

	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. 02/2010) <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. Indian nationals only 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 of the demand draft / banker's cheque.**
3. **The application fee is not refundable.**
4. **For all the posts, where age limit is prescribed, the crucial (calculating) date for the same will be the last date of receipt of the applications as mentioned in the advertisement.**
5. The University reserves the right to fill in or otherwise, any or all the advertised posts.
6. Mere fulfillment of 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 forwarding note of the employer in 'Part-E' 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 and Part-E and Part-C or Part-D, as the case may be) 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. A list of enclosures must be furnished as provided 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.
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) along with separate application fee.**
18. **Application(s) received after the last date as mentioned in the advertisement shall be summarily rejected.**

Name in full (in CAPITAL letters):

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

Category opted (Please tick ✓):

UR	SC	ST	OBC	PWD			Ex-Serviceman
				OH	VH	HH	

*Signature of the applicant***(To be returned with the filled in application form)**

PART-A
(BRIEF PARTICULARS OF APPLICANT)

1. (a) Advertisement No. & Date: (b) Post applied for: (c) Department / Centre: (d) Post Sl. No. as per the Advertisement: (e) Field of specialisation opted for out of those specified in the advertisement (if applicable):																	
2. Name in full (in CAPITAL letters): (<u>Underline the surname</u>)																	
3. Father's / Spouse's Name:																	
4. (a) Marital Status:																	
(b) Gender:																	
(c) Blood Group:																	
5. (a) Correspondence address (in CAPITAL letters):	(b) Permanent address (in CAPITAL letters):																
(c) Phone No.	(d) e-mail:																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; font-size: small;">Land line (with STD)</td> <td style="width: 40%; height: 20px;"></td> </tr> <tr> <td style="font-size: small;">Mobile</td> <td style="height: 20px;"></td> </tr> </table>	Land line (with STD)		Mobile														
Land line (with STD)																	
Mobile																	
6. Date of Birth (as per Christian era):	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td></tr> <tr> <td colspan="2">Day</td> <td colspan="2">Month</td> <td colspan="4">Year</td> </tr> </table>									Day		Month		Year			
Day		Month		Year													
7. Age on the last date of receipt of application as stated in the advertisement:	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20%;"> </td><td style="width: 20%;"> </td><td style="width: 20%;"> </td><td style="width: 20%;"> </td><td style="width: 20%;"> </td><td style="width: 20%;"> </td></tr> <tr> <td colspan="2">Years</td> <td colspan="2">Month(s)</td> <td colspan="2">Day(s)</td> </tr> </table>							Years		Month(s)		Day(s)					
Years		Month(s)		Day(s)													
8. Are you a citizen of India? Write YES or NO																	
9. (a) Do you belong to Scheduled Caste / Scheduled Tribe / Other Backward Classes / Persons with Disability / Ex-serviceman? <i>Write SC/ST/OBC/PWD/Ex-serviceman as the case may be:</i>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 15%;">SC</td><td style="width: 15%;">ST</td><td style="width: 15%;">OBC</td><td style="width: 15%;">PWD</td><td style="width: 15%;">Ex-Serviceman</td></tr> <tr> <td style="height: 20px;"></td><td></td><td></td><td></td><td></td></tr> </table>	SC	ST	OBC	PWD	Ex-Serviceman											
SC	ST	OBC	PWD	Ex-Serviceman													
(b) If none, write NONE in the box:																	
(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):	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20%;">OH</td><td style="width: 20%;">VH</td><td style="width: 20%;">HH</td></tr> <tr> <td style="height: 20px;"></td><td></td><td></td></tr> </table>	OH	VH	HH													
OH	VH	HH															
10. Religion:																	
11. If appointed, what notice / how much time would you require for joining the post?																	
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: Place:	Signature of the applicant 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	Date of Entry	Date of Leaving	Name of the Board / University / Institution	Degree / Diploma passed / obtained	Distinction / Class / Division	Subject (mention field of specialisation / major, if any)	% of Marks obtained	Date of passing

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

Name of the Test	Year	Roll No.	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.

4.	(i)	Present scale of pay	:	
	(ii)	Present basic pay	:	
	(iii)	Total emoluments drawn last month	:	
	(iv)	Are you willing to accept the minimum initial pay of the post applied for?	:	
	(v)	If not what initial pay do you expect?	:	
5.	(a)	Teaching experience:		Yrs.
		Please give a list of courses taught on a separate sheet with course titles, level (UG/PG) and number of times taught.		
	(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	:	Yrs.
		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.		

PART-C

Minimum Weightage Points (WP) norms of the APIs*

[All applicants are required to mention the Scores obtained by them in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) given in **PART-C** of this Application Form. Applicants from institutions where the PBAS has not been implemented may give details of their performance in the areas mentioned in **PART-D** of the Form.]

S. No. of category	Titles of the categories of APIs (with maximum accruable API points) and Selection Committee criteria.	Minimum cumulative WP of the API score required for considering candidates for selection to each cadre based on the PBAS proforma to be submitted by the applicants along with the stipulated application of the University / College concerned			API Score obtained by the applicant (NOT TO BE FILLED IN BY THE CANDIDATE)
		TEACHERS IN UNIVERSITY DEPARTMENTS / EQUIVALENT CADRES / COLLEGES			
		Assistant Professor / equivalent cadres with AGP Rs.6000	Associate Professor / equivalent cadres with AGP Rs.9000	Professor / equivalent cadres with AGP Rs.10000	
I	Expertise in Teachings / Research / Industry & Entrepreneurship skills and contribution to corporate life & Profession related activities (200 points)	Consolidated API score requirement of 100 from all the three categories of APIs or Pass in NET / accredited Eligibility test approved by UGC	Consolidated API score requirement of 300 points from all the three categories of APIs	Consolidated API score requirement of 400 points from all the three categories of APIs	
II	Research, Development and other related activities (200 points)				
III	Extension, co-curricular, Extracurricular & student mentoring activities (100 points)				
IV	Selection Committee criteria: (Minimum Point Requirement for consideration for selection: at least 60% of the points prescribed for categories I & II and at least 30% of the points prescribed for category III).	Highest of the 30 merit points under a) Teaching skills by a Lecture (10 points) b) Research skills by a concept / Proposal presentation (5 points) c) Interview performance (15 points) / or for fresh masters degree holders 30 points for interview performance.	Highest of the 50 merit points under a) Research papers (3 nos) evaluation: 25 points b) Organizational Plans: 10 points c) Interview performance: 15 points	Highest of the 75 merit points under: a) Research papers (5 nos) evaluation: 40 points b) Vision for the department / Institution: 15 points c) Interview performance: 20 points	

* API Score Sheet of the institute concerned should be attached to this application form as Annexure.

PART-D

[TO BE FILLED IN BY THE APPLICANTS FROM INSTITUTIONS WHERE THE PBAS HAS NOT BEEN IMPLEMENTED]

SECTION – A: GENERAL

1	Name & Designation of the faculty :		
2	Name of the Department / Centre of University		
3	Name of the University with communication address		
4	Communication Address / Email / Telephone / Mobile of the faculty		
5	YEAR(S) OF PERFORMANCE APPRAISAL		

SECTION - B:

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

CATEGORY I (A)	ITEM	DETAILS	MAXIMUM SCORE	SCORE TO BE AWARDED BY THE UNIVERSITY (NOT TO BE FILLED IN BY THE CANDIDATE)
1.	Lectures taken as percentage of lectures allocated		30	
2.	Seminars, tutorials, practicals, contact hours undertaken as percentage of those actually allocated		30	
3.	University examination/Evaluation duties for internal/continuous assessment work as allotted		20	
4.	Additional examination work for University		20	

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSION RELATED ACTIVITIES

CATEGORY II (A)	CO-CURRICULAR AND EXTENSION ACTIVITIES	DETAILS	MAXIMUM SCORE	SCORE TO BE AWARDED BY THE UNIVERSITY (NOT TO BE FILLED IN BY THE CANDIDATE)
	Institutional Co-curricular activities for students such as field studies / educational tours, industry-implant training and placement activity.		20	
	Students and Staff Related Socio- Cultural and Sports Programmes (intra / interdepartmental)		20	

CATEGORY II (B)	PROFESSION-RELATED CONTRIBUTION	DETAILS	MAXIMUM SCORE	SCORE TO BE AWARDED BY THE UNIVERSITY (NOT TO BE FILLED IN BY THE CANDIDATE)
	Institutional Governance responsibilities like, Head, Dean, Warden, IQAC Co-ordinator and any other membership of institutional committees		15	
	Membership in profession related committees at state and national level		10	
	Participation in subject associations, conferences, seminars without paper presentation		05	
	Membership of professional associations committees, Boards of Studies, editorial committees of journals / institutional publications.		05	

CATEGORY-III: RESEARCH AND RELATED CONTRIBUTIONS

(Note: E = Engineering; Sc = Science; HSS = Humanities and Social Sciences;
M = Management)

SI No.	APIs	<u>Engineering / Sciences</u>	Humanities and Social Sciences / Management	DETAILS	MAXIMUM SCORE	SCORE TO BE AWARDED BY THE UNIVERSITY (NOT TO BE FILLED IN BY THE CANDIDATE)
III (a)	Research Publication (Journals)	Refereed Journals with impact factor 1.0 and below 2.0	Indian language journals in all disciplines without any impact factors		E, Sc. – 20 HSS, M – 10	
		Refereed Journals with impact factor 2.1 and below 5.0	Refereed Journals: National (Recognized by the UGC)		E, Sc. – 30 HSS, M – 15	
		Refereed Journals with impact factor 5.1 and below 10.0	Refereed Journals: International		E, Sc. – 40 HSS, M – 20	
		Refereed Journals without any impact factor	National level research papers in non-refereed Journals .		E, Sc. – 15 HSS, M – 10	
		National level research papers in non-refereed Journals included in the list of journals prepared by UGC and hosted in its website; Full papers in conference Proceedings, etc	Full papers in conference proceedings, etc		E, Sc. – 10 HSS, M – 10	
III (b)	Research Publications (books, chapters in books)	Text or Reference Books Published by International Publishers	Text or Reference Books Published by International Publishers		Sole Author – 40; Per Chapter – 8	

III(C) RESEARCH PROJECT

III (C) (i)	APIs	<u>Engineering / Sciences</u>	Humanities and Social Sciences / Management	DETAILS	MAXIMUM SCORE	SCORE TO BE AWARDED BY THE UNIVERSITY (NOT TO BE FILLED IN BY THE CANDIDATE)
	Sponsored projects	Major Projects funded by UGC, DST, etc.	Major Projects funded by UGC, etc.		30 per project	
III (C)(ii)	Project outcome / output	Patent / Technology transfer / product / process	Policy document of Govt. bodies at Central/State level		40 each	

III (D) RESEARCH GUIDANCE

III (D)	APIs	<u>Engineering / Sciences</u>	Humanities and Social Sciences / Management	DETAILS	MAXIMUM SCORE	SCORE TO BE AWARDED BY THE UNIVERSITY (NOT TO BE FILLED IN BY THE CANDIDATE)
	Ph.D.	Degree awarded, guiding	Degree awarded, guiding		20 each	

