



# I. B. (PG) COLLEGE, PANIPAT

G.T. Road, Panipat (HARYANA)

Ph. : 0180-2636700, 2638259

## Form of Application For Employment of Teaching Posts

Sr. No. \_\_\_\_\_

Receipt No. \_\_\_\_\_

(To be filled by the Office)

Date \_\_\_\_\_

Photo

### Note :-

1. The last date for receipt of application is \_\_\_\_\_
2. This application form should be properly filled in.
3. Attested copies of all certificates/testimonials must be attached. Originals will have to be shown at the time of Interview.
4. Persons in employment should send their application through their employers. They may, however, send a copy in advance but it must be on prescribed form. A photocopy of the application form must also be sent to the Dean of Colleges, Kurukshetra University, Kurukshetra.
5. Application received after the due date or found incomplete will not be considered.
6. The Score Matrix must be filled properly and must be signed by the candidate.
7. Attach a self addressed envelope.

1. Post applied for (Give full name of post and Subject) \_\_\_\_\_

Date of Advt. \_\_\_\_\_ Newspaper \_\_\_\_\_)

2. Full Name (In block letters) \_\_\_\_\_

3. Father's Name \_\_\_\_\_

4. Mother's Name \_\_\_\_\_

5. Husband's Name (In case of married women) \_\_\_\_\_

6. Date of Birth \_\_\_\_\_ Age - Year  Month  Days   
(as on last date of Application)

Place of Birth \_\_\_\_\_

7. Aadhar Card No.

8. a) Nationality \_\_\_\_\_

b) Whether belong to SC/ BC of Haryana/ PH (Yes/No) \_\_\_\_\_  
(if yes, please indicate and attach attested copy of certificate)

c) Marital Status \_\_\_\_\_ (d) Gender (Male/Female) \_\_\_\_\_

9. Present Postal Address (In block letters) \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-mail ID \_\_\_\_\_

10. Permanent Home Address \_\_\_\_\_

11. If you are employed, your present designation \_\_\_\_\_

Name of employer \_\_\_\_\_

12. References : The referees should be professionally competent persons who are well acquainted with some aspects of the applicant's training, accomplishment, capabilities and character, but must not be in relations. Two referees should be listed and at least one of them should be citizen of India. For applicants having done doctoral or post-doctoral research, the research supervisor(s) must be listed.

i) Name: \_\_\_\_\_

Occupation or Position: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number and E-mail: \_\_\_\_\_

ii) Name : \_\_\_\_\_

Occupation or Position: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number and E-mail: \_\_\_\_\_

13. Have you ever been prosecuted, kept under detention, bound down, fined, convicted by a Court of Law or /and any offence of being debarred/disqualified by any university, Public Service Commission from appearing at its examinations/selection? Is any case pending against you in any court of law at the time of filling up of this form? If the answer is 'Yes', Give particulars of the case, details of detention, fine, conviction, sentence etc. should be given. \_\_\_\_\_

Attach Separate Sheet, if required

14. Educational Qualification (from Matriculation onwards) :

Exam Passed	University/ Board	Roll No.	Year of Passing	Marks Obtained/ Maximum Marks	%age Marks Obtd.	Division	Subjects	Distinction (If any)
Matric								
10+2/ Hr. Sec./ Pre-Univ.								
Graduation BA/B.Sc./B.Com Other .....								
Post Graduation MA/M.Sc./M.Com Other .....								
M.Phil								
Ph.D.								
Any Other Exam.								
NET/JRF/SLET								

15. Merits (a) Topper in Board Examination at 10+2 Level \_\_\_\_\_  
 (b) Gold Medal at UG Level (stood 1st in the University) \_\_\_\_\_  
 (c) Gold Medal at PG Level (stood 1st in the University) \_\_\_\_\_  
 (Attach Certificates)
16. Topic of M.Phil Dissertation \_\_\_\_\_
17. A) Topic of research for Ph.D. \_\_\_\_\_  
 \_\_\_\_\_
- B) Field of Specialization \_\_\_\_\_

18. Details of present/previous employment (Teaching Experience) :

Sr. No.	Name of the Employer	Designation	Nature of Employment Regular/Ad-hoc/ Contractual	Duration of appointment		Basic Pay Allowances Separately	Reason for Leaving
				From	To		

19. List of Research Publications :

Publications	Number	A	B	C
		Title	Name of the Journal	Impact Factor (if Any)
Research publications Published in Peer-Reviewed or UGC-listed Journals				

(Attach a list of Certificates. Use extra sheet, if required)

20. Paper Presentation in Conferences

Paper Presented in	No. of Papers	Title of Research Paper(s)
International (Abroad)		
International (Within Country)		
National		
State / University		

(Attach a list of Certificates. Use extra sheet, if required)

21. Co-curricular Activities :
- (i) NCC (a) C Certificate \_\_\_\_\_ (b) B Certificate \_\_\_\_\_  
(c) Participation in Republic Day Parade, New Delhi \_\_\_\_\_
  - (ii) NSS (a) National Level Award \_\_\_\_\_ (b) State Level Award \_\_\_\_\_
  - (iii) Position in Competitions like Debate/Declamation/Quiz Poetic Recitation/Fine Art etc. at National Level / State Level / Inter University Level or in Zonal Youth Festival \_\_\_\_\_

22 Sports Achievements

International Level Position	
National Level Position	
State / Inter University Level	

**Sports certificates must be issued for such tournament recognized by the State/Centre Govt.**

22. Basic Pay Acceptable : \_\_\_\_\_
23. Period required for joining the post, if selected \_\_\_\_\_
24. List of Enclosures ( Attested Copies) :
- |          |           |           |
|----------|-----------|-----------|
| 1. _____ | 6. _____  | 11. _____ |
| 2. _____ | 7. _____  | 12. _____ |
| 3. _____ | 8. _____  | 13. _____ |
| 4. _____ | 9. _____  | 14. _____ |
| 5. _____ | 10. _____ | 15. _____ |

I \_\_\_\_\_certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been concealed therein.

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

Date : \_\_\_\_\_ (Signature of the Candidate)

**CERTIFICATE FROM THE EMPLOYER, IF ANY**

The application of Mr./Ms. \_\_\_\_\_ who is presently working as \_\_\_\_\_ in \_\_\_\_\_ Department/ Organisation is forwarded and recommended for consideration. In case he/she is selected in I.B. (PG) College Panipat, he/she will be relieved from his/her present position on \_\_\_\_\_ notice.

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

Date \_\_\_\_\_

Signature of the Head of Institution/Organization

**Criteria for the Selection of Assistant Professors  
in the Govt. Aided Private Colleges in the State of Haryana w.e.f. 12-12-2022**

**Category Distribution**

- (I) Academic Record
- (II) Additional Qualification
- (III) Teaching Experience and Research
- (IV) Co-curricular Activities
- (V) Sports
- (VI) Interview Performance

**Marks Distribution**

- 40.0 Marks
- 15.0 Marks
- 20.0 Marks
- 07.5 Marks
- 05.0 Marks
- 12.5 Marks

Total 100.0 Marks

<b>(I) Academic Record : Maximum 40 Marks</b>			<b>Self Appraisal Score</b>	<b>Verified by Office</b>
<b>SR.</b>	<b>Particulars</b>	<b>Marks</b>		
1	Above 55% Marks in Master Degree	(0.4 marks for each percent of marks)		
2	Above 55% Marks in Graduation Degree	(0.3 marks for each percent of marks)		
3	Above 55% Marks in 10+2	(0.2 marks for each percent of marks)		
4	Above 55% Marks in Matriculation	(0.1 marks for each percent of marks)		
<b>Total (I)</b>				

