

	<p><b>HIMACHAL PRADESH UNIVERSITY</b>  <b>Summer Hill, Shimla-171005</b></p> <p><b><u>APPLICATION FORM FOR TEACHING POSTS</u></b></p> <p>(Please read carefully the Notification/Advertisement before filling up the application form and also ensure that he/she is eligible as per the criterion as prescribed in the advertisement)</p>	Paste here recent passport size photograph
<p><b>Filled in application form to be sent to:</b>                  The Deputy Registrar,                  Recruitment Branch,                  Himachal Pradesh University,                  Summer Hill, Shimla-171005, HP (India)</p>	<p><b>Details of application processing fee paid</b>  <b>Demand Draft/ I.P.O. No.:</b> .....                  ..... <b>Date:</b> .....                  Drawn on: .....                  Amount: Rs. ....</p>	
<p>Advertisement No. <b>Rectt.- 14 /2017</b></p> <p><b>Post applied for and Subject :</b> .....</p> <p>.....</p> <p><b>Department/Centre :</b> .....</p> <p><b>Specialization :</b> .....</p> <p>(as specified in the advertisement, if any)</p> <p><b>Important :</b> Applicant willing to apply for more than one post / department must send separate application forms for each post(s).</p>	<p style="text-align: center;"><b>Space for use of Cash Section/Bank:</b></p> <p>Lot No. ....</p> <p>University Receipt No. ....</p> <p>Rs. ....</p> <p>(Rupees ..... only)</p> <p>Through IPO(s)/D.D. No. ....</p> <p>Dated: ..... <span style="float: right;">CASHIER</span></p>	
<p><b>For Office Use Only</b></p>		
<p>Screening cum Evaluation Committee verification:</p>		<p>Entry No .....                  Date of receipt of application : .....                  Fee paid : Rs. ....</p>
<p>▪ <b>Eligible</b>                  ▪ <b>Ineligible</b></p> <p>Discrepancy(ies), if any:</p> <p>1. ....                  2. ....</p>	<p>API (PBAS) Score : .....</p> <p>Scholastic Component Score (Tally Sheet):                  .....</p>	
<p>Signature of the Screening Committee</p> <p>1. .... 2. .... 3. ....</p>		
<p><b><u>GENERAL CONDITIONS / INSTRUCTIONS</u></b></p>		
<p>1. Only Indian nationals need to apply.</p> <p>2. Applicants must fill-in all the parts (Part-A and Part-B wherever necessary) of the application form. Incomplete application and application not in the prescribed form and application without fee, 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.</p> <p>3. Applicant may attach additional sheet(s), wherever necessary, quoting the serial number. All sheets and attachments must be securely bound/ attached. Himachal Pradesh University is not responsible for missing documents. All attachments must be clearly photocopied and self-attested.</p> <p>4. Please send crossed bank draft, drawn in any nationalized bank, of the amount as specified in the advertisement in favour of <b>Finance Officer, Himachal Pradesh University</b>, payable at Shimla. The bank draft should be drawn only on or after the date of issue of the advertisement. Applicant must write his / her name, address and the post applied for on the overleaf of the bank draft.</p> <p>5. The University reserves the right to fill in or otherwise, any or all the advertised posts.</p> <p>6. Mere fulfilment of minimum qualification and experience do not entitle a candidate to be called for the interview.</p> <p><b>* For more instructions, please read the advertisement carefully.</b></p>		

**(BRIEF PARTICULARS OF APPLICANT)**

(Applicants must fill in the PART- 'A' & 'B' of the Application Form)

- 1. (a) Advertisement No. & Date: .....
- (b) Post applied for and subject: .....
- (c) Department / Centre: .....
- (d) Field of specialization opted for: .....  
(as specified in the advertisement, if any):
- (e) Category under which applied for .....  
(Please write General/SC of H.P. /ST of H.P./OBC of H.P./PWD of H.P., as the case may be)
  
- 2. Name in full (in CAPITAL letters) : .....
- 3. Date of birth : ..... (In words) .....
- 4. Father's Name: .....
- 5. Mother's Name: .....
- 6. Mailing Address: .....  
.....  
..... Pin Code : .....
- Telephone No. (with STD code) ..... Mobile .....  
email ID : .....
  
- 7. Permanent Address : .....  
.....  
..... Pin Code : .....
  
- 8. Marital status: ..... (If married, spouse name) : .....
- 9. Nationality : ..... 10. Province of Domicile : ..... (H.P./Other state)
  
- 11. Category you belong to .....  
(Please write General/SC of H.P. /ST of H.P./OBC of H.P./PWD of H.P., as the case may be)
  
- 12. Details of application processing fee paid :  
  
Demand Draft/ I.P.O./Receipt No.: .....  
Date: ..... Drawn on: .....
- Amount: Rs. ....  
(Please attach photocopy of supporting document, if fee exemption is claimed)
  
- 13. Religion : .....
  
- 14. Present Employer, if any .....

**15. Give particulars of all examinations passed, all degrees and technical qualifications obtained at a University or higher technical institutions of learning, commencing with Matriculation/High School examination. Please attach photocopies of certificates and mark sheets to verify the % marks or the CGPA. When writing the CGPA mention the maximum CGPA possible, e.g. 7.1/10.**

Sr. No.	Exam Passed	Subjects (mention field of specialisation / major, if any)	Percentage of marks obtained/ Cumulative Grade Point Average CGPA	Year of Passing	Name of the Board / University / Institution	Distinction/ Class / Division
i)	Matric / High School					
ii)	10+2/ Inter./ H.S.C.					
iii)	Graduation					
iv)	Post-graduation					
Others, if any						

16. Particulars of Research Degrees (Please attach documents):

Name of the Degree	University and Department	Date & year of Registration	Date of Submission	Date & year of Award	Title of Ph.D. Thesis
M.Phil					
Ph. D.					
Others, if any					

17. Particulars of clearance of NET conducted by UGC, CSIR or similar test accredited by the UGC like SLET/SET (Please attach documents):

Name of the Test	Roll No.	Year of clearance	Teaching/ JRF etc.	Subject

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

Sl. No.	Organisation / Institution served	Position held	Period		Pay scale with pay drawn (Full time/Part time)	Class taught Post Graduate or Under Graduate	Additional remarks about experience, if any*
			From	To			

Teaching Experience (Total): ..... Year(s)

(a) Post-Graduate Class : ..... Year(s)

(b) Under -Graduate Class : ..... Year(s)

19. Administrative Experience (Total): .....Year(s)

S. No.	Name of the Institution	Post held & Pay Scale	Period		Present Basic Pay Full Time / Part Time	Reasons for leaving services if any
			From	To		

20. Research Guidance/ Supervision:

Sr. No.	Year	No. of students awarded M.Phil/ Ph.D Degree under your supervision (both as Guide and Co-guide)		Brief Titles of their M.Phil/ Ph.D Degree
		M. Phil Degree	Ph.D Degree	

21. Detail of Publications:

Publications		Published	ISBN/ ISSN No.	Accepted/In press for Publication	Communicated for publication	In preparation
1.	Books	Single author				
		Co-authored				
		Co- edited				
2.	Articles/ Chapters in books					
3.	Papers					
4.	Research Articles in Peer-reviewed journals					
5.	Patents		Failed: .....		Granted: .....	

Note : Detailed information regarding publication giving ISBN/ ISSN Number of books and impact factor of journal(s) may be given on separate sheet.

- (i) Please provide original, off-prints or photocopies, if photocopies, the first page of the Research Paper should be self attested.
- (ii) Complete list of Research Publications (including details of authorship, year of publication, title, name of journal, volume number, page numbers and name of publisher).
- (iii) List of publication (Books, chapter in edited books, articles etc. , with complete detail).

22. Seminars/ Conferences/ Workshops/ Symposiums/ Training Programmes, etc.

		In India	Abroad
Organised			
Participated/ Presented	As Paper Contributor		
	As Resource Person		
	As Presenter		
	As Discussant		
Attended			

Note : Detailed information may be given on separate sheet.

23. Affiliation in Academic Bodies/Societies:

Name of Body/Society	Nature of Affiliation

24. Names, Addresses, Phone Numbers and Email ID's of two referees who are familiar with Applicant's academic work :

1. ....

2. ....

25. Additional information, if any, (Applicant may mention here any special qualifications or experience e.g. in organization which have not included under the heads given above. If the space below is insufficient for this purpose, please give the particulars on a sheet of paper and attach it to this application inserting here a reference to the sheet attached.)

26. List of enclosures attached with application form:-

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

27. Total number of enclosures with the application form : .....

**Note:** Photocopies of certificates, marks-sheets, testimonials etc. should be attached with the application (attested by the applicant himself/herself) and the original must be produced at the time of interview and at the time of joining, if selected. If the sheets above are not sufficient, please attach extra sheets, wherever, necessary.)

28. **DECLARATION**

- a) I hereby declare that the information filled in the application form is true and correct to the best of my knowledge and belief.
- b) I understand that any wilful mis-representation of facts or concealment of information shall result in the cancellation of my candidature/appointment and that I may be subject to legal/disciplinary proceedings.
- c) That I have never been dismissed either from Government or from University, College or other Public or Private Organization service (if otherwise, please provide details separately).
- d) I have never been arrested/prosecuted or involved in any criminal case or convicted by Court of Law (if otherwise, please provide details separately).

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of the Candidate**

29.

**Endorsement of the Employer (If applicable):**

Ref.No..... Dated : .....

Certified that ..... has been an employee of ..... (name of the organization) since ..... (date).  
At present he / she is working as .....

This Institution/organization has no objection to the candidature of the applicant being considered for the post applied for ..... to Himachal Pradesh University, Shimla.

Memo No. .... Signature: .....  
(Head of Institution/ Organization with office seal)  
Date: ..... Name:  
Place: ..... Designation:  
Telephone No. Name of the organization:

**Important:** Persons in employment should submit their application through proper channel with a forwarding note of the employer in the application form. However, a photocopy of the duly filled in application form along with the application fee in the shape of Bank Draft/IPO, in original, may be sent as "Advance Copy" but the same shall be taken up for consideration only after the receipt of the "Proper Channel Copy" by the H.P. University.

**APPENDIX – III: TABLE I**

**ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR AND FOR DIRECT RECRUITMENT OF ASSOCIATE PROFESSOR AND PROFESSOR IN UNIVERSITIES AND COLLEGES.**

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

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

Category	Nature of Activity	Assistant Professor		Associate Professor		Professor		Self Assessment Score (to be filled in by the candidate)	Verified API Score (for Use of Screening Committee)
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score		
<b>I</b>	a. Direct Teaching	<b>70</b>	Actual hours spent per academic year <b>÷7.5</b>	<b>60</b>	Actual hours spent per academic year <b>÷7.75</b>	<b>60</b>	Actual hours spent per academic year <b>÷7.75</b>		

	b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	<b>20</b>	Actual hours spent per academic year ÷10	<b>20</b>	Actual hours spent per academic year ÷10	<b>10</b>	Actual hours spent per academic year ÷10		
	c. Innovative Teaching - learning methodologies, updating of subject contents/ courses, mentoring etc.	<b>10</b>	Actual hours spent per academic year ÷10	<b>15</b>	Actual hours spent per academic year ÷10	<b>20</b>	Actual hours spent per academic year ÷10		

**Note:**

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/Field Work.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, cocurricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.



The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Category II	Nature of Activity	Maximum API Score	Actual score	Self Assessment Score (to be filled in by the candidate)	Verified API Score (for Use of Screening Committee)
a.	<p>Student related co-curricular, extension and field based activities.</p> <p>(i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.)</p> <p>(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)</p> <p>(iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)</p>	15	Actual hours spent per academic year ÷ 10		
b.	<p>Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.</p> <p>i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge)</p> <p>(ii). Participation in Board of Studies, Academic and Administrative Committees</p>	15	Actual hours spent per academic year ÷ 10		
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷ 10		

### CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*	Self Assessment Score (to be filled in by the candidate)	Verified API Score (for Use of Screening Committee)
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication		
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC #	10 per Publication		
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference Books, published by International Publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author		
		Subject Books, published by National level publishers, with ISBN/ ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author		

		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author		
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International –10 per Chapter National – 5 per Chapter		
III (C) RESEARCH PROJECTS						
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project		
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project		
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project		
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, respectively		
III (C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/ UNESCO/UNICEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy		

				document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5		
III (D)	RESEARCH GUIDANCE					
III(D)(i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate		
III(D)(ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate		
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars					
III(E)(i)	Fellowships/ Awards	International Award/ Fellowship from academic bodies	International Award / Fellowship from academic bodies/ associations	15 per Award / 15 per Fellowship		
		National Award/ Fellowship from academic bodies	National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship		
		State/University level Award from academic bodies	State/University level Award from academic bodies/ associations	5 Per Award		
III(E)(ii)	Invited lectures / papers	International	International	7 per lecture / 5 per paper Presented		
		National level	National level	5 per lecture / 3 per paper presented		
		State/University level	State/University level	3 per lecture / 2 per paper Presented		
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category						

	III for any assessment period		
III(F)	Development of e-learning delivery process/material	10 per module	

\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - 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 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

# The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

**Note:** Please attach documentary support for the marks claimed failing which claim shall not be entertained.