



हरकोर्ट बटलर प्राविधिक विश्वविद्यालय

नवाबगंज, कानपुर - 208002, उ.प्र., भारत

HARCOURT BUTLER TECHNICAL UNIVERSITY

NAWABGANJ, KANPUR - 208002, U.P., INDIA

(Formerly Harcourt Butler Technological Institute, Kanpur)

Phone : +91-0512-2534001-5, 2533812, website : <http://www.hbtu.ac.in>, Email : [vc@hbtu.ac.in](mailto:vc@hbtu.ac.in)

100+  
YEARS  
1921 - 2021



**APPLICATION FORM TO THE POST OF CONTROLLER OF EXAMINATIONS (CoE)**

**(Deputation)**

**FOR OFFICE USE ONLY**

Advertisement No.:  
Date of Advertisement:  
Application No.:  
Received on (date):  
Total No. of pages:  
Name and Sign of dealing official:

PASTE HERE A RECENT  
PASSPORT SIZED  
COLOURED PHOTOGRAPH

D.D. Number: \_\_\_\_\_, Amount: \_\_\_\_\_

Issuing Bank: \_\_\_\_\_, Date: \_\_\_\_\_

**NOTE:**

1. The application form should be filled in accurately and must be complete in all respects.
2. Self-attested copies of all the certificates/testimonials should be attached with the original application form. Application, incomplete in any respect and without relevant Certificates/ Documents/sanction orders as desired will be rejected. The verification of the documents will be done at the time of interview, if called.
3. The application should be accompanied by the Bank Draft in favour of "Finance Controller, HBTU, Kanpur" of the prescribed application fee.
4. Candidates already in employment are required to apply "**Through Proper Channel**" or shall produce the "No Objection Certificate" (NOC) at the time of interview.
5. Only eligible candidates should apply to the post of Controller of Examinations (candidates must be eligible on the last date of submission of Application Form).
6. Prescribed qualification for this post are available on the university website [www.hbtu.ac.in](http://www.hbtu.ac.in)
7. No application/documents shall be accepted after the expiry of last date of the receipt of application forms.
8. The complete application form should be sent through speed/ registered post so as to reach on the following address on or before 15.04.2024, 05:00 PM.

**Office of the Registrar**

**HBTU., Nawabganj, Kanpur-208002**

**(U.P.)**



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1. (i) Name of the Candidate (in block letters): \_\_\_\_\_  
(ii) Father's Name: \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_ Age (as on last date): \_\_\_\_\_  
(Attested copy of High School Certificate to be enclosed as a proof of the age)
3. Nationality: \_\_\_\_\_ Gender: \_\_\_\_\_
4. Category (UR/OBC/SC/ST/EWS etc.): \_\_\_\_\_
5. Marital Status: \_\_\_\_\_
6. Aadhar Number: \_\_\_\_\_
7. Address:
  - (i) Permanent Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PIN Code: \_\_\_\_\_ Phone No. \_\_\_\_\_
  - (ii) Correspondence Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PIN Code: \_\_\_\_\_ Phone No. \_\_\_\_\_
8. Email id: \_\_\_\_\_

9. Details of present post held:

- (i) Designation: \_\_\_\_\_
- (ii) Name & Address of Employer: \_\_\_\_\_
- (iii) Date of Joining: \_\_\_\_\_
- (iv) Permanent/Temporary: \_\_\_\_\_
- (v) Pay Scale (including pay band/ level and Basic Pay): \_\_\_\_\_
- (vi) Total emoluments: Rs. \_\_\_\_\_

10. Details of appointments held (use extra sheet, if necessary):

Designation	Name of Employer	Duration dd/mm/yy to dd/mm/yy	Pay Scale and Grade Pay	Gross Emoluments	Nature of work

11. Academic Qualification

(Examination passed from 10<sup>th</sup>/ 12<sup>th</sup> onwards in reverse chronological starting from recent degree i.e. Ph.D/ P.G./ Bachelors/ 12<sup>th</sup>/ 10<sup>th</sup> in that order). Attested copies of the testimonials to be enclosed:

Degree/ Examination	Year of Passing	Subject (s)	Board/University/ Institute/ School	Percentage marks/ GPA obtained	Division/ Class/ Distinction/ Honours

12. Academic/ Research Contributions (Attach a separate sheet showing the details. Enclose copies of the Publications & Testimonials)

Sr. No.	Academic/ Research Activity	Number	API Score*
1.	Research Papers in Peer-Reviewed or UGC listed Journals		
2.	Publications (other than Research papers)		



(a)	Books authored which are published by:		
	International publishers		
	National publishers		
	Chapters in Edited Book		
	Editor of Book by International Publisher		
	Editor of Book by National Publisher		
(b)	Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper		
	Book		
3.	Creation of ICT mediated Teaching/ Learning pedagogy and content development of new and innovative courses and curricula		
(a)	Development of Innovative Pedagogy		
(b)	Design of new curricula and courses		
(c)	MOOCs		
(d)	E-Content		
4 (a)	Research guidance		
	Ph.D.		
	M.Phil./ P.G. Dissertation		
4 (b)	Research Projects Completed		
	More than 10 lakhs		
	Less than 10 lakhs		
4 (c)	Research Projects Ongoing		
	More than 10 lakhs		
	Less than 10 lakhs		
4 (d)	Consultancy		
5 (a)	Patents		
	International		
	National		
5 (b)	Policy Documents (submitted to International body/organization/ Central Government/ State Government)		
	International		
	National		
	State		
5 (c)	Awards/ Fellowship		
	International		
	National		
6.	Invited Lectures/ Resource person/ Paper publication in seminar/ conferences/ full papers in conference proceedings		
	International (Abroad)		
	International (within country)		
	National		
	State/ university		

\*For calculation of API, please refer to UGC Regulations, 2018 (Table 2, page 105-107)

13. Details of Administrative Experience:

Post Held	Duration (dd/mm/yy to dd/mm/yy)	Administrative Responsibilities	Relevance to the present post relating to the desirable criteria (attach documentary evidence, if any as annexure)

14. Your vision as CoE of HBTU, Kanpur (maximum 300 words, attach separate sheet)

15. List of Enclosures:

Sr. No.	Enclosure	Page Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

16. Declaration:

I declare that the statements made in this application are true to the best of my knowledge and belief.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
(Name & Signature of the Candidate)

### 17. Forwarding by the Employer

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this institution/ organization has no objection to the candidature of the applicant and will be released, if appointed.

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(Signature with seal)  
(Head of Institute/Organization)

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone No.: \_\_\_\_\_

Date: \_\_\_\_\_