

9. Academic qualifications (Commencing with the High School or equivalent examination)

Examination/ degree	Year	Division	% age of Marks/Grade	University/ Board	Subjects/ Specialisation(s)	Award/ Medal/ Merit, if any
Matric/ Hr. Secondary						
Pre-Uni./+2/Inter						
B.E./B.Tech./BA/ B.Sc./B.Com./ B.Pharma. /BPT						
M.E./M.Tech./ MBA/M.Com./ M.Sc./ M.Pharma./ MPT/ any other Master's Degree						
NET/SLET						
M.Phil						
Ph.D.		Subject..... Topic of Thesis..... Name of Guide..... Year of Award of Degree..... Name of the University/ Institute that has awarded the Ph.D Degree.....				
Any other qualifications						

10. Teaching/Professional/Research positions held

(give particulars in descending chronological order starting with the present post)

Employer	Post held	Pay Scale	Basic Pay	Period of employment		Nature of duties/work Teaching/Research/other
				From	To	

11. (a) Has there been any break in your service career? _____

If so, give details thereof with reasons _____

(b) Have you ever been punished during your service
or convicted by a Court of Law? If so, give details _____(c) Were you at any time declared medically unfit or
asked to submit your resignation or discharged or
dismissed? If yes, give details in a separate sheet. _____

(3)

12. Summary of Performance :

(a) Teaching Experience

	<u>From</u>	<u>To</u>	<u>Years & Months</u>
(i) Under Graduate	_____	_____	_____
(ii) Post Graduate	_____	_____	_____
(iii) Total Teaching Experience (Common period under (i) & (ii) above be counted once only)			

(iv) Date of Registration for Ph.D. _____
Date of award of Ph.D. _____

(v) Participation in Production of Educational TV/Radio Programmes:

(vi) Short term/Continuing Education/Special Course conducted:

(b) Course Curriculum Developed U.G. P.G.
(Please specify)

(c) List of Major Publications: (Give number and attach list with full detail)

Publications	Published	In Press, if any	Accepted for Publication	Communicated for Publication
Books:				
Independently				
Jointly				
Research Papers				
Independently				
Jointly				
Patents				
Independently				
Jointly				

(d) Number of research projects supervised:

	Awarded	Submitted	In Progress
(i) Ph.D.			
(ii) M.Phil.			
(iii) Master's degree			
(e) Sponsored research/consultancy projects	:	Completed	In Progress
(i) Number of sponsored research projects	:		
(ii) Number of consultancy projects	:		
(f) Prizes/Medals/Awards/Honours(please specify) :			
(g) Extra-curricular activities, if any. Give details of proficiency acquired in games, sports and part taken in other extra-curricular or social activities such as NCC, public debates and social service etc.			
- As a student			
- After entering service			

(h) Academic visits abroad

Country visited	Purpose of visit	Period	
		From	To

13. Special training/assignments/any other relevant particulars:

14. Specialisation:

(a) Specialisation in the degree preceding Ph.D. _____

(b) Research specialization _____

(c) Courses taught _____

15. (a) Present Salary

Scale of pay*() ₹ _____

Present basic pay*() ₹ _____

Present basic pay ₹ _____

Present D.A. ₹ _____

Other allowances, if any, as at present ₹ _____

Total ₹ _____

*Mention whether revised or unrevised, as relevant

(b) Salary acceptable(if selected) ₹ _____

16. (a) Membership/Fellowship of professional bodies:

(b) Knowledge of foreign language:

(c) Other activities/responsibilities:

(Applicant may mention any special qualification/ experience which have not been included under the heads given above)

(d) If appointed, time required for joining the post:

(e) Any other relevant information, not given above.

17. Any other information (Please give details of any other credential, significant contributions and awards received etc. not mentioned earlier)

Sr. No.	Details (mention year, value etc. where relevant)

18. Category-III API-Score based on PBAS as per UGC guidelines (only for the posts of Professor and Associate Professor. Separate sheet as per proforma attached with the instructions on website of this University).
19. Give name, designation and address of three references not related to you. References should be of persons with or under whom you have worked or who have intimated knowledge of your work.
- (i)
- (ii)
- (iii)
20. List of enclosures:
- (a) Form A1 duly filled and complete in all respects.
- (b) Form A2 duly filled and complete in all respects.
- (c) API Performance Based Appraisal System(PBAS) duly filled and complete in all respects(only for the posts of Professor and Associate Professor)
- (d) Other enclosures (refer to summary sheet, Form A2)

DECLARATION TO BE SIGNED BY THE CANDIDATE

21. I hereby declare that the entries in this form are true to the best of my knowledge and belief. If at any time I am found to have concealed any material information or given any false details, my appointment shall be liable to be summarily terminated without notice or compensation.

