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| **NVC SIMBOL  JPG COLOUR   FINAL** | **NAGPUR VETERINARY COLLEGE, NAGPUR** **(MAHARASHTRA ANIMAL & FISHERY SCIENCES UNIVERSITY, NAGPUR)** |

**APPLICATION FORM FOR THE POST OF HOSPITAL REGISTRAR ( MEDICINE)**

**To be filled in by the candidate**

|  |  |
| --- | --- |
| Post Applied for  |  |
| Advertisement No. |  |
| Demand Draft No. & Date of issue | Name of Issuing Bank | Amount of Fee Remitted |
|  |  |  |

**Date : (Name & Signature of the Candidate)**

**For Official Use Only**

Date **For Official Use Only**

Date of receipt of application:

of receipt of application:

|  |  |  |
| --- | --- | --- |
| Checked by | Verified by | Assistant Registrar |
|  |  |  |

1. 2. 3. 4.

**Date : ( Name & Signature of the Scrutiny Committee)**

|  |  |
| --- | --- |
| **NVC SIMBOL  JPG COLOUR   FINAL** | **NAGPUR VETERINARY COLLEGE, NAGPUR** **(MAHARASHTRA ANIMAL & FISHERY SCIENCES UNIVERSITY, NAGPUR)** |

Affix your latest pass-port size self attested photograph

1) Name of the post

 applied for : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Consolidated Remuneration:Rs.35,000/- per month

2) Applied under Category : Open/Reserved

|  |  |
| --- | --- |
| 3) a) Applicant's full name  (As recorded in SSC Certificate) | Surname : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Father's Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  b) Mother's Name c) Father’s Name |  : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- | --- |
| 4) Complete Postal Address :  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City \_\_\_\_\_\_\_\_\_\_\_\_\_Taluka \_\_\_\_\_\_\_\_\_\_ District \_\_\_\_\_\_\_\_\_\_\_\_Pin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Ph. No. with STD. Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail I.D.(if any) \_\_\_\_\_\_\_\_\_\_\_\_\_ Cell No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_ |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  5) Date of Birth  |  |  |  |  |  |  |  |  |
|  | Date | Month | Year |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  6) Age as on last date of submission of application form  |  |  |  |  |  |  |
|  | Years | Months | Days |

|  |  |
| --- | --- |
| 7) Whether age relaxation is to be claimed? if yes,  furnish details  |  |

|  |  |  |
| --- | --- | --- |
|  8) Marital Status  | Married | Unmarried |
| No. of living children ( ) and date of birth of last child (necessary undertaking in the prescribed format “A” should be enclosed with the application |  |

|  |  |  |
| --- | --- | --- |
|  9) Sex  | Male | Female |
|  10) State of Domicile  |  |

|  |  |
| --- | --- |
|  11) Caste/Community  |  |

|  |  |
| --- | --- |
|  12) If female, mention caste/community by birth. |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 13) Category to which you  belong   | SC | ST | VJ (a) | NT (b) | NT (c) | NT (d) | OBC | SBC | OPEN |
|  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 14) Are you employed?  | Yes | No |
|  If yes, what is your present basic pay? | Rs. AGP. |
| 15) If selected, are you agree to accept consolidated remuneration offered?  | Yes | No |
|  If not, state the lowest initial pay that you would accept? | Rs. AGP. |

|  |  |  |  |
| --- | --- | --- | --- |
| 16. | Whether any disciplinary case is pending against you? | Yes | No |
| 17. | Whether any minor or major penalty imposed upon you during last ten years? | Yes | No |
| 18. | Do you possess the (a) essential (b) desirable qualifications prescribed for the post | 1. Essential
 | Yes | No |
| 1. Desirable
 | Yes | No |

|  |  |  |
| --- | --- | --- |
| 19. Have you passed NET examination in concerned subject? | Yes | No |
| 20. Computer competency : MS-CIT examination? | Yes | No |
|  Any other Computer literacy (As per G.R. dt. 04/02/2013) |  |
|  |

|  |  |
| --- | --- |
| 21. VCI/MSVC Registration No. & date of expiry  (for Veterinarians only) | Reg. No. : |
| Date of Expiry : |

|  |  |  |
| --- | --- | --- |
| 22. Any other relevant information that you would like to furnish (Use separate sheet if necessary) | Yes | No |

