## F.No.2-8/2008- TS.VII(Part.II)

Government of India
Ministry of Human Resource Development
Department of Higher Education

Shastri Bhawan, New Delhi Dated: 09<sup>th</sup> September, 2019

## **OFFICE MEMORANDUM**

<u>Subject:</u> 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 02<sup>nd</sup> 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: as above.

(Achint Kumar) Under Secretary (TS VII)

Tel:011-23070425

The Director/Web Master CMIS Unit, MHRD New Delhi

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

21   Father's / Husband's name   3   Present Postal Communication Address of candidate (BLOCK letters)   Felaste Paste   E-Mail   E-Mail   Following   Felaste Paste   Felaste   Felaste			ıll (in 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) – 10) Educational qualifications from matriculation onwards, in tabular form, as shown below Name of Course/Level  Name of University/Board from where passed/Year  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.  SI. 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  (i) (a) Paper Publication:  (a) Books Authored:  Book Name Authors Year Publisher  (ii) (a) Paper Publication:  (b) No. of citation as per Google Scholar)  (b) No. of citation as per Google Scholar)  (c) No. of citation as per Google Scholar)  (d) No. of citation as per Google Scholar)  Name of Professional Name of Professional Organizations Fellowship Since Year  Name of Professional Name of Professional Programme (LEAP) training of MHRD.  (5) Name , address & Phone number of two referees (not related to the candidate)				es of ca	ndidata	(BLOCK	lottors)		
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Signature of the candidate

Place:

Date: