TEZPUR UNIVERSITY

APPLICATION FORM FOR PLACEMENT IN
(To be submitted in quadruplicate with single set of enclosures)

☐ **Assistant Professor & Equivalent**
(Stage -2)

☐ **Assistant Professor & Equivalent**
(Stage – 3)

☐ **Associate Professor & Equivalent**
(Stage -4)

☐ **Professor (Stage – 5) & Equivalent**

☐ **Professor (Stage – 6) & Equivalent**

Under Career Advancement Scheme of UGC
(Please refer to UGC regulations 2010 for eligibility, etc.)
(please tick (√) the appropriate box)

PART-A

1. Name of applicant (in capital letters): [   ]

2. Details of first joining Tezpur University: | Permanent | Temporary | Ad-hoc | **(Please tick √)**

Date [   ]   Designation [   ]

Pay Band / Scale of Pay [   ]   Academic Grade Pay [   ]

Pay in the Pay Band / Basic Pay [   ]

3. Details of joining next higher position/Grade (as applicable):

Stage - 2
Date [   ]   Pay in the Pay Band / Basic Pay [   ]

Stage - 3
Date [   ]   Pay in the Pay Band / Basic Pay [   ]

Stage - 4
Date [   ]   Pay in the Pay Band / Basic Pay [   ]

Stage - 5
Date [   ]   Pay in the Pay Band / Basic Pay [   ]

4. Present position :

Designation [   ]   w.e.f. [   ]

Pay Band [   ]   Academic Grade Pay [   ]

Pay in the Pay Band [   ]

5. Date of fulfilling the eligibility conditions for promotion to the next stage as per UGC Regulations , 2010

DD MM YY
[| | | | |]

6. Qualification (To give details of all examinations passed from 10th level onwards)

Name of Examination/ Degree/ Diploma	Year of passing	% of marks	Division/ Class/ Rank	Board/ University
(1)	(2)	(3)	(4)	(5)
HSLC/10th Std.				
10+2 Std.				
Degree (Please specify)				
Master's Degree (Please Specify)				
M.Phil (Please specify)				
Ph.D. (Please specify)				
Other [1] (Please specify)				
Other [2] (Please specify)				

7. (a). If qualified in the UGC/CSIR-NET or other UGC accredited similar test (*enclose copy of the certificate*)

Subject: [   ]   Year of qualifying: [   ]

(b) If qualified in GATE, subject [   ] Year [   ] Percentile score [   ]

8. Details of Refresher Course/Orientation Course/Training Programme attended

Name of the course attended	Duration of the course		Organizer
	From	To	

9. Records of previous employment (copy of the records should be enclosed):

Name of Institution	Status of the Institution (whether Govt./ Semi Govt./Central Autonomous/ Private/ Industry)	Designation	Period		Nature of appointment (Regular/ Temporary/ Ad-hoc)	Scale of Pay / Pay Band and Grade Pay	Whether appointed through duly constituted Selection Committee (YES/No)	Required minimum qualification for the post	Highest degree obtained at the time of appointment	Remarks
			From	To						
(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)	(9)	(10)

10. Total length of service on the date of submission of this application (Please mention the date):

   (a) Assistant Professor (Stage -1)/ Equivalent Grade:

   (b) Assistant Professor (Stage -2)/ Equivalent Grade:

   (c) Assistant Professor (Stage -3)/ Equivalent Grade:

   (d) Associate Professor (Stage-4)/ Equivalent Grade:

   (e) Professor (Stage ó 5) :

11. Research experience:

(a) M. Phil. (copy of the certificate should be enclosed) :

Period of M. Phil.		Name of Institute/ University	Research Topic (Dissertation)	Date of Notification of result conferring the degree
From	**To**			
(1)		**(2)**	**(3)**	**(4)**

(b) Doctoral work (copy of the certificate should be enclosed):

Period of Ph.D.		Name of Institute/ University	Research Topic (Dissertation)	Date of submission of Ph.D. thesis	Date of notification of result/ conferring the Ph.D. degree
From	**To**				
(1)		**(2)**	**(3)**	**(4)**	**(5)**

(c) Post Doctoral work (copy of the certificate should be enclosed):

Name of the Institute/ University	Area of work with specific topic	Duration	Sponsored by	Remarks

PART-B

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

Brief Explanation: The self-assessment score will be based on verifiable criteria and will be verified by the Screening / Selection committee.

