**  RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY**

**Jhansi-Gwalior Road, Jhansi-284003**

(Established under the Rani Lakshmi Bai Central Agricultural University Act, 2014)

Website : [www.rlbcau.ac.in](http://www.rlbcau.ac.in) Email-  [vcrlbcau@gmail.co](mailto:%20vcrlbcau@gmail.co)m

**APPLICATION FORM FOR THE POST OF COMPTROLLER**

|  |  |
| --- | --- |
| **Advertisement No…………................................Date .........………**  **Post Applied for ……..................................................………………** | ***Fix your* *latest photograph and sign across*** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Details of Fee Payment*** *(Demand Draft of Rs.1000/- only for General and OBC category (Rs.500/= in case of ST/SC/PwD) drawn in favour of RLBCAU payable at Jhansi. Women candidates are exempted from payment of prescribed fee.* | | | | |
| **Draft Number** | **Date of Issue** | **Amount** | **Name of the Bank and Issuing Branch** | **Name of the Bank on which Drawn** |
|  |  |  |  |  |

1. **Personal details: Use CAPITAL LETTERS and write clearly**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | | | | | | |
| **Date of Birth** | **Day** | **Month** | **Year** | **Age as on date**  **of advertisement** | | **Year** | | **Month** |
|  |  |  |  | |  |
|  | |
| **Place of Birth** | **City / Village** | |  | **State** | | **Country** | | |
|  | | |  | |  | | |
| **Father’s Name** |  | | | | | | | |
| **Mother’s name** |  | | | | | | | |
| **Nationality** | **Gender** | | | | **Category** | | **Marital Status** | |
|  | Male  Female  Transgender | | | | SC ST  OBC General | | Single  Married | |

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| **If differently abled, indicate the relevant particulars** | **Yes/ No** | **Percentage of disability** | **Sl. No. of proof of enclosure** |
| 1. Blindness or low vision: |  |  |  |
| 1. Hearing impairment: |  |  |  |
| 1. Locomotor disability or cerebral palsy (includes all cases of Orthopedically handicapped) |  |  |  |

1. **Educational Qualifications**:Attach self-attested photocopy of marks sheet & degree of each examination

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Name of the**  **Board**  **/University** | **Year** | **Marks**  **Obtained** | **Maximum**  **marks** | **%age of**  **marks or**  **CGPA** | **Division** | **Subjects studied** |
| Matriculation (10th) |  |  |  |  |  |  |  |
| Higher Secondary /(10+2) |  |  |  |  |  |  |  |
| Bachelor’s degree |  |  |  |  |  |  |  |
| Master’s degree |  |  |  |  |  |  |  |
| M.Phil. in |  |  |  |  |  |  |  |
| Ph. D. in |  |  |  |  |  |  |  |
| Any other exam passed |  |  |  |  |  |  |  |

1. **Past Work Experience: (Please start from first appointment to the present position). Add additional rows, if needed.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Post held** | **Pay**  **Scale/**  **Band** | **Basic Pay**  **p.m.**  **+**  **GP/AGP** | **Gross**  **Salary**  **p.m.** | **Employer**  **(Name &**  **address of the**  **Organization)** | **Experience** | | | **Nature of**  **Assignment** |
| **From** | **To** | **Total**  **Experience**  **in Years/**  **Months** |
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**Your important / unique contribution(s) in the previous assignment?**

1. **Details of the Training Programmes attended:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Programme** | **Year** | **Duration (in days)** | **Organising Institution** |
|  |  |  |  |
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1. **Details of the Management Development Programmes attended:**

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| --- | --- | --- | --- |
| **Name of the Programme** | **Year** | **Duration (in days)** | **Organising Institution** |
|  |  |  |  |
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1. **Details of the Orientation Programmes / Training Programmes / Workshops attended:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Programme** | **Year** | **Duration (in days)** | **Organising Institution** |
|  |  |  |  |
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1. **Details of the Refresher Programmes attended:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Programme** | **Year** | **Duration (in days)** | **Organising Institution** |
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1. **Involvement in Research & Publications, if any:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Publications** | **Number** | **Publisher/ Journal** | **Communicated** |
| Books |  |  |  |
| Research Papers |  |  |  |
| Articles |  |  |  |
| Others |  |  |  |
| **Research Projects undertaken** |  |  |  |
| Major Research Projects Completed |  |  |  |
| Major Research Projects ongoing |  |  |  |
| **Research Supervisions** |  |  |  |
| No. of Ph.Ds produced |  |  |  |
| No. of Candidates enrolled for Ph.D |  |  |  |
| **Participations in**  **Seminars / Conferences/ Workshops** |  |  |  |
| **No. of Papers presented in a national Seminars/conferences** |  |  |  |
| **No. of Papers presented in a international Seminars/conferences** |  |  |  |

1. **Any other Experience of Administrative work, if any (please furnish details) :**

|  |  |  |
| --- | --- | --- |
| **Capacity** | **Nature of work** | **Duration in years** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Key Achievements/ any other Information/ Qualifications considered to be relevant to the post applied for:**
2. **References: Please provide names of three persons who are not related to you and are familiar with your work / professional experience / accomplishment:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1 | 2 | 3 |
| **Name and Address** |  |  |  |
| **Contact Address** |  |  |  |
| **Email:** |  |  |  |
| **Phone (landline)**  **With STD Code:** |  |  |  |
| **Mobile Phone no.** |  |  |  |
| **Fax with STD code** |  |  |  |

1. **Have you ever been punished during your studies at College/University? (Yes/No):**
2. **Have you ever been punished during your service or convicted by a court of law? (Yes/No):**
3. **Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? (Yes/No) :**
4. **Do you have any case pending against you in any court of law? (Yes/No) :**
5. **Contact Details of the Applicant:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Address for Correspondence** | | **Permanent Address** | |
| **Name:** |  | **Name:** |  |
| **House No:** |  | **House No:** |  |
| **Street:** |  | **Street:** |  |
| **City:** |  | **City:** |  |
| **State:** |  | **State:** |  |
| **Pin Code:** |  | **Pin Code:** |  |
| **Email:** |  | **Email:** |  |
| **Phone No.**  **(With STD Code)** |  | **Phone No.**  **(With STD Code)** |  |

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| --- |
| 1. **Declaration** |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_son/daughter of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that all the particulars given in this application form are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature / appointment may be cancelled by the university without assigning any reason thereof.  Signature of the applicant  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name in Capital letters  **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Place**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Note:**   1. Unsigned application is liable to be rejected and no correspondence will be entertained. 2. The University shall not be responsible, if any column is not filled up properly and legibly. |
| 1. **Endorsement by the EMPLOYER** | |
| (In case of in-service candidates, whether in permanent/contract/temporary capacity, the application must be endorsed/forwarded by the Head of the Department/Employer, failing which application is liable to be rejected.)  **Forwarded to the Rani Lakshmi Bai Central Agricultural University, Jhansi- Gwalior Road, Jhansi - 284003**  The applicant Dr./Mr./Mrs/Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who has submitted this  application for the post of Registrar in the Rani Lakshmi Bai Central Agricultural University, Jhansi, has been working in this organization namely \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the post), in a temporary / contract/ permanent capacity with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Scale of Pay/Pay Band of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. He /She is drawing a basic pay of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ His / Her next increment is due on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Further, it is certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his / her application being considered by the Rani Lakshmi Bai Central Agricultural University, Jhansi.  **(Signature of the forwarding officer)**  **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Designation:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Place:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Seal)** | |

1. **Checklist of Documents Enclosed**

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Documents** | **Tick (**√**)** |
| 1. | Matric / Secondary / High School (10th Class) Marks Sheet |  |
| 2. | Matric / Secondary / High School (10th Class) Certificate |  |
| 3. | Sr. Secondary / Intermediate (12th Class) Marks Sheet |  |
| 4. | Sr. Secondary / Intermediate (12th Class) Certificate |  |
| 5. | Bachelor's Degree Marks Sheet |  |
| 6. | Bachelors' Degree |  |
| 7. | Master's Degree Marks Sheet |  |
| 8. | Master's Degree |  |
| 9. | M. Phil. Marks Sheet |  |
| 10. | M. Phil Degree |  |
| 11. | Ph. D. Degree |  |
| 12. | Experience Certificate(s) from previous employers: |  |
| 13. | Endorsement from the present employer |  |
| 14. | DD for the application fees (in original) |  |
| 15. | SC / ST / OBC / Handicapped Certificate |  |
| 16. | Others, if any: |  |

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**RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY, JHANSI-284 003**

**NEAR PAHUJ DAM, GWALIOR ROAD**

Sl. No. ……………..

