



CENTRAL UNIVERSITY OF JAMMU

Bagla (Rahya Suchani), District-Samba,
Pin Code 181143, Jammu, J&K.
Website: www.cujammu.ac.in

Employment Notification No. 09

EMPLOYMENT NOTIFICATION FOR NON-TEACHING POSTS

Applications on the prescribed form, available on the University website www.cujammu.ac.in, are invited from eligible candidates for appointment to the posts of Finance Officer, Controller of Examinations, Librarian, Deputy Librarian, Internal Audit Officer, Public Relation Officer, Medical Officer, Hindi Typist, Driver and Cook.

The downloaded application form, complete in all respects along with Demand Draft of Rs. 500/- (except in case candidates belonging SC/ST and Persons with Disability categories) from any Nationalized/Scheduled Bank drawn in favour of **OSD (Finance), Central University of Jammu**, payable at Jammu must be sent through Registered/Speed Post to the **REGISTRAR, CENTRAL UNIVERSITY OF JAMMU, BAGLA (RAHYA SUCHANI), DISTRICT SAMBA, PIN 181143, JAMMU, J&K**, so as to reach on or before 15th July, 2015.

For further details as to eligibility, number of posts, category wise reservation and terms and conditions please visit University website www.cujammu.ac.in


REGISTRAR

No. CUJ/Adm/10-12/ (Advt. Rect.) /2013/7359
Dated: 08.06.2015



CENTRAL UNIVERSITY OF JAMMU

Bagla (Rahya Suchani), District-Samba,
Jammu, J&K. Pin Code 181143
Website: www.cujammu.ac.in

EMPLOYMENT NOTIFICATION FOR NON-TEACHING POSTS Employment Notification No.- 09

Applications on prescribed form are invited from eligible candidates for appointment to the following posts in the University so as to reach this office by 15th July 2015:

S. No	Name of the Post	Pay Band & Grade Pay	No. of Posts
1.	Finance Officer (Tenure Post: 3 years)	Rs.37400-67000+GP Rs. 10000	01-UR
2.	Controller of Examinations (Tenure Post: 5 years)	Rs.37400-67000+GP Rs. 10000	01-UR
3.	Librarian	Rs.37400-67000+AGP Rs. 10000	01-UR
4.	Deputy Librarian	Rs.15600-39100+AGP Rs.8000	01-UR
5.	Internal Audit Officer (on deputation)	Rs.15600-39100+GP Rs.7600	01-UR
6.	Public Relation Officer	Rs.15600-39100+GP Rs.5400	01-UR
7.	Medical Officer	Rs.15600-39100+GP Rs.5400	02-UR (1-Male,1- Female)
8	Hindi Typist	Rs.5200-20200+ GP Rs.1900	01-UR
9	Driver	Rs.5200-20200+GP Rs.1900	04-UR, 01-OBC
10	Cook	Rs.5200-20200+GP Rs.1900	03-UR

UR-Unreserved, OBC- Other Backward Classes, SC- Scheduled Castes, ST- Scheduled Tribes,
PwD- Persons with Disabilities

DETAILS OF PAY, QUALIFICATIONS AND OTHER REQUIREMENTS.

1. FINANCE OFFICER (PB Rs.37400-67000+GP Rs.10000) (Tenure Post: 3 years)

Age: Preferably below 55 Years

Essential Qualifications and/or experience:

- Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale.
- (i) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above or with at least 8 years of service in the AGP of Rs. 8000/- and above

including as Associate Professor along with experience in educational administration.

OR

(ii) Comparable experience in research establishment and /or other institutions of higher education.

OR

(iii) 15 years of Administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

Desirable:

M.Com./M.B.A.(Finance)/CA/ICWA/SAS and appropriate experience of Financial Management.

**2. CONTROLLER OF EXAMINATIONS (PB Rs.37400-67000+GP Rs.10000)
(Tenure Post: 5 years)**

Age: Preferably below 55 Years

Essential Qualifications and/or experience:

a. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale.

b. (i) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above or with at least 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration.

OR

(ii) Comparable experience in research establishment and /or other institutions of higher education.

OR

(iii) 15 years of Administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

3. LIBRARIAN (PB Rs.37400-67000+AGP Rs.10 000)

Age: Preferably below 55 Years

Essential Qualifications and/or experience:

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.

b. At least thirteen years as Deputy Librarian in a University or eighteen years experience as a College Librarian.

- c. Evidence of innovative library service and organization of published work.
- d. A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS), set out in UGC Regulations 2010 as amended in 2013 (to be supported by the documentary evidence).
- e. Five Library Research Papers.

Desirable:

M.Phil./Ph.D. Degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript-keeping.

4. DEPUTY LIBRARIAN (PB Rs. 15600-39100 +AGP Rs.8000)

Age: Preferably below 45 Years

Essential Qualifications and/or experience:

- 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.
- b. Five years experience as an Assistant University Librarian/College Librarian.
- c. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.
- d. A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS), set out in UGC Regulations 2010 as amended in 2013 (to be supported by the documentary evidence).
- e. Three Library related Research/Theme papers.

Desirable:

M.Phil./ Ph.D. Degree in Library Science/Information Science/ Documentation/ Archives and Manuscript-keeping/Computerization of Library.

5. Internal Audit Officer (Pay Band Rs. 15600-39100+ Grade Pay Rs.7600)

(Appointment shall be on deputation basis)

Age: Preferably below 45 Years

Essential Qualifications and/or experience:

- a. (i) All India/SAS organized Audit and Accounts Services Officer holding the post in the Pay Band of Rs.15600-39100 + G.P. Rs.7600/-
OR
(ii) Officer qualified in SAS or its equivalent Accounts Services examination of Centre/ State Government holding the post in the Pay Band of Rs.15600-39100 + G.P. Rs.6600/- with three years experience.

OR

(iii) Officer with at least 09 years experience in the Pay Band of Rs.15600-39100+ G.P. Rs.5400/- as Senior Audit Officer/ Accounts Officer (Audit)/ Assistant Registrar with experience in Audit & Accounts work department of various organization/ University etc.

The selection will be made on the basis of panel received after interviews of candidates.

6. Public Relation Officer (Pay Band Rs. 15600-39100+ Grade Pay Rs.5400)

Age: Preferably below 35 Years

Essential Qualifications and/or experience:

a. Master's Degree in Public relations/Communication and Journalism with at least 55% marks or its equivalent from any recognized Indian University or corresponding Degree from a foreign University.

OR

Master's Degree in any discipline with at least 55% marks or its equivalent and Post Graduate Diploma in Public Relations/Communication and Journalism.

AND

b. Five years of experience in the Editorial Department/Centre of any established Newspaper, National News Agency, Radio or Television or Film Media.

Desirable:-

Knowledge of two or more Indian languages.

7. Medical Officer (Pay Band Rs. 15600-39100+ Grade Pay Rs.5400)

Age: Preferably below 35 Years

Essential Qualifications and/or experience:

a. Medical Graduate (Allopathic), i.e., MBBS registered with the Medical Council of India (MCI).

b. Five years of experience as General Duty Officer in a residential teaching institution or a hospital of repute.

Desirable:

Candidate with Post Graduate qualifications in Medicine/Surgery will be preferred.

8. Hindi Typist (Pay Band Rs. 5200-20200 and Grade Pay Rs. 1900)

Age: Not more than 25 years

Essential Qualification and /or experience

i) At least 10+2 pass from any recognized Board or colleges

ii) Hindi Typing Speed minimum 25 words per minute.

Relaxation of five years in upper age limit will be given to the candidates working in Central/State Govt. officials/Universities/Autonomous bodies.

9. Driver (Pay Band Rs. 5200-20200 and Grade Pay Rs. 1900)

Age: Preferably below 35 years.

Essential Qualification and/or experience

- i) Matric from a recognized board or University.
- ii) Possession of a valid Passenger Vehicle/MGV/HGV license.
- iii) Experience of driving a motor vehicle for at least 3 years.

10. Cook (Pay Band Rs. 5200-20200 and Grade Pay Rs. 1900)

Age: Preferably below 35 years

Essential Qualification and/or experience

Candidate possessing at least VIII standard pass and having experience of at least 3 years in the Kitchen of Hostel/Canteen/Guest House.

OTHER CONDITIONS:

1. Candidates applying for the **post of Librarian and Deputy Librarian** must enter the relevant score in the Academic Performance Indicator (API) based on Performance Based Appraisal System as given in API Score Sheet in the application form. Each API Score must be supported by the documentary evidence, **without which no claim on account of API score would be entertained.**
2. Candidates applying for **the post of Librarian** shall necessarily submit copies of five Library research paper published in Journals/books, along with their application.
3. Candidates applying for **the post of Deputy Librarian** shall necessarily submit copies of three related Research/Theme papers published in Journals/books, along with their application.
4. The candidate selected for the post shall be required to serve at any place notified as the Campus of then Central University of Jammu.
5. Relaxation of 5% marks (from 55% to 50%) may be provided at the Master's Level in case of SC/ST/PwD candidates and to those Ph.D. Degree holders, who have passed their Master's Degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in the point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
6. The period put in by the candidates as Residency Period to acquire M.Phil. and/or Ph.D. Degree shall not be counted towards teaching/research experience. Candidates must provide the details with regard to the Residency Period in the application form.
7. (i) The reservation for the SC/ST/OBC/Persons with Disabilities in appointments for the SC/ST/OBC/PWD candidates will be as per the Govt. of India/UGC rules.

- (ii) Candidates applying against post reserved for Persons with Disabilities should indicate whether he/she, belongs to SC/ST/OBC or General Category, wherever applicable.
- (iii) Person suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of the reservation for Persons with Disabilities.
8. Candidates seeking reservation under SC/ST/OBC/PwD category are required to submit certificates on the format prescribed by the Government of India, Department of Personnel and Trainings. Socially and Educationally Backward Class (SEBC) candidates will be considered as OBC only if they submit the required certificates in the above mentioned format. Further, they shall submit the declaration given in the application form.
 9. The appointment under reserved category will be provisional and subject to certificate being verified through the proper channels. If the verification reveals that the claim of the candidate belonging to particular category is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code/Ranbir Penal Code for production of false certificates.
 10. Candidates who have been awarded Ph.D. from foreign Universities should enclose "Equivalence Certificates" issued by the Association of Indian Universities, New Delhi, without which their candidature will not be considered and application will be rejected.
 11. The selected candidates shall be appointed under written contract.
 12. The recruitment to the advertised posts shall be carried out in accordance with the prevalent UGC/University/GOI norms.
 13. Age of superannuation for all the positions shall be as per UGC/GOI norms.
 14. All the appointees including in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by Govt. of India.
 15. Applicants not found suitable for the post applied for may be considered for lower posts in the same area of specialization with the consent of the candidate.
 16. The University reserves the right to place reasonable limit on the total number of candidates to be called for interview.
 17. Person serving and willing to be considered for appointment on deputation basis can also apply.

GENERAL INSTRUCTIONS:

1. No TA/DA shall be paid to the candidates for attending the interview. However, the SC/ST Candidates will be reimbursed contribution equal to second-class railway/ bus fare by shortest route on production of tickets.
2. In-service candidates shall route their applications through proper channel. However, candidates are advised to submit an advance copy of application form well before the last date.
3. Applications not accompanied with necessary supporting documents, duly self attested clear Xeroxed copies of degree certificate/marks sheet/ experience certificate/ category certificate (if applicable) issued by the respective Competent Authorities and Incomplete applications shall be rejected summarily.
4. In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the last date for receiving the applications.



5. If the space provided in application form is insufficient, information may be given on separate sheet duly signed by the candidate and same may be securely attached with the application form.
6. Candidates are advised to attach a duly signed list of enclosures with the application form.
7. The eligibility of the candidates will be determined as on the last date fixed for the receipt of application form.
8. The University will not be responsible for any postal delay.
9. Candidates in their own interest are advised to remain in touch with the University website (www.cujammu.ac.in). They should also regularly check their email account for updates. Issuance of notifications in the newspapers is not obligatory on the part of the University.
10. Any change of postal address given in the application form should at once be communicated to the University.
11. Before applying for the post, Candidates are advised to satisfy themselves about their eligibility.
12. The prescribed qualifications and experience are minimum and the mere possession of the same will not entitle candidates to be called for the interview.
13. The University shall verify the antecedents or documents submitted at any time, at the time of appointment or during the tenure of the services. In case, it is found that any document submitted is fake or the candidate has clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith.
14. Separate application form should be submitted for each post.
15. In case of any dispute, any suit or legal proceeding by or against the University, Courts within whose local Jurisdiction, Headquarter of the University is situated shall have the Jurisdiction.
16. Relaxation in upper age limit to the candidates belonging to SC, ST, OBC and Persons with Disabilities will be given as per the guidelines of the Govt. of India.
17. Candidates belonging to SC, ST and PwD categories are exempt from the payment of applications fee, provided the necessary certificate to that effect from the Competent Authorities in the prescribed Format is enclosed with the application. Except in case of SC/ST/Persons with Disability Categories, applications without the requisite fee will not be considered.
18. The University reserves the right not to fill up any of the posts advertised without assigning any reason.
19. The University reserves the right to increase or decrease the number of posts.
20. The University will have the right to restrict the number of the candidates to be called for interview on the basis of qualifications and experience higher than the minimum prescribed or any other criteria that it may deem fit.
21. Application form (i) received after the last date of receipt of application, or (ii) incomplete in any respect or (iii) any fresh paper/enclosures after the last date of receipt of application, shall not be entertained.
22. Canvassing in any form may lead to cancellation of candidature.
23. Application fee once paid shall not be refunded under any circumstances.
24. In case of any doubt in English or Hindi version of the Notification, English version shall prevail over Hindi version.
25. The envelope should be superscribed as "Application for the post of _____".

HOW TO APPLY?

The detailed eligibility conditions and prescribed application form is available on the university website www.cujammu.ac.in. The downloaded application form, complete in all respect must be sent to the **Registrar, Central University of Jammu Bagla (Rahya Suchani), District Samba, Pin 181143, Jammu, J&K** along with a demand draft of Rs. 500/- (except in case Candidates belonging to SC/ST and Persons with Disability categories) from any National/ Scheduled Bank drawn in favour of **OSD (Finance), Central University of Jammu**, payable at Jammu, through Registered/Speed Post, so as to reach on or before 15th July, 2015. The post applied for, 'Advertisement number and Date' shall be superscribed on the left top side of the cover. The University shall not be responsible for postal delay. Applications received after the last date will be summarily rejected and no further correspondence shall be entertained in this regard.

The Candidates are requested to regularly visit the University Website www.cujammu.ac.in for future references.



REGISTRAR

No. CUJ/Adm/10-12/ (Advt. Rect.) /2013/7359

Date: - 08.06.2015

Encl:

1. Application Form.
2. API Score Sheet.
3. Caste Certificates (if applicable).
4. Disability Certificates.
5. Checklist.

Copy forward for information to the:-

1. Secretary, Ministry of Human Resource Department, Department of Higher Education, Govt. of India, Shastri Bhawan, New Delhi.
2. Secretary, U.G.C., Bahadur Shah Zafar Marg, New Delhi.-110002
3. Secretary General, Association of Indian University, AIU House, 16, Comrade Indrajit Gupta Marg, New Delhi-110002.
4. Joint Secretary (CU), U.G.C., New Delhi-110002.
5. Commissioner Secretary to Govt., Higher Education Department, Govt. of J&K, Civil Secretariat, Srinagar.
6. Registrars of all Indian Universities for publicity.
7. Director Information, Govt. of Jammu and Kashmir, Panjtirthi, Jammu.
8. Daily local and national newspapers.



CENTRAL UNIVERSITY OF JAMMU

Bagla (Rahya Suchani), District-Samba,
Pin Code 181143, Jammu (J&K)
Phone: 01923-247658, website: www.cujammu.ac.in

APPLICATION FORM FOR APPOINTMENT

Name of the post applied for

Advt. No..... Date.....

Paste a self
attested recent
passport size
photograph

Demand Draft Details

Name of the Bank.....Bank Draft Number.....

Date..... Amount Rs. 500/-.

A. General Information:

1. Name in Full.....

(IN BLOCK LETTERS)

2. Parentage i. Fathers name.....

ii. Mothers name.....

3. Date of Birth: Day..... Month..... Year.....

4. Gender: Male Female

5. Please tick the Category

Gen SC ST OBC Differently abled persons

6. Nationality 7. Religion.....

8. State to which the applicant belongs.....

9. Permanent Address.....

.....

..... Pin Code.....

Address for Correspondence.....

..... Pin Code.....

Email ID..... Phone No..... Mobile.....

10. If selected how much time will you require to join?.....

*Fee is exempted in case of SC/ST candidate and PwD Candidates.

B. Educational Qualifications:

Exam. Passed	Board/ University	Year of Passing	Marks Obtained	Maximum Marks	% of Marks	Div/Grade	Subjects
VIII Standard							
Matriculation							
Higher Secondary							
Bachelor's degree							
Master's Degree							
M.Phil							
Ph.D							
Any other Qualifications							

C. Teaching Experience (if any).

Designation	Name of the Organization	Scale of Pay		Nature of appointment	Period of service		
		PB	GP		From	to	Period
I.							
II.							
III.							

D. Research Experience (if any).

Designation	Name of the Organization	Scale of Pay		Nature of appointment	Period of service		
		PB	GP		From	to	Period
I.							
II.							
III.							

E. Technical Experience (if any).

Designation	Name of the Organization	Scale of Pay		Nature of appointment	Period of service		
		PB	GP		From	to	Period
I.							
II.							
III.							
IV							

F. Administrative Experience (if any)

Designation	Name of the Organization	Scale of Pay		Nature of appointment	Period of service		
		PB	GP		From	to	Period
I.							
II.							
III.							
IV							

G. Details of the current employment (if any)

I hereby declare that all entries made by me in this application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false my candidature/appointment is liable to be cancelled/terminated .

Place.....
Date.....

Signature of the Applicant

(The endorsement below is to be signed and forwarded by the Head of the Department /Employer in the case of the in-service candidates whether in permanent or temporary capacity failing which the application is liable to be rejected)

ENDORSEMENT OF THE EMPLOYER

Ref. No.
Date.....

Forwarded

The applicant(name) is holding the post of in this College/University/Institution/Department on a temporary/substantive basis since (date). His /Her present Pay is Rs..... in the Pay structure of Rs..... with AGP/GP of Rs..... and he/she is drawing salary of Rs..... per month. His/ Her next date of increment is We have no objection to his/her application being considered.

Signature of the Officer
(with office seal)

Note: The candidate must mention his/her name and Post for at the back of the Demand Draft.

DECLARATION/UNDERTAKING
(for OBC Candidates only)

I, _____ son/daughter of Shri _____ resident of
village / town / city _____ district _____ State hereby declare
that I belong to the _____ community which is recognized as backward class by the Government of
India for the purpose of reservation in services as per orders contained in Department of Personnel and
Training Office Memorandum No. 360 12/22/93- Estt. (SCT), dated 8/9/1993. It is also declared that I do not
belong to persons /sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office
Memorandum,
dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum
No.36033/3/2004 Estt. (Res) dated 9/3/2004.

