



ASSAM UNIVERSITY, SILCHAR-788011

(A Central University established by an Act of Parliament)

APPLICATION FORM FOR TEACHING POSTS

(Part – A)

Name of the post applied for

Campus:

Silchar	Diphu
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 (Please put a tick mark)

Post Code:

Department.....

Advt. No.....Dated.....

PASTE HERE A
SIGNED COPY OF
YOUR RECENT
PASS-PORT SIZE
PHOTOGRAPH

DEMAND DRAFT PARTICULARS			
Name of the Bank	D.D. Number	Date	Amount

A. General Information:

1. Name in Full.....
(IN BLOCK LETTERS)
 2. Father's/Spouse Name.....
 3. Mother's Name:
 4. Date of Birth: DayMonth.....Year.....
(As recorded in the Matriculation or equivalent certificate)
 5. Age (as on the last date fixed for the receipt of application)years.....months.
 6. Nationality
 7. Religion
 8. Marital Status: Married Unmarried
 9. Sex: Male Female
 10. Do you belong to any reserved category?: Yes No
If yes, specify the category (SC/ST/OBC)
 11. Whether Handicapped? : Yes No
If yes, indicate whether Physically/Visually/ any other.....
 12. Permanent Address
-
- PIN CODE.....Phone No.....Cell
- Address for correspondence
-PIN CODE.....
- Email ID (Mandatory).....

B. Educational Qualifications:

Exam. Passed	Board/ University	Year of Passing	Marks		% of marks	Class/Div/ Grade	Subjects
			Obtained	Out of			
Matriculation (10 th)							
Higher Secondary/ Intermediate (10+2)							
Bachelor's degree							
Master's Degree							
M.Phil							
	Residency Period of M. Phil: From					To	
Ph.D							
	Residency Period of Ph. D: From					To	
NET/SLET							
Any other Degree/ Diploma							
Technical Qualifications (if any)							

C. Area of specialization:

D. Teaching/Administrative/Technical/Research Experience.

Designation	Name of the Organization	Scale of Pay		Nature of appointment	Period of service		
		PB	GP		From	To	Period

Please attach separate sheet if the space is insufficient for the said column

E. Whether Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) calculated & attached with the application form as Part B: **Yes/No**
 (Not applicable to Assistant Professors)

State whether you have been at any time (a) dismissed, removed or debarred from Service or (b) convicted by a Criminal Court. (Please tick **YES** **NO**)

I hereby declare that all entries made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled/terminated.

Signature of the Applicant

Place.....

Date

(The endorsement below is to be signed and forwarded by the Head of the Department/Employer in the case of the in-service candidates whether in permanent or temporary capacity failing which the application is liable to be rejected).

ENDORSEMENT OF THE EMPLOYER

Ref. No.....

Date.....

FORWARDED

The applicant (name) is holding the post of in this College/University/Institution/Department in a temporary/substantive basis since.....(date). His/Her present Pay is Rs.....in the Pay structure of Rs..... with AGP/GP of Rs.....and he/she is drawing salary of Rsper month. His/Her next date of increment isWe have no objection to his/her application being considered.

Signature of the Officer
(with office seal)

**DECLARATION/UNDERTAKING
(for OBC Candidates only)**

I, _____ son/daughter of Shri _____ resident of village/town/city _____ district _____ State hereby declare that I belong to the _____ community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93- Estt.(SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004.

Signature of the Candidate

Place:

Date:

**Declaration/undertaking not signed by Candidate will be rejected
False declaration will render the applicant liable for termination of registration at any time**

(Part – B)

Category I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Score as per the activities carried inYear)

Before filling the score in the Category I, I & III, please see the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (2nd Amendment), Regulations, 2013. Relevant portions of the same have been reproduced in this application form also

Category	Nature of activity	Notes	Unit of Assessment	Score filled by the candidate	Score verified by the Screening Committee
1A (i)	Classroom teaching (Including lectures, seminar)	As per allocation	Hours per academic year		
1A (ii)	Classroom teaching (including lectures, seminar) in excess of UGC norms.	As per allocation	Hours per academic year		
1A (iii)	Classroom teaching (including lectures, seminar) preparation time	Same as actual teaching hours as per attendance register	Hours per academic year		
1B	Tutorials and practicals	Actual as per attendance register	Hours per academic year		
1C	Outside classroom interaction with students	Max 0.5 of hours in 1A	Hours per academic year		
	Sub-total 1	Score = hours/10 (Max score 50)			
2	Research Supervision (including Masters thesis)	Max 1 hour per student per working week	Hours per academic year		
	Sub-total 2	Score = hours/10 (max score 10)			
3	Preparation of new teaching –learning material including translation, bridge material, study pack or similar additional resource for students	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding= 20 Very good= 14 Good = 10 Average = 6 Modest = 2		
	Sub-total 3	Maximum = 20 points			

4A	Teaching innovation including preparation of innovative course, use of innovative methodologies for teaching including bilingual/ multi- lingual teaching	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding= 10 Very good= 7 Good = 5 Average = 3 Modest = 1		
4B	Use of anonymous students feedback on the quality of classroom teaching and students interaction	Performa and summary feedback to be attached	2 points per course (Max 10 points)		
Sub-total 4		Maximum = 20 points			
5A	Question paper setting, moderation and related work	Actual hours	Hours per academic year		
5B	Invigilation/supervision and related examination duties	Actual hours	Hours per academic year		
5C	Evaluation/ assessment of answer scripts and assignments related to internal assessment, external and re evaluation	Actual hours	3 Scripts/hour		
Sub-total 5		Score = hour/10 (Max score = 25)			
Grand Total = 125 Minimum Required Score = 75					

(Above scores to be certified by HoD/Principal)

Name:.....

Designation.....

Institution.....

Dated;.....

Category II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES
(Score as per the activities carried inYear)

Category	Nature of activity	Notes	Unit of Assessment	Score filled by the candidate	Score verified by the Screening Committee
6A	Discipline related co-curricular activities (e.g. field work, study visit, student seminar, events, career counselling etc)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding= 10 Very good= 7 Good = 5 Average = 3 Modest = 1		
6B	Other co-curricular activities (Cultural, Sports, NSS,NCC etc)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding= 5 Very good= 3.5 Good = 2.5 Average = 1.5 Modest = 0.5		
6C	Extension and dissemination activities (public lectures, talks, seminars, popular writings not covered under III)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding= 5 Very good= 3.5 Good = 2.5 Average = 1.5 Modest = 0.5		
	Sub Total 6	Maximum = 20 points			
7A	Overall contribution to the collective/cooperate life of the institution (including 5,6 and any other contribution)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding= 5 Very good= 3.5 Good = 2.5 Average = 1.5 Modest = 0.5		

7B	Participation in Board of Studies, Academic and Administrative Committees	Actual hours spent	Hours per academic year Score = hours/10		
7C	Administrative responsibility (including Dean, Principal, Chairperson, Convenor, Teacher-In-charge or similar duties that require regular office hours for its discharge)	Actual hours spent	Hours per academic year Score = hours/10		
	Sub-total 7	Maximum = 15 points			
8	Participation in international level seminars, conferences, short term, training courses, talks, lectures. (Not covered under Cat III)	5/ Event			
	Participation in national level seminars, conferences, short term, training courses, talks, lectures.. (Not covered under Cat III)	3/ Event			
	Participation in state level seminars, conferences, short term, training courses, talks, lectures.. (Not covered under Cat III)	1/ Event			
	Sub-total 8	Maximum = 15 points			
			Grand Total = 50		
			Minimum Required Score = 15		

(Above scores to be certified by HoD/Principal)

Name:.....

Designation.....

Institution.....

Dated:.....

Note:

1. Wherever the unit of assessment is the number of hours, the teacher is required to compute the total number of hours allocated as per the time-table or the actual number of hours spent in that activity in the previous academic year. This can be verified from the official Time Table and the record of students' attendance.
2. In calculating the number of hours allocated, only working days/weeks will be taken into account. For example, if a teacher has been assigned 16 hours of classroom teaching per week in an institution that teaches for 16 weeks per semester, the teacher would write 256 hours in the row 1A (i). In case s/he has taken 01 hour of classroom teaching per week in addition to UGC norms, s/he would write 16 hours in the row 1A (ii). Further, s/he would claim 272 hours as the preparation time under row 1A (ii). So, in all, s/he would get credit for $256+16+272 = 544$ hours for that semester. S/he would do similar calculation for the second semester and the total would be entered in each row.
3. In most sub-categories, the total score of a teacher may exceed the maximum score permitted against the relevant sub-total. In that case, the score of the teacher will be credited the maximum score. For example, a teacher who marks 900 scripts can get credit for 300 hours and may have spent another 40 hours on examination duty. This adds up to 340 hours = 34 points. But s/he will be awarded the maximum of 20 points in that category.
4. Wherever the criterion involves an assessment by the screening committee, the teacher will be required to submit some evidence of work done.
5. Under 4B, the teacher is only required to give a proof that s/he administered an anonymous feedback questionnaire wherein the students can give their assessment of the quality of his/her teaching. S/he would be entitled to the points irrespective of the content of the feedback. The comments given by the students may not be used against the teacher in this exercise.

