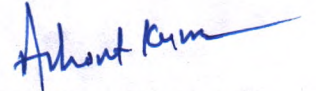## OFFICE MEMORANDUM

Subject: **Appointment of a Regular Director, National Institute of Forge & Foundry Technology (NIFFT), Ranchi-regarding.**

       The undersigned is directed to refer to this Ministry's O.M. dated 02nd September, 2019 regarding the subject cited above and to say that with the approval of competent authority of this Ministry it has been decided to include following criteria in the format being used for appointment of Director at NIFFT, Ranchi.

       14 (d) Indicate if you have successfully completed the Leadership for Academicians Programme (LEAP) training of MHRD.

2.   Accordingly, the copy of the said revised format is enclosed with the request to withdraw the earlier format and upload the revised one on this Ministry's webiste.

3.   A hard copy and soft copy of the revised format is enclosed.

Encl : <u>as above.</u>

(Achint Kumar)
Under Secretary (TS VII)
<u>Tel:011-23070425</u>

The Director/Web Master
CMIS Unit, MHRD
New Delhi

FORMAT FOR SUBMITTING APPLICATION
FOR THE POST OF DIRECTOR, NIFFT, RANCHI

1) Name in full (in BLOCK letters)
2) Father's / Husband's name
3) Present Postal Communication Address of candidate (BLOCK letters)
4) E-Mail
5) Telephone a) Mobile;   b) Landline ;   c) FAX
6) Nationality
7) Date of Birth
8) Category : SC/ST/OBC/Others (Pl. Specify)
9) Date of Superannuation (For Govt. Deptt. / Autonomous body / PSU candidates) –

| | Please Paste Recent Photograph Here |

10) Educational qualifications from matriculation onwards, in tabular form, as shown below

Name of Course /Level	Institute where studied & University/Board from where passed/Year	Percentage of marks overall	Brief description of subject of study / Specialization

Self attested copies of the testimonials may please be enclosed.

11) Designation & Communication address of Administrative Head of present employer, along-with their Phone/Fax /Email.

12) List of all previous employment, (including present posting) in tabular form as given below (create a new table for each employment) in order of most recent first.

Sl. No.	Particulars	Details
1	Name / Address / Contact No. of employer	
2	Designation of Post; and dates from and upto which post was held	
3	Salary drawn (Please mention Pay scale of the post, Grade Pay & last Basic pay drawn)	
4	Academic duties attached to the post	
5	Whether Administrative duties performed (in capacity of Director, Registrar or Dean). Please indicate duration of each	

13)   **(a)**   Books Authored:

Book Name	Authors	Year	Publisher

    (i) (a)   Paper Publication:

(a) No. of Papers in Scopus listed Journals:	Single Author	Double Author	More than 2 authors
(b) No. of citation as per Scopus			

    (ii)   {A} H-index: (as per Google scholar)
                 {B} i10 Index: (as per Google scholar)

    (iii)

No. of citation as per Google scholar	Single Author	Double Author	More than 2 authors

As far as possible Snapshot of above these should be attached

14)   **(a)**   **Membership/Fellowships:**

Name of Professional Organizations	Member or Fellowship	Since Year

    (b)   **Recognition/Awards/Patents:**
    (c)   **Experience in institution building (not more than 250 words).**
    (d)   **Indicate if you have successfully completed the Leadership for Academicians Programme (LEAP) training of MHRD.**

15) Name , address & Phone number of two referees (not related to the candidate)

16) Any other relevant information.

Signature of the candidate

Place:
Date:

*****