Signature of the Candidate

Place:

Date:

Declaration/undertaking not signed by Candidate will be rejected

False declaration will render the applicant liable for termination of registration at any time

API SCORE SHEET

For Librarian and Deputy Librarian

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

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

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 Projects 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 document/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				

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

S.No.	Programme	Duration	Organised by	API Score

(E) (ii) Papers presented in Conference, Seminars, Workshops, Symposia

S.No.	Title of the Paper presented	Title of Conference / Seminar	Organised by	Whether international/ national/ state/ regional/ college or university level	API Score

E (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

S.No.	Title of Lecture/Academic Session	Title of Conference/Seminar etc	Organised by	Whether international/ national	API Score

E (iv) Summary of API Score

	Criteria	API Scores
A	Research papers/ Journals etc.	
B	Research Publications (Books etc.)	
i, ii, iii		
C	Research Projects	
i, ii, iii, & iv		
D	Research Guidance	
E	Training courses and Conference/ Seminar etc.	
	Total	

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FOR LIBRARIAN AND DEPUTY LIBRARIAN

Category - III - Research and academic contributions

S No.	APIs	Activity	Maximum Point
III A	Research Papers published in:	Refereed Journals	15 / publication
		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)	10 / publication
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	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.	25 /sole author, and 5/ chapter in edited books
		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	10 /Chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter

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III (C)		RESEARCH PROJECTS	
III (C) (I)	Sponsored Projects carried out/ongoing	(d) Major Projects amount mobilized with grants above 30.0 lakhs	20/each Project
		(e) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.0 lakhs	15/each Project
		(f) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5.0 lakh)	10/each Project
III (C) (II)	Consultancy Projects carried out/ ongoing	Amount mobilized with minimum of Rs. 10.0 lakhs	10 per every Rs. 10.0 Lakhs and Rs. 2.0 lakhs respectively
III (C) (III)	Completed Projects: Quality Evaluation	Completed Project report (Acceptance from funding agency)	20/ each major project and 10/ each minor project
III (C) (IV)	Projects Outcome/outputs	Patent/Technology transfer /Product/Process	30/each national level output or patent/ 50/each for international level.
III (D)	Research Guidance		
III (D) (I)	M.Phil	Degree awarded only	3/each candidate
III (D) (II)	Ph.D	Degree awarded	10/each candidate
		Thesis submitted	7/ each candidate

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III(E)	Training Courses	Conferences/Seminars/Workshops	Papers
III (E) (I)	Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	Not less than two weeks duration	20/ each
		One week duration	10/each
III (E) (II)	Papers in Conferences/ Seminars/ Workshops etc.	Participation and presentation of research papers (oral/poster) in	
		(a) International Conference	10/each
		(b) National	7.5/each
		(c) Regional/State level	5/each
		(d) Local- University/College level	3/each
III (E) (IV)	Invited lectures or presentation for conferences/ symposia	International	10/each
		National level	5

*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)).

Notes.

1. 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 authors/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.

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/Shrimati/Kumari _____ Son/Daughter of
_____ Village/Town _____ /District/Division*
_____ of the _____ State/Union Territory belongs to the
_____ Caste*/Tribe which is recognised as a Scheduled Caste/Tribe under :

- *The Constitution Scheduled Castes Order, 1950.
- *The Constitution Scheduled Tribes Order, 1950.
- *The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;
- *The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951;
- [As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]
- *The Constitution (Jammu and Kashmir)* Scheduled Castes Orders, 1956.
- *The Constitution (Andaman and Nicobar Islands)* Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976
- *The Constitution (Dadra and Nagar Haveli)* Scheduled Castes Order, 1962.
- *The Constitution (Dadra and Nagar Haveli)* Scheduled Tribes Order, 1962.
- *The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- *The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.
- *The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
- *The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.
- *The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- *The Constitution (Sikkim) Scheduled Castes Order, 1978
- *The Constitution (Sikkim) Scheduled Tribes Order, 1978
- *The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- *The Constitution (SC) Orders (Amendment) Act, 1990.
- *The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.
- *The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.
- *The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.
- *The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
- *The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati* _____ father/mother* _____ of Shri/Shrimati/Kumari _____ of Village/Town* _____ in /District/Division* _____ of the State/Union Territory* _____ who belongs to the _____ Caste*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the Station/Union Territory* issued by the _____ dated _____.

3. Shri/Shrimati/Kumari* and /or* his/her* family ordinarily reside(s) in Village/Town* _____ District/Division* of the State/Union Territory * of _____.

