



PROFESSOR JAYASHANKAR TELANGANA STATE AGRICULTURAL UNIVERSITY  
ADMINISTRATIVE OFFICE : RAJENDRANAGAR : HYDERABAD – 500030

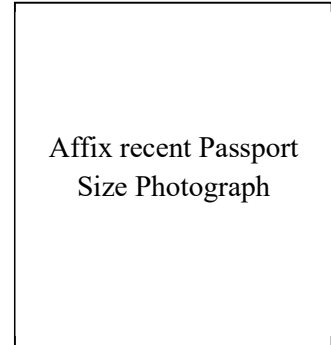
ADVT. No.02 /OP/A2/2023

DATED:02-10-2023

APPLICATION FORM FOR THE POST OF REGISTRAR

(The application duly filled and complete in all respects should reach the  
JOINT REGISTRAR, PJTSAU, Administrative Office, Rajendranagar, Hyderabad – 500030  
on or before 6th November, 2023 by 4.00 PM. Attach separate sheets wherever necessary)

Advt. No. & Date: \_\_\_\_\_



Affix recent Passport  
Size Photograph

A. GENERAL INFORMATION

1. Name in full (in block letters) : \_\_\_\_\_
2. Father's name : \_\_\_\_\_
3. Designation of the candidate : \_\_\_\_\_
4. Name of the Institute/Organization where presently employed : \_\_\_\_\_
5. Date of joining in the service : \_\_\_\_\_
6. Date of birth : \_\_\_\_\_
7. Age as on 1<sup>st</sup> November, 2023 : \_\_\_\_\_
8. Place of birth : \_\_\_\_\_
9. Gender (tick the appropriate box) : Male  Female  Others
10. Present address (in block letters) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PIN \_\_\_\_\_

Telephone : (O) \_\_\_\_\_ (R) \_\_\_\_\_

(M) \_\_\_\_\_

Email : \_\_\_\_\_

11. Permanent address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ PIN \_\_\_\_\_
12. Nationality : \_\_\_\_\_
13. Languages known  
 (to read, write & speak ) : \_\_\_\_\_
14. Do you belong to SC/ST/BC? : \_\_\_\_\_  
 ( if so please specify)
15. Have you ever been prosecuted,  
 kept under detention or bound  
 fined, convicted by court of law ?  
 If so, please furnish the details thereof \_\_\_\_\_
16. Have you applied for any : \_\_\_\_\_  
 other post in this University?  
 If yes, indicate the posts applied for
17. Have you executed a bond to : \_\_\_\_\_  
 serve your present organization?  
 If so mention the period of bond.
18. Particulars of Application fee : D.D No. \_\_\_\_\_ Date: \_\_\_\_\_  
 Amount: \_\_\_\_\_ Drawn on \_\_\_\_\_

### B. ACADEMIC & SERVICE RECORD

19. Academic Qualifications \* :

Degree	Name of the Degree & Discipline	Institute / University	Year of passing	Major & Minor Fields	% marks/ GPA & Class	Fellowships / Medals / Awards ( if any)
Bachelor's						
Master's						
Management						
Doctoral						

\* Please enclose certified xerox copies of the certificates

**20. Other qualifications \* :**

Particulars	Subject	Institute / University	Period		Remarks (if any)
			From Month/year	To Month/year	
Postdoctoral Fellowship					
Visiting Scientist / Adjunct faculty (more than 6 <sup>th</sup> months)					
Additional Degree					

\* Please enclose certified xerox copies of the certificates

**21. Employment Record & Experience \* :**

Designation	Scale of Pay	Institution & places of posting	Nature of work	Period		Duration (Day/Month/year)
				From Day/Month/Year	To Day/Month/year	
JACT						
Senior Assistant						
Superintendent						
AO/AR/AC/PS to VC						
Deputy Registrar / Deputy Comptroller						
Joint Registrar						
Asst. Prof. Cadre						
Assoc. Prof. Cadre						
Professor Cadre						
Sr. Prof. Cadre						
<b>Administrative Service</b>						
ADR/AD						
UH/PS(Crops)/HoD/Head Res. Stn /Centres / Schemes						
Others (DR, DE, Deans, DSA, Dean P.G., Registrar, CoE, UL & Admn. Services outside PJTSAU )						

