



Chanakya National Law University

[Accredited with "A" Grade by NAAC]

Nyaya Nagar, Mithapur, Patna - 800001 (Bihar)

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Application Form

| Application for the one (01) post of Assistant Controller of Examinations | | |
|---|--|--|
| Advt. Ref. No. & Date : _____ | | |
| Details of the Payment : _____ | | |
| FORM NUMBER (FOR OFFICE USE ONLY) | | PASTE YOUR RECENT PASSPORT SIZE PHOTOGRAPH HERE |
| 1. | Full Name in BLOCKletters | _____ _____ |
| 2. | Mother's Name | _____ |
| 3. | Father's Name | _____ |
| 4. | Date of Birth (in Christian era) (DD-MM-YYYY) | _____ |
| 5. | Permanent Address | _____ |
| 6. | Correspondence Address | _____ |
| 7. | Caste (Gen./EWS/BC/EBC/SC/ST) (please specify) | _____ |
| 8. | Mobile No. | _____ |
| 9. | Email ID | _____ |

| 10. | Educational Qualifications (from Matriculation onwards) | | | | |
|---|--|----------------------------|-----------------|--|---|
| Sl. No. | Name of the Institution | Board | Year of Passing | Division | Percentage |
| (i) | | | | | |
| (ii) | | | | | |
| (iii) | | | | | |
| (iv) | | | | | |
| (v) | | | | | |
| 11. | Qualifications/ Experience required | | | Qualifications/ Experience possessed by the Officer | |
| | <p>i) Educational qualification: Master's Degree with at least of 55% of marks or its equivalent grade in a point scale (wherever the grading system is followed) in any subject from an Indian University or an equivalent degree from an accredited foreign university along with a good academic record.</p> <p>ii) Desirable qualification: A Degree in Law</p> <p>Experience:</p> <p>a) Five years' experience of Examination System in a University/ Higher Education Institution or Board, preferably in NLUs.</p> <p>b) Proficiency in the use of variety of computer office applications, MS-Word, Excel, Power Point or equivalent, CGPA & grading.</p> | | | | |
| 12. Details of employment in chronological order (Enclose a separate sheet, duly authenticated by your signature if the space below is insufficient). | | | | | |
| Sl. No. | Office/Institution /Organization | Post held on regular basis | | *Pay-band and Grade pay (Scale of Pay postheld on regular basis) | Nature of duties (in Details) highlighting experience required for the post applier for |
| | | From | To | | |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 13. | Nature of present employment (i.e.ad-hoc or temporary or quasi-permanent or permanent) | | | | |
| 14. | Additional information, if any, which you would like to mention in support of your suitability for the post (Enclose separate sheets, duly authenticated, if the space is insufficient) | | | | |

Signature of the Candidate

Date:

**Certification by the Employer / Cadre Controlling
Authority**

- I. It is certified that there is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____.
- II. His/ Her integrity is certified.
- III. His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- IV. No major/minor penalty has been imposed on him/her during the last 10 years.

Countersigned:

[Employer/Cadre Controlling Authority with Seal and Mobile
No.]Date: