

INSTITUTE FOR SOCIAL AND ECONOMIC CHANGE

Dr. V.K.R.V. Rao Road, Nagarabhavi P.O., Bengaluru - 560 072

APPLICATION FORM FOR THE POST OF REGISTRAR

Reference: NA/1/2021

Please attach a
recent
passport size
photograph

1. Name in full					
2. Address:					
Phone number					
Email:					
URL:					
3. Date of Birth (with documentary proof for date of birth)		Age (in completed years):		Sex:	
4. Marital Status	Married	No. of Children			
	Unmarried				
5.	Indicate whether belonging to SC/ST /OBC with proof				
6. Educational Qualification: (Attested copy of mark sheet to be enclosed)					
Sl. No.	Level	Institution / University	Year of Passing	Major subjects	%age of marks obtained
1.	Graduation				
2.	Post-Graduation (Master's Degree)				
3.	Doctorate				
4.	Any other				

7. Knowledge of computers (**attach documentary proof**)

Sl. No.	Softwares	Level / Proficiency
1.		
2.		
3.		
4.		

8. Knowledge of special areas

Sl. No.	Area	Level / Proficiency
1.	Accounting	
2.	Budgeting	
3.	Service Regulation	
4.	Labour Laws	
5.	Official Secrecy Act	

9. Working Experience (**please attach documentary proof**)

Sl. No.	Area	Position held and Institution	Period of experience From __ To ____	Name of the document attached
1.	General Administration			
2.	Institutional Management			
3.	Human Resource Development			
4.	Personnel Management			
5.	Campus Management			
6.	Event management including hospitality			

7.	Security management			
8.	Contract management			
9.	Asset management			
10.	Inventory management			
11.	Records management			
12.	Financial management			
13.	Legal issues			
14.	Conduct of crucial meetings			

10. Indicate in 250 words how you would contribute innovatively towards the administrative development of the Institute

11. Additional educational qualifications (**attach documentary proof**)

Sl. No.	Area	Year of passing	Name of the document attached
1.	Human Resource Development		
2.	Project Management		
3	Others		

12. Experience in handling independent management and administration of large sized institutions (attach documentary proof)

13. Knowledge of languages (with documentary proof Eg. Second language...)

Language	Read	Write	Speak
1. Kannada			
2. Hindi			
3. Other languages			

14. Other working experience, awards, merit certificates, etc.

15. Names and contact details (email, phone number, address) of three referees not related to you

16. If employment is offered how soon can you join

17. Any other information that you would consider relevant

18. I certify that the particulars given by me in this application are true to the best of my knowledge and belief.

PLACE:

DATE:

Signature of the Applicant

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TO BE CERTIFIED BY THE EMPLOYER

This organization has no objection for his/her applying for the post of Registrar, ISEC. In case he/she is offered the post and if he/she accepts it, he/she will be relieved of his/her duties in this organization according to rules.

(Seal of office)

Signature of the Employer

Name:

Designation: