VASANTA COLLEGE FOR WOMEN

Admitted to the Privileges of Banaras Hindu University
Krishnamurti Foundation India, Rajghat Fort, Varanasi
Accredited with Grade A+ by NAAC

APPLICATION FORM FOR TEACHING POST

Advertisement No. _____ Date _____

Post applied for _____

Department _____Specialization _____

(For office use only)	Fee Exempted : Yes / No	Paste your recent passport size photograph here and sign across the photo so that part of signature should be on form
Registration Number _____ No. of Enclosures _____	**If No, Fee Payment details :** DD No. _____ Date _____ Amount _____ Bank Name _____ Branch _____	

1	Name (In Capital Letters)			
2	Date of birth	Day:	Month :	Year:
3	Place of birth	City / Village :	State:	Country:
4	Father's Name			
5	Mother's Name			
6	Nationality			
7	Gender	Male ☐	Female ☐	Transgender ☐

8	Marital status	Married ☐	Unmarried ☐	Divorcee ☐	Separated ☐
	Name of spouse				

9	Category	General (UR) ☐ SC ☐ ST ☐ OBC ☐ OBC-NCL ☐ EWS ☐ Ex-Serviceman ☐	Encl. No.
10	Differently-abled	Yes ☐ No ☐	Enclosure No.
	If Yes, Nature of disability	VI (Blind) ☐ OH ☐ HH ☐ CP ☐ Other ☐	

	Percentage of disability			

11 (a) Mailing address _____ (b) Permanent address _____

    _____   _____

    _____   _____

    _____   _____

(c) Mobile No._____ d) Alternate Mobile No._____

(e) Email _____

12. Educational Qualifications

	Name of course	Board / University	Year	Division	% of Marks	CGPA	Subjects	Enclosure No.
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
(a)								
10th Class / equivalent								
10+2 /Higher Secondary equivalent								
Bachelor's degree								
Master's degree								

(b) Educational Qualifications

(Only for those who have applied for Assistant Professor in Education)

	College / University	Year	Division	% of Marks	CGPA	Subjects	Enclosure No.
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
B.Ed.							
M.Ed.							

MA in Education							

(c) Research Degree(s)

Degree	Title of Thesis/ Dissertation	Date of Award	University	Enclosure No.
M. Phil.				
Ph.D./ D.Phil.				

(d) Details of JRF/ NET /SLET etc.

Exam	Subject	Roll No.	Month & Year	Enclosure No.
JRF- NET				
NET only				
SLET				
NET Exemption Certificate		----------	----------	

13. Teaching Experience at College/University Level

Designation	Pay Scale & Present Basic/Academic Level (AL)	Name & Address of Employer	Period of Teaching			Teaching Level (a) UG only (b) PG only (c) UG & PG both	Enclosure No.
			From (Date)	To (Date)	No. of Years & Months		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

14. Post Doctoral Experience*

Name of Awarding Agency, Duration (In Years) & Date of Award	Host Institution	Date of Commencement	Date of Submission	Enclosure No.

3

*Note: Kindly attach award Certificate and Completion Certificate of Post Doctoral Experience.

15. Academic Distinction(s) as per UGC Norms		
S.No.	Details of Academic distinction(s) and name of awarding body	Enclosure No.

16. Name and complete postal addresses of 3 referees (The referee should be the last employer of the candidate or any other person having know-how of candidate's experience/ knowledge and should not be related to the applicant)			
	Referee-1	Referee-2	Referee-3
Names, Designation & complete postal address			
Email:			
Phone (Landline) with STD code			
Mobile No.:			

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17. Research, Publications and Academic Contributions: Papers published in Journals (UGC CARE List/ UGC List (Old) /Peer Reviewed / Others) (Please refer to Table 3B of UGC Regulation 2018)						
S. No.	Paper Title & Page No(s).	Name of Journal & ISSN No.	Month & Year of Publication	UGC CARE listed / UGC List (Old) /Peer Reviewed / Others	No. of Authors	Enclosure No.
(a) Published till June 2019						

(b) Published after June 2019 (Only UGC Care List, Scopus, Web of Science)						

18. Have you been reprimanded ever : Yes/No
If yes, Give details :

19. Any other information / qualification relevant to the post applied for:		
S.No.	Details	Enclosure No.

20. List of self attested certificates (original to be produced at the time of interview)			
S. No.	Check List	Enclosure No.	Page No.
1	Category Certificate (If applicable), issued by the Competent Authority (OBC-NCL /SC /ST /EWS /Ex-Serviceman). (The certificate should be in the Central Govt. Format)		

