



Advertisement No.:6/2021-22 (Appt.) Dated: 21.02.2022

Chanakya National Law University

[Accredited with "A" Grade by NAAC]

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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: