



Past here your recent Passport
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 Signed across the photo

Application for Employment

PERSONAL DETAILS

1. **NAME IN BLOCK LETTERS** : _____
2. **FATHER'S/HUSBAND'S NAME** : _____
3. **DATE OF BIRTH** : DD / MM / YYYY **AGE:** **YEAR** **MONTH**
4. **GENDER** : MALE / FEMALE **BLOOD GROUP:** _____
5. **MARITAL STATUS** : MARRIED / UNMARRIED **CATEGORY:** OP/SC/ST/SEBC _____
6. **NO. OF DEPENDENCE** : _____ **NATIONALITY:** _____
7. **HEIGHT** : _____ **WEIGHT:** _____

8.	PERMANENT ADDRESS	PRESENT ADDRESS

9. **CONTACT NO. (WITH STD CODE)** : STD Code PH. NO. MOBILE NO.
10. **EMERGENCY CONTACT NO.** : STD Code PH. NO. MOBILE NO.
11. **E-MAIL ADDRESS (BLOCK LETTERS)** : _____

10. **EDUCATIONAL QUALIFICATIONS:** (Starting with Bachelor's Degree) (Attach self-attested copy of Marksheets / certificates)

Name of Degree	Name of Institution / University	Specialization	Marks Obtained	% or Grade	Year of Passing
Bachelor Degree			Obtained / Out of		
Master Degree			Obtained / Out of		
M.Phil.					

Ph.D					
NET / SLET			Obtained / Out of		
Others if any					

10. (A) DETAILS OF PRESENT EMPLOYMENT:

Name of Employer:			
Address of Employer:			
Phone No.:			
Present Position:		Employed Since:	
Present Total Emoluments:			
Present Salary (Pay Band) : (Attach self attested copy of latest pay slip)			
BASIC	GRADE PAY	DA	HRA
MEDICAL	O.A IF ANY	Total Gross Salary	
Next Increment Date:		PF / UAN No. (If any) :	

(B) TEACHING EXPERIENCE (in chronological order) : (Please attach additional paper if needed)

Name of Enterprise	Designation	Level of courses		Period		Work Exactly Performed	Salary Drawn p.m.
		UG	PG	From	To		

Are You Recognized As P.G. Teacher (YES/NO)? _____

If YES, Since (DD/MM/YYYY):- _____

(Also Attach copy of Recognition)

Have you got engaged in PG teaching (YES/NO)?

If YES, then please mention experience letter in **YRS** _____ **MTH** _____

(C) RESEARCH EXPERIENCE (in chronological order): (Please attach additional paper if needed)

Name of Research / Project / Work / Paper	Name of sponsoring authority if any	Topics / work of Research	Project / work Period

TOTAL RESEARCH EXPERIENCE: _____ **YRS.** _____ **MTH.**

(D) ADMINISTRATIVE EXPERIENCE

Name of Industry / Organization	Designation	Period		Nature of Responsibilities
		From	To	

(E) INDUSTRY / OTHER EXPERIENCE

(Attach self attested copy of certificates) (Please give details in separate paper as per below format)

Name of Industry / Organization	Designation	Period		Nature of Responsibilities
		From	To	

TOTAL INDUSTRY / OTHER EXPERIENCE: _____ YRS. _____ MTH.

(F) FIELD OF SPECIALIZATION/AREA OF RESEARCH SUBJECT/DISCIPLINE

(G) DETAILS OF QIP / ORIENTATION / REFRESHER / SEMINAR / CONFERENCE / WORKSHOP ATTENDED (in chronological order):

(Attach self attested copy of certificates) (Please give details in separate paper as per below format)

Date		Sponsored By	Organized by	Topic of The Program
From	To			

(H) DETAILS OF PUBLICATIONS: (Give list in separate paper)

	<u>Published</u>	<u>Accepted / in print</u>	<u>Communicated</u>
(i) Research publication	_____	_____	_____
(ii) Books	_____	_____	_____
(iii) Any other publication	_____	_____	_____

(Please Attach separate sheet for list of publications with details of papers/ books / any other. Also attaché first page of published work)

(I) ACHIEVEMENTS/CO-CURRICULAR ACTIVITIES: (Please attach additional paper if needed)

- i. _____
- ii. _____
- iii. _____
- iv. _____

(Kindly attach documentary proof for Achievements / activities)

(J) INFORMATION ABOUT LANGUAGES KNOWN :

(Rather than Tick mark, select and write appropriate word: Fair / Good /excellent)

Name of LANGUAGE	READING	WRITING	SPEAKING	ABILITY OF CONVERSATION

(K) PROFESSIONAL BODY MEMBERSHIP

Please give details of any professional body membership which you hold. (Add similar tables for each memberships – in separate sheet)

Professional body name :	
Membership level	
Type of Membership (Yearly / Lifetime)	

11. Job Skills & Training

Describe your skills
Professional Training or Certifications

12. MEDICAL HISTORY:

Have you any Disabilities?	YES / NO
If Yes, Give Details:	
Have you undergone any major surgery or illness in last five years?	YES / NO
If yes, describe when and type of surgery / illness:	
Are you suffering from any recurrent disease?	YES / NO
If yes, Give Details:	
Are you on any Medication / Treatment	YES / NO
If Yes, Give Details:	

13. **Have you been debarred or punished for adopting unfair means in any examination by the Institution / any University?** (Please attach additional paper if needed)

If so, please

specify.....

14. **Have you ever been convicted by a court of Law or is there any criminal case/disciplinary action/vigilance enquiry pending/contemplated against you?** (Please attach additional paper if needed)

If yes, please specify:

.....

