

**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
VIVEK VIHAR, PHASE-II, DELHI-110 095**

Application Form for Assistant Professor

Affix here a
Recent Passport
size
Photograph
(Self attested)

Advt. No......**dated**.....

Post applied for.....**Subject**.....

Bank Draft No......**date**.....**amounting to Rs.**.....**drawn on**.....**(Name of the Bank)**

1. (i) Name in full (In Block Letters).....

(ii) Father's/Spouse's Name.....

2. Date of Birth **Age (as on date)**..... **Years**..... **Months**.....

3. Nationality.....**Male/Female**.....**Marital Status**.....

4. (a) Post held at the time of sending the application, date of appointment:
(Whether permanent, on probation, temporary or ad-hoc)

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(b) Name of Present Employer

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5. Do you belong to Schedule Caste/Schedule Tribe/OBC/Persons with Disability(PwD)(VH or OH)
(If yes, please attach Certificate)

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6. (a) Address for correspondence.....

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Tel. No (with STD Code).....**Mobile No.**.....

E-mail.....

(b) Permanent Address.....

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7. (a) Present Basic Pay, Grade Pay and Allowances (give details).....

(b) Age of retirement of the post presently held.....

8. Minimum basic pay, grade pay acceptable (per month) Rs.....

SECTION B: ACADEMIC QUALIFICATIONS, RESEARCH AND TEACHING EXPERIENCES:

9. Academic Qualifications: (Starting from Bachelor's Degree):
 (Attach self-attested copy of certificates, marksheet and degree)

Examination	Year*	Main Subject	Division/ Grade	Marks(Aggregate & Percentage)	College attended	University
Bachelor's Degree						
Master's Degree						
M.Phil.						
Ph.D.	Date of award	Date of Registration		Thesis Title	Date of submission of Thesis	University
Other Distinctions						

* Year refers to date of award of Degree.

10. (a) Whether qualified UGC/CSIR -NET/SLET/SET: Yes No

(If yes, give detail and attach a copy of certificate).....

(b) Whether qualified NET with JRF: Yes No

(If yes, give detail and attach a copy of certificate).....

11. (a) Teaching Experience at recognized University and/or College:

S. No.	Name of the University/College/ Institution	Designation and Scale of Pay	Nature of Appointment: (Ad hoc/ Temporary/ Permanent)	Classes Taught		Period	
				Under-Graduate	Post-Graduate	From	To
Total Teaching experience: Yr.....M.....Days.....							

(b) Post-Doctoral Research Experience as Research Associate, Research Scientist or equivalent positions.

S. No.	Name of the University/ College/ Institution	Post held/ Designation	Period of Employment		Last basic pay drawn with grade	Nature of duties
			From	To		

(c) Provide a complete list of publications with full bibliographic detail, ISSN/ISBN number and impact factor of journals, if available (Books authored/edited, chapter in books, research papers in journals, conference proceedings or book review or popular article in relevant area). Publication in Journals, Conferences, Published books & Book Chapters are to be specified separately. Give details in the *Prescribed Format (Attach separate sheet, if required).

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**Authors in order, Title of Article/ Book, Name of Journal/ Conference/ Publisher, Volume No., Page No. ISSN/ISBN*

(d) Provide details of research projects undertaken (if any).....
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(e) Administrative experience (if any).....
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12. Basic Computer Literacy and Awareness:

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13. (a) Academic awards/medals and distinctions:

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(b) Membership/Fellowship of Learned bodies / societies:

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(c) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

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(d) Other activities/Responsibilities (not covered above):

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14. (a) Has there been any break in your academic career? If so, give details.

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(b) Have you been punished debarred or punished for adopting unfair means in any examination by the Institutions/College/ Board or University? If so, please specify.

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(c) Have you at any time been convicted by a court for any criminal offence? If so, give name of the court, case number and offence.

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(d) Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? If yes, please furnish details.

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15. Are you willing to accept the minimum initial pay in the grade? If not, state reasons for claiming higher starting pay.

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16. Give details of three referees who are familiar with your academic work (Name, Designation, Address, Phone No. E-mail I.D.):

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Note:

1. Self-attested photo-copies of Certificates, Mark-Sheets, Testimonials, etc. should be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected.