<b>(II) Additional Qualification : Maximum 15 Marks</b>			<b>Self Appraisal Score</b>	<b>Verified by Office</b>
<b>SR.</b>	<b>Particulars</b>	<b>Marks</b>		
1	Graduation with Honours in Relevent Subject	03 Marks		
2	Ph.D.	10 Marks		
3	JRF	05 Marks		
4	NET	03 Marks		
5	SELT/SET	02 Marks		
<b>Total (II)</b>				

(III)

Teaching Experience and Research : Maximum 20 Marks				Self Appraisal Score	Verified by Office
A.	Teaching Experience : Maximum 10 Marks				
	SR.	Particulars	Marks		
	1	Teaching experience after acquiring eligibility qualification in the relevant subject	1 Mark for each academic year		
0.5 mark per semester					
B.	Research : Maximum 10 Marks			Self Appraisal Score	Verified by Office
	SR.	Particulars	Marks		
	1	Research Publications	Each Research publications Published in Peer-Reviewed or UGC-listed Journals - 03 Mark	Self Appraisal Score	Verified by Office
	2	Paper Presentation in Conferences	International (Abroad) - 05 each		
			International (Within Country) - 03 each		
National - 02 each					
		State / University - 01 each	Self Appraisal Score	Verified by Office	
Total (III)					

<b>(IV) Co-curricular Activities : Maximum 7.5 Marks</b>			<b>Self Appraisal Score</b>	<b>Verified by Office</b>
<b>SR.</b>	<b>Particulars</b>	<b>Marks</b>		
1	NCC (Maximum 5 marks)	NCC 'C' Certificate - 05 marks NCC 'B' Certificate - 02 marks		
2	NSS (Maximum 5 marks)	NSS National Award - 05 marks NSS State Award - 02 marks		
3	Position in Competitions like Debate/Declamation/Quiz Poetic Recitation/Fine Art etc. (Maximum 5 Marks)	05 Marks for National Level Position 02 Mark for each State/Inter-University Level Position 01 Mark for each position in Zonal Youth Festival		
4	Participation in Republic Day Parade, New Delhi	Maximum 02 Marks		
<b>Total (IV)</b>				

(V) Sports* : Maximum 5 Marks			Self Appraisal Score	Verified by Office
SR.	Particulars	Marks		
1	International Level Position	05 marks		
2	National Level Position	First Position - 03 marks		
		Second Position - 02 marks		
		Third Position - 01 marks		
3	State / Inter-University Level Position	First Position - 02 marks		
		Second & Third Position - 01 marks		
Total (V)				
* Certificate of Gradation from Sports Department of Haryana Govt, is mandatory to claim the marks.				

<b>(VI) Interview : 12.5 Marks</b>			<b>Assessed By Selection Committee</b>
SR.	Particulars	Marks	
1	Subject Knowledge including presentation of 4-5 minutes on a topic given by the Selection Committee	05 Marks	
2	Communication Skill & ICT knowledge	4.5 Marks	
3	Overall Personality	03 Marks	
<b>Total (VI)</b>			

Overall Marks Summaery (I to VI)		Maximum Marks	Self Appraisal Score	Verified by Office
(I)	Academic Record	40		
(II)	Additional Qualification	15		
(III)	Teaching Experience and Research	20		
(IV)	Co-curricular Activities	7.5		
(V)	Sports	5		
(VI)	Interview Performance	12.5	- - - -	
<b>Total (I to VI)</b>		100		

- Notes :
- i) A relaxation of 5% shall be allowed at Master's level for the candidates belonging to Scheduled caste/Scheduled Tribe/Backward classes 'A' & 'B', (Non-creamy Layer) o1 Haryana/Differently- abled (a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (J) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment.
  - ii) Teaching experience may be considered only of those candidates who have taught the concerned subject (Arts/Science/Commerce/B.Ed.) after acquiring the eligibility qualifications.
  - iii) Sports certificates must be issued for such tournament recognized by the State/Centre Govt.
  - iv) In case of SC/BC candidates, marks shall be allotted as per same criteria mentioned above.