

C.I.S. KANYA MAHAVIDYALAYA, FATEHPUR-PUNDRI (Kaithal)**Form of application for Employment for Teaching Posts****Application No.....****(To be filled in by the Officer)****NOTES:-**

1. The last date of receipt of application is
 2. The application form and the bio-data should be properly filled in.
 3. Attested copies of all certificates/testimonials should be attached. Originals will have to be shown at the time of interview.
 4. This application should be accompanied by crossed Postal Order(s) of the value of Rs.....
In favour of The Principal, Ch. Ishwar Singh Kanya Mahavidyalaya Fatehpur-Pundri payable at the P.O. Pundri.
 5. Persons in employment should send their applications through their employers, they may, however, send a copy in advance, but it must be on the prescribed form and accompanied by the Postal Orders. Copies of certificates/testimonials etc. A copy of application on the prescribed form be also sent to the Dean of Colleges, Kurukshetra University, Kurukshetra.
 6. Applications received after the due date or found incomplete may not be considered.
 7. For detailed qualifications the enclosed brochure may be seen.
1. Post applied for (Give the full name of the post) :.....
(Advt.No.....).
 2. Name in Full (In Block Letters)
 3. Present Postal Address (In Block Letter) :
 4. Telephone No. if any.....
 5. Permanent Home Address:
 6. Father's Name
 7. a) Nationality of the candidate.....
b) Whether belongs to SC/BC
 - c) Marital Status
 8. Date of birth----- Place of birth
 9. If you are employed, your present designation.....
 10. References: These should be Professionally competent person who are well acquainted with some aspects of the applicant's training accomplishment-capabilities and the character but must not be relations. Two references should be listed, and atleast one of them should be citizen of India or applicants having done post-graduate Research Supervisions must be listed.

1) Name
Occupation
Address:

2) Name
Occupation
Address

11. Have you attached a postal Order(s) for the prescribed fee? If so, amount and Postal Order No.....dated.....

12. Have you ever been prosecuted kept under detention of bound down, fined, convicted by a court of law of any offence or debated/ disqualified by the University, Public Service Commission from appearing at its examination/selection? Is any case pending against you in any court of Law at the time of filling up this application form? If the answer is 'Yes' full particulars of the case, detention, fine Conviction sentence etc. should be given.

13. Educational Qualification (from Matriculation onwards)

Exam.Passed	Univ./Board	Roll No.	Year of passing	Division	Max.Marks	Marks obtained with %age	Subjects
Matric							
Hr.Sec./10+2							
Pre-Univ.							
B.A./B.Sc./ B.Com							
M.A./M.Sc./ M.Com.							
M.Phil							
Ph.D.							
Net							
Any other Exam.							

14. Topic of M.Phil Dissertation.....

15. a) Topic of Research for Ph.D.....

b) Field of Specialization.....

c) List of Publication s:

Publication	Published	In Press	Accepted for Publication	Communicated for publication	To prepare
Books	Ind. Jointly				
Papers	Ind. Jointly				
Abstract	Ind. Jointly				
Patents	Ind Jointly				

- Attach a list of publications in respect of each category mentioned above.

16. Name of Employer	Designation of the Post held	Duration of appointment From To	Basic Pay Allowances Separately	Reasons for leaving
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17. Basic Pay acceptable

18. Total Experience.....Under Graduate classes.....Post Graduate Classes.....

19. Period required for joining the post, if selected

20. List below the certificates and testimonials (attested copies) attached.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief I am not aware of my circumstances which may impair my fitness for employment.

Place:-----

Date.....

Signature of the candidate

CERTIFICATE FROM THE EMPLOYER, IF ANY

The applicant of Shri.....who is at present working as
in his.....Department/Organization for the post of
in the..... Is forwarded and recommended for consideration. In case he is selected for
employment in thehe will be relieved from his present position on.....notice.

Place:-----

Date:-----

Signature of the head of the office/
Organization (Seal of Office)

Dean Copy

Form No.....

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Place:-----

Date:-----

Signature of the head of the office/
Organization (Seal of Office)

SELF APPRAISAL SHEET FOR THE POST OF PRINCIPAL

S.No. of the Candidate.....(to be filled by the office)

Name Address Mobile No. & Email ID of the Candidate		DOB	
		Category	
		Date of Award of Ph.D.	
		Date on which NET/ Equivalent	

Item	(I) Academic Record	Maximum 20 marks	Self Appraisal Score	Verified Score
I	Essential eligibility qualification 55% marks at PG level with Ph.D. (for Sc candidates 50% marks at PG level with Ph.D.)	0 marks		
II	Above 55% marks in Matriculation	0.2 marks for each percentage (maximum 05marks)		
III	Above 55% marks in 10+2/Prep.	0.3 marks for each percentage (maximum 05marks)		
IV	Above 55% marks in Graduation	0.4 marks for each percentage (maximum 05marks)		
V	Above 55% marks in Master's degree	0.5 marks for each percentage (maximum 05marks)		
	(II)Teaching Experience and Assessment of Administrative Skill:	Maximum 35 marks		
A	Above 15 years experience	01 mark for each year to the maximum of 10 marks		
B	Assessment of Administrative Skill	Maximum 25marks		
	Experience of Key responsibilities in Colleges			
1	Staff representative or VC Nominee in Managing Committee of any Colleges	01 Mark for each year maximum upto 3 marks		
2	Coordinator or organizing Secy. Of International/National/State conference Events	01 Mark for each year maximum upto 3 marks		

3	Bursar	01 Mark for each year maximum upto 3 marks		
4	NSS (Programme Officer)	01 Mark for each year maximum upto 3 marks		
5	YRC Consellor	01 Mark for each year maximum upto 3 marks		
6	Hostel Warden	01 Mark for each year maximum upto 3 marks		
7	Member of any statutory body of University	01 Mark for each year maximum upto 3 marks		
8	Experience as Associate NCC Officer in HEI (s)	01 Mark for each year maximum upto 3 marks		
III	Experience of Committees in College			
1	Co-ordinator IQAC	01 Mark for each academic year maximum upto 2 marks		
2	Editor in chief College Magazine	01 Mark for each academic year maximum upto 2 marks		
3	Member College Advisory Council	01 Mark for each academic year maximum upto 2 marks		
4	Convenor University work committee	01 Mark for each academic year maximum upto 2 marks		
5	Convenor Cultural Affairs committee	01 Mark for each academic year maximum upto 2 marks		
6	Convenor purchase/procurement committee	01 Mark for each academic year maximum upto 2 marks		
7	Convenor building works committee	01 Mark for each academic year maximum upto 2 marks		
8	Convenor sports committee	01 Mark for each academic year maximum upto 2 marks		
9	Convenor discipline committee	01 Mark for each academic year maximum upto 2 marks		
10	Convenor Internal (Complaint) committee	01 Mark for each academic year maximum upto 2 marks		
11	Convenor Road safety club	01 Mark for each academic year maximum upto 2 marks		
12	Convenor Red Ribbon Club	01 Mark for each academic year maximum upto 2 marks		

13	Convenor Eco Club	01 Mark for each academic year maximum upto 2 marks		
14	In Charge, Placement Cell	01 Mark for each academic year maximum upto 2 marks		
15	In Charge, Women Cell	01 Mark for each academic year maximum upto 2 marks		
16	In charge Time Table Committee	01 Mark for each academic year maximum upto 2 marks		
17	In charge SC/BC Committee	01 Mark for each academic year maximum upto 2 marks		
III	Academic Research Score	Maximum 32.5 Marks		
	Research Score above 110 as per the Criteria given in Appendix II, Table 2. 0.3 marks for each for 1 Research Score above 110			
(C)	Interview	12.5 marks		
1	Knowledge of service rules , Financial Matters and ICT Tools	4 marks		
2	Leadership qualities and Decision making power	5.5 marks		
3	Overall personality	3 marks		
	Total	100 Marks		

Dated _____

Signature of the Candidate