



# GAUHATI UNIVERSITY : GUWAHATI - 14 : ASSAM

## APPLICATION FORMAT FOR TEACHING AND ADMINISTRATIVE POSTS

### (Direct Recruitment)

*NB: a) For Teaching posts, the whole application including the Part-B on Academic Performance Indicators need to be filled in.*

*b) For Administrative posts, the Part-B on Academic Performance Indicators need not be filled in.*

*c) Incomplete Applications, Applications without the application fees or without the signature are likely to be rejected.*

### PART-A : GENERAL INFORMATION

a. ADVERTISEMENT NO. & DATE : ..... POST NO. : .....

b. NAME OF THE POST APPLIED FOR : .....

c. SPECIALISATION APPLIED FOR: .....

d. DEPARTMENT/ CENTRE/ OFFICE APPLIED FOR : .....

e. CATEGORY APPLIED FOR (PLEASE TICK) :

(attested copy of certificate to be submitted, except for UR)

UR	SC	ST	OBC	PWD	EX-SER

f. Details of fees paid and enclosed : Demand Draft /University Challan No. ....

Amount : Rs. .... Date : ..... Bank : ..... Branch : .....

1. Name in full (in block capital letters) : .....

2. Father's name : .....

3. Permanent Address : .....

.....

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PIN : ..... Contact phone no. ....

4. Address for communication : .....

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PIN : ..... Contact phone no. ....

Email id : .....

5. Date of birth in Christian era : .....

6. Age on the date of application ( that is : ..... ) : .....

7. Nationality : .....

8. Religion : .....

9. Sex : .....

10. Category (SC/ST/OBC/ PWD/EX-SER) (Pl. attach copy of certificate): .....

11. Details of Academic Qualifications (Please enclose attested photocopies) :

Exam. passed	Year of passing	Division/ Class	Percentage of marks	Name of the Board/ University	Rank and Remark, if any
Matriculation/ HSLC					
PU/ HSSLC					
B.A/ B.Sc/ B.Com & equivalent					
M.A/ M.Sc/ M.Com & equivalent					
M.Phil					
Ph.D					
Others (Please specify)					

**12. Particulars of NET/SLET/GATE etc (Pl. enclose photocopies) :**

Name of the Test	Name of the organization	Month and Year	Roll No.	Subject	Score, where applicable

**13. Subject in Master's degree :** .....

**14. Field of specialization in Master's degree :** .....

**15. Title of the Ph. D thesis :** .....

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 .....

**16. Name and address of the Ph.D guide :** .....

.....  
 .....

**PIN :** ..... **Contact phone no. :** .....

**Email id :** .....

**17. Length of teaching experiences at UG level :** ..... years ..... months

**18. Length of teaching experiences at PG level :** ..... years ..... months

**19. Length of administrative services :** ..... years ..... months

**20. Length of research experiences :** ..... years ..... months

**21. Length of research guidance at doctoral level experiences :** ..... years ..... months

**22. No. of Ph.D students presently guiding :** .....

**23. No. of Ph.D students finally registered for Ph. D degree :** .....

**24. No. of students awarded Ph.D degree :** .....

**25. Total nos. of Seminar/Conferences attended: International** .....

**National** ..... **Regional/Local /Others** .....

**26. No. of research papers presented in Seminar/Conferences (please enclose list giving title of the paper, authors, whether oral or poster, names of the seminar/ conference, dates, venue and country) :** International ..... National ..... Regional/Local/Others .....

**27. Details of past services in Teaching and Administrative posts in Colleges and Universities/ Institutions/National Laboratories/CSIR/ICAR/UGC/ etc (Pl. enclose supporting documents):**

<b>Name of the post held</b>	<b>Name of the Institution</b>	<b>Length of services :</b>	<b>Scale of pay /Pay band/ band pay/ AGP/ GP as applicable</b>	<b>Temporary/ Permanent/ Ad-hoc etc</b>	<b>Nature of duties</b>	<b>Remark, if any</b>

**28. Names of Seminar/ Summer Institute/Refresher's Courses/ Symposia attended (Pl. attach additional sheet, if required) :**

<b>Srl. no</b>	<b>Name of the Seminar etc</b>	<b>Date</b>	<b>Venue</b>	<b>Paper presented (yes/No) or not</b>	<b>Sponsored by</b>

**29. List of Research publications (Pl. attach additional sheet, if required) :**

<b>Srl. No</b>	<b>Title of the Research Paper published</b>	<b>Year of publication, Vol. &amp; No.</b>	<b>Name of the journal</b>	<b>National / International</b>

30. Present position held with date : .....

31. Present Pay Band, Band Pay and AGP/GP : .....

32. Effective date of present Pay Band, Band Pay and AGP/GP : .....

33. Name of the employer, with address : .....

.....  
PIN : ..... Contact phone no. .... Email id : .....

34. Names of two referees not related to the applicant :

a) .....

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PIN : ..... Contact phone no. .... Email id : .....

b) .....

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.....

PIN : ..... Contact phone no. .... Email id : .....

35. Any Additional information, the candidate wishes to provide, if any (Pl. attach additional sheet, if required) :

36. Declaration :

I hereby declare that I have carefully read and understood the instructions and regulations referred here in 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.

Signature of the applicant : .....

Date : .....

Name in full : .....

Place : .....

Designation / Department: .....

Address : .....

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**PART-B : ACADEMIC PERFORMANCE INDICATORS**

(For detailed instructions of this PBAS proforma, the candidates should refer to the UGC regulations on minimum qualifications for appointment of teacher and other academic staff in the Universities and Colleges and measures for maintenance of standards in Higher Education 2010 published vide reference No. F.3-1/2009 dated 30 June 2010. Some instruction for filling up this part B to this PBAS proforma is also included at the end of this form, which may also be seen before filling up)

**CATEGORY : 1 TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

(i) Lecturers, Seminar, Tutorials, Practical, Contact Hours (give Semester-wise details, where necessary)

S.No.	Course/Paper	Level	Mode of teaching	No. of class per week allotted	No. of classes conducted	Percentage of classes/Practical taken as per documented record

Lecture (L), Seminar(S), Tutorial(T), Practical(P), Contact Hours(C)

		API Score
(a)	Classes Taken (max. 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (max Score:10)	

(II) Reading/Instructional material consulted and additional knowledge resources provided to students.

S.No.	Course/Paper	Consulted	Prescribed	Additional Resource Provided



API score based on preparation and Imparting of knowledge/Instruction as per curriculum & syllabus enrichment by providing additional resources to students(max. score:20)	API Score
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(III) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course improvement etc.

S.NO.	Short Description	API Score
	Total Score (Max Score:20)	

(IV) Examination Duties Assigned and Performed

S.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out(%)	API Score
	Total Score (Max:25)			

CATEGORY : II CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to any of the following :

S.No.	Type of Activity	Average Hrs/week	API Core
	(I) Extension, Co-curricular & filed based Activities		
	Total (Max:20)		
	(II) Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibilities	API Score
	Total (Max : 15)		
	(III) Professional Development Activities		

	Total (Max:15)		
	Total Score (I+II+III) (Max:25)		

**CATEGORY : III RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**A) Published Papers in Journals**

S.No.	Title with page nos.	Journal	ISSN/ISBN No.	Whether peer reviewed Impact Factor, if any	No. of Co-authors	Whether you are the main author	API Score

**B)(I) Articles/Chapters published in Books**

S.No.	Title with page nos.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are the main author	API Score

**B)(II) Full Papers in Conference proceedings**

S.No.	Title with page nos.	Details of Conference publication	ISSN/ISBN No.	No. of Co-authors	Whether you are the main author	API Score

**B)(III) Books Published as single author or as editor**

S.No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ISBN No	Whether peer reviewed	No. of Co-authors	Whether you are the main author	API Score

**III(C) Ongoing and Completed Research Project and Consultancies**

**(c) (I & II) Ongoing Projects/Consultancies**

S.No.	Title	Agency Period	Grant/Amount Mobilized (Rs. Lakh)	API Score

**(c) (III & IV) Completed Projects/Consultancies**

S.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Whether policy documents/patent as outcome	API Score

**(D) Research Guidance**

S.No.	Number Enrolled	Thesis submitted	Degree awarded	API Score
M.Phil or equivalent				
Ph.D. or equivalent				

(E) (I) Training Course, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programme (not less than one week duration)

S.No.	Programme	Duration	Organized by	API Score

(E) (II) Papers presented in Conferences, Seminars, Workshops, Symposia

S.No	Title of the Paper presented	Title of Conference/ Seminar etc.	Organized by	Whether International/National/State/ Regional/College or University level	API Score

(E) (III) Invited Lecturers and Chairmanships at national or International Conference/Seminar etc.

S.No	Title of Lecturer/ Academic Session	Title of Conference/ Seminar etc.	Organized by	Whether International/ National	API Score

#### IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total-API Score for Assessment Period	Annual AV. API Score for Assessment period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc.			
	Total I+II			
III	Research and Academic Contribution			

**PART-C : OTHER RELEVANT INFORMATION**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S.No.	Details (Mention Year, value etc. where relevant)

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

1	6
2	7
3	8
4	9
5	10

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the duly filled PBAS Proforma.

