

	TEZPUR UNIVERSITY (A Central University established by an Act of Parliament) NAPAAM :: TEZPUR – 784 028 :: ASSAM ☎ : 03712-267 004	<i>Applicants must Paste here a recent passport size photograph</i>
	APPLICATION PRO-FORMA FOR TEACHING POSITIONS (Ref.: Advertisement No. _____) <i>(Please read carefully the general conditions / instructions given below before filling in the form)</i>	

To be returned to:

*The Registrar
Tezpur University
Napaam, Tezpur – 784 028
Assam (India)*

Details of application fee (Pl. see instructions below):

1. **Name of the bank:**
2. **Demand Draft/Bankers' Cheque No.**
Date
3. **Amount: Rs.**

GENERAL CONDITIONS / INSTRUCTIONS

1. Only Indian nationals need to apply.
2. Please send crossed bank draft, drawn in any nationalised bank, of the amount as specified in the advertisement in favour of Registrar, Tezpur University, payable at Tezpur. The bank draft should be drawn only on or after the date of publication of the advertisement. Application fee sent in other forms will not be accepted. **Applicants must write his / her name, address and the post applied for on the overleaf the bank draft.**
3. **Applicants must write his / her name, address and the post applied for on the overleaf of the bank draft.**
4. **For all the posts, where age limit is prescribed, the crucial date for calculating the same will be the last date of receipt of the applications as declared in the advertisement / University Website.**
5. The University reserves the right to fill in or otherwise, any or all the advertised posts.
6. Mere fulfilment of minimum qualification and experience do not entitle a candidate to be called for the interview.
7. Minimum requirement of qualification and / or experience may be relaxed in respect of exceptionally outstanding candidates. Candidate(s) with higher qualification will be preferred.
8. No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of interview and reasons for not being called for the interview.
9. **Persons in employment should submit their applications through proper channel with a forwarding note of the employer in 'Part-D' of the application proforma.** However, a photocopy of the duly filled in application form along with the Bank Draft in original may be sent as "Advance Copy" in order to avoid delay in receipt.
10. **Applicants must fill-in all the parts (Part-A, Part-B, Part-C and Part-D) of the application form.** Incomplete application and application not in the prescribed form and application without photocopies of certificates / mark sheets, proof of date of birth, caste certificate, etc. will be rejected. **List of publications is to be attached** with details of journal (International/ National) / Conference paper. In case of journal papers, impact factor is to be mentioned. A list of enclosures must be furnished as indicated in the application form.
11. Canvassing in any form will be a disqualification.
12. Any change of address for correspondence should be communicated to the Registrar, Tezpur University, giving reference of the Advertisement and post(s) applied for.
13. **The filled-in application form should be addressed to the "Registrar, Tezpur University, Napaam, - 784 028, Assam (India) in an envelope superscribing "APPLICATION FOR THE POST OF, Department of"**
14. The University reserves the right to consider for appointment of persons who have not applied against the advertisement, if otherwise qualified.
15. Applicants are advised to give phone numbers and e-mail address in their own interest to facilitate prompt communication. If short-listed, all communications regarding interview, etc. will be made preferably through e-mail.
16. Applicants may attach additional sheet(s), wherever necessary, quoting the serial number.
17. **Applicants willing to apply for more than one post / department must send separate application forms for each post(s).**

Name in full (in CAPITAL letters):

Post applied for: **Department/Centre/Office:**

Category you belong to
(Please tick ✓):

GEN	SC	ST	OBC	PWD			Ex-Serviceman
				OH	VH	HH	
<input type="checkbox"/>							

Signature of the applicant

(To be returned with the filled in application form)

PART-A
(BRIEF PARTICULARS OF APPLICANT)

