

**PANJAB UNIVERSITY, CHANDIGARH**

Proforma for Appointment of Lecturer/Principal in the Colleges affiliated to Panjab University, Chandigarh.

Application for Appointment as \_\_\_\_\_

**Name of the College** \_\_\_\_\_

Pay Scale: \_\_\_\_\_ Minimum Pay Acceptable \_\_\_\_\_

Joining time (if selected): \_\_\_\_\_

- NOTE:** (i) The candidate should attach nine Photostat copies of this Form alongwith the original.
- (ii) In case the space provided against any of the entries is found inadequate, please attach separate sheets, quoting the serial number relevant thereto.

**1.** Name in full Mr./Mrs./Ms. \_\_\_\_\_  
(in block letters)

Father's Name: Mr. \_\_\_\_\_

Present Age: \_\_\_\_\_ Years \_\_\_\_\_ Month/s \_\_\_\_\_ day/s

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

Member of Scheduled Caste/Tribe/Backward Class \_\_\_\_\_ (If yes, please attach certificate from Tehsildar/Magistrate 1<sup>st</sup> Class of the area)

Nature of Disability (For PH candidates) \_\_\_\_\_

**2.** (i) Present designation & Official Address: \_\_\_\_\_  
(in block letters) \_\_\_\_\_

(ii) Present pay scale & Basic Pay: \_\_\_\_\_

(iii) Present Address (for correspondence): \_\_\_\_\_  
(in block letters) \_\_\_\_\_

(iv) Telephone Nos. \_\_\_\_\_ (O), \_\_\_\_\_ (R), \_\_\_\_\_ (M)  
E-Mail address: \_\_\_\_\_

**Affix recent  
passport size  
photograph**

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\_\_\_\_\_ (M) \_\_\_\_\_ (E-mail address)

**3. Educational Qualifications:** (Please attach one set of attested copies of your Certificates alongwith Office copy of application. **Other relevant information may also be attached with other nine copies of the Application Forms**)

Examination	Univ./Board	Main Subject	Year of passing	Percentage of marks obtd.(with Max. marks)	Class/Divn./ Grade	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.						
5. B.Ed.						
6. M.Ed.						
7. M.Phil.						
8. Ph.D. (with title)						
9.Eligibility Test for Lectureship						
10. Any other Exam. (Please specify)						

**4. Teaching Experience** (Details in chronological order, starting with first job)

Name & Address of College/Institution	Date of Joining- Leaving	Designation	Nature of Job	Basic pay p.m. & grade	Reasons for leaving

**5. Administrative Experience** (if any):

Name & Address of College/Institution	Date of Joining- Leaving	Designation	Nature of Job	Basic pay p.m. & grade	Reasons for leaving

**6. Exact Period of Teaching Experience (in years)**

	<u>Subject taught</u>	<u>Period</u>
		From To
(i) Postgraduate Classes	_____	_____
(ii) Degree Classes	_____	_____

(iii) Any other \_\_\_\_\_

7. Publication, if any (please enclose list specifying whether these are of National or International level)

Description	Published	In Press	Accepted publication for	Reference of Citations of the work in Journals/Reviews, if any, may be given. Use separate sheet, if necessary
(a) Books (b) Research papers (c) Articles (d) (e)				

8. Seminars/Conferences/Workshops/Refresher Courses/Orientation Courses/Summer Schools etc. organized/participated and sessions presided over, if any (**Give year-wise detail**):

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9. Number of M.Phil and Ph.D. dissertations/theses supervised, supervision in progress, if any.

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10. Number of research projects (joint/independent) (i) in hand, (ii) completed, if any.

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11. Participation in the conduct of University Examination (as Centre Supdt), Setting of Question Papers and evaluation of Answer scripts etc., if any (**Give year-wise detail**):

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12. Participation in and contribution to the Committee work (as Added member to the faculties, member of Board of Studies etc.) in the various University/College bodies, if any (**Give year-wise detail**):

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13. Membership of Professional Societies, if any:

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14. National and/or International Awards, if any:

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15. Extra Curricular Activities: Sports/NCC/NSS etc., if any (**Give year-wise detail**):

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16. Experience as a Hostel warden, if any (**Give year-wise detail**):

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17. Experience as Organizer for the Cultural Programme and Youth Festivals, if any (**Give year-wise detail**):

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18. Experience in organizing declamation contest, Paper reading contest and study trips, if any (**Give year-wise detail**):

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19. Any other relevant information:

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20. Is involve in a case lying in the Court of Law Yes \_\_\_\_\_ No \_\_\_\_\_  
(if yes, give details)

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21 Referees:

These should be professionally competent persons, well acquainted with some aspects of the applicant's training, accomplishments, capability and character but must not be relations. At least two of them should be citizens of India. For applicants having done post-graduate or post-doctoral research, the research supervisors must be listed. Supervisor of each major employment and present or most recent employment must be listed.

Name

Occupation/Position

Address

1. \_\_\_\_\_

2. \_\_\_\_\_

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22. List of Enclosures (including testimonials):

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

23. 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 College affiliated with Panjab University.
- (ii) I have never been disqualified from University work/appearing in any University examination.
- (iii) I have never been dismissed either from Govt. of India or from University, College or other Public or Private Organization service.
- (iv) I have never been prosecuted, kept under detention or bound down/fined, convicted by the Court of Law for any offence.

**NOTE:** **If any information supplied by me in the Application Form is found to be incorrect/false at any stage, my candidature/selection may not be considered.**

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Signature of Applicant

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

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

Recommendation of the Employer:

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Signature of Employer  
with official seal

## **FORMAT OF ADVERTISEMENT**

(For the post of Lecturer/s)

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(Name of the College)

Applications on the prescribed proforma, available with the College, are invited for the post/s of Lecturer/s on regular basis in the subject/s of \_\_\_\_\_. Eligible candidates in accordance with the qualifications/conditions laid down by the U.G.C./N.C.T.E./State Government/Panjab University may send their applications within 21 days from the publication of the advertisement through Registered post or in person. Reservation for S.C./S.T. candidates and persons with disabilities will be followed as per the rules of P.U./Pb.Govt./U.T. Administration/Govt. of India as the case may be.

President/Secretary/Principal