Signature of the faculty with  
Designation, Place & Date

Signature of HoD/Principal

**N.B. :** *The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the University and information filed with the IQAC.*

## INSTRUCTIONS FOR FILLING UP PART -B OF THE PBAS PROFORMA

Part B of the Proforma is based on Appendix III, Table 1 of the UGC Regulations 2010. It is to be filled out for the recently completed academic year.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, maximum scores that can be given or carried forward is indicated in the Table.

The self-assessment scores are further to be based on the indicators/activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix-III, Table-1.

**N.B. :** The self-assessment scores and subject to verification by the University/College, and by the Screening Cum Verification Committee or Selection Committee as the case may be.

### I. Teaching and Evaluation Related Performance

#### (i) a.

Lecturer/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No. score should be assigned if a teacher has taken less than (say) 80% assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made. Maximum score if there is 100% achievement.	Max Score : 50
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#### b.

If teacher has taken classes exceeding UGC norm, then two point to be assigned for each extra hour of classes	Max Score : 10
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#### (ii)

Imparting of knowledge/instruction vis a vis with the prescribed material (Text book/Manual etc.) and methodology of the curriculum (100% compliance=20 points)	Max Score : 20
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(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of subject Content, Course Improvement etc.

Indicators/Activities	Maximum Score
Updating of courses, design of curriculum (5-single course)	10
Preparation of resource material, fresh reading materials, Laboratory manuals etc.	10
Use of Innovative teaching-learning methodologies; use of ICT; Updated subject content and course improvement	10
a. ICT Based Teaching material : 10 points/each	

b. Interactive Course : 5 points/each c. Participatory Learning modules : 5 points/each	
Developing and imparting Remedial/Bridge Courses and Counseling modules (Each activity : 5 points)	10
Developing and imparting soft skills/communication skills/personality development course/modules (Each activity : 5 points)	10
Developing and imparting specialized teaching-learning programmes in physical education, library, innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity : 5 points)	10
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (a) Workshop/Training Course : 10 points each. (b) Popularization program : 5 points each	10
<b>Maximum Aggregate Limit</b>	20

(iv) Examinations Related work

Indicators	Maximum Score
College/University end semester/Annual Examination work as per duties allotted. (Invigilation-10 points; Evaluation of answer scrips-5 points; Question paper setting-5 points). (100% compliance=20 points)	20
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance=10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance=10 points)	10
<b>Maximum Aggregate Limit B (iv)</b>	25

II : Co-curricular, Extension and Profession Related Activities and Participation in the Corporate Life of the Institution.

(i) Extension and Co-curricular Related Activities:

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each).	10
Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), or any other similar activity (each activity 10 points)	10
Students and Staff Related Socio Cultural and Sports Programmes, Campus publications (departmental level 2 points, institutional level 5 points)	10
Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)x	10
<b>Maximum Aggregate Limit</b>	20

(ii) Contribution to Corporate Life and Management of the Institution :

Contribution to Corporate life in Universities/Colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes(2 points each)	10
Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson IQAC coordinator (10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each).	10
Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 each)	10
Organization of Conference/Training : International (10 points) National/Regional (5 points)	
<b>Maximum Aggregate Limit</b>	15

(iii) Professional Development Related Activities :

Indicator/Activities	Maximum Score
Membership in profession related committees at state and national level a. At national level : 3 points each b. At site level : 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 point)	10
Participation in short term training course less than one week duration in education technology, curriculum development, professional development, Examination reforms, Institutional governance (each activity : 5 points)	10
Membership/participation in Bodies/Committees on Education and National Development( 5 each).	10
Publication of Articles in newspapers, magazines or other publications (not covered in category 3); radio talk etc. (1 point each).	10
<b>Maximum Aggregate Limit</b>	15

**CATEGORY : III** Research and Publications and Academic Contributions

This is to be filled as per Appendix III Table-1, Category III of the UGC Regulations 2010. Wherever the research contribution is jointly made, the API Scores should be shared between the contributors as per the formula in the Table-1

III Summary of API Scores

The summary must take into account the maximum score limits for each set of indicators as given in Appendix III, Table-1

IV. Similar PBAS proforma could be developed by the Universities for the Cadres of Librarian/Deputy Librarian/Assistant Librarian and Director of Physical Education & Sports/Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports based on the API Scoring pattern outlined in Appendix III: Tables-IV to IX of the UGC Regulations, 2010.