2	Disability Certificate (If applicable) issued by competent Authority		
3	10th Class / equivalent Mark-Sheet		
4	10th Class / equivalent Certificate		
5	10+2/Higher Secondary equivalent Mark Sheet		
6	10+2/Higher Secondary equivalent Certificate		
7	Bachelor's Degree (Final Year/Semester) Mark Sheet		
8	Bachelor's Degree Certificate		
9	Master's Degree (Final Year/Semester) Mark Sheet		
10	Master's Degree Certificate		
11#	**B.Ed. Degree (Final Year/Semester) Mark Sheet**		
12#	**B.Ed. Degree Certificate**		
13#	**M.Ed. Degree (Final Year/Semester) Mark Sheet**		
14#	**M.Ed. Degree Certificate**		
15#	**MA in Education (Final Year/Semester) Mark Sheet**		
16#	**MA in Education Degree Certificate**		
17	M. Phil. Mark Sheet		
18	M. Phil. Certificate		
19	Ph.D./ D. Phil. Certificate		
20	Ph.D./ D. Phil. Course Work Marksheet		
21	JRF, NET, SLET Certificate		
22	NET Exemption Certificate		
23	Teaching experience documents at College/University Level (Kindly refer to Annexure II of Application Form)		
24	Post Doctoral Award Certificate		
25	Post Doctoral Completion Certificate		
26	Academic Distinction(s) Certificate(s)		
27	Papers Published in Journals (**UGC CARE List/ UGC List (Old) /Peer Reviewed / Others**), **Till June 2019**		
28	Papers Published in Journals **(UGC CARE List/ Scopus / Web of Science)**, **After June 2019**		
29	Any other information / qualification		
30	No Objection Certificate (NOC), if employed		
	Total no. of enclosure(s)		

- **Do not attach the mark-sheets of all the semesters/years. Only Final Year/Semester mark-sheet is to be attached.**
- **Please do not attach any certificate of Seminar/Workshop/Conference, Books/Chapter in books.**
- **#** **Only those who have applied for Assistant Professor in Education need to attach these Certificates. Others are not required to attach it.**

21. Declaration
I, _____ son/ daughter of _____ hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected before or after the Selection Committee and Managing Committee meetings, my candidature/ appointment may be cancelled by the College.

I have never been convicted or contemplated for any unlawful activity.

Place : _____   Signature of the Applicant

Date : _____

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22. Endorsement by the Employer

(a) In case of in-service candidates in Government/ Semi-Government organizations/ Public Sector Undertakings / Autonomous Organizations, the application form must be endorsed / forwarded by the Employer.

b) In case of in-service candidates from Private Sector, acceptance of resignation and relieving letter from the employer must be submitted at the time of joining.

Forwarded to the Manager, Vasanta College for Women, Rajghat Fort, Varanasi-221001

The applicant Dr./Mr./Mrs/Ms. _____ who has submitted this application for the post of _____in Vasanta College for Women, Varanasi, has been in employment in a temporary/ contractual/ permanent capacity on the post of _____with effect from _____ in the Pay Scale/Pay Band/Academic Level of _____. Presently, He/She is drawing a basic pay of Rs. _____. His/ Her next increment is due on _____

Further, it is certified that no disciplinary/ vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the Vasanta College for Women and in the event of selection, he/she will be relieved to join Vasanta College for Women, Varanasi as per rules.

Signature of the forwarding officer

Name :_____

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Place:_____

Date:_____

Seal:

(To be filled in duplicate for (a) **Application Form** and (b) Screening Committee)

Score Details of the Candidates as per Table 3B [Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges], **UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018, pp 108-109**

1	Name of the Candidate	
2	Post Applied for	Assistant Professor in _____
3	(a) Category (UR/SC/ST/OBC/OBC-NCL/Other)	
	(b) Category Certificate Attached (Yes/No)	
4	Advertisement No	
5	Permanent Address	
6	Contact No	
7	Alternate Contact No	
8	Email	
9	(a) NOC obtained (For In-Service Candidates): (Yes / No)	
	(b) If Yes, NOC Attached: (Yes / No)	
10	Ph.D. as per UGC Regulation: (Yes/No)	
11	Pre-Ph.D. Course Work (Yes/No)	
12	(a) JRF & NET / NET Only /SLET / NET Exempted	
	(b) Certificate Attached (Yes/No)	
13	Fee Exempted : Yes / No If No, Fee payment details : (DD No./Date/Amount/Bank/Branch)	