Place _____ Signature _____
Date _____ Designation _____
(with seal of Office)

State/Union Territory _____

* Please delete the words, which are not applicable.

@ Please quote specific Presidential Order

% Delete the Paragraph, which is not applicable

Note : (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The following Officers are authorised to issue caste certificates :

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned.
6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).

Handwritten mark

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____. * Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93 – Estt.(SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**-. As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

NAME & ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No. _____ Date _____

DISABILITY CERTIFICATE

1. This is certified that Shri/Smt/Kum _____
 _____ son/wife/daughter of Shri _____ age _____
 Sex _____ identification mark(S) _____ is suffering from permanent disability of following category :

- A. Locomotors or cerebral palsy :
- | | | |
|-------|--|----------------------|
| (i) | BL-Both legs affected by not arms. | (a) Impaired reach |
| (ii) | BA-Both arms affected. | (b) Weakness of grip |
| (iii) | BLA-Both legs and both arms affected. | |
| (iv) | OL-One leg affected (Right or Left). | (a) Impaired reach |
| | | (b) Weakness of grip |
| | | (c) Ataxic |
| (v) | OA-One arm affected. | (a) Impaired reach |
| | | (b) Weakness of grip |
| | | (c) Ataxic |
| (vi) | BH-Stiff back and hips (Cannot sit or stoop). | |
| (vii) | MW-Muscular weakness and limited physical endurance. | |
- B. Blindness or Low Vision :
- | | |
|------|--------------------|
| (i) | B-Blind |
| (ii) | PB-Partially Blind |
- C. Hearing impairment :
- | | |
|------|-------------------|
| (i) | D-Deaf |
| (ii) | PD-Partially Deaf |
- (Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.
 Re-assessment of this case is not recommended/is recommended after a period of _____ years _____ Months.

3. Percentage of disability in his/her case is percent.

4. Shri/Smt/Kum meets the following physical requirements for discharge of his/her duties :-

- | | | |
|--------|--|--------|
| (i) | F-can perform work by manipulating with fingers. | Yes/No |
| (ii) | PP-can perform work by pulling and pushing. | Yes/No |
| (iii) | L-can perform work by lifting. | Yes/No |
| (iv) | KC-can perform work by kneeling and crouching. | Yes/No |
| (v) | B-can perform work by bending. | Yes/No |
| (vi) | S-can perform work by sitting. | Yes/No |
| (vii) | ST-can perform work by standing. | Yes/No |
| (viii) | W-can perform work by walking. | Yes/No |
| (ix) | SE-can perform work by seeing. | Yes/No |
| (x) | H-can perform work by hearing/speaking. | Yes/No |
| (xi) | RW-can perform work by reading and writing. | Yes/No |

(Dr _____)
 Member
 Medical Board

(Dr _____)
 Member
 Medical Board

(Dr _____)
 Member
 Medical Board

Countersigned by the
 Medical Superintendent/CMO/Head of
 Hospital (with seal)

Check list of Documents Enclosed		
S.No.	Documents	
1	VIII (8 th) Class Marks Sheet	
2	Matric/Secondary/High School (10 th Class) Marks Sheet	
3	Matric/Secondary/High School (10 th Class) Certificates	
4	Sr. Secondary/Intermediate (12 th Class) Marks Sheet	
5	Sr. Secondary/Intermediate (12 th Class) High School Certificate	
6	Bachelor's Degree Marks Sheet	
7	Bachelor's Degree	
8	Master's Degree Marks Sheet	
9	Master's Degree	
10	M.Phil Marks Sheet	
11	M.Phil Degree	
12	Ph.D. Degree	
13	Experience Certificate(s) from previous employers:	
14	Endorsement from the present employer	
15.	DD for the application fees (in original)	
16.	API Score Sheet for Librarian and Deputy Librarian	
17.	Category Certificate (if applicable) SC/ST/OBC in the prescribed format	
18.	Disability Certificates (if applicable) in the prescribed format issued by a Medical Board.	
19.	Any other (Please Specify)	

Date:

Signature of the Candidate

NOTE: Document should be attached alongwith the application form in the same sequence as mentioned above.