

The candidate should attach eleven Photostat copies of this form alongwith the original	Sri Aurobindo College of Commerce and Management, Ludhiana	Advertisement No. _____
	Application for the Post of Assistant Professor (Use separate form for each post)	Fee Deposited _____ Branch _____ City _____ Bank Journal No. _____ Dated: _____
Name of the Post with specialization _____		(For Office Use)
Department _____		Diary No. _____ Dated: _____
A Name in Full Mr./Mrs./Ms. _____ (In block letters)		Affix recent Passport size photograph
Father's Name: _____ Mother's Name: _____		
Date of Birth: _____ Place of Birth: _____		
Nationality: _____ Marital Status: _____		
Member of Scheduled Caste/Tribe/Backward Class/Physically Handicapped _____ Yes/No (If Yes, please attach certificate from Tehsildar /First Class Magistrate of the area).		

<b>B. Addresses :</b>
Permanent address(in block letters): _____ _____ _____
Present Address: (for Correspondence) (in block letters): _____ _____ _____

Phone/Mobile No. \_\_\_\_\_ E-mail: \_\_\_\_\_

C. Minimum Pay acceptable: \_\_\_\_\_ Joining time (If Selected) \_\_\_\_\_

**D. Educational Qualification (Please attach one set of attested copies alongwith original application only)**

Examination	Univ/Board	Main Subject	Month and Year of Passing	Marks Obtd.(with Max Marks	Class/ Divn./ Grade (attach conversion formula)	Merit/Prizes/ Medals won if any.
1. Matric						
2. 10+2/Pre-Med / Pre- Engg.						
3. B.A/B.Sc/ B.Com. etc.						
4. M.A/M.Sc/ M.Com etc.						
5. M. Phil						
6. Ph. D.						
7. Any other Exam. (please specify)						
8. UGC/CSIR National Eligibility Test for Assistant Professor						

**E. Professional Training :**

S.No.	Organisation	Period		Details of Training
		From	To	

F: Employment Experience (details in chronological order, starting with first job)							
Name & Address Employer/Institution	Date of		Designation	Nature of Job	Date of approval from the concerned University, if any.	Basic Pay (p.m.) & Grade (Pay-scale)	Reason For Leaving
	Joining	Leaving					

**G. (A.)(i) \*Published Papers in Journals**

S.N.	Title with page no.	Journal	ISSN No.	Whether peer reviewed. Impact factor, if any	Whether you are first/principal/corresponding author/supervisor/mentor	Self-Assessed Score
1						
2						
3						
4						
5						
6						
7						
8						

G. A. (ii) \*Books, Chapters in books, other than refereed journal articles.

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors	Self-Assessed Score

G. A (iii) \*Patents, if any (One patent will be considered equivalent to one publication in refereed journal)

S.N.	Details of patent	Self-Assessed Score

\* Maximum upto 300 reduced to 15, on division by 20. Out of 15, a maximum of 5 marks be given for publication of books. A book below undergraduate level will not be considered.

**SCORES FOR PUBLICATIONS/PATENTS TO BE FILLED BY THE CANDIDATE**

**Brief Explanation:** The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

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*
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

\* 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 will get 70% of the total points and other authors will get 30% of the total points (if there are not more than 10 authors). However, the authors other than main/co-authors will get 10% of the total points, if there are more than 10 co-authors.

\*\*A joint committee consisting of Academic and Administrative Committee of respective department alongwith two teachers representatives from colleges will send the details of the publishers to the Director, Research Promotion Cell for approval. The Director, Research Promotion Cell will forward the list to computer centre within 15 days of receipt for posting the same in the list of books on P.U. website, under intimation to UGC. The department will hold this meeting every six months.