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sl. No.	API s	Engineering/Agriculture/ Veterinary Science/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/Humanities/Social Sciences/ Library/ Physical Education/ Management	Maximum pints for University and College teacher position	SCORE TO BE FILLED BY THE CANDIDATE	SCORE VERIFIED BY THE COMMITTEE
III (A)	Research Papers Published in	Refereed Journals*	Refereed Journals*	15/Publication		
	(Detailed list to be enclosed)	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10/Publication		
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/Publication		
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system.	Text or Reference Books Published by International Publishers with an established peer review system	50/Sole author, 10/Chapter in an edited book		

	Detailed list to be enclosed)	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25/Sole author, and 5/chapter in edited books		
		Subjects Books by other local publisher with ISBN/ISSN numbers	Subjects Books by other local publisher with ISBN/ISSN numbers	15/Sole author, and 3/chapter in edited books		
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10/Chapter		
		Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5/Chapter		
III (C)	RESEARCH PROJECTS					
III (C) (i)	Sponsored Projects carried out/ ongoing (Detailed list to be enclosed)	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20/Each Project		
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.0 lakhs	Major Projects amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15/Each Project		
		(c) Minor Projects (Amount) mobilized with grants above Rs. 50,000 up to Rs. 5.0 lakhs	Minor Projects (Amount) mobilized with grants above Rs. 25,000 up to Rs. 3.0 lakhs	10/Each Project		
III (C) (ii)	Consultancy Projects carried out/ ongoing (Detailed list to be enclosed)	Amount mobilized with minimum of Rs. 10.0 lakhs	Amount mobilized with minimum of Rs. 2.0 lakhs	10/Per every Rs. 10.0 lakhs (Science, Engg etc) & Rs. 2.0 lakhs (languages, arts etc) respectively		
III (C) (iii)	Completed Projects: Quality Evaluation (Detailed list to be enclosed)	Completed Project Report (Acceptance from funding agency)	Completed Project Report (Acceptance from funding agency)	20/Each major Project and 10/Each minor Project		
III (C) (iv)	Projects Outcome/Outputs (Detailed list to be enclosed)	Patent/Technology transfer/Product/Process	Major Policy document of Govt. Bodies at Central and State level	30/Each national level output or patent/ 50/Each for international level		
III (D)	RESEARCH GUIDENCE (Details to be enclosed)					
III (D) (i)	M.Phil	Degree awarded only	Degree awarded only	3/Each candidate		
III (D) (ii)	Ph.D	Degree awarded	Degree awarded	10/Each candidate		

		Thesis Submitted	Thesis Submitted	7/Each candidate		
III (E)	TRAINING COURSES AND CONFERENCE/SEMINAR/ WORKSHOP PAPERS (Details to be enclosed)					
III (E) (i)	Refresher Courses, methodology workshops, training, teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Maximum 30 Points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/Each		
		(b) One week duration	(b) One week duration	10/Each		
III (E) (ii)	Papers in Conferences/Seminars/ Workshops etc. **	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in			
		a) International Conference	a) International Conference	10/Each		
		b) National	b) National	7.5/Each		
		c) Regional/State level	c) Regional/State level	5/Each		
III (E) (iii)	Invited lectures or presentations for conferences/symposia	a) International	a) International	10/Each		
		b) National level	b) National level	5/Each		

	Associate Professor	Professor
Minimum API Scores	Total API score requirement of 300 points from Category III of APIs	Total API score requirement of 400 points from Category III of APIs
Total Self Assessment Score by Applicant		
Score Verified by the Screening Committee		

Name of the candidate.....

Signature.....

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

**If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III(e)(ii)).

NOTE:

1. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.
2. API score claim of each of the sub-categories in the Category III (Research and Publications and Academic Contributions) will have the following cap to calculate the total API score claim:

Sub-Category	Cap as % of API cumulative score in application
III (A) Research papers (Journals, etc)	30 %
III (B) Research publications (Books, etc)	25%
III (C) Research Projects	20%
III (D) Research Guidance	10%
III (E) Training Courses and Conference /Seminar, etc	15%

(On the letter head of the University/ Institute)

TO WHOMSOEVER IT MAY CONCERN

This is certify that Mr. _____ (Reg. No _____)
has successfully completed Ph.D. programme in the Subject _____,
Faculty of _____ during the year _____. The degree has been
awarded in compliance of ‘UGC (Minimum standards and procedure for awards of
M.Phil/Ph.D degree) Regulation 2009’.

Seal & Sign of the Competent Authority

No.....

Dated.....