



ASSAM UNIVERSITY: SILCHAR
(A Central University)
Silchar 788 011, Assam, India

DOWNLOADED

APPLICATION FORM FOR EMPLOYMENT (Teaching)
(Use separate form for each post & to be filled in English)

To be filled in by the Applicant

(Please read carefully the instruction given in the eligibility criteria before filling the format. All entries should be in the candidate's own handwriting)

Employment notification No. 2/ 2014 Dated 13/05/2014.

Post applied for, Campus & Category (please '✓'):

SILCHAR DIPHU

Professor Associate Professor Assistant Professor

Category : UR OBC SC ST PWD

Department/Centre: _____

Post Code: _____

Amount of fees paid: _____

DD No. _____ Bank: _____

(Please write Name & post applied for on back of DD)

Paste here recent
passport size
photograph and
sign across it

1. Name of the applicant :
(in block letters)
2. Father's name :
3. Mother's name :
4. Date of birth :
5. Age on 01.05.2014 (Please attach attested :
copy of Age proof certificate)
6. Sex (strike out which is not applicable) : Male/Female
7. Marital Status :
8. Address for correspondence :
(With PIN CODE)

Telephone number , E-mail ID, & Fax No.

9. Permanent address :
(With PIN CODE)

Telephone number , E-mail ID, & Fax No.

10. Place of birth (including district & state) :

11. State of domicile :

12. Academic qualifications
(Beginning from HSLC, please attach attested copies of certificates & mark sheets in the same order.
Convert the Grade points to percentage of marks):

Examinations passed	Board/ University	Year	% of marks	Div.	Subjects	Distinction achieved

13. Have you passed NET/SLET or equivalent examinations as recognised by UGC? If yes then please attach the attested copy of Certificate) (for the post of Assistant Professor only) : Yes/No
Roll No. _____
Year & month of passing _____

Whether you are exempted from NET etc.? (as per UGC guidelines) (Please '✓') : Yes No
If YES, please justify :

Whether Ph.D awarded as per UGC Regulation 2009 (Attach Certificate of Course Work) :

14. Do you belong to (please '✓')
Scheduled Caste : Yes No
Scheduled Tribe : Yes No
Other Backward Classes : Yes No
Are you a person with disability? : Yes No
(as per government of India guidelines)
[If YES please attach attested copy of certificate]

15. Teaching / Professional / Research & :
 Employment Experience (Give particulars in
 descending order starting with the present post)

Name of the employer (Please indicate whether Govt./ Quasi Govt./ Autonomous / Private)	Post held	Last basic pay drawn with pay scale	Period		Nature of assignment
			From	To	

16. Experience of guiding PhD scholar
 Total number of PhDs awarded under your :
 guidance
 Total number of scholars registered for PhD :
 under you

How much time do you devote for PhD scholars :
 per week?

17. Total teaching experience : From TO
 Under Graduate :

Post Graduate :

18. Total research experience :
 (excluding the time spent for attaining PhD)

19. Have you visited foreign countries for academic : Yes/No
 purposes? If YES furnish details.

20. What is your area of Specialisation? :

21. Do you fulfil the specialisation as per the : Yes/No
 advertisement?

22. Technical qualification, if any :

23. Are you a dismissed employee? : Yes/No
If YES please furnish details
24. Academic performance Indicator (Applicable for the post of Professor and Associate Professor only- Details of PBAS proforma annexed in appendix-III)
25. Names and address of two responsible persons (not relatives) who know about the work, conduct etc. of the applicant well and one of whom must be the present employer in case of the applicant already in service and last employer in case of others :
- 1.
- 2.
26. Additional information which are not covered above (additional sheets may be used if space is insufficient):
27. No. of enclosures submitted with the application :

Certificate of Authenticity

I certify that the foregoing information is correct and complete in all respect to the best of my knowledge and belief. If any information is found incorrect/wrong, I shall be liable to action as decided by the University authority. I am not aware of any circumstances, which may impair my fitness for employment in Assam University, Silchar.

Date:

Place:

Full signature of the Applicant

N.B: Applicants in service should apply through proper channel.

Employer's certificate / Recommendation

Sri/Smt/Dr.....is a permanent /temporary employee of this organization holding the post Which carries the pay scale of Rsand His/her application is forwarded for consideration and necessary action.

Place:

Signature

Date:

Seal



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Appendix-III

Annual self Assessment for the performance Based Appraisal System (PBAS)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) :
2. Father's Name / Mother's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for Correspondence (with PIN code) :
7. Permanent Address (with PIN code) :
- Telephone No. :
- Email :

8. Whether acquired any degrees or fresh academic qualification during the year :

9. Academic Staff College Orientation / Refresher Course attended during the year :

Name of the Course / Summer School	Place	Duration	Sponsoring Agency

PART-B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS proforma before filling out this section)

CATEGORY: 1, TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lecturers, Seminars, Tutorials, Practical's, Contact Hours (Give semester - wise details, where necessary)

Sl. No.	Course/ Paper	Level	Mode of teaching	Hours per week allotted				% of classes taken as per documented record.
				Theory		practical		
				Allotted	Taken	Allotted	Taken	

Lecture (L), seminar (S), Tutorial (T), Practical (P), Contact Hours (C)
Applicable for Practical based subjects

		API Score
(a)	Classes taken (max) 50 for 100% performance, & proportionate score up to 80% performance, below which no score may be given	
(b)	Teaching Load in excess of UGC norm (max score:10)	

(ii) Reading / Instructional material consulted and additional knowledge resource provided to students.

SL. No.	Course / paper	Consulted	Prescribed	Additional Resource provided
API score based on preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to students (max. score:20)				API Score

(iii) Use of Participatory and innovative Teaching - Learning Methodologies, Updating of Subject Content, Course Improvement etc.

S.No.	Short Description	API Score
	Total Score (Max. Score: 20)	

(iv) Examination Duties Assigned and Performed

S.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	(Total Score (Max: 25))			

CATEGORY: II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

S.No	Type of Activity	Average Hrs / week	API Score
	(i) Extension, Co-curricular & field based activities.		
	Total (Max: 20)		
	(ii) Contribution to Corporate Life and Management of the Institution	Yearly / Semester wise responsibilities	API Score
	Total (Max:15)		
	(iii) Professional Development Activities		
	Total (Max: 15)		
	Total Score (i+ii+iii) (Max:25)		

ii) Full Papers in Conference Proceedings

S. No.	Title with page nos.	Details of Conference Publication	ISSN / ISBN No.	Whether peer reviewed impact factor, if any	No. of Co-authors	Whether you are the main author	API Score

iii) Books Published as single author or as editor

S. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN / ISBN No.	Whether peer reviewed impact factor, if any	No. of Co-authors	Whether you are the main author	API Score

III. C) Ongoing and Completed Research Projects and consultancies

(c) (i & ii) ongoing Project / Consultancies

S.No.	Title	Agency	Period	Grant Amount Mobilised (Rs. In Lakh)	API Score

(c) (iii & iv) Completed Projects / Consultancies.

S. No.	Title	Agency	Period	Grant Amount Mobilised (Rs. In Lakh)	Whether policy document / patent as outcome	API Score

(D) Research Guidance

S. No.	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
	M. Phil or equivalent			
	Ph.D. or equivalent			

(E) (i) Training courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (Not less than one week duration)

S. No.	Programme	Duration	Organised by	API Score

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

S. No.	Title of the paper presented	Title of Conference / Seminar	Organised by	Whether international / national / state / regional / college or University level	API Score

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

I certify that the information provided is correct as per records available with University and / or documents enclosed along with the duly filled PBAS proforma.

Place:

Date

Signature of the faculty
with Designation

Signature of HOD / School
Chairperson / Principal

Instructions for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix-III, Table 1 of the UGC Regulations 2010.

B(I) is based on API scoring for Category I of the Table. Detailed information for 2009-10 or most recent assessment year is to be provided.

B(II) is based on Category II of the Table. Detailed information for 2009-10 or most recent assessment year is to be provided.

B(III) is based on Category III of the Table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenue of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the Table-1 of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing and score requirements assigned to categories and sub-categories in Appendix III, Table 1.

NB. The self-assessment scores are subject to verification by the university/college, and by the Screening cum Verification Committee or Selection Committee as the case may be.

Category : I. Teaching, Learning and Evaluation Related Activities

(i) (a)

Lectures/Seminars/Practicals/Tutorials/Contact classes taken should be based on verification records. No score should be assigned if a teacher has taken less than 80% of the assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements have been made. Maximum score of 50 if there is 100% performance.	Max Score : 50
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(b)

If teacher has taken classes exceeding UGC norm, then two points to be assigned for each extra hour of classes/credit	Max Score : 10
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(ii)

Imparting of knowledge/instruction as per curriculum with the prescribed material (Text book/Manual etc), syllabus enrichment by providing additional resources to students (100% compliance= 20 points)	Max Score : 20
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(ii) Use of participatory and innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

(iii)

Indicators/ Activities	Max. Score
Updating of courses, design of curriculum, (5 per single course)	10
Participatory & Innovative T/L process with materials for problem based learning, case studies, Group discussions etc. (a) Interactive Courses: 5 points/each (b) Participatory Learning modules: 5 points/each (c) Case studies: 5 points each	10
Use of ICT in T/L process with computer-aided methods like Powerpoint / Multimedia/Simulation/Softwares etc. (Use of any one of these in addition to Chalk & Board: 5 points)	10

Developing and imparting Remedial/Bridge Courses (each activity: 5 points)	10
Developing and imparting soft skills/communication skills/personality development courses/modules (each activity: 5 points)	10
Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (each activity: 5 points)	10
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (a) Workshop/Training course : 10 points each (b) Popularization program: 5 points each	10
Maximum Aggregate Limit	20

(iv) Examination Related Work

Indicators	Max. Score
College/University end semester / Annual Examination work as per duties allotted. (Invigilation - 10 points; Evaluation of answer scripts - 5 points; Question paper setting - 5 points) (100% compliance = 20 points)	20
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance= 10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10
Maximum Aggregate Limit B(iv)	25

CATEGORY: II. Co-curricular, Extension and Professional Development Related Activities

(i) Extension and Co-curricular & field based Activities

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each)	10
Positions held/leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC, NSO or any other similar activity (each activity 10 points)	10
Students and staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points)	
Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc (5 points each)	10
Maximum Aggregate Limit	20

(ii) Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in Universities/Colleges through meetings, popular lectures, subject related events, articles in college magazine and university volumes (2 point each)	10
Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)	10

Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each)	10
Responsibility for, or participation in committees for Students Welfare, Counselling and Discipline (5 each)	10
Organisation of Conference / Training as Chairman/Organizational Secretary/Treasurer: (a) International (10 points); national/regional (5 points) (b) as member of the organizing committee (1 point each)	10
Maximum Aggregate Limit	15

(iii) Professional Development Related Activities

Indicators / Activities	Maximum Score
Membership in profession related committees at state and national level a. At national level : 3 points each b. At site level : 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 point)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 5 points)	10
Membership / participation in State/Central Bodies/Committees on Education, Research and National Development (5 each)	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each)	10
Maximum Aggregate Limit	15

CATEGORY: III. Research and Publications and Academic Contributions

This is to be filled as per Appendix III Table 1, Category III of the UGC Regulations 2010. Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table 1.