[To be submitted year wise for the entire assessment period as follows:

For Category-I & II: From 2009 onwards for every completed year;

For Category-III: For all the completed years of required residency period**]**

1. GENERAL INFORMATION:

i)	Name of the applicant	
ii)	Designation / post hold by the applicant	
iii)	Name of the Department / Centre of University	
iv)	YEAR OF PERFORMANCE APPRAISAL	

2. CATEGORY I: TEACHING, LEARNING A ND EVALUATION RELATED CTIVITIES

CATE-GORY I (A)	ITEM	DETAILS	MAXIMUM SCORE	A.P.I. SCORE OF THE CANDIDATE (Claimed by the Candidate)	VERIFIED API SCORE OF THE CANDIDATE
i)	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**		
ii)	Lectures or other teaching duties in excess of the UGC norms	Below 2= No score 2-4= 8 5+ = 10	**10**		

iii)	(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		

iv)	Use of participatory and innovative teaching- learning methodologies, updating of subject content, course improvement etc.	If used full score	**20**		
v)	Examination duties (Invigilation; question paper setting, evaluation/ assessment of answer scripts) as per allotment.	[Invigilation: 5 question paper setting ó 10 evaluation/ assessment of answer scripts-10	**25**		
	Total score-		**125**		
	Minimum API score required		**75**		

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

Sl. No.	ITEM	DETAILS	MAXIMUM SCORE	A.P.I. SCORE OF THE CANDIDATE (Claimed by the Candidate)	VERIFIEDAP I SCORE OF THE CANDIDATE
i)	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) (*Detailed list to be enclosed*)	Activities may be in one or more than one particular field (s)	**20**		
ii)	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities (*Detailed list to be enclosed*)	Membership of committees 1 : 4 2-3 : 10 4 and above: 15 Dean, Studentsø Welfare : 15 Dean, R&D / Dean of School (Full term) : 15 Head of the Department : 10	**15**		
iii)	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) (*Detailed list to be enclosed*)	Seminars/ Conferences : 3 Short term training/ talks or Lectures: 3 Membership of associations :3 Dissemination and general articles : 6	**15**		
	Total score		**50**		
	Min API Score Required		**15**		

CATEGORY-III: RESEARCH A ND RELATED CONTRIBUTIONS

Assessment Period: _____ (API Score for Category-III is to be submitted year-wise for whole assessment period)

Sl. 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	A.P.I. score of the candidate (Claimed by the candidate)	verified API score of the candidate
III (A)	Research Papers published in *(Detail list to be enclosed)*	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) *(Detail list to be enclosed)*	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**					
III(C)(i)	Sponsored Projects carried out/ ongoing *(Detail 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 30.00 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 *(Detail list to be enclosed)*	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs. 2.0 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively		
III(C)(iii)	Completed projects : Quality Evaluation *(Detail list to be enclosed)*	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 /	Patent/Technology transfer/	Major Policy document of	30 / each		

	Outputs *(Detail list to be enclosed)*	Product/Process	Govt. Bodies at Central and State level	national level output or patent /50 /each for International level		
III (D)	**RESEARCH GUIDANCE**					
III (D)(i)	M. Phil.	Degree awarded only	Degree awarded only	3 /each candidate (Max. 10 candidates / year)		
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**					
III(E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points) *(Details to be enclosed)*	(a) Not less than two weeks duration	(a) Not less than two weeks duration *(Details to be enclosed)*	20/each		
		(b) One week duration	(b) One week duration	10/each		
III(E) (ii)	Papers in Conferences/ Seminars/ workshops etc.** *(Details to be enclosed)*	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 *(Details to be enclosed)*	(a) International	(a) International	10 /each (Max. 3 events per year)		
		(b) National level	(b) National level	5 each (Max. 3 events per 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.

3. Summary of API Score as per PBAS (For the entire period of assessment):

	Minimum Score required*	Score claimed by the candidate	Verified API Score of the Candidate
Category-I	75 per year		
Category-II	15 per year		
Category-III	10 per year for the assessment period for Assistant Professor (Stage-2); 20 per year for the assessment period for Assistant Professor (Stage-3); 30 per year for the assessment period for Associate Professor; 40 per year for the assessment period for Professor 50 per year for the assessment period for Professor(Senior Grade)		

* Total average minimum score required for Category-I and Category-II is 100 per year.

4. Any other information the candidate would like to provide:

Date:
Place: **(Full Signature of the applicant)**

5. FORWARDING NOTE OF THE	
(i) Head of Department:	**(ii) Dean of the School:**
(Signature with date)	**(Signature with date)**

6.   Verification by the Director, IQAC on API Score for Category III
Year   API Score

Found to be eligible for next stage on …………..

Signature with date:
Name:
Designation:

7.   Orders of the competent authority:

Signature with date:
Designation:

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