2. The applications will be shortlisted by a screening committee as per the University guidelines to be called for interview before the selection committee.
3. Except where otherwise indicated, applicant appearing for interview shall do so at their own expense.
4. Applicants who are in employment should send their applications through proper channel.
5. On the recommendation of the Screening Committee, any eligible candidate may be called for interview by the College, even if he/she may not have applied for the post within the stipulated time.
6. Separate Application is required for each post applied for.
 - (i) In case of "Result Awaited" for NET examination, the candidate must inform the result as and when it is declared, failing which it will be presumed that the candidate has not qualified the same which make him/ her ineligible for the post of Assistant Professor.
 - (ii) In case of thesis submitted by a candidate for the Ph.D., the candidate must inform about the award of the Ph.D.
7. Fee for each application is Rs.250/- for General/OBCcandidates and Rs.100/- for SC/ST/PwD candidates in the form of a Demand Draft drawn in favour of the Principal, Shaheed Sukhdev College of Business Studies payable at Delhi.
8. The College reserves the right not to fill any or all posts advertised. Call for an interview does not entitle a person to selection.
9. Application complete in all respects (along with the self-assessment sheet) must reach the college latest by 21/03/2014 through registered AD post.

DECLARATION:

I declare that the statements made in the application are true to the best of my knowledge and belief.

Date.....

Signature of the applicant

For the candidates already employed

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/ Organization has no objection to the candidature of the applicant being considered for the post applied for.

Designation.....

Signature

Address.....

(Head of the Institution/Organization with Seal)

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LIST OF ENCLOSURE

1. List of Publications
2. NET certificate
3. Education Certificates in ascending order from Graduation to Ph.D.
4. X/XII class certificate indicating date of birth
5. Other relevant documents (if any)
6. Demand Draft

SELF ASSESSMENT SHEET

Points are to be filled as per University of Delhi (DU) Notification**

1. Name in Full: _____

2. Academic Qualifications:

Examination	Year*	Subject	Division/ Grade	University	Points
Bachelor's Degree					
Master's Degree					
M.Phil.					
Ph.D.	Date of award	Date of Registration	Thesis Title	University	Points
Other Distinctions					
Total Points on basis of Academic Qualifications (S.No.2)					

* Year refers to date of award of Degree.

** DU Notification can be downloaded from www.sscbsdu.ac.in/dunotification.pdf

3. (a) Whether qualified UGC/CSIR -NET/SLET/SET: Yes No

(b) Whether qualified NET with JRF: Yes No

Total Points on basis of S.No.3: _____

4. Teaching experience:

S. No.	Name of the University/College/ Institution	Designation and Scale of Pay	Nature of Appointment: (Ad hoc/ Temporary/ Permanent)	Classes Taught		Period		Points (Max. 20 Points)
				Under-Graduate	Post-Graduate	From	To	

(Signature)

Total Teaching Experience: Yr.....M.....Days.....					Total Points on basis of Teaching Experience (S.No.4)			

5. Provide a complete list of publication with full bibliographic detail, ISSN/ISBN number and impact factor of journals, if available (Books authorized / edited, chapter in books, research papers in journals, conference proceedings or book review or popular article in relevant area)

S.No.	Publication Category	Publication Type	Max. Points 25
i.	Research paper/ Review article / Conference proceeding	Recognized and Reputed referred Journal with ISBN/ISSN	
		Conference proceedings as full length papers, etc. (Abstracts not to be included in related area/ subject)	
ii.	Book Authored	Subject Books (in related area / subject) by International/ National level publishers/ State and Central Govt. Publication with ISBN / ISSN numbers	
iii.	Books Edited	Edited Books/ Journals (in related area/ subject) by International/ National level publishers/ State and Central Govt. Publications with ISBN / ISSN numbers	
iv.	Chapter(s) in books	Chapters in books (in related area/ subject) published by International/ National level publishers with ISBN / ISSN numbers (<i>Chapter(s) in self-edited book should not be considered</i>)	
v.	Books/ Articles translated and published	Books/Articles translated and published by International/ National level publishers/ State and Central Govt. Publications with ISBN / ISSN numbers	
vi.	Book review / popular article/ Newspaper article (in related area subject)	Book review / popular article in newsletter of learned bodies / societies/ Newspaper article (all in related area / subject)	
Total Points on basis of S.No.5			

Total Points as per DU Notification (2+3+4+5)	
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(Signature)