Full signature of the applicant

Place: _____

Date: _____

22. Forwarded with the remarks that the institute/organization has no objection to the candidature or the applicant being considered for the post applied for, as above.

Place: _____

Date: _____

Telephone: _____

Fax : _____

Signature

(Head of the institution/organization) with seal

Designation:

Address:

(2)

8. Summary of Performance. From To Years & Months
- (a) Teaching Experience
- (i) Under Graduate
(ii) Post Graduate
(iii) Total Teaching Experience
(Common period under (i) & (ii) above be counted once only)
- (iv) Participation in Production of educational TV/Radio Programmes:
(v) Short term/Continuing Education/Special Course conducted:
- (b) Course Curriculum Developed U.G. P.G.
(Please specify)
- (c) List of Major Publications: (Give number and attach list with full detail)

Publications	Published	In Press, if any	Accepted for Publication	Communicated for Publication
Books:				
Independently				
Jointly				
Research Papers				
Independently				
Jointly				
Patents				
Independently				
Jointly				

(d) Research projects supervised:

- Awarded Submitted In Progress
- (i) Ph.D.
(ii) M.Phil.
(iii) Master's degree
- (e) Sponsored research/consultancy projects :

Completed **In Progress**

Sponsored research :

Consultancy :

(3)

(f) Prizes/Medals/Awards/Honours

(g) Extra-curricular activities

(h) Academic visits abroad

Country visited	Purpose of visit	Period	
		From	To

9. Special Training/Assignments/any other relevant particulars:

10. List of enclosures (see check list attached)

11. Specialisation:

(a) Specialisation in the degree preceding Ph.D. _____

(b) Research specialization _____

(c) Courses taught (1) _____

(2) _____ (3) _____

(4) _____ (5) _____

12. (a) Present Salary

Scale of pay _____

(Mention revised or unrevised)

Present basic pay : ₹ _____ Present dearness allowance: ₹ _____

Other allowances, if any, as at present : _____ Total ₹ _____

(b) Salary acceptable (if selected) ₹ _____

13. Any other information. (Please give details of any other credential, significant contributions, and awards received etc. not mentioned earlier)

Sr. No.	Details (mention year, value etc. where relevant)

14. Category-III API-Score based on PBAS as per UGC guidelines (only for the posts of Professor and Associate Professor. Separate sheet as per proforma attached with the instructions on website of this University).

SIGNATURE

Place : _____

Dated : _____

VERIFICATION :

I hereby declare that the entries in this form are true to the best of my knowledge and belief. If at any time I am found to have concealed any material information or given any false details, my appointment shall be liable to be summarily terminated without notice or compensation.

Full signature of the applicant

Place: _____

Date: _____

List of enclosures : (check list)

The applicant must submit the following in the order given below and the enclosures attached be tick marked.

- (i) The application Form A1, duly filled and complete in all respects.
- (ii) The Summary sheet, Form A2 duly filled and complete in all respects.
- (iii) API Score based on PBAS as per UGC guidelines on a separate sheet (only for the posts of Professor and Associate Professor).
- (iv) Required fee as per advertisement through challan in the University Account.
- (v) Copy of caste certificate from the competent authority if you belong to SC/ BC/ EBC/ ESM/ PWD of the State.
- (vi) Attested copy of certificate of date of birth.
- (vii) Attested copies of diplomas, degrees and certificates (Originals should be produced when asked for).
- (viii) Attested copies of testimonials from two persons intimately acquainted with your work and character.
- (ix) One page Write-up on significant contributions/innovations through teaching research, design or any other innovative/creative activity during the past five years.
- (x) A list giving details of production of educational TV/Radio programmes Short Term/Continuing Education/Special Course conducted, course developed for UG/PG.
- (xi) Details of thesis supervised.
(Attach a separate sheet giving full details of thesis supervised i.e. Degree, Title of Thesis, year of degree awarded, name of the student or scholar, co-supervisor, if any.)
- (xii) Details of Sponsored/Consultancy Projects handled.
(Attach a separate sheet giving details of the Title, name of the sponsoring or funding agency, amount and duration of the Research and/or consultancy activities during the past five years be indicated separately.
- (xiii) Details of Research Publications
(Attach a separate list for research publications and papers presented in conferences giving relevant details with regard to co-author, title, journal/publisher, year, page no., conference – place, month, year etc. for the above. Publications during the last five years indicate separately.
- (xiv) Three sets of reprints or photocopies of selected research papers as per requirement i.e. ten for Professor and five for Associate Professor which you consider as most significant of your contribution. (These could be returned on request)
- (xv) Details of Reviews/Designs/Feasibility Reports giving title, number of pages, name of agency for which prepared and co-authors, if any.
- (xvi) Details of patents/technology transfer cases.

