



**TEZPUR UNIVERSITY**  
(A Central University)  
Napaam, Tezpur – 784 028 (ASSAM)

**ADVERTISEMENT NO. 02 / 2012**

Applications in the *prescribed forms* are invited from eligible candidates for (1) one post of Associate Professor, Department of Hindi, (2) one post of Deputy Librarian and (3) one post of Hindi Translator as per the details given below:

**A) FOR THE POST OF ASSOCIATE PROFESSOR, HINDI:**

Post & Department	No. of Post	Pay Band & Grade Pay	Reservation
Associate Professor (Department of Hindi)	01	PB-4: ` 37,400-67,000/- <i>plus</i> Academic Grade Pay of ` 9,000/-	Unreserved

**Essential Educational and other qualifications:**

- (i) Good academic record with a Ph.D. Degree in the concerned / allied / relevant disciplines.
- (ii) A Master's Degree **in Hindi** with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- (iii) A minimum of eight years of experience of teaching and / or research in an academic / research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution / industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and / or research / policy papers.
- (iv) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- (v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the UGC Regulation 2010 in Appendix III.

**IMPORTANT NOTES**  
**[FOR THE POST OF ASSOCIATE PROFESSOR]**

(Please read carefully)

- Note (i)** : *The qualifications and other conditions prescribed in the advertisement are subject to the regulation / norms stipulated by the MHRD / UGC, as the case may be, from time to time.*
- Note (ii)** : If a class / division is not awarded at Masters level, minimum of 60% marks in aggregate shall be considered equivalent to First Class / Division. If a grade point system is adopted, the CGPA will be converted into equivalent marks as per the conversion table / formula specified by the concerned university.
- Note (iii)** : **The screening of applications, and final selection shall be in accordance with the prevailing UGC guidelines / rules / regulations.**
- Note (iv)** : All degrees and research works must be in the relevant area for which the post is advertised.
- Note (v)** : (i) A relaxation of 5% of marks is provided at the Master's level for the SC/ST/PWD category, for appointment as Assistant Professor.  
(ii) A relaxation of 5% of marks is provided to the Ph.D. Degree holders who have passed their Master's Degree prior to 19<sup>th</sup> September 1991.  
(iii) Grade "B" in the UGC-7 point scale with letter grades, O, A, B, C, D, E & F at the Master's level shall be regarded as equivalent to 55% of the marks wherever the grading system is followed.
- Note (vi)** : Excellent academic background, high quality publications, potential to get research funding from Government agencies and industries, appropriate academic & professional activities undertaken and a good innovative teaching record will be some of the important criteria for the selection of faculty members.

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- Note (vii)** : Ability to carry out interdisciplinary teaching and research will be considered a plus point.
- Note (viii)** : Appointed teachers may be assigned other academic or administrative responsibilities in addition to their regular teaching and research activities.
- Note (ix)** : At present, the UGC and the University rules require the following Teaching Load per week: Assistant Professor up to 16 hours, Associate Professor and Professor up to 14 hours. Teacher should also be prepared to teach all the basic courses in their subjects and related areas which may not necessarily be their specializations.
- Note (x)** : Candidates applying for this position of Associate Professor shall submit their list of publications and reprints of three major publications along with the application.
- Note (xi)** : All the candidates called for interview shall bring their API scores on **Performance Based Appraisal System** in the format developed by the respective University / college as prescribed by UGC as given in **Part-C of the Application Form.** .

**B) FOR THE POSTS OF DEPUTY LIBRARIAN and HINDI TRANSLATOR:**

Post	No. of Post	Pay Band & Grade Pay	Age Limit	Reservation
Deputy Librarian* (Central Library)	01	PB-3: ` 15,600-39,100/- <i>plus</i> Academic Grade Pay: ` 8,000/-	Not exceeding 45 Years	Unreserved
Hindi Translator (Administration)	01	PB-2: ` 9,300-34,800/- <i>plus</i> Grade Pay: ` 4200/-	Not exceeding 30 Years	OBC**