III(E) DETAILS OF TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS

III(E)	APIs	<u>Engineering / Sciences</u>	Humanities and Social Sciences / Management	DETAILS	MAXIMUM SCORE	SCORE TO BE AWARDED BY THE UNIVERSITY (NOT TO BE FILLED IN BY THE CANDIDATE)
	Workshops or/conferences/ seminars & symposia	a. Workshops of not less than one week duration	a. Workshops of not less than one week duration		20 / event	
		b. International conferences / seminars with papers	b. International conferences / seminars with papers		15 / event	
		c. International conferences / seminar without papers	c. International conferences / seminar without papers		10 / event	
		d. National conferences /seminars with papers	d. National conferences /seminars with papers		10 / event	
		e. National conferences /seminars without papers	e. National conferences /seminars without papers		5 / event	
		f. State/regional level conferences /seminars with papers	f. State/regional level conferences /seminars with papers		5 / event	

III(F) DETAILS OF AWARDS / HONOURS / RECOGNITIONS / FELLOWSHIP TITLES / POST-DOCTORAL RESEARCH DEGREES LIKE D.SC., D.LITT., LLD ETC.

	APIs	<u>Engineering / Sciences</u>	Humanities and Social Sciences / Management	DETAILS	MAXIMUM SCORE	SCORE TO BE AWARDED BY THE UNIVERSITY (NOT TO BE FILLED IN BY THE CANDIDATE)
III(F) (i)	Discipline-specific awards	a. Awards by Foreign Universities/Accredited International Bodies; National: by UGC, CSIR, DST, DBT, ICAR & other Government bodies and Professional Academies like Bhatnagar Award etc.	a. Awards by Foreign Universities/Accredited International Bodies; National bodies like by UGC, ICSSR, ICCR, Sahitya Academy and other Academies, Professional Academies and Jnanpith award, etc.		50 each	
		b. State level/university level	b. State level/university level		20 each	
III(F) (ii)	Honours/re cognitions	a) Foreign countries, Governments & International bodies like UNESCO etc.	a) Foreign countries Governments & International bodies like UNESCO etc		50 each	
		b. State level/university level	b. State level/university level		20 each	
III(F) (iii)	Fellowship titles	a) By universities / bodies like FRCP, FRCS etc.; or by bodies like Indian Science & other Academies awarding Fellow of Indian National Science Academy like FNA, NASC, FAMS etc.	a) By universities / bodies offering corresponding titles etc.; or by bodies like Indian Academies of Languages, Arts etc., offering respective titles		50 each	
		b) Discipline-specific national level Associations	b) Discipline-specific national level Associations		10 each	
III(F) (iv)	Post-doctoral degrees	D. Sc from an university based on post-doctoral thesis	D.Litt from an university based on post – doctoral thesis/LLD		50 each	

PART-E

1.	Have you previously applied for any post in this University? If so, give details.
2.	Additional remarks: <i>Applicants may mention here any special qualifications or experiences e.g. in organisations, which have not been included under the heads given above.</i>
3.	References: <i>Please arrange to send three letters of reference from responsible person 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>

(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 :	

4.	Details of enclosures sent with this application form: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">i)</td> <td style="width: 50%;">ii)</td> </tr> <tr> <td>iii)</td> <td>iv)</td> </tr> <tr> <td>v)</td> <td>vi)</td> </tr> <tr> <td>vii)</td> <td>viii)</td> </tr> <tr> <td>ix)</td> <td>x)</td> </tr> <tr> <td>xi)</td> <td>xii)</td> </tr> <tr> <td>xiii)</td> <td>xiv)</td> </tr> </table>	i)	ii)	iii)	iv)	v)	vi)	vii)	viii)	ix)	x)	xi)	xii)	xiii)	xiv)
i)	ii)														
iii)	iv)														
v)	vi)														
vii)	viii)														
ix)	x)														
xi)	xii)														
xiii)	xiv)														
5.	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: Place: Signature of the applicant Name in full:														
6.	Forwarding note of the Employer: Certified that has been an employee of (name of the organization) since (date) and at present working as Information given by the employee in Part-A, Part-B, Part-C / D and Part-E are correct as per records. This organization has no objection to his / her applying for the position of at Tezpur University. Memo No. Date: Place: Signature: Designation: Name of the organization														