Note: Candidates for the post of Assistant Professor/Associate Professor or equivalent post should attach copies of grade/marks in course taken during PG/M.Tech./Ph.D. Programmes and abstract of Ph.D. thesis.

INSTRUCTIONS TO CANDIDATES FOR APPOINTMENT

(To be detached from the Application Form by the candidates)

Candidates must read and follow the “Instructions to Candidates for Appointment” very carefully. Applications not submitted in conformity with these instructions are liable to be rejected.

1. Fill in the application form (Form A 1) including the summary sheet (Form A 2) and API Score (only for the posts of Professor and Associate Professor) legibly and correctly. Any relevant additional information that the candidate may like to give should be separately attached.
2. (a) Candidates should satisfy themselves that they fulfill the eligibility criteria and possess the requisite qualifications and experience for the post. Only candidates possessing the requisite qualifications and experience as on the last date for receiving the applications will be eligible for consideration.
(b) In case an applicant desires to be considered for more than one department or post, separate applications should be submitted for each.
(c) Candidates, for any particular post, may be considered for appointment to a lower post at the discretion of the Selection Committee.
3. (a) Persons in the employment of Government Departments, Universities or educational institutions, public enterprises, quasi-Government organizations, whether in a permanent or temporary capacity, must apply through their employer.
(b) They may, however if so desire, submit advance copies of their application direct to the University.
(c) If there is delay in the forwarding of the application, candidates should, if and when called for interview, bring with them the written permission of the Head of Department or their employer as the case may be, permitting them to appear before the Selection Committee for interview.
(d) In the absence of a “No Objection Certificate” candidates may not be interviewed.
4. (a) Candidates should send their application by registered post/ speed post to the Deputy Registrar (Faculty), Room No.202, Administrative Block, Guru Jambheshwar University of Science & Technology, Hisar – 125001 (Haryana), so as to reach on or before the last date stipulated in the advertisement or the same may be submitted on counter by hand.
(b) Any subsequent change of address should be promptly communicated to the Registrar, Guru Jambheshwar University of Science & Technology, Hisar - 125001 (Haryana).
(c) Applications not accompanied with required fee deposited through challan will not normally be considered. The payment may be deposited through challan in the University Account No.4674000100036542 of Punjab National Bank.
5. Applications received after the date fixed for receipt of applications/incomplete applications will not be entertained, ordinarily. The last date for receipt of applications for overseas candidates is relaxable at the discretion of the University. The University will not be responsible for any postal/ courier delay.
6. Candidate residing outside India may apply on plain paper, giving full details of their academic and technical qualifications, experience, list of publications and addresses of three referees.
7. Candidate should possess sound health. If selected they will be required to undergo medical examination and satisfy such medical authority, as the University may prescribe.
8. It should be understood that the submission of application and fee does not automatically entitle a candidate to be called for interview nor refund of fee will be permissible as only those candidates who pass through the process and are found prima facie suitable are called for interview. The summoning of candidates for interview does not convey any assurance that they will be selected. Appointment orders to any selected candidates will be issued by the University in due course of time after their selections are considered and approval by the competent authority.
9. (a) Candidates, if invited, will attend interviews, at such places and time as may be fixed; at their own expense.
(b) Only overseas candidates may be considered “in absentia”. Persons abroad may appear for interview in person if they so desire at their own expense. They should, however inform the Registrar accordingly at the time of sending their applications.
10. Number of posts may change at the time of selection at the sole discretion of the University.
11. Higher starting salary in the grade may be offered to a candidate depending on his qualifications and experience.
12. Selected candidates, after joining the service of the University shall be governed by the rules and regulations of the University as may be in force from time to time in addition to the conditions stipulated in their appointment letters.
13. (a) Residential accommodation, if available, may be offered, as per University rules.
(b) Benefits of pension/P.F./gratuity, etc. are admissible as per rules of the University.
(c) Dearness allowance is admissible as per rules of the University.
14. All disputes will be subject to Hisar Jurisdiction.

REGISTRAR

Guru Jambheshwar University of Science & Technology,
Hisar – 125001 (Haryana)