\* Anticipated Vacancy

\*\* Backlog Vacancy

**Essential Educational and other qualifications:**

Post	Essential Educational and other qualifications
Deputy Librarian (Central Library)	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1) A Master's Degree in Library Science / Information Science / Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.</li> <li>2) Five years experience as an Assistant University Librarian / College Librarian.</li> <li>3) Evidence of innovative library service and organization of published work and professional commitment, computerization of library.</li> </ol> <p><b>Desirable:</b> An M. Phil. / Ph. D. Degree in Library Science / Information Science / Documentation / Archives and manuscript-keeping / computerization of library.</p>
Hindi Translator (Administration)	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1) Post Graduate Degree in English / Hindi from any recognised university and English / Hindi as a compulsory / optional subject at Degree level or as a medium of examination.</li> <li>2) Recognised Diploma / Certificate in Translation from Hindi to English and English to Hindi</li> </ol> <p align="center"><b>OR</b></p> <p>Two (02) years experience in translation works in Hindi to English and English to Hindi in any office of Central / State Govt. or autonomous organisation.</p> <p><b>Desirable:</b> Knowledge of Sanskrit or any Indian Language</p>

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- NOTE (1):** The above pay bands carry other allowances admissible as per Government of India rules.
- NOTE (2):** **Age Relaxation:** Five years for the employees of Central Govt. / State Govt. / Universities and Autonomous Organisations. For the candidates belonging to SC/OBC/PWD, age relaxation is as per rules of Govt. of India. Besides normal age relaxation for the reserved categories, Ex-serviceman and in-service personnel as per Govt. of India rules, further age relaxation to an otherwise qualified candidate shall also be considered depending upon experience and other added/ higher qualification(s).
- NOTE (3):** With regard to age limit, the crucial / calculating date shall be the last date of receipt of applications as mentioned in the advertisement.
- NOTE (4):** Candidate(s) belonging to OBC (including MOBC) category must submit a valid “**Non Creamy Layer**” certificate from the appropriate authority, failing which such candidate(s) will not be considered as reserved category (OBC) candidate(s).
- Abbreviations:** SC-Scheduled Caste, OBC-Other Backward Classes (including More Other Backward Classes), PWD-Persons with Disability.

**Those who applied earlier for the post of Hindi Translator against the Advertisement No. 04/2011 need not apply again. However, they may send up-dated information, if any.**

**IMPORTANT INFORMATION**  
(For all the positions under ‘A’ and ‘B’)  
(Please read carefully)

1. The Applicant must ensure that he / she fulfils the eligibility conditions for the post.
2. Candidates, already in service in India, should send their applications through proper channel. An advance copy may be sent directly, if necessary. However, in such cases the candidates called for interview will have to submit original applications duly forwarded by the competent authority of their institutions, failing which he/she shall not be allowed to appear before the selection committee.
3. A candidate, who has applied earlier informally and sent his/her bio-data/academic vita earlier to the Vice-Chancellor or any other competent authority of the University, must apply following the above procedures.
4. Applications received after the stipulated date or found incomplete in any respect will not be entertained and no further correspondence will be made in this regard
5. Candidates are urged to provide as much details of their academic accomplishments as possible by attaching self certified copies of certificates, testimonials, brief write up on awards / honours / research achievements and citations index on their publications.
6. Candidates must enclose details of their professional ambitions, research they would like to carry out in next five years, minimum requirements to initiate research work in the area of their current interest. This typewritten statement should not exceed two pages.
7. Candidates should enclose photocopies of certificates as evidence of age, educational qualifications, experience etc.
8. Candidates are advised not to enclose copies of papers which have been submitted or which have not yet been published or have not been accepted for publication. These will not be entertained.
9. For SC/ST/PWD candidates, relaxations will be given as per the Govt. of India norms.
10. The University follows the Central Government list in the case of OBCs. Candidates claiming OBC should submit appropriate Certificate in the prescribed format. BC/MBC/SEBC certificates will be considered as OBC only if they submit appropriate certificate prescribed by the Government of India. Those who have failed to submit the required OBC Certificate will be treated as General Category, subject to fulfilment of other conditions

*Cont. to Page-4*



11. The relaxation and concessions to the candidates applying for the reserved category posts will be provided as per Rules of Govt. of India.
12. The University reserves the right to fill the post or otherwise. The University also reserves the right to offer temporary or contractual appointments against the advertised post.
13. The University reserves the right to offer a lower rank position against a higher rank position depending on the suitability of the candidate.
14. The University reserves the right to consider a candidate in absentia as per ordinance of the University.
15. The actual number of post may increase or decrease depending on the circumstances.
16. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large and it will not be convenient or possible to interview all the candidates, the University, at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications/experience higher than the minimum prescribed in the advertisement after a screening process through a duly constituted committee.
17. It will be open to the University to consider names of suitable candidates who may not have applied. Nominations of highly qualified candidates from very well established academics will also be considered. The University reserves the right to relax minimum qualifications marginally in case of otherwise highly qualified candidates.
18. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
19. It may be noted that there is a scarcity of accommodation in the University campus. Therefore, the University may not be able to provide accommodation in the campus immediately.
20. Canvassing in any form will disqualify the candidates.
21. All Certificates, Degrees and other documents must be produced in original at the time of interview, if called for the same. Failure to produce these may result in not interviewing the candidate.
22. Candidates should submit the application form in the prescribed format along with the necessary enclosures as mentioned above. Application other than in **prescribed forms** will not be entertained.
23. It is not possible to send individual acknowledgements. Those who want acknowledgement may send their applications by registered post with acknowledgement card / self addressed post card.
24. It is again emphasized that an application not strictly prepared as per instructions given above will be summarily rejected.
25. The University reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any typographical error before the last date prescribed for the receipt of applications.
26. **The University offers appointment with a validity period of thirty (30) days. Applicant, if selected and appointed, should be ready to join within the stipulated time as given in the appointment order. However, University reserves the right to consider for extension of time for joining beyond thirty (30) days on valid reason.**
27. **Applicants are advised to give phone numbers and e-mail address in their own interest to facilitate prompt communication. If short-listed, all communications regarding interview, etc. will be made preferably through e-mail besides notifying on the University Website.**
28. **A completed application should have the following:**
  - a. Duly filled-in application form in original which is to be downloaded from the University website.
  - b. Forwarding from the employer, if employed.
  - c. One true copy of the Birth Certificate.
  - d. One true copy of SC/ST/OBC/PWD Certificate, if applicable.
  - e. One true copy of NET/GATE or equivalent Certificate, if required.
  - f. One true copy of all academic Certificates and Degrees.



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- g. *One true copy of all certificates indicating extent and duration of professional experience.*
- h. *One true copy of any other supporting documents.*
- i. *Copies of reprints of publications as mentioned above.*
- j. *A set of 3 names of referees along with their postal address, email address, fax number, office and residence telephone numbers, if available.*
- k. *Any other document or documents as specified in the above notes/instructions.*
- l. *Any additional documents to support your candidature.*

**29. Completed applications with all the required enclosures as stated above should be submitted to The Registrar, Tezpur University, Napaam, Tezpur – 784 028, Assam, India.**

Mere fulfilment of minimum eligibility criteria shall **not entitle** a person for consideration. The decision of the Screening Committee(s) for short-listing of candidates shall be final and binding. The University reserves the right to fill up or not to fill up any of the vacancies or to increase the number of posts, as required.

Completed applications in the prescribed format along with necessary enclosures are to reach “**The Registrar, Tezpur University, Tezpur-784 028**” **on or before 14.03.2012**. The envelope containing the application should be superscribed “**Application for the post of ... (name of the post)**”. **A non-refundable application fee of ` 500/- for the post of Associate Professor and ` 200/- for the posts of Deputy Librarian and Hindi Translator** (Exempted for SC/ST/PWD) in the form of **Demand Draft only** drawn on any nationalised bank in favour of **The Registrar, Tezpur University**, payable at Tezpur, must be submitted along with the application. **The Demand Draft should not have been drawn before the date of issue of this advertisement.** Candidates shall write their names and the post applied for on the reverse of the Bank Draft.


Application(s) received after the last date or incomplete in any form or without the application fee **shall be summarily rejected**. Those in employment shall apply through proper channel or submit ‘No Objection Certificate’ from the concerned employer. However, one may send a copy of the application as “**ADVANCE COPY**” within the closing date. In such a case, the original application forwarded by the employer should reach the undersigned within ten (10) days from the last date of receipt of applications.

**Last Date of Receipt of Application for all the Positions is 14.03.2012.**

Sd/- Registrar  
Tezpur University

**Memo No.F.13-3/X/2000(E)/5214-A**

**Date: 16.02.2012**

	<b>TEZPUR UNIVERSITY</b> (A Central University established by an Act of Parliament) <b>NAPAAM :: TEZPUR – 784 028 :: ASSAM</b> <b>: 03712-267 004</b>	<i>Applicants must Paste here a recent passport size photograph</i>
	<b>APPLICATION PRO-FORMA FOR TEACHING POSITIONS</b>	
	<b>(Ref.: Advertisement No. _____)</b> <i>(Please read carefully the general conditions / instructions given below before filling in the form)</i>	

**To be returned to:**

*The Registrar  
Tezpur University  
Napaam, Tezpur – 784 028  
Assam (India)*

**Details of application fee (Pl. see instructions below):**

1. Name of the bank: .....
2. Demand Draft/Bankers' Cheque No. ....  
Date .....
3. Amount: Rs. ....

**GENERAL CONDITIONS / INSTRUCTIONS**

1. Only Indian nationals need to apply.
2. Please send crossed bank draft, drawn in any nationalised bank, of the amount as specified in the advertisement in favour of Registrar, Tezpur University, payable at Tezpur. The bank draft should be drawn only on or after the date of publication of the advertisement. Application fee sent in other forms will not be accepted. **Applicants must write his / her name, address and the post applied for on the overleaf the bank draft.**
3. **Applicants must write his / her name, address and the post applied for on the overleaf of the bank draft.**
4. **For all the posts, where age limit is prescribed, the crucial date for calculating the same will be the last date of receipt of the applications as declared in the advertisement / University Website.**
5. The University reserves the right to fill in or otherwise, any or all the advertised posts.
6. Mere fulfilment of minimum qualification and experience do not entitle a candidate to be called for the interview.
7. Minimum requirement of qualification and / or experience may be relaxed in respect of exceptionally outstanding candidates. Candidate(s) with higher qualification will be preferred.
8. No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of interview and reasons for not being called for the interview.
9. **Persons in employment should submit their applications through proper channel with a forwarding note of the employer in 'Part-D' of the application proforma.** However, a photocopy of the duly filled in application form along with the Bank Draft in original may be sent as "Advance Copy" in order to avoid delay in receipt.
10. **Applicants must fill-in all the parts (Part-A, Part-B, Part-C and Part-D) of the application form.** Incomplete application and application not in the prescribed form and application without photocopies of certificates / mark sheets, proof of date of birth, caste certificate, etc. will be rejected. **List of publications is to be attached** with details of journal (International/ National) / Conference paper. In case of journal papers, impact factor is to be mentioned. A list of enclosures must be furnished as indicated in the application form.
11. Canvassing in any form will be a disqualification.
12. Any change of address for correspondence should be communicated to the Registrar, Tezpur University, giving reference of the Advertisement and post(s) applied for.
13. **The filled-in application form should be addressed to the "Registrar, Tezpur University, Napaam, - 784 028, Assam (India) in an envelope superscribing "APPLICATION FOR THE POST OF ....., Department of ....."**
14. The University reserves the right to consider for appointment of persons who have not applied against the advertisement, if otherwise qualified.
15. Applicants are advised to give phone numbers and e-mail address in their own interest to facilitate prompt communication. If short-listed, all communications regarding interview, etc. will be made preferably through e-mail.
16. Applicants may attach additional sheet(s), wherever necessary, quoting the serial number.
17. **Applicants willing to apply for more than one post / department must send separate application forms for each post(s).**

**Name in full (in CAPITAL letters):** .....

**Post applied for:** ..... **Department/Centre/Office:** .....

**Category you belong to**  
(Please tick ):

GEN	SC	ST	OBC	PWD			Ex-Serviceman
				OH	VH	HH	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Signature of the applicant*

**(To be returned with the filled in application form)**

**PART-A**  
**(BRIEF PARTICULARS OF APPLICANT)**

1.	(a) Advertisement No. & Date: (b) Post applied for: (c) Department / Centre: (d) Field of specialisation opted for (out of those specified in the advertisement, if applicable):																	
2.	Name in full (in CAPITAL letters): <i>(Please underline the surname)</i>																	
3.	Father's / Mother's / Spouse's Name: <b>(Please tick )</b>																	
4.	(a) Marital Status: <input type="text"/> (b) Gender: <input type="text"/> (c) Blood Group <input type="text"/>																	
5.	(a) Correspondence address (in CAPITAL letters): (b) Permanent address (in CAPITAL letters):																	
	(c) Phone No.	Land line (with STD) Mobile																
	(d) e-mail:																	
6.	Date of Birth (as per Christian era):	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td align="center" colspan="2">Day</td> <td align="center" colspan="2">Month</td> <td align="center" colspan="4">Year</td> </tr> </table>									Day		Month		Year			
Day		Month		Year														
7.	Age on the last date of receipt of application as stated in the advertisement:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> </tr> <tr> <td align="center" colspan="2">Years</td> <td align="center" colspan="2">Month(s)</td> <td align="center" colspan="2">Day(s)</td> </tr> </table>							Years		Month(s)		Day(s)					
Years		Month(s)		Day(s)														
8.	Are you a citizen of India? Write YES or NO																	
9.	(a) Do you belong to Scheduled Caste / Scheduled Tribe / Other Backward Classes / Persons with Disability / Ex-serviceman? <i>Write SC/ST/OBC/PWD/Ex-serviceman as the case may be:</i>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px; height: 20px;">SC</td> <td style="width: 30px; height: 20px;">ST</td> <td style="width: 30px; height: 20px;">OBC</td> <td style="width: 30px; height: 20px;">PWD</td> <td style="width: 30px; height: 20px;">Ex-Serviceman</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	SC	ST	OBC	PWD	Ex-Serviceman											
SC	ST	OBC	PWD	Ex-Serviceman														
	(b) If none, write NONE in the box:																	
	(c) If you belong to PWD (Persons with Disability), then state the nature of disability as OH (Orthopaedically Handicapped), VH (Visually Handicapped) or HH (Hearing handicapped):	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px; height: 20px;">OH</td> <td style="width: 30px; height: 20px;">VH</td> <td style="width: 30px; height: 20px;">HH</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	OH	VH	HH													
OH	VH	HH																
10.	Religion:																	
11.	*If appointed, what notice / how much time would you require for joining the post? (* May not be considered as binding)																	

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.

**Date:** \_\_\_\_\_ **Signature of the applicant**

**Place:** \_\_\_\_\_ **Name in full:** .....

**(Applicants must also fill in the PART-B of the Application Form)**

**PART-B**

1. Give particulars of all examinations passed, all degrees and technical qualifications obtained at a University or higher technical institutions of learning, commencing with High School Leaving (10<sup>th</sup> standard) / Matriculation examination. Please attach photocopies of certificates and marksheets.

<b>Sl. No.</b>	<b>School / College / Institute</b>	<b>Name of the Board / University / Institution</b>	<b>Degree / Diploma passed / obtained</b>	<b>Distinction / Class / Division</b>	<b>Subject (mention field of specialisation / major, if any)</b>	<b>% of Marks Obtained/ Grade</b>	<b>Date of passing</b>



2. Particulars of GATE, UGC/CSIR NET clearance:

Name of the Test	Year	Roll No.	Percentile Score (in case of GATE)	Subject

3. Details of employment, if any (give here particulars of your past and present employment in chronological order **starting with present employment**):

Sl. No.	Organisation / Institution	Position held	Nature of duties / work	Date of joining	Date of leaving	Length of service	Pay scale	Additional remarks about experience, if any*

\* Specify if the position is (i) Pre-Ph.D. (ii) Post-Ph.D. (iii) Concurrently in Ph.D. Ph. D programme should be Ph. D degree. It should be evident from marksheets/ grade cards or a certificate to this effect should be enclosed. Further, period of Ph. D should be excluded from experience.

<p>4. (i) Present Post :</p> <p>(ii) Present scale of pay :</p> <p>(iii) Present basic pay :</p> <p>(iv) Total emoluments drawn last month :</p> <p>(v) Are you willing to accept the minimum initial pay of the post applied for? :</p> <p>(vi) *If not what initial pay do you expect? (* May not be binding) :</p>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>						
<p>5. (a) Teaching experience:</p> <p>Please give a list of courses taught on a separate sheet with course titles, level (UG/PG) and number of times taught.</p> <p>(b) Research specialisation :</p> <p>On a separate sheet, please describe briefly your research work / Ph. D. work. Also detail the areas of interest with work done in each case (if any).</p> <p>(c) Laboratory experience :</p> <p>On a separate sheet, please describe, in brief, experience in:</p> <p>(i) Setting up teaching and research laboratories</p> <p>(ii) Conducting laboratory courses</p> <p>(iii) Using different types of instruments, systems, computers etc.</p>	<table border="1"> <tr> <td style="text-align: center;">Yrs.</td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> <tr> <td style="text-align: center;">Yrs.</td> </tr> <tr> <td> </td> </tr> </table>	Yrs.			Yrs.		
Yrs.							
Yrs.							

## PART-C

### (API score on the basis of Performance Based Appraisal System)

**Brief Explanation:** Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of position and between university and colleges. **The applicant is required to fill the following sections yearwise for the entire assessment period.** The self-assessment score will be based on verifiable criteria and will be verified by the screening/selection committee.

#### **SECTION – A: GENERAL**

<b>1</b>	Name of the applicant	
<b>2</b>	Designation / post held by the applicant	
<b>3</b>	Name of the Department / Centre of University	
<b>4</b>	Name of the University / Organisation	
<b>5</b>	Communication Address / E-mail / Telephone / Mobile of the applicant	
<b>6</b>	YEAR OF PERFORMANCE APPRAISAL	

#### **SECTION - B:**

#### **CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

<b>CATE- GORY I (A)</b>	<b>ITEM</b>	<b>DETAILS</b>	<b>MAXIMU M SCORE</b>	<b>API SCORE TO BE FILLED BY THE CANDIDATE (To be given by the candidate)</b>	<b>VERIFIED API SCORE OF THE CANDIDATE</b>
<b>1.</b>	Lectures, Seminars, 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	<b>50</b>		
<b>2.</b>	Lectures or other teaching duties in excess of the UGC norms	Below 2= No score 2-4= 8 5+ = 10	<b>10</b>		
<b>3.</b>	(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	<b>20</b>		
<b>4.</b>	Use of participatory and innovative teaching-learning methodologies, updating of subject content, course improvement etc.	If used full score	<b>20</b>		
<b>5.</b>	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	<b>25</b>		
<b>Total score-</b>			<b>125</b>		
<b>Minimum API score required</b>			<b>75</b>		

**CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSION RELATED ACTIVITIES**

<b>Sl. No.</b>	<b>ITEM</b>	<b>DETAILS</b>	<b>MAXI MUM SCORE</b>	<b>API SCORE TO BE FILLED BY THE CANDIDATE (To be given by the candidate)</b>	<b>VERIFIED API SCORE OF THE CANDIDATE</b>
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)	<b>20</b>		
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	<b>15</b>		
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	<b>15</b>		
<b>Total score</b>			<b>50</b>		
<b>Minimum API Score Required</b>			<b>15</b>		

**CATEGORY-III: RESEARCH AND RELATED CONTRIBUTIONS**

SI 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	Verified API Score of the candidate
<b>III (A)</b>	Research Papers published in  <i>(Detailed list to be enclosed)</i>	Refereed Journals *	Refereed Journals*	15/publication		
		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		
<b>III (B)</b>	Research Publications (books, chapters in books, other than refereed journal articles)  <i>(Detailed list to be enclosed)</i>	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		
		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		
<b>III (C)</b>	<b>RESEARCH PROJECTS</b>					
<b>III (C) (i)</b>	Sponsored Projects carried out/ ongoing  <i>(Detailed list to be enclosed)</i>	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project		
		(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		
<b>III (C) (ii)</b>	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	Rs.10.0 lakhs and Rs.2.0 lakhs, Respectively		
<b>III (C) (iii)</b>	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		
<b>III (C) (iv)</b>	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		

<b>III (D)</b>	<b>RESEARCH GUIDANCE (Details to be enclosed):</b>					
<b>III (D)(i)</b>	M. Phil.	Degree awarded only	Degree awarded only	3 /each candidate		
<b>III (D) (ii)</b>	Ph. D.	Degree awarded	Degree awarded	10 /each candidate		
		Thesis submitted	Thesis submitted	7 /each candidate		
<b>III(E)</b>	<b>TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS (Details to be enclosed):</b>					
<b>III(E) (i)</b>	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		
<b>III(E) (ii)</b>	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		
<b>III(E) (iii)</b>	Invited lectures or presentations for conferences/ symposia	(a) International	(a) International	10 /each		
		(b) National level	(b) National level	5		

\* 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.

**Summary of API Score as per PBAS (for the entire period of assessment)**

Category	Minimum Score required	Score obtained by the candidate	Verified API Score of the candidate
<b>Category-I</b>			
<b>Category-II</b>			
<b>Category-III</b>			

**PART-D**

1.	Have you previously applied for any post in this University? If so, give details.
2.	Additional remarks: <i>Applicant(s) may mention here any special qualifications or experiences e.g. in organisations, which have not been included under the heads given above.</i>
3.	References: <i>Please arrange to send three letters of reference from responsible persons not related to you. If you are employed, one referee must be your employer. The reference letters must be sent in confidence by the referees directly to the Registrar, Tezpur University.</i>
	(i) Name : <input style="width: 95%;" type="text"/>
	Designation : <input style="width: 95%;" type="text"/>
	Address : <input style="width: 95%;" type="text"/>
	e-mail : <input style="width: 95%;" type="text"/>
	Mobile / Phone No. with STD code : <input style="width: 95%;" type="text"/>
	(ii) Name : <input style="width: 95%;" type="text"/>
	Designation : <input style="width: 95%;" type="text"/>
	Address : <input style="width: 95%;" type="text"/>
	e-mail : <input style="width: 95%;" type="text"/>
	Mobile / Phone No. with STD code : <input style="width: 95%;" type="text"/>
	(iii) Name : <input style="width: 95%;" type="text"/>
	Designation : <input style="width: 95%;" type="text"/>
	Address : <input style="width: 95%;" type="text"/>
	e-mail : <input style="width: 95%;" type="text"/>
	Mobile / Phone No. with STD code : <input style="width: 95%;" type="text"/>

4. List of Publications:

Sl. No.	Title with Page No.	Journal with full reference and ISBN/ISSN No. Whether peer reviewed.	Impact factor, if any	No. of co-authors	Whether you are the main author	API score	API score verified by screening committee
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							

\* Additional page(s) may be used, if required.



5. Details of enclosures sent with this application form:

i)	ii)
iii)	iv)
v)	vi)
vii)	viii)
ix)	x)
xi)	xii)
xiii)	xiv)

6. **Declaration:**

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.

**Date:** \_\_\_\_\_ **Signature of the applicant**

**Place:** \_\_\_\_\_ **Name in full:** .....

7. **Forwarding note of the Employer:**

Certified that ..... has been an employee of ..... (name of the organization) since ..... (date). At present he / she is working as ..... . Information given by the employee in **Part-A**, **Part-B** and **Part-C** are correct as per records.

This organization has no objection to his / her applying for the position of ..... at Tezpur University.

**Memo No.** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Place:** \_\_\_\_\_ **Designation:** \_\_\_\_\_

**Office Seal:** \_\_\_\_\_ **Name of the organization:** \_\_\_\_\_