S.No.	Academic Record				Score Claimed by the Candidate	Score Verified by Screening Committee
	Exam Passed	**Marks Obtained**	**Total Marks**	**% of Marks**		
-	High School (10th)				------	-------
-	Intermediate (12th)				------	-------

8

1	**Graduation** 80% & Above = 21 60% to less than 80% =19 55% to less than 60% =16 45% to less than 55%= 10 **Note: Applicants for the post of Assistant Professor in Education should mention the marks of B.Ed. rather than regular graduate degree**					
2	**Post Graduation** 80% & Above = 25 60% to less than 80% = 23 55% to less than 60% =20 (50% in case of SC/ST /OBC- NCL/ PwD) **Note: Applicants for the post of Assistant Professor in Education should mention the marks of M.Ed. or MA in Education rather than regular post graduate degree**					
3	**M.Phil** 60% & Above = 07 55% to less than 60% = 05 **Note: Marks to be claimed if Ph.D. is not awarded.**					
4	**Ph.D.** 25 Marks	--------				
5	**NET with JRF** 10 Marks					
	NET only 08 Marks					
	SLET/SET 05 Marks **Note: SLET/SET score shall be valid for appointment in respective State** / Universities/ Colleges/ institutions only.					
6	**Research Publications** 2 marks for each research publications published in Peer-Reviewed or UGC-listed/UGC-CARE Journals	———				

	Note: UGC CARE Journals will only be considered after June 2019. **Maximum Marks for three Publications (2 x 3) = 06**			
7	**Teaching Experience** (2 marks for one year each)# **&** **Post Doctoral Experience** (2 marks for one year each)# **Max Marks = 10**	———		
8	**Awards** (a) International / National Level (Awards given by International Organizations / Govt. of India /Govt. of India recognized National Level Bodies **03 Marks** (b) State-Level (Awards given by State Government) **02 Marks** **Max Marks = 03**	———		
9	**Total Marks**	----------------		

 # If the period of Teaching/Post-doctoral experience is less than one year, then the marks shall be reduced proportionately.

Note:

(A)	(i) M.Phil. + Ph.D.	Maximum	25 Marks
	(ii) JRF/NET/SET	Maximum	10 Marks
	(iii) In Awards category	Maximum	03 Marks

(B)	(i) Academic Score (including awards)		84 Marks
	(ii) Research Publications		06 Marks
	(iii)Teaching Experience		10 Marks
		TOTAL	**100 Marks**

Signature of the Candidate with date

Signature of the Screening Committee Member(s) with date

(To be filled in duplicate for (a) Application Form and (b) **Screening Committee**)

Score Details of the Candidates as per Table 3B [Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges], **UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018, pp 108-109**

1	Name of the Candidate	
2	Post Applied for	Assistant Professor in _____
3	(a) Category (UR/SC/ST/OBC/OBC-NCL/Other)	
	(b) Category Certificate Attached (Yes/No)	
4	Advertisement No	
5	Permanent Address	
6	Contact No	
7	Alternate Contact No	
8	Email	
9	(a) NOC obtained (For In-Service Candidates): (Yes / No)	
	(b) If Yes, NOC Attached: (Yes / No)	
10	Ph.D. as per UGC Regulation: (Yes/No)	
11	Pre-Ph.D. Course Work (Yes/No)	
12	(a) JRF & NET / NET Only /SLET / NET Exempted	
	(b) Certificate Attached (Yes/No)	
13	Fee Exempted : Yes / No If No, Fee payment details : (DD No./Date/Amount/Bank/Branch)	

S.No.	Academic Record				Score Claimed by the Candidate	Score Verified by Screening Committee
	Exam Passed	Marks Obtained	Total Marks	% of Marks		
-	High School (10th)				------	-------
-	Intermediate (12th)				------	-------