**23. Academic Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Level | Degree/ Diploma/ Certificate | Year | Institute/ University | Subject(s) with major field | Class / Division / Marks |
| Graduation |  |  |  |  |  |
| Masters |  |  |  |  |  |
| Doctoral |  |  |  |  |  |
| Post-Doc |  |  |  |  |  |
| Other |  |  |  |  |  |

Note: Please enclose self attested photocopies in support of proof of date of birth and qualifications claimed above

**24. Employment Record and Experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Designation | Pay Scale/ Pay band | Organization/ Institute | Period | Duration | Nature of work |
| From | To | Y | M | D |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| TOTAL WORK EXPERIENCE (Y/M/D) |  |  |  |  |

**25. Administrative experience / Additional responsibilities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | Additional responsibilities handled | Institute | Duration | Experience (Y/M/D) |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**26. Participation in Trainings/ Workshops/ Summer / Winter schools/ Refresher courses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | Title | Organizing Institute | Duration (Days) | Dates |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**27. Research Contributions:**

|  |
| --- |
| A) Externally funded projects handled |
| Sr. No. | Title | PI/ Co-PI | Total cost (Rs.) | Funding Agency | Duration |
| From | to |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| B) Patents filed |
| Sr. No. | Title | Registration No. | Year |
|  |  |  |  |
| C) Technology Generated |
| Sr. No. | Title | Implications | Year |
|  |  |  |  |
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**28. Scientific Publications**

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| --- |
| A) Papers published in NAAS accredited journals\* NAAS score of Scientific Journal 2019 (Effective from 01/01/2020) |
| Sr. No. | Authors | Year | Title of the paper | Name of the Journal, Volume, Page Nos.  | NAAS score of Scientific Journal 2020 (Effective from 01/01/2020) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| \* Attach separate list if necessary |
| **B) Papers published in NAAS non-accredited journals**  |
| Sr. No. | Authors | Year | Title of the paper | Name of the Journal, Volume, Page Nos. |
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| **C) Details articles published in conference/ seminar/ symposia proceedings**  |
| Sr. No. | Authors | Year | Title of the paper | Details of conference / seminar, dates and page nos. |
|  |  |  |  |  |
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|  |  |  |  |  |
| **D) Papers/ abstracts presented at conferences / seminars / symposia**  |
| Sr. No. | Authors | Year | Title of the paper | Details of conference / seminar, dates and page nos. |
|  |  |  |  |  |
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| **E) Books authored/ edited (Minimum 100 pages published )** |
| Sr. No. | Author (s) | Year | Title of the book | Publisher / No. of pages |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **F) Book chapters contributed** |
| Sr. No. | Author (s) | Year | Title of the chapter | Name of the Book/ Editor / Publisher / Page Nos. |
|  |  |  |  |  |
|  |  |  |  |  |
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| **G) Training manuals published** |
| Sr. No. | Author (s) | Year | Title of the manual | Publisher / No. of pages |
|  |  |  |  |  |
|  |  |  |  |  |

**29. Extension Experience**

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| --- |
| A) Radio talks |
| Sr. No. | Title of the talk | Name of the Radio programme & radio station | Date of Recording/Broadcast |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| B) Television programmes |
| Sr. No. | Title of the programme | Name of the television programme & TV station | Date of Recording/ Telecast |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| C) Organization of trainings for beneficiaries (farmers/ entrepreneurs / field veterinarians etc.) as the organizing secretary / training coordinator |
| Sr. No. | Training programme | Organizing Institute | Beneficiaries | Funding agency | Duration (Days) | Dates |
| From | To |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **D) Participation in trainings as the resource person** |
| Sr. No. | Topic of the lecture / demonstration | Training programme | Organizing Institute | Beneficiaries | Date |
|  |  |  |  |  |  |
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| E) Participation in Exhibitions/ Vaccination camps / Health camps etc. |
| Sr. No. | Name of the camp | Organizing Institute / Place | Activities Undertaken | Date (s) |
|  |  |  |  |  |
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| F) Popular articles/Extension publications |
| Sr. No. | Authors | Year | Title of the publication | Name of the magazine/ publication, volume, number, page nos. |
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**30. Extracurricular activities**

