Professional Work and should not be relatives)

	Name & address	Name & address
	Designation:	Designation:
	Organisation	Organisation
	Phone/Mobile:	Phone/Mobile:
	E-mail Id:	E-mail Id:

DECLARATION

I have carefully gone through the advertisement and I am well aware that the information furnished in the application form duly supported by the documents in respect of Essential Qualifications/Work Experience/Desirable Qualification submitted by me are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed/withheld. If it is found at any stage that any information given in the application is incorrect/false, my candidature/appointment is liable to be cancelled/terminated.

Place:		Signature
Date:		

FORMAT OF NO OBJECTION CERTIFICATE TO BE FURNISHED BY THE CANDIDATE WHO IS ALREADY IN EMPLOYMENT ON REGULAR BASIS.

Certified that Dr./Mr./Mrs Son/Daughter of Shri. is a permanent employee of the department/institution/organization..... since and serving on the post in pay-level w.e.f.

Dr./Mr./Mrs has no punishment / criminal case to his/her credit.

The Department/Institution/organisation has no objection if he/she is appointed in KSCSTE-NATPAC against the post of Registrar as per advertisement No.

Place:

Date:

**SIGNATURE WITH SEAL OF THE
HEAD OF DEPARTMENT/
INSTITUTION/ORGANISATION**