**G.(B) ^^Academic Distinctions and Achievements in Extra-curricular activities (NSS and/or NCC/sports/Youth welfare)^^^**

S.N.	Detail	Self Assessed Score

^^ 1 mark each for: 1<sup>st</sup> rank in Bachelor's degree; 1<sup>st</sup> rank in Master's degree; Science Olympiad Medalist; INSA Young Scientist Medal; ISCA Medal for Best paper; Junior/Senior Outstanding scientist Award by ICCR; Sangeet Natak Academy Award; KVPY and/or NTS Scholarship; National Honour by ICSSR or equivalent national agencies; AIR/Doordarshan rankings - A and above; 1-mark for Commonwealth and/or Full-bright Fellowship; Any other prestigious National/International Award/recognition (Maximum upto 5 marks)

^^^ **Weightages** for Achievements in Extra-curricular activities (NSS and/or NCC/ sports/Youth welfare):

Activity	Certificate	Marks
NSS and/or NCC	C	1
Youth Welfare	A	1
Sports	(International level Participation)	1
Youth & other cultural activities conducted by University (Participation)	Inter-University level	1

**G. (C) (i) ^^Teaching Experience (Only UG Classes)**

S.N.	Subjects/Papers taught	From	To	Self Assessed Score

**G. (C) (ii) ^^Teaching Experience (UG & PG Classes or only PG classes)**

S.N.	Subjects/Papers taught	From	To	Self Assessed Score


**Note:** For Regular/Temporary/Ad hoc/Contract teachers having workload of at least 10 hrs. per week, the allocation of marks would be as under:

1/2 mark for each half year/semester of teaching of **Undergraduate Classes** only; and  
**1 mark** for each half year/semester for teaching **Under-graduate as well as Post-graduate classes or only Post-graduate classes, upto a maximum of 10 marks (more than four and a half months will be taken as a semester)**

- (i) Experience will be counted from the date of eligibility
- (ii) Person, who is pursuing full time Ph.D. will not be given marks for the teaching experience for that period; and
- (iii) marks for working as Guest faculty/Part-time Faculty will be 50% of the marks allocated for regular/temporary/ad-hoc/contract teachers};

The teaching experience to be counted in an academic year should consist of the total period for which a candidate has worked irrespective of break/s. The experience be counted from the date of eligibility or the appointment is approved by the concerned University, whichever is earlier.

**G. (D) ## Post doctoral Fellowship/Post-doctoral Project**

S.N.	Name of Funding Agency and period for which Fellowship/Project is sanctioned Name of the Project	Total amount sanctioned for project or Amount of Fellowship per month	Actual period worked		Self Assessed Score
			From	To	

## **1 mark** for each half academic year/semester for Post-doctoral fellowship/Post-doctoral Project from a public funding agency in India/Post-Doctoral fellowship from some foreign country/University, **upto a maximum of 10 marks.**

**H. Membership of Professional Societies, if any :**

I. Paragraph of self-evaluation regarding different fields of activity relating to the job (maximum 100 words):

J. Referees:

These should be professionally competent persons, well acquainted with some aspects of the applicant's training, accomplishments, capability and character. For applicants having done post-doctoral and/or doctoral research, the research supervisors must be listed. At least three Testimonials obtained from these referees be attached to the application form.

	Name	Occupation/Position	Address	E.mail and Tel./Mobile No.
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

K. Additional Information:



**L. List of Enclosures:**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_  
5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_

**M. Declaration: I solemnly declare that:**

- i) The foregoing information is complete and correct. I am not aware of any circumstances which may impair my fitness for employment in the Panjab University, Chandigarh.
- ii) I have never been dismissed either from Govt. or from University, College or other Public or Private Organisation service.
- iii) I have never been prosecuted, kept under detention or bound down/fined, convicted by the Court of Law for any offence.

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

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

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Signature of Applicant

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Signature of Employer  
With Official Seal

Template recommended to be followed for the selection of Assistant Professor in the Teaching Departments/Regional Centres/Affiliated Colleges/P.U. Constituent Colleges of Panjab University, Chandigarh

Academic Record & Research Performance					Assessment of Domain Knowledge & Teaching Skills			Interview	Final Score (Total weight-ages 100)	Remarks
50%					30%			20%		
Academic Record <sup>@</sup>		Research Performance								
<b>Bachelor's Degree</b>  (% age of marks obtained in Bachelor's degree multiplied by 0.05 i.e. out of 5)	<b>Master's Degree</b>  (% age of marks obtained in Master's degree multiplied by 0.1 i.e. out of 10)	<b>NET - 10 marks</b>  (NET + M.Phil.# only) - 10+  %age of marks obtained in M.Phil multiplied by 0.05 (i.e. out of 5 )  <b>Ph.D. – 15 marks</b>	<b>Publications<sup>^</sup>/ Patents<sup>^</sup></b> (As per UGC Guidelines) <b>Only papers in journals and Books</b>	<b>Academic Distinction<sup>^^</sup> and Achievement<sup>s</sup> in Extra-curricular activities (NSS and/or NCC/ sports/Youth welfare)<sup>^^^</sup></b>	<b>Teaching<sup>^^^^</sup> Experience (PG/UG Classes) and/or Post-doctoral fellowship/ Post-doctoral project from a public funding agency<sup>##</sup></b>	<b>Assessment of Domain Knowledge</b>	<b>Teaching Skills including Presentation directly relevant to the subject appearing for interview</b>			
5	10	15	15	5	15	5	10	20	100	