\*Research / Teaching / Extension / Administration

- Candidates possessing the experience outside PJTSAU have to get their experience certified from the competent authority
- The period for Ph.D studies during the employment / service must be clearly indicated

**22. Service Experience in the Relevant Field**

- a. Total period of service \_\_\_\_\_ (years) \_\_\_\_\_ (months)
- b. Number of years over the 20 years minimum service \_\_\_\_\_ (years) \_\_\_\_\_ (months)
- c. Number of years over the 5 years administrative service \_\_\_\_\_ (years) \_\_\_\_\_ (months)

**C. ACHIEVEMENTS****23. Significant Achievements**

Mention five most significant achievements in the relevant field (Varieties, Hybrids, Technologies developed / Technology assessment, Innovative Extension Activities / New Pedagogy, Curriculum revision, Content development for MOOCS / Developments, Innovations brought in Library/General administration, academic management including financial matters, organizing skills etc. ) in 250 words supported by documents (Attach separate sheets).

**24. Publications**

(a) Number of documents/articles Published (Give details):

(Annual reports / Budget books / ICAR reports / Convocation reports / Souvenirs / Conference proceedings/Research articles etc.)

Sl. No.	Authors, Year & Title	Journal name, Volume & Page no.	1 <sup>st</sup> /2 <sup>nd</sup> author (yes/no)	NAAS Rating (2023 basis)

Sl. No.	Publication category	Authors & Year	Title & No. of pages	Publisher	ISBN or University No.

**25. Recognitions ( Awards, Prizes, Medals)**

(Please list awards and recognitions received ( if any) )

Sl. No.	Name of the recognition	Year	Awarded by

**26. Administrative capability / Leadership qualities** ( Elaborate your contributions on the following aspects):

- a. Institution building ( strengthening research / extension infrastructure facilities; Major R & D / Extension initiatives; Leadership to undertake coordinate / collaborative / network programmes; Budget utilization; Human resource development / management/ Administration ).

**27. Any aspect not mentioned above, which you think will strengthen your claim for this position** ( briefly in 10 lines)

**28. Documents to be enclosed along with each application form.**

1. SSC Certificate (Date of Birth)
2. Academic Certificates
3. Service Certificates for outside PJTSAU applicants
4. Certificates of Recognition
5. Caste Certificate
6. Evidences / Proofs supporting the claim
7. Details of Application fee (Demand Draft)
8. Any other document of relevance

## CERTIFICATE

I certify that all the above stated information is true and correct to the best of my knowledge and belief. I will forfeit my candidature if any of the information furnished by me is not correct .

Place :

Date:

Signature of the Candidate

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Applications of candidates should be necessarily forwarded by their controlling authority, failing which they will be rejected.

## FORWARDED BY

Place:

Date:

Authorized Signatory,  
(with seal)

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**ANNEXURE – A**  
**(Application for the post of Registrar of PJTSAU)**

**NO OBJECTION CERTIFICATE AND VIGILANCE CLEARANCE BY THE  
EMPLOYER FOR THE CANDIDATES APPLYING FROM OTHER UNIVERSITIES /  
INSTITUTIONS**

**(To be signed by the Controlling Authority)**

1. Certified that Dr./Mr./Mrs. .... is working as .....  
in the Pay Scale / Pay Level ..... on  
regular basis with effect from ..... vide Office Order No.  
..... Dated: .....
2. His / her date of birth is ..... as per service records.
3. Certified that Dr./Mr./Mrs. .... is clear from vigilance  
angle and he/she is eligible to apply.
4. This office has “No Objection” to the Dr./Mr./Mrs.. .....  
an applicant for the post advertised by the PJTSAU, Rajendranagar, Hyderabad vide  
Advertisement No. ....
5. If selected he / she will be relieved.

Signature .....

Name .....

Designation .....

Date .....

Office Seal

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**NOTE:**

1. In-service candidate should get the above NOC signed by the Competent Authority of the  
present employer.
2. All the certificates / entries mentioned above are mandatory.
3. Vigilance Clearance Certificate as above issued by the Institute / Organization shall be treated  
as final.
4. NOC should be issued in the above format only and nothing should be added or deleted from  
format.