1	**Graduation** 80% & Above = 21 60% to less than 80% =19 55% to less than 60% =16 45% to less than 55%= 10 **Note: Applicants for the post of Assistant Professor in Education should mention the marks of B.Ed. rather than regular graduate degree**					
2	**Post Graduation** 80% & Above = 25 60% to less than 80% = 23 55% to less than 60% =20 (50% in case of SC/ST /OBC- NCL/ PwD) **Note: Applicants for the post of Assistant Professor in Education should mention the marks of M.Ed. or MA in Education rather than regular post graduate degree**					
3	**M.Phil** 60% & Above = 07 55% to less than 60% = 05 **Note: Marks to be claimed if Ph.D. is not awarded.**					
4	**Ph.D.** 25 Marks	--------				
5	**NET with JRF** 10 Marks					
	NET only 08 Marks					
	SLET/SET 05 Marks **Note: SLET/SET score shall be valid for appointment in respective State** / Universities/ Colleges/ institutions only.					
6	**Research Publications** 2 marks for each research publications published in Peer-Reviewed or UGC-listed/UGC-CARE Journals	———				

	Note: UGC CARE Journals will only be considered after June 2019. **Maximum Marks for three Publications (2 x 3) = 06**			
7	**Teaching Experience** (2 marks for one year each)# **&** **Post Doctoral Experience** (2 marks for one year each)# **Max Marks = 10**	————		
8	**Awards** (a) International / National Level (Awards given by International Organizations / Govt. of India /Govt. of India recognized National Level Bodies **03 Marks** (b) State-Level (Awards given by State Government) **02 Marks** **Max Marks = 03**	————		
9	**Total Marks**	----------------		

 # If the period of Teaching/Post-doctoral experience is less than one year, then the marks shall be reduced proportionately.

Note:

(A)	(i) M.Phil. + Ph.D. Maximum	25 Marks
	(ii) JRF/NET/SET Maximum	10 Marks
	(iii) In Awards category Maximum	03 Marks

(B)	(i) Academic Score (including awards)	84 Marks
	(ii) Research Publications	06 Marks
	(iii)Teaching Experience	10 Marks
	TOTAL	**100 Marks**

Signature of the Candidate with date

Signature of the Screening Committee Member(s) with date

1	**Name of the Post held** Lecturer/Assistant Professor/Other	14
2	**Advertisement No. & Date** of previous/present appointment	
3	**Nature of Appointment** Permanent /Contractual/Ad-hoc/ Self Financing	
4	**Appointment Letter No. & Date** Copy enclosed (Yes/No) And / Or **Govt./Office Order No.** **& Date of Appointment** (Yes/No)	(a) (b) (c)
5	**Pay Scale/Level** of previous/present post	(a) (b) (c)
6	**Period of Appointment**	(a) (b) (c)
7	**Appointing Authority** University/College/State Public Service Commission/Higher Education Commission of any state / Others (Please specify)	
8	**Proof of Appointment made by the Selection Committee** Kindly attach the recommendation of Selection Committee /University/ College or any other document as proof	

9	**Proof of Ratification of Appointment by the Concerned University/ Managing Committee of the College** Kindly attach the Minutes of the Managing Committee/University or any other document as proof	
10	**Details of National Pension Scheme (NPS),** if applicable	
11	**No. of Classes engaged per week** Kindly attach the copy of Time-Table **(**Yes / No)	
12	**Activities undertaken during the period of Appointment** (a) Delivering Lecture (b) Lab Work (c) Evaluation of Answer Sheets (d) Setting of Question Papers (e) Invigilation during Examination (f) Acting as Examiner (Theory/ Practical/ Viva) **Kindly attach proof of the activities.**	
13	**Joining Report** Copy Attached (Yes / No)	
14	**No Objection Certificate (NOC)** Required for officiating to the present post (Yes/No) NOC Attached (Yes/No)	
15	**Confidential Character Report (CCR)** was maintained (Yes / No)	
16	**Agreement/Contract Signed** on Joining of previous/present post: (Yes/No) The same can be provided, if required (Yes/No)	

Note: 1. **A few lines (06-10 lines) stating teaching experience signed by the Manager / Principal of any college will not suffice.** 2. NOC and Teaching Experience Certificate should be separate (NOC should be submitted as per the format given in the application form).

I Dr./Mr./Mrs. .... hereby declare that all the entries made in Appendix II (Declaration for Teaching Experience) are true to the best of my knowledge. In case of any wrong information given by me, my candidature / appointment may be cancelled by the competent authority of the college.

Place _____   Name _____

Date _____   Signature _____

Forwarded by the Competent Authority

The above information given by Dr./Mr./Ms. .... is correct as per the records of our institution. In case of any verification sought by Vasanta College for Women, Rajghat Fort, Varanasi, the same will be provided by our institution/college/university.

Signature of forwarding Officer with Seal

Place _____   Name _____

Date _____   Designation_____