

 **For Post of**

 **Asst. Professor**

 **RAIGANJ UNIVERSITY**

**Application Form**

**Information Summary Sheet**

 **----------------------------------------------------------------------------------------------------------------------------------------**

**1. Advertisement no. with date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Affix here self-attested recent colour passport sized photograph

**2. Post Applied for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Serial No. of Post\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. Bank draft No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or by Cash 🗌**

**Name of the Bank with Branch\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ For Rs.\_\_\_\_\_\_\_\_\_\_\_\_**

5. Name of the Applicant in full ………………………………………………………………………….

(a) (BLOCK Letters) (First) (Middle) (Last)

(b) Postal address in full : ………………………………………………………………………………………………………. ……………………………………………………………………………………………………………………………………………………..

(c) Phone/Mobile No. ………………………………………………… (d)E-mail…………………………………………………………

 6. Date of birth (DD/MM/YYYY) ………/………/ ……………… 7. Whether a citizen of India : ……………………………

8. Mother tongue: ………………………………………

9. Current position held …………………………………… since…………………….

10. Teaching/ Research/ Industrial Experience (Most recent first)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No. |

|  |
| --- |
|  Previous Positions held  |

 |

|  |
| --- |
| Employer/Organization  |

 |

|  |
| --- |
|  Period/Duration  |

 | Position |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 Use additional sheet, if necessary

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| GEN |  | SC |  | ST |  | OBC-A |  | OBC-B |  | PWD/PC |  |

11. Category (Please tick)

 12. Teaching Experience (in years): UG ………………………PG………………………………

13. Specialization if any ………………………………………………………

14. Whether Ph.D. is done under the UGC 2009 Regulation (Y/N) ,If yes give details………………………………………………. …………………………………………………………………………………………………………………………………………………………………

Those who have done Ph.D. outside India, whether a Ph.D. course work was attended (Y/N) …………… **DECLARATION**

I, ……………………………………… hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. If any information is found to be incorrect at any stage, my application shall be liable to be rejected.

Dated…………………………. Full Signature of the Applicant …………………………….

**For Post of Associate Professor & Professor**

Affix here self-attested recent colour passport sized photograph

**RAIGANJ UNIVERSITY**

Application Form in Detail

To

The Registrar

Raiganj University,

Raiganj, U/D,

West-Bengal, India.

Sir,

With reference to your advertisement for the above mentioned post. I present myself as an applicant for the same. The requisite particulars and other relevant particulars are given below.

 Yours faithfully,

………………………………………………

Dated: ……………………………. (Signature of the Applicant )

1. Name of the Applicant in full\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (BLOCK Letters) (First) (Middle) (Last)

2. Contact details /Address

 (a)Permanent (with nearest Railway Station) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (b) Address for Communication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ii) Email ………………………………………………………………………………………………….

 iii)Phone (Mobile)……………………………………Resi./Office……………..………………

 iv)Website/Blog: ……………………………………………………………………………………….

3. Date of birth (DD/MM/YYYY) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4.. Sex(please tick) : Male/Female/Third

5. Nationality by birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_At present \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Mother’s or Father’s Name, Address and Occupation (if dead, state last address and occupation before death): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 7. Marital status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, If married, name of the spouse: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 8. Applicant’s mother tongue \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 9. What languages (including Indian language) can you read, write or speak?

|  |  |  |  |
| --- | --- | --- | --- |
| Read only  | Speak only | Read and Speak | Speak and write |
|  |  |  |  |

10. (a) Academic Records:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Examination passed  | Name of the School with Board / Council, College and University  | Duration of the Course  | Year of Passing  | Division/Class/ Grade  | % of marks  | Subject/Discipline\* Specialization  |
| 10th. Standard  |  |  |  |  |  |  |
| 12th. Standard  |  |  |  |  |  |  |
| B.A./ B.Sc/ B.Com  |  |  |  |  |  |  |
| M.A./M.Sc /M.Com  |  |  |  |  |  |  |
| M.Phil  |  |  |  |  |  |  |
| Any other  |  |  |  |  |  |  |

b) Whether NET/SLET/SET Qualified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If so, give details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(c) Whether acquired/awarded Ph D/D Sc/D Lit Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 If so, (i) Give details mentioning the Name of the supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(ii) The Title of the Thesis: ………………………………………………………………………………………………………………………

11. (a) Particulars of experience in reverse chronological order (starting from present employment)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Organisation/Institution  | Position Held  | Scale of pay & other allowances  | Duration | Nature of Work  | Reason for leaving  |
| From(date) | To(date) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

(b) Present Pay & Allowance: Currency:

Scale of Pay: Basic Pay: Allowance: Gross Amount Drawn:

(c) Administrative experience (if any):

12. Teaching experience:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the institution | Designation & Scale of pay | Nature of post: Temp/Cont./ Permanent | Class taught | DurationFrom - To |
| UG | PG |
|  |  |  |  |  |  |

13. Research Experience **excluding** years spent in M.Phil / Ph.D. (In years ) \* Give details and certificates

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the institution | Designation & Scale of pay | Name of the post | Nature of Assignment | DurationFrom – To |
|  |  |  |  |  |

14. Fields of Specialization under the Subject/Discipline

(a) (b)

(c) (d)

 15. Any other relevant information, if not given above

16. Name of three referees with address details to whom the candidate is known:

 (1) …………………………………………………………………………………….

 (2) …………………………………………………………………………………….

(3) …………………………………………………………………………………….

17. Have you at anytime convicted by a court for any case? If so, give the details.

18. Have you ever been dismissed / removed / asked to retire from service? If yes give details:

 19. Documents and attested copies of Certificates/Diploma/Degree, etc.

(i) ……………………………………………………(ii) …………………………………………………………

(iii) ……………………………………………………(iv) ………………………………………………………..

(v) ……………………………………………………(vi) ……………………………………………………… .

(vii) ……………………………………………………

20. If appointed what notice period you require for joining the post. ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DECLARATION**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. If any information is found to be incorrect at any stage, my application shall be liable to be rejected.

Dated…………………………. Full signature of the applicant

**Note:**

1. Papers and documents submitted with the application will not be returned.

2. Application, if sent by post should be sent under certificate of posting, preferably by registered post.

3. One original and five photocopies of the duly filled-in application forms are to be submitted. All enclosures including self-attested copies of testimonials are to be submitted in each copy.

4. Where space provided in the form is found to be inadequate, annexure may be given quoting serial numbers under which additional information is supplied. Separate sheet(s) must be attached wherever applicable and necessary.

5. Though Advance copy of Application will be entertained the no-objection letter from the appropriate authority should be produced at the time of interview in case of the in-service applicants.