@The score under column “Academic record” of the Template for Assistant Professors in the case of Department of **Education** and Department of **Physical Education** and Subject of **Education/Physical Education** at University School of Open Learning; Department of Evening Studies; Institute of Education Technology & Vocational Education; Department of Community Education and Disability Studies; and **wherever else applicable**, be calculated as under:

<b>Bachelor's Degree &amp; B.Ed./ B.P.Ed. (if possessed)</b>	<b>Master's Degree &amp; M.Ed./M.P.ED. (if possessed)</b>
(Average of %age of marks obtained in Bachelor's degree and B.Ed./ B.P.Ed. (if possessed) multiplied by 0.05 (i.e. out of 5)	(Average of %age of marks obtained in Master's degree and M.Ed./ M.P.Ed. (if possessed) multiplied by 0.1 (i.e. out of 10)
5	10

# Marks for M.Phil. to be counted only if it is awarded by a University, which is recognized by the UGC or the course is approved by the Distance Education Council. No credit for M.Phil. is to be given to a Ph.D. In case of an approved Asstt. Prof./Lecturer having only M.Phil. (non-NET and non-Ph.D.) he or she will be awarded %age of marks obtained in M.Phil. multiplied by 0.05 (i.e. out of 5).

^ Maximum upto 300 reduced to 15, on division by 20. Out of 15, a maximum of 5 marks be given for publication of books. A book below undergraduate level will not be considered. The API score will be given as per UGC norms below:

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*
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

\* 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 will get 70% of the total points and other authors will get 30% of the total points (if there are not more than 10 authors). However, the authors other than main/co-authors will get 10% of the total points, if there are more than 10 co-authors.

\*\*A joint committee consisting of Academic and Administrative Committee of respective department alongwith two teachers representatives from colleges will send the details of the publishers to the Director, Research Promotion Cell for approval. The Director, Research Promotion Cell will forward the list to computer centre within 15 days of receipt for posting the same in the list of books on P.U. website, under intimation to UGC. The department will hold this meeting every six months.

^^ 1 mark each for: 1<sup>st</sup> rank in Bachelor's degree; First rank in Master's degree; Science Olympiad Medalist; INSA Young Scientist Medal; ISCA Medal for Best paper; Junior/Senior Outstanding scientist Award by ICCR; Sangeet Natak Academy Award; INSPIRE; KVPY and/or NTS Scholarship; National Honour by ICSSR and equivalent national agencies; AIR/Doordarshan rankings - A and above; 1-mark each for Commonwealth and Full-bright Fellowship; Any other prestigious National/International Award/recognition (Maximum upto 5 marks).

^^^ **Weightages** for Achievements in Extra-curricular activities (NSS and/or NCC/ sports/Youth welfare):

Activity	Certificate	Marks
NSS and/or NCC	C	1
Youth Welfare	A	1
Sports	(International level Participation)	1
Youth & other cultural activities conducted by University (Participation)	Inter-University level	1

^^^^ For regular/temporary/ad-hoc/contract teachers having workload of at least 10 hrs. per week, the allocation of marks would be as under::

“**1/2 mark** for each half year/semester of teaching of **Undergraduate Classes** only and **1 mark** for each half year/semester for teaching **Under-graduate as well as Post-graduate classes or only Post-graduate classes, upto a maximum of 10 marks (more than four and a half months will be taken as a semester).**”

- (i) Experience will be counted from the date of eligibility
- (ii) Person, who is pursuing full time Ph.D. will not be given marks for the teaching experience for that period; and
- (iii) Marks for working as Guest faculty/Part-time Faculty will be 50% of the marks allocated for regular/temporary/ad-hoc/contract teachers.

## **1 mark** for each half academic year/semester for Post-doctoral fellowship/Post-doctoral Project from a public funding agency in India/Post-Doctoral fellowship from some foreign country/University, **upto a maximum of 10 marks**.

**For the post of Assistant Professor**

**FORMAT OF EXPERIENCE CERTIFICATE**

This is to certify that  
\_\_\_\_\_ S/o, D/o  
\_\_\_\_\_ has been  
working/has worked as Assistant Professor  
(Regular/Temporary/ Ad hoc/Contract/ Guest Faculty/  
Part-Time) in the consolidated salary/pay-scale of Rs.  
\_\_\_\_\_ (mention consolidated  
salary/pay-scale) w.e.f. \_\_\_\_\_ to \_\_\_\_\_.

This is further certified that he/she has  
been taking/has taken the assigned \_\_\_\_\_ hours per  
week workload for teaching Under-  
graduate/Postgraduate/both Under-graduate and Post-  
graduate classes during the above mentioned period.

**Full Signature of Authority  
With Official Stamp**

**Full Name, Designation and Address  
of Authority**

\_\_\_\_\_  
\_\_\_\_\_

**For the post of Assistant Professor**

**For candidates working in Distance Education  
Centres and Open Schools of the Universities**

**FORMAT OF EXPERIENCE CERTIFICATE**

This is to certify that \_\_\_\_\_ S/o,  
D/o \_\_\_\_\_ has been  
working/has worked as Assistant Professor (Regular/Temporary/  
Ad hoc/Contract/ Guest Faculty/ Part-Time) in the consolidated  
salary/pay-scale of Rs. \_\_\_\_\_ (mention  
consolidated salary/pay-scale) w.e.f. \_\_\_\_\_ to  
\_\_\_\_\_.

This is further certified that he/she has been taking/has  
taken the assigned workload of Lesson writing, Lesson vetting and  
teaching workload during the Personal Contact Programme (PCP)  
for teaching Under-graduate/Postgraduate/both Under-graduate  
and Post-graduate classes during the above mentioned period, as  
per UGC guidelines (vide letter No. F-19-1/74(ER), dated 7<sup>th</sup>  
January 1981 – copy enclosed).

**Full Signature of Authority  
With Official Stamp**

**Full Name, Designation and Address  
of Authority**

\_\_\_\_\_  
\_\_\_\_\_

## APPENDIX

### Norms of work of teachers of Correspondence Courses

1. The duties of a teacher will include the following:-
  - (a) Teaching under personal contact programmes and such other teaching work as may be assigned by the University.
  - (b) Editing, writing, revising, translating lessons and other reading materials.
  - (c) Correction of student response-sheets.
  - (d) Such other work as may be assigned by the department in connection with teaching.
  - (e) The obligation to take classes will be as relevant on Sundays and other holidays as on working days. In case the teachers are required to take personal contact programme classes on Sundays and/or other holidays, they will be permitted to avail of compensatory leave.
  - (f) If necessary, a teacher will also be required to take classes outside the headquarters, whenever personal contact programmes are arranged by the Directorate of Correspondence Courses.
  - (g) Every teacher shall maintaining a record of work done by him termwise and shall submit the same to the department.
2. Each teacher shall be available on each working day in the institute for such period as may be specified by the University. The prescribed period should not be less than five hours.
3. A teacher will also be required, if necessary, to work during vacations to prepare reading materials, for reading of proofs, etc.
4. A teacher will be entitled to compensatory leave as per the University rules, if he is required to work during vacations or holidays. The work done by the teacher during such periods shall count towards work done by him.

5. The norms of workload for teachers at the undergraduate level may be as under:-
- (a) Evaluation of response-sheets (10 per minutes only)
  - (b) Preparation of lessons (each lesson being equivalent to one week's work)
  - (c) Editing of lessons (equivalent to three day's work).
  - (d) Contact programmes (actual number of hours).
  - (e) Guidance to students (actual number of hours).
  - (f) Three lectures each of one hour or four lectures of 45 minutes each (equivalent to one day's work).
6. The norms of workload for teachers at the postgraduate level may be as under:-
- (a) Preparation of each guideline to be equivalent to one week's work.
  - (b) Editing of a guideline to be equivalent to ½ day's work.
  - (c) Contact programmes (actual number of hours).
  - (d) Guidance to students (actual number of hours).
  - (e) Two lectures each of one hour or three lectures of 45 minutes each to be equivalent to one day's work.

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