<p>1. (a) Advertisement No. & Date: _____ (b) Post applied for: _____ (c) Department / Centre: _____ (d) Field of specialisation opted for (out of those specified in the advertisement, if applicable): _____</p> <p>2. Name in full (in CAPITAL letters): _____ (Please underline the surname)</p> <p>3. Father's / Mother's / Spouse's Name: _____ (Please tick ✓)</p> <p>4. (a) Marital Status: <input type="text"/> (b) Gender: <input type="text"/> (c) Blood Group <input type="text"/></p> <p>5. (a) Correspondence address (in CAPITAL letters): _____ (b) Permanent address (in CAPITAL letters): _____</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2" style="height: 60px;"></td> </tr> <tr> <td style="width:30%; padding: 5px;">(c) Phone No.</td> <td style="padding: 5px;">Land line (with STD) _____ Mobile _____</td> </tr> <tr> <td colspan="2" style="padding: 5px;">(d) e-mail: _____</td> </tr> </table>			(c) Phone No.	Land line (with STD) _____ Mobile _____	(d) e-mail: _____											
(c) Phone No.	Land line (with STD) _____ Mobile _____																
(d) e-mail: _____																	
<p>6. Date of Birth (as per Christian era):</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; height: 20px;"></td> <td style="width:10%;"></td> </tr> <tr> <td align="center" colspan="2">Day</td> <td align="center" colspan="2">Month</td> <td align="center" colspan="4">Year</td> </tr> </table>									Day		Month		Year			
Day		Month		Year													
<p>7. Age on the last date of receipt of application as stated in the advertisement:</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%; height: 20px;"></td> <td style="width:20%;"></td> <td style="width:20%;"></td> <td style="width:20%;"></td> <td style="width:20%;"></td> </tr> <tr> <td align="center" colspan="2">Years</td> <td align="center" colspan="2">Month(s)</td> <td align="center">Day(s)</td> </tr> </table>						Years		Month(s)		Day(s)						
Years		Month(s)		Day(s)													
<p>8. Are you a citizen of India? Write YES or NO</p>																	
<p>9. (a) Do you belong to Scheduled Caste / Scheduled Tribe / Other Backward Classes / Persons with Disability / Ex-serviceman? Write SC/ST/OBC/PWD/Ex-serviceman as the case may be:</p> <p>(b) If none, write NONE in the box:</p> <p>(c) If you belong to PWD (Persons with Disability), then state the nature of disability as OH (Orthopaedically Handicapped), VH (Visually Handicapped) or HH (Hearing handicapped):</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%; padding: 5px;">SC</td> <td style="width:15%; padding: 5px;">ST</td> <td style="width:15%; padding: 5px;">OBC</td> <td style="width:15%; padding: 5px;">PWD</td> <td style="width:15%; padding: 5px;">Ex-Serviceman</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; padding: 5px;">OH</td> <td style="width:33%; padding: 5px;">VH</td> <td style="width:33%; padding: 5px;">HH</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	SC	ST	OBC	PWD	Ex-Serviceman						OH	VH	HH			
SC	ST	OBC	PWD	Ex-Serviceman													
OH	VH	HH															
<p>10. Religion:</p>																	
<p>11. *If appointed, what notice / how much time would you require for joining the post? (* May not be considered as binding)</p>																	

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.

Date: _____ **Signature of the applicant**
Place: _____ **Name in full:**

(Applicants must also fill in the PART-B of the Application Form)

PART-B

1. Give particulars of all examinations passed, all degrees and technical qualifications obtained at a University or higher technical institutions of learning, commencing with High School Leaving (10th standard) / Matriculation examination. Please attach photocopies of certificates and marksheets.

Sl. No.	School / College / Institute	Name of the Board / University / Institution	Degree / Diploma passed / obtained	Distinction / Class / Division	Subject (mention field of specialisation / major, if any)	% of Marks Obtained/ Grade	Date of passing

2. Particulars of GATE, UGC/CSIR NET clearance:

Name of the Test	Year	Roll No.	Percentile Score (in case of GATE)	Subject

3. Details of employment, if any (give here particulars of your past and present employment in chronological order **starting with present employment**):

Sl. No.	Organisation / Institution	Position held	Nature of duties / work	Date of joining	Date of leaving	Length of service	Pay scale	Additional remarks about experience, if any*

* Specify if the position is (i) Pre-Ph.D. (ii) Post-Ph.D. (iii) Concurrently in Ph.D. Ph. D programme should be Ph. D degree. It should be evident from marksheets/ grade cards or a certificate to this effect should be enclosed. Further, period of Ph. D should be excluded from experience.

4. (i)	Present Post	:	
(ii)	Name of the Office / Institute	:	
(iii)	Date of Joining	:	
(iv)	Present scale of pay	:	
(v)	Present basic pay	:	
(vi)	Total emoluments drawn last month	:	
(vii)	Are you willing to accept the minimum initial pay of the post applied for?	:	
(viii)	*If not what initial pay do you expect? (* May not be binding)	:	
5. (a)	Teaching experience: Please give a list of courses taught on a separate sheet with course titles, level (UG/PG) and number of times taught.		Yrs.
(b)	Research specialisation On a separate sheet, please describe briefly your research work / Ph. D. work. Also detail the areas of interest with work done in each case (if any).	:	
(c)	Laboratory experience On a separate sheet, please describe, in brief, experience in: (i) Setting up teaching and research laboratories (ii) Conducting laboratory courses (iii) Using different types of instruments, systems, computers etc.	:	Yrs.

