Jamia Millia Islamia

(A Central University)

**NAAC Accredited Grade “A++”**

Jamia Nagar, New Delhi-110025

**PROFORMA**

(To be filled and submitted along with the Employment Application Form)

Advertisement No. & Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sr. No. & Name of Post : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty/Department/Centre : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Applicant : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount & Date of Deposit : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Valid Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

User’s Bank & Branch Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transaction No./ID/Ref. No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UTR No.

**(Along with Payment Receipt)**

Dated :…………………………. …………………………….

 (Signature of Applicant)

**SCORING PROFORMA**

*(To be filled by the candidates applying for the post of* ***Assistant Professor*** *only)*

### **Name of the Candidate:**

**Faculty/Department/Centre:**

**Advt. No. Dated:**

**Email Id** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Academic Record** | **Score Claimed by****the Candidate** | **Actual Score Obtained***(For Office use)* | **Page No.** |
| **1.** | **Graduation:-*** 80 % & above = 15 marks
* Between 60 & 80% = 13 marks
* 55% to less than 60% = 10 marks
* 45% to less than 55% = 05 marks
 |  |  |  |
| **2.** | **Post-Graduation:-*** 80 % & above = 25 marks
* Between 60 & 80% = 23 marks
* 55% (50% for SC/ST/OBC non-creamy layer/PWD) to less than 60% = 20 marks
 |  |  |  |
| **3.** | **M.Phil. :-*** 60% & above = 07 marks
* 55 to less than 60% = 05 marks
 |  |  |  |
| **4.** | **Ph.D. :** 30 marks*(Candidates with M.Phil. + Ph.D. will be entitled to maximum 30 marks)* |  |  |  |
| **5.** | **NET with JRF :** 07 marks**NET:** 05 marks**SLET/SET:** 03 marks*(Candidates with JRF/NET/SET together will be entitled to maximum 07 marks)* |  |  |  |
| **6.** | **Research publications in peer-reviewed or UGC listed journals***( 2 marks for each publication subject to a maximum of 10 marks)* |  |  |  |
| **7.** | **Teaching/ Post-doctoral experience***(2 marks for each year, subject to a maximum of 10 marks. Experience less than a**year but with six months or more also needs to be reckoned proportionately)* |  |  |  |
| **8.** | **Awards:-*** International/ National Level: 03 marks

*(Award given by International Organizations/Government of India/ Government of India Recognized National Level Bodies)** State-Level: 02 marks

*(Award given by State Government)**(subject to a maximum of 3 marks)* |  |  |  |
|  | **Total Score** |  |  |  |

**Note:** After 13th June, 2019 Research Publication only from the Journals index in UGC-CARE list will be considered.

Enclose all relevant documents mentioned in above columns in sequence.

**DECLARATION**

I hereby declare that the entries in the above columns are true to the best of my knowledge, belief and nothing has been concealed or misrepresented.

**Place: ……………………**

**Date: ……………………. (Signature of the Candidate)**



**JAMIA MILLIA ISLAMIA**

**UTR No./ Ref. No.:** …….……………….…………

**Date:** ………………………

**Application Fee:-**

For General: Rs. 500

For SC/ST: Rs. 250

**For office use only** Application fee paid Call for Interview Yes

No

Sign ……………………….

Affix

recent passport size photograph

here

#### (A Central University)

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| --- |
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**NAAC Accredited Grade “A++”**

Jamia Nagar, New Delhi-110025

**APPLICATION FORM FOR APPOINTMENT ON THE TEACHING / OTHER ACADEMIC POSITION**

1. **Candidate’s Full Name**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **( i ) Advt. No.: Dated:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

( i i ) Post applied for: …..…………………………………………………………………………………….

( i i i ) Department/Centre: ….………………………………………………………………………..………..

1. **Father’s / Husband’s name in Full**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Address:**
2. **Correspondence:**

## …………………………………………………..

**…………………………………………………..**

**………………………………………………….. Pin: ……………Mobile No: ............………….**

1. **Permanent:**

## …………………………………………………..

**…………………………………………………..**

**………………………………………………….. Pin: ……………Mobile No: ............………….**

Email Id: …………………………………………………………………………………..…………………………………

1. **Date of Birth:** *(Based on Matriculation/Hr. Sec. School Certificate)*

Date Month Year

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

1. **Whether U.R. S.C. S.T. O.B.C. PWDs *(Divyangjan)*** *(Please tick the correct box)*

`

1. **Marital Status: Married Unmarried Widow**
2. **Educational Qualifications:** *(Enclose the self-attested copies of all the mark sheets, certificates, etc.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Qualifications\*** | **Board / University** | **Year** | **Div. / %age** | **Subjects** |
| **1** | **Matric/S.S.C.** |  |  |  |  |
| **2** | **Inter./Sr. Secondary** |  |  |  |  |
| **3** | **B.A./B.Com./B.Sc./B.E./B.Tech.** |  |  |  |  |
| **4** | **M.A./M.Com./M.Sc./M.E./M.Tech.** |  |  |  |  |
| **5** | **M.Phil.** |  |  |  |  |
| **6** | **Ph.D.** |  |  |  |  |
| **7** | **N.E.T.** |  |  |  |  |
| **8** | **Others** |  |  |  |  |

\* Strike out which is not applicable (Attach enclosures, if necessary)

1. **Details of Work Experience:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Particulars of the Post** | **Period of Service** | **Roles and Responsibilities** | **Name and Address of the Employer** |
| **From** | **To** | **Total Period** |
|  |  |  |  |  |  |  |

1. **Research work / Published work /Scholarship / Fellowships (Attach enclosures, if necessary)**
2. **If employed presently, furnish the following details:-**

(i) Basic Pay Rs. …………………. (ii) Level of Pay ............................ (iii) Allowances Rs………….……………..

(iv) Total Rs. : ……………………………………. (v) Date of next increment ……………………………………..

1. **If appointed, time and notice required for joining the post:-**
2. **Name of two referees:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Name of Referee** | **Address of the Referee** | **Period for which the referee is known to the candidate** |
| **1.** |  |  |  |
| **2.** |  |  |  |

\* Applicant may send two testimonials from persons under whom he/she has studied or worked.

**NOTE:** Books, research papers and typescripts should be sent with the application and not separately.

DECLARATION

I hereby declare that the entries made by me in the above columns are true to the best of my knowledge and belief.

Place: …………………….

Date: ……………………. (Signature of the Candidate)

If employed, remarks of the Forwarding Authority. Attach separate sheet, if required.

Place………………………

Date………………………

Signature……………………………………………

Name ……………………………………………….

Designation………………………………………….

Address……………………………………………..

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**IMPORTANT Advt. No…………………….……………… Date ……………………..**

1. Attach 10 duly filled in and signed copies of this proforma with the application form.
2. Candidates applying for the post of Assistant Professor are required to fill the attached scoring proforma. **Particulars of Mr./Ms./Mrs. ……………………………………………..**

For the post of …………………………………………..………………..

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name, Address and Contact No. for correspondence** | **Date of Birth, Mother Tongue & Other Languages** | **Academic Qualifications** | **Details of Work Experience** | **Research and Published Work** |
| **Exams.** | **Board / University** | **Year** | **Division & %age** | **Post & Level** | **From-To** | **Total Years** | **Employer** |
|  | **Date of Birth:** | **School Cert.** |  |  |  |  |  |  |  |  |
|  | **……………** |
| **…………………..** | **……………** |
| **Age: ………Years** | **Graduation** |
|  | **……………** |
| **Mother Tongue:** | **Post** |
|  | **Graduation** |
| **…………………..** | **……………** |
| **Other Languages:** | **……………** |
| **……………………** | **M.Phil.****Ph.D.** |
| **……………………** | **Others** |
| **……………………** |  |

**Date: …………………. (Candidate’s Signature)**

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**ACKNOWLEDGEMENT**

### Received an application from Dr./Mr./Mrs./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for the post \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in the Faculty / Department / Centre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in response to the Advt. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ along with payment receipt Transaction No./ID/Ref. No./UTR No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:…………………………… (Signature of the Receiver)**