



CENTRAL UNIVERSITY OF KASHMIR

FOR OFFICE USE ONLY
SERIAL NO.

APPLICATION FORM FOR TEACHING & LIBRARY POSTS

(Part – A)

Name of the post applied for.....

Discipline.....

Advt. No..... Date.....

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

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

A. General Information:

1. Name in Full.....
(IN BLOCK LETTERS)

2. Parentage.....

3. Husband's Name (in case of married Women).....

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.....

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							
Ph.D							
NET/SLET							
Any other Degree/ Diploma							
Technical Qualifications (if any)							

C. Teaching/Administrative/Technical/Research Experience.

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

**Note: Please indicate Pay Band and Grade Pay separately.
Please attach separate sheet if the space is insufficient for the said column**

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 is We 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)

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

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The applicant is required to fill the following sections. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES
(Score as per the activities carried in 2009-10)**

CATEGORY I (A)	ITEM	DETAILS	MAXIMUM SCORE	SCORE TO BE FILLED BY THE CANDIDATE
1.	Seminars Lectures, 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 PROFESSION RELATED ACTIVITIES

(Score as per the activities carried in 2009-10)

Sl. No.	ITEM	DETAILS	MAXIMUM SCORE	SCORE TO BE FILLED BY THE CANDIDATE
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	

CATEGORY-III: RESEARCH AND RELATED CONTRIBUTIONS

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	SCORE TO BE FILLED BY THE CANDIDATE
III (A)	Research Papers published in	Refereed Journals *	Refereed Journals*	15/publication	
	<i>(Detailed list to be enclosed)</i>	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	
	<i>(Detailed list to be enclosed)</i>	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	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project	
	<i>(Detailed list to be enclosed)</i>	(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	10 per every Rs.10.0 lakhs (Science, Engg etc) & Rs.2.0 Lakhs (Langs, Arts etc) 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):				
III (D)(i)	M. Phil.	Degree awarded	Degree awarded	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 (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	
III(E) (iii)	Invited lectures or presentations for conferences/ symposia	(a) International	(a) International	10 /each	
		(b) National level	(b) National level	5/each	

* 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.

(API score on the basis of PBAS for the post of Assistant Librarian)

Category – I: Procurement, organisation, and delivery of knowledge and information through Library services

S.No	Nature of Activity	Maxiumum Score	Score to be filled by the Candidate
I. Library Resource Organisation, Services & Assistance			
1	Library resources organisation and maintenance of books, journals, reports	12	
2	Provision of library reader- services, literature retrieval services to researchers and analysis of reports	12	
3	Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents	8	
4	Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc	8	
Total Score		40	
II. ICT Applications			
5	Automation of catalogue	5	
6	Learning resources	5	
7	Procurement functions including serial subscription	4	
8	Circulation operations including membership records	4	
9	Reference and information services	4	
10	Library security including RFID & CCTV	5	
11	Development of library management & information management tools & Intranet management.	3	
Total Score		30	
III. Development, Organization & Management of			
12	e-resources and their accessibility over Intranet/Internet,	10	
13	Digitization of library resources	9	
14	e-delivery of information	6	
Total Score		25	
IV. User awareness and instruction programmes			
15	Orientation lectures, users' training in the use of library services as e-resources, OPAC	12	
16	Knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources	8	
Total Score		20	
V. Additional Services			
17	Library facilities on holidays	3	
18	Shelf order maintenance	7	
19	Library user manual	3	
20	Building and extending institutional library facilities to outsiders through external membership norms	7	
Total Score		20	
G.TOTAL SCORE		125	
MINIMUM API SCORE REQUIRED		75	

Category- II – Co-curricular, Extension and Professional Development related activities.

S.No	Nature of Activity	Maximum Score	Score to be filled by the Candidate
1	Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels,	20	
2	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	
3	Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	
Maximum Score		50	
Minimum API Score Required		15	

Category – III – Research and Academic contributions

Sl. No.	APIs	Activity	Max. points for University and college teacher position	SCORE TO BE FILLED BY THE CANDIDATE
III (A)	Research Papers published in	Refereed Journals*	15/publication	
		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)	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	50/sole author; 10/chapter in an edited book	
		Subject Books by / national level publishers/State and Central Govt.Publications with ISBN/ISSN numbers.	25/sole author, and 5/ chapter in edited books	
		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	10 /Chapter	

		Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and numbers of national and international directories	5 / Chapter	
III (C)				
III (C) (i)	Sponsored Projects carried out/ ongoing	Major Projects amount mobilized with grants above 30.0 lakhs	20 /each Project	
		Major Projects Amount mobilized with minimum of Rs. 5.00 lakhs up to Rs. 30.00 lakhs	15 /each Project	
		Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs.5 lakh)	10/each Project	
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs. 10.0 lakhs	10/each project	
III (C) (iii)	Completed projects: Quality Evaluation	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project	
III (C) (iv)	Projects Outcome / Outputs	Patent/Tech Transfer/ Product/Process	30 / each national level output or patent /50 /each for International level	
III (D)				
III (D)(i)	M. Phil.	Degree awarded	3 /each candidate	
III (D) (ii)	Ph. D.	Degree awarded	10 /each candidate	
		Thesis submitted	7 /each candidate	
III(E)				
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	20/each	
		(b) One week duration	10/each	

III(E) (ii)	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers(oral/poster) in		
		a)International conference	10/ each	
		b) National	7.5 / each	
		c) Regional/State level	5 /each	
		d) Local -University/College level	3 / each	
III(E) (iii)	Invited lectures or presentations for conferences/ symposia	(a) International	10 /each	
		(b) National level	5/each	

** 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)).

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