PART-C
(API score on the basis of Performance Based Appraisal System)

SECTION – A: GENERAL

1	Name of the applicant	
2	Designation / post held by the applicant	
3	Name of the Department / Centre of University	
4	Name of the University / Organisation	
5	Communication Address / E-mail / Telephone / Mobile of the applicant	
6	YEAR(S) OF PERFORMANCE APPRAISAL	

SECTION – B

CATEGORY – I
(TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES)

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities, (b) domain knowledge, (c) participation in examination and evaluation, (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be verified and finalized by the Screening / Selection Committee.

Sl. No.	Nature of Activities	Details with Maximum Score for a given sub-category	Maximum Score for the Category	API score claimed by the candidate	API score verified by the Screening Committee
1.	Lectures, Seminars, tutorials, practicals, contact hours undertaken as percentage of those actual allocated	Below 80% : No score 80%-85% : 35 86%-90% : 40 91%-95% : 45 96%- 100% : 50	50		
2.	Lectures or other teaching duties in excess of the UGC norms	Below 2 = No score 2-4 = 8 5 ⁺ = 10	10		
3.	(a) Preparation and imparting of knowledge / instruction as per curriculum; (b) Syllabus enrichment by providing additional resources to students	For (a)- 10 For (b)-10	20		
4.	Use of participatory and innovative teaching- learning methodologies, updating of subject content, course improvement etc.	If used full score	20		
5.	Examination duties (Invigilation; question paper setting, evaluation/ assessment of answer scripts) as per allotment.	[Invigilation: 5 question paper setting –10 evaluation/ assessment of answer scripts-10	25		
Total Score			125		
Minimum API Score Required			75		

CATEGORY – II
(CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES)

Brief Explanation: Based on the teacher's self-assessment, Category-II API scores are proposed for Co-curricular and Extension Activities and Professional Development related contributions. The minimum API score required by teachers from this category is 15. A list of items and proposes scores is given below. It can be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or few teachers. The list of activities is broad enough for the minimum score required (15) in this category to accrue to all teachers. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be verified and finalized by the Screening / Selection Committee.

Sl. No.	Nature of Activities	Details with Maximum Score for a given sub-category	Maximum Score for the Category	API score claimed by the candidate	API score verified by the Screening Committee
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS/ NCC and other channels, cultural activities, subject related events, advisement and counseling)	Activities may be in one or more than one particular field (s)	20		
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities	Membership of committees 1 : 4 2-3 : 10 4 and above: 15 Dean, Students' Welfare : 15 Dean, R&D / Dean of School (Full term) : 15 Head of the Department : 10	15		
3.	Professional Development activities (such as participation in seminars, conferences, short term training courses talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	Seminars/ Conferences : 3 Short term training/ talks or Lectures: 3 Membership of associations :3 Dissemination and general articles : 6	15		
Total score			50		
Minimum API Score Required			15		

NOTE: The table proposes API scores and the mode of awarding these scores for various parameters of Category-I & II of PBAS.

- 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. The institution can verify these from the official time table and record of students' attendance.
- In calculating the number of hours allocated, only working days / weeks will be taken into account. For example, if a teacher has been assigned 20 hours of classroom teaching per week in an institution that teaches for 16 weeks per semester, the teacher would write 320 hours (plus another 320 hours if his/her teaching load is the second semester) in the row 1A(i). Since this is 2 hours higher than the UGC norm, he / she would claim additional 2×16 hours in row 1A(ii). If he / she has actually taught for 275 hours in that semester, he / she would claim 275 hours in that semester, he / she would claim 275 hours in row 1A(iii). SO, in all, he / she would get credit for 320+32+275 = 627 hours for that semester. He / She would do similar calculation for the second semester and the total would be entered in each row.
- 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 he/she would be awarded the maximum of 20 points in that category.
- Wherever the criterion involves an assessment by the screening committee, the teacher would be required to submit some evidence of work done.

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, Category-III API scores are proposed for Research and Academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be verified and finalized by the Screening / Selection Committee.

