**DECCAN COLLEGE**

**Post-Graduate and Research Institute**

**(Declared as Deemed to be University under Section 3 of UGC Act 1956)**

**Pune-411006**

**APPLICATION FOR THE POST OF REGISTRAR**

Receipt No: \_\_\_\_\_\_\_\_\_\_\_\_ Photograph

1. Name of the Post applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Reservation status of the Post: \_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_\_\_\_\_\_

3. Reservation status of the Applicant: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

4. Name in full (in capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Surname) (First name) (Middle name)

5. Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Address for communication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Telephone (with code) : L: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ M:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Nationality:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Domicile status:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Birth date: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Day) (Month) (Year) (Place)

12. Age as on date of advertisement: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Years) (Months) (Days)

13. If appointed, how much period would you require for joining the post: \_\_\_\_\_\_\_\_\_

14. Details of Educational Qualification:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | Details | Board/University | Year of passing | Percentage |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

15. Work Experience:

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No | Post Held | Name of the Institute/Firm | Total Period |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Declaration**

1. I, the applicant, hereby declare that I have carefully read the special instructions accompanying this form and have filled the application accordingly. I am aware that incomplete/ incorrect application will be rejected.

2. I, the applicant, hereby declare that all the entries in this form are true to the best of my

knowledge and belief. I am aware that if information provided by me in the application and in

the accompanying documents is false, I shall forfeit my candidature at any stage of the selection

process and right to my appointment to the post.

Date: (Signature of the Applicant)

List of Enclosures:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Pune-411006**

# Declared as Deemed to be University Under Section-3 of UGC Act 1956

**GENERAL INFORMATION AND INSTRUCTIONS FOR APPLYING FOR THE VACANT POST OF REGISTRAR IN THE UNIVERSITY: 2023**

1. The Pay and Allowances and other service benefits made applicable to the Deccan College by the Government of Maharashtra, from time to time, shall apply for the Posts advertised.
2. Self attested copies of all relevant documents, wherever applicable, shall essentially be enclosed,

as:

1. Candidates having their birth place within Maharashtra and not possessing Domicile Certificate shall produce Birth Certificate in place of Domicile Certificate.
2. Marksheets and degree certificates of the academic qualifications mentioned.
3. Document regarding date of birth.
4. Experience Certificate.
5. Forms having incomplete or incorrect details will be rejected and no correspondence will be

entertained If, at any stage, it is found that wrong information has been given by the candidate in the application, the Selection of the candidate for the post will be cancelled even if he has been selected and has joined the post .

1. 55% or Higher Second Class or B Grade in the eligible educational qualification is compulsory. B grade in the 7 point scale with letter grade O,A,B,C,D,E, and F shall be regarded as equivalent of 55%, wherever the grading system is followed. If a different grading system is followed, the candidate shall submit a certificate from the concerned authority clarifying the grading system with regard to percentage of marks.
2. Relaxation of 5% marks will be provided in the overall percentage of marks for reserved category

candidates.

**7.**  Application, complete in all respects, along with copies of all related documents, as per given

instructions, should reach the office of the undersigned within one month (30 days) of this advertisement. Applications received after due date shall not be accepted and no correspondence shall be entertained.

1. Candidates already in employment must submit their application through proper channel so as

to reach the undersigned on or before the due date. Advance application will not be accepted.

1. Application form along with all details can also be downloaded from our Website:

[**www.dcpune.ac.in**](http://www.dcpune.ac.in) If application is downloaded then the DD of the required amount shall be sent with the application.

1. Incomplete applications, belated applications and applications not in the prescribed form will be

rejectedand no intimation in this regard will be sent to the candidates.

14.TA/DA will not be paid either for attending the interview or for joining the post, if selected.

1. The right to fill or not to fill the post advertised is reserved with the University and the decision of the University will be final and binding on all concerned.
2. Recruitment will be made by open selection. Canvassing directly or indirectly will disqualify

candidature of the candidate concerned at any time of the selection process or even after the

selection and the appointment of the candidate is made.

1. The candidates are requested to contact the office of the Registrar, Deccan College for any clarification in any matter, before filling in the application form

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