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| --- | --- | --- |
| A | Have you passed NCC A/B/C Certificate examination? If yes give the details |  |
| B | Have you participated in republic day parade? If yes give the details |  |
| C | Did you participate in the inter-university events like Ashwamedh, Avishkar, Indradhanushya, Avhan etc? If yes give the details |  |
| D | Have you won any medal / prize at inter-university events like Ashwamedh, Avishkar, Indradhanushya, Avhan etc? If yes give the details |  |

**31. Recognitions / Awards / Medals/ Prizes/ Special Attainments/ Fellowships/ Scholarships**

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| --- |
| A) Awards |
| Sr. No. | Name of the Award/ Medal/ Prize / Fellowship / Scholarship | National/ International/ State/ University | Awarding Agency | Year |
|  |  |  |  |  |
|  |  |  |  |  |

**32. Resource Generation /Generation of funds through novel schemes**

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| --- | --- | --- | --- | --- |
| Sr. No. | Activity | Year | Revenue Generated (Rs) | Individual/ Collaborative |
|  |  |  |  |  |
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**DECLARATION**

I, hereby declare that the information furnished above is true and correct to the best of my knowledge and belief and I will submit the original certificates & documents at the time of interview and also that I have not concealed any fact or with held any information regarding my past service and record. If any information is found to be false or incorrect or anything is found to have been concealed, I will be disqualified for selection or if appointed, will be liable to termination without any notice or compensation

Place: \_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name & Signature of Applicant)

**CERTIFICATE OF VERIFICATION BY THE EMPLOYER**

Certified that Dr./Shri./Smt./Kum……………………………………is working as…………………………………………..in this Department/office/institute/organization in the pay band Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ basic pay Rs. \_\_\_\_\_\_\_\_\_ Academic Grade Pay Rs. \_\_\_\_\_\_\_.This office has no objection to his/her application being considered for this post. He/she will be relieved as per rules,if he/she is selected for the said post.

1. The entries made in the application of Dr./Shri/Smt./Kum\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have been verified and are correct.
2. There is no vigilance/ disciplinary case against him / her.
3. Details of the Minor/ Major penalties imposed during the last ten years, if any.
4. Certified that the work and conduct of Dr./Shri/Smt./Kum\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is above average for the last five years.

The list of AAR/ACR grading/ ratings for the past five years is as follows.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year |  |  |  |  |  |
| Grading by Reporting Officer |  |  |  |  |  |
| Grading by Reviewing Officer |  |  |  |  |  |

Out ward No.

Date: Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Office Stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

**FORM “A”**

**(See Rule 4)**

I, Shri/Smt/Kum. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Son/Daughter/Husband /Wife of Shri aged years resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do hereby declare as follows :-

1. That I have filled my application for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. I have (Number) living children as on today. Out of which No. of children born after \_\_\_\_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mention dates of birth, if any).
3. I am aware that if any total number of living children are more than two due to the children born after \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am liable to be disqualified for the same post.

Place : Date :

**Name and Signature of the candidate**

**DETAILS OF ENCLOSURES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr.No. | Particulars of Documents  | Competent Authority  | Date of issue by Competent Authority | Page No. |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
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| 30. |  |  |  |  |

Date : Signature :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONDITIONS & GENERAL INSTRUCTIONS FOR THE ADVERTISEMENT**

 Candidate satisfying the eligibility shall download the prescribed application form from University website and shall submit the application form including the application through proper channel duly completed in all respect to the **Associate Dean, Nagpur Veterinary College, Seminary Hills, Nagpur - 4400 06** **along with an Account Payee Demand Draft as mentioned elsewhere in this advertisement on or before 30 June, 2021 up to 17.00 hrs.**

The College reserves every right of rejection of application form due to non-observance of any of the following conditions and instructions.

1. The appointment is purely temporary time bound non regular & contractual for 6

 months or till filling of the said pots on regular basis whichever happens earlier.

2. The services of applicant shall be terminated automatically on the expiry of the period

 given in the appointment order or at any time without giving any reason.

3. The application forms received through e-mail or by fax shall be rejected.

1. Incomplete applications and the applications received after the last date as prescribed above shall be rejected and no correspondence in this respect shall be entertained.
2. The application duly signed by the candidate shall only be entertained.
3. The candidates are advised to fill in the prescribed application form completely in legible handwriting or in typewritten form. Incomplete and illegible application forms and those that are not in the prescribed format shall be rejected.
4. The application form shall be rejected and no communication in this regards shall be made in case; a) the candidate does not possess essential academic qualifications and/ or experience b) the candidate exceeds the maximum age limit prescribed for the post c) self attested copies of essential documents and certificates such as qualifications, experience, age etc. are not enclosed d) Demand draft towards the requisite fees is not enclosed.
5. The essential qualification, experience and age of the applicant shall be taken into consideration as on the last date of submission of application form.
6. The candidates desirous of seeking reservation of caste/ category for application fees must submit attested copy of Caste Certificate issued by the competent authority failing which their caste/ category claim will not be considered. Further, it may be noted that the claim of reservation shall be given to only those candidates who are domicile of Maharashtra State.
7. Government servants and the staff working under the Universities and other institutes/organizations should necessarily submit their application through proper channel, so as to reach the College on or before the last date of submission.
8. The applicant should satisfy all the mandatory requirements such as age, qualifications, experience etc. as on the last date of submission of Application form.
9. No document shall be accepted after submission of the application form.
10. If response from highly qualified and more experienced candidates is adequate, those with less qualification or experience may not be called for interview even though they may be fulfilling the minimum eligibility criteria for the posts applied for. Mere possession of eligibility doesn't impart any right to a candidate for being called for the interview.
11. If disproportionally large number of applications are received, College may conduct screening test or adopt a suitable criteria to short list the candidates to call for the interview.
12. The College shall not be responsible for any postal delay or any loss in transit. Applications received after the last date of submission of the applications shall be rejected and no correspondence in this regard shall be entertained.
13. The College reserves the right not to fill up any post(s) even after selection of a candidate(s) thereof.
14. The candidate shall have to appear for interview, if called for, at his/her own cost.
15. If at any time after appointment, it is found that the candidate has submitted false information, document, his/her appointment shall be terminated without prior intimation/ notice.
16. Candidate must furnish the detailed information regarding suspension, removal from previous service or any criminal prosecution against him/her or nature of punishment ordered thereof.
17. The candidate should attach a separate sheet indicating the list of documents/certificates enclosed along with the application form in a chronological order.
18. If the space provided for any item is insufficient, candidate may attach self attested separate sheets for the purpose.
19. The applicants whose applications are rejected on the grounds of non eligibility/in complete applications/ not enclosed required documents etc. shall not be intimated by College.
20. Documents/Certificates issued by the competent authority shall only be considered.
21. A response to every item in the application form must be given, if the information is Nil or not applicable, the same may be indicated accordingly.
22. Application in the prescribed format as downloaded from the website [www.mafsu.in](http://www.mafsu.in)of the University will be accepted on or before **30 June, 2021 by 17.00 hrs.** in person or by post on working days along with Demand Draft (non-refundable) of **Rs. 600/- for Unreserved Category and Rs. 300/- for Reserved Category candidate** drawn only from Nationalized Bank, payable at Nagpur in favour of the "**Pay and Account Officer HQ NVC Nagpur**". The candidate should write “ Application for the post of-------------------- “ on the envelope containing application form.
23. In case candidate want to leave the job before the tenure of temporary contractual appointment, he/she shall have to give one month advance or otherwise shall have to deposit one month salary write office.
24. **CANVASSING IN ANY FORM SHALL DISQUALIFY A CANDIDATE .**

**Associate Dean**

Nagpur Veterinary College, Nagpur