SI No.	APIs	Engineering / agriculture / veterinary science / sciences / medical sciences	Faculties of languages / arts / humanities / social sciences / library / physical education / management	Max. points for university and college teacher position	API score claimed by the candidate	API score verified by the Screening Committee
III (A)	Research Papers published in (Maximum API cumulative score is 30% of the total score) <i>(Detailed list to be enclosed)</i>	Refereed Journals *	Refereed Journals*	15/publication		
		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) (Maximum API cumulative score is 25% of the total score) <i>(Detailed list to be enclosed)</i>	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		
		Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN / ISSN numbers	Subject 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 publishers with ISBN / ISSN numbers	Subject Books by Other local publishers 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 (Maximum API cumulative score is 20% of the total score)					
III (C) (i)	Sponsored Projects carried out/ ongoing <i>(Detailed list to be enclosed)</i>	(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 30.00 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 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project		
III (C) (ii)	Consultancy Projects carried out / ongoing <i>(Detailed list to be enclosed)</i>	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs. 2.0 lakhs	Rs.10.0 lakhs and Rs.2.0 lakhs, Respectively		
III (C) (iii)	Completed projects: Quality Evaluation <i>(Detailed list to be enclosed)</i>	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project		
III (C) (iv)	Projects Outcome / Outputs <i>(Detailed list to be enclosed)</i>	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 GUIDANCE (Details to be enclosed) (Maximum API cumulative score is 10% of the total score)					
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) (Maximum API cumulative score is 15% of the total score)					
III(E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 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		
		d) Local - University/College level	d) Local - University/College level	3 / each		
III(E) (iii)	Invited lectures or presentations for conferences/ symposia	(a) International	(a) International	10 /each (max. 3 events in a year)		
		(b) National level	(b) National level	5 / each (max. 3 events in a year)		

* 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:

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.

Summary of API Score as per PBAS (for the entire period of assessment)

Category	Minimum Score required	Score claimed by the candidate	Verified API Score of the candidate
Category-I			
Category-II			
Category-III			

PART-D

1.	Have you previously applied for any post in this University? If so, give details.																																																																					
2.	Additional remarks: <i>Applicant(s) may mention here any special qualifications or experiences e.g. in organisations, which have not been included under the heads given above.</i>																																																																					
3.	<p>References: <i>Please arrange to send three letters of reference from responsible persons not related to you. If you are employed, one referee must be your employer. The reference letters must be sent in confidence by the referees directly to the Registrar, Tezpur University.</i></p> <table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 15%; vertical-align: top;">(i)</td><td style="width: 35%;">Name :</td><td style="width: 50%;"></td></tr><tr><td></td><td>Designation :</td><td></td></tr><tr><td></td><td>Address :</td><td></td></tr><tr><td></td><td> </td><td></td></tr><tr><td></td><td>e-mail :</td><td></td></tr><tr><td></td><td>Mobile / Phone No. with STD code :</td><td></td></tr><tr><td></td><td> </td><td></td></tr><tr><td></td><td> </td><td></td></tr><tr><td style="vertical-align: top;">(ii)</td><td>Name :</td><td></td></tr><tr><td></td><td>Designation :</td><td></td></tr><tr><td></td><td>Address :</td><td></td></tr><tr><td></td><td> </td><td></td></tr><tr><td></td><td>e-mail :</td><td></td></tr><tr><td></td><td>Mobile / Phone No. with STD code :</td><td></td></tr><tr><td></td><td> </td><td></td></tr><tr><td></td><td> </td><td></td></tr><tr><td style="vertical-align: top;">(iii)</td><td>Name :</td><td></td></tr><tr><td></td><td>Designation :</td><td></td></tr><tr><td></td><td>Address :</td><td></td></tr><tr><td></td><td> </td><td></td></tr><tr><td></td><td>e-mail :</td><td></td></tr><tr><td></td><td>Mobile / Phone No. with STD code :</td><td></td></tr><tr><td></td><td> </td><td></td></tr></table>	(i)	Name :			Designation :			Address :						e-mail :			Mobile / Phone No. with STD code :								(ii)	Name :			Designation :			Address :						e-mail :			Mobile / Phone No. with STD code :								(iii)	Name :			Designation :			Address :						e-mail :			Mobile / Phone No. with STD code :				
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4. **List of Publications:**

Sl. No.	Title with Page No.	Journal with full reference and ISBN/ISSN No. Whether peer reviewed.	Impact factor, if any	No. of co-authors	Whether you are the main author	API score	API score verified by screening committee
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							

* Additional page(s) may be used, if required.

5. Details of enclosures sent with this application form:

i)	ii)
iii)	iv)
v)	vi)
vii)	viii)
ix)	x)
xi)	xii)
xiii)	xiv)

6. **Declaration:**

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.

Date: _____ **Signature of the applicant**

Place: _____ **Name in full:**

7. **Forwarding note of the Employer:**

Certified that has been an employee of (name of the organization) since (date). At present he / she is working as Information given by the employee in **Part-A**, **Part-B** and **Part-C** are correct as per records.

This organization has no objection to his / her applying for the position of at Tezpur University.

Memo No. _____ **Signature:** _____

Date: _____ **Name:** _____

Place: _____ **Designation:** _____

Office Seal: _____ **Name of the organization:** _____