15. **Notice period required to join the Institute if selected:**

16. **Name and address of two references other than own teachers and head of the institution where studied** :

1 Name:	2 Name:
Designation:	Designation:
Organization:	Organization:
Address:	Address:
Mobile No.:	Mobile No.:
E-mail:	E-mail:

UNDERTAKING

Information provided in this application is true and correct to the best of my knowledge and belief. I know that if any of the above-mentioned information found to be false, my candidature and my appointment if selected will stand cancelled and any such actions as management deem fit.

DATE:

PLACE:

SIGNATURE

Enclosures:

- 1) Submit Original Application form with Resume
- 2) Self attested copies of mark sheets, certificates, testimonials etc. Conversion of grade into percentage must be given with application with proof of it.
- 3) Experience certificates
- 4) Self attested photocopy of latest salary slip.
- 5) Summary of Research Papers in Peer-reviewed or UGC listed journals with photo copy of first page of each paper.
- 6) Summary of Publications (other than research papers) with proof.
- 7) Summary of Book Publication (if any) with proof.
- 8) Details of any translation work in Indian and foreign language is done.
- 9) Details of any creation of ICT mediated Teaching Learning pedagogy and content development of new innovative courses.

- 10) Details of Project Guided or ongoing (PG Projects and Ph.D guidance work).
- 11) Details of Research projects completed/ongoing (if any)
- 12) Details of consultancy work (if any)
- 13) Details of Patents (if any)
- 14) Details of awards / fellowship (if any)
- 15) Summary of outreach work

(Invited as expert talk/Resource Person / seminar / conferences etc..)

Notes:

- (1) Candidates must produce all original mark sheets / certificates / testimonials at the time of interview.
- (2) The University reserves the right to fill or not to fill any of the post(s) advertised.
- (3) Additional sheets may be attached, in the same format, wherever the space allocated is felt to be insufficient
- (4) Person already serving in other Institutes should apply through proper channel.

(b) Translation works in Indian and Foreign Languages by qualified faculties								
Chapter or Research paper								
Book								

Note : Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula.

S. No.	Activity ^a	Claimed Score	Verified by the Committee	Encl . No.
(a) Development of Innovative pedagogy				
(b) Design of new curricula and courses				
(c) MOOCs				
Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)				
MOOCs (developed in 4 quadrant) per module/lecture				
Content writer /subject matter expert for each module of MOOCs (at least one quadrant)				
Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)				
(d) E-Content				
Development of e-Content in 4 quadrants for a complete course/e-book				
e-Content (developed in 4 quadrants) per module				

Contribution to development of e-content module in complete course/paper/e-book (at least on quadrant)				
Editor of e-content for complete course/paper/e-book				

*** Each activity should be claimed by the applicant with supporting documents**

4. (a) Research Guidance

Ph.D. awarded/Thesis submitted*

Sl. No.	Name of the Scholar	Title of the Thesis	Ph.D. Awarded/ Thesis submitted	Month and Year	Claimed Score	Verified by the Committee	Encl. No.

*** Submit Ph.D. Notification/Certificate of Submission issued to the candidate by the department.**

M. Phil./P.G. Dissertation *

Sl. No.	Name of the Scholar/ Student	Title of the Dissertation	M. Phil./P.G.	Month and Year	Claimed Score	Verified by the Committee	Encl. No.

***Submit M. Phil./Certificate of award**

(b) Research projects completed

S. No.	Title of the Project (More than 10 lakhs)	Names of PI and Co PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified by the Committee	Encl. No.
					From	To			

(c) Research projects ongoing

S. No.	Title of the Project (More than 10 lakhs)	Names of PI and Co PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified by the Committee	Encl. No.
					From	To			

(d) Consultancy

S. No.	Title and Nature of the Project	Agency to it is offered	Grant Component	Duration		Claimed Score	Verified by the Committee	Encl. No.
				From	To			

5. (a) Patents

S. No.	Details of Patent	International	Year	Claimed Score	Verified by the Committee	Encl. No.

S. No.	Details of Patent	National	Year	Claimed Score	Verified by the Committee	Encl. No.

(b) * Policy Document (Submitted to an International body/organisation like UNO/ UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

S. No.	Details of Policy Document	International	Year	Claimed Score	Verified by the Committee	Encl . No.

S. No.	Details of Policy Document	National	Year	Claimed Score	Verified by the Committee	Encl . No.

S. No.	Details of Policy Document	State	Year	Claimed Score	Verified by the Committee	Encl . No.

(c) Awards/Fellowship

Sl. No.	Name of the Award/ Fellowship	Awarding Institute/ Organisation	International	Date of Awarded	Claimed Score	Verified by the Committee	Encl. No.

6.* Invited lectures/Resource Person/paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

Sl. No.	Title	Name of the event	Organizer/ Institute	Duration	Invited/Oral /Poster	International (Abroad)	Claimed Score	Verified by the Committee	Encl. No.

C. Applicant's Claimed Score

Summary of Total Claimed Score (1+2+3+4+5+6)							
Assessment Period from _____ to _____							
Year	Claimed Score						Total Claimed Score
Entire Assessment Period	1	2	3	4	5	6	
From _____ to _____							
Total Claimed Score							

DECLARATION

I, _____, hereby solemnly declare that the information provided in this application form is true and correct to the best of my knowledge and belief. Further, I hereby declare that I do not have any audit objection or other due.

Place :

Date :

Signature of the applicant

Designation

Forwarded by:

Head of the Department

Dean - Arts/Science/Social
Sciences/
Commerce/Education