**(APPLICATION FOR THE POST OF DEAN)**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | (a) Advertisement No.: ...………………………………….. |  | Affix  Passport Size  Photograph  (Attested) |
|  | (b) Item No. of the post : ………………………………….. |  |
|  | (c) Name of the post applied for : …………………………. |  |
|  | (d) Scale of pay & AGP : …………………………………. |  |
| 2. | (a) DD. No. & Date :…………………….………………… |  |
|  | (b) Name of the Bank : ..…………………………………… |  |
|  | (c) Amount : ……………………………………………..… |  |
| 3. | Last date for submission of application ……………………… |  |

|  |
| --- |
| For office use only :  Received DD No………………….……………… dated……………..……… drawn on ……………………. is submitted for deposition to RLB CAU account on …………………………..  Dealing Asstt. |

### **PART – A**

(General information of the Candidate)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.** | Full Name (in block letters ) : … …… …………………………………………………… | | | |
| **2.** | Father’s / Husband’s Name : ……………………………………………………………… | | | |
| **3.** | (a) Full postal address for correspond- ence with pin code. Please mention Telephone No., Fax No. and e-mail ID :  (Any change in address should be communicated at once to the Registrar, Rani Lakshmi Bai Central Agricultural University, Jhansi-284003 with full particulars of previous reference and post applied for) | | ….. ………………………………………………….…………  ……..…………………………………………………..………  ……..………………………………………………..…………  …………………………………………………………………  **Telephone No :** …………………………………….  **Mobile No**  : ……………………………………..  **Fax No :** …………………………………….  **E-mail :** …………………………………….  **Pin Code :** ……………………………………. | |
| (b) Permanent home address : ….…….. ……………………………………………………… | | | |
|  | …………………………………………………………………  …………………………………………………………………  ………………………………………………………………… | | |
| **4.** | ( a ) Date of birth : …………………………………………………………………………….. | | | |
| ( b ) Place of birth : ………………………………………. Village ………………………... | | | |
| Town………………………. State ………………………. … | | | |
| (c) Sex : Male/Female | | | |
| **5.** | ( a ) Nationality : …………………………………………………………………………….. | | | |
|  | ( b ) Religion : …………………………………………………………………………….. | | | |
| **6.** | Community (Write SC/ST/ OBC/General).  A certificate from the concerned authority should be attached in case of SC/ST/OBC : | | | …………………………………… |
| **7.** | (a) Are you a citizen of India ? | | | …………………………………… |
|  | If so, by birth or by domicile : | | | …………………………………… |
|  | (b) If not domiciled in the Indian Union, have you taken steps to obtain declaration of eligibility from the Govt. of India ? | | | …………………………………… |
|  | (c) If you are abroad, approximate date of return to India: | | | …………………………………… |
| **8.** | Have you ever been convicted by a court of law for any offence ?  (If yes, give the circumstances and the sentence) | | | …………………………………… |
| **9.** | Have you ever been debarred from appearing at any examination/selection by the UPSC / Govt./ University / Board or any Educational Institute / Authority ? (If so, give particulars) | | | …………………………………… |
| **10.** | Have you ever been punished / dismissed / discharged from any Govt. Department / Public Sector Organization / Quasi-Govt. Organization / University? ( If yes, give particulars in detail ) | | | ……………………………………  …………………………………… |
| **11.** | If selected, how much time would you require for joining the post ? | | | …………………………………… |
| **12.** | In case selected for appointment, will you execute a bond to serve this University for a specified period as per RLB CAU norms. | | | ……………………………………  ………………………………… |
| **13.** | If selected, are you prepared to accept the minimum initial pay offered ? If no, state what is the lowest initial pay that you would accept : | | | …………………………………… |
| **14.** | Give the names, professions and present addresses (in full ) of two referees well acquainted (not relatives) with the candidate | | |  |
|  | ( a ) Name in full : ………………………………………..............................…………………………………… | | | |
|  | Designation and Present address: ………………............................…………………………………… | | | |
|  | …………………… ……………………………………………………….…………………………………… | | | |
|  | ( b ) Name in full : ……………………………………………………….…………………………………… | | | |
|  | Designation and Present address: …………………...........................…………………………………… | | | |
|  | …………………… ……………………………………………………….…………………………………… | | | |

### **PART – B**

**1. Academic Qualifications:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Exam/Degree/ Diploma** | **Division / Class/ Grade** | **% of marks / O.G.P.A.** | **Year of passing** | **Subject(s) with Major field of specialization** | **Board / University** | **Rank/Medal/Award, if any** |
| Matriculation or  Equivalent |  |  |  |  |  |  |
| HS/10+2 or  Equivalent |  |  |  |  |  |  |
| Bachelor’s degree |  |  |  |  |  |  |
| Master’s Degree or Equivalent |  |  |  |  |  |  |
| Doctorate Degree |  |  |  |  |  |  |
| NET (For Asstt. Professor) only |  |  |  |  |  |  |
| Any other degree / diploma relevant to the post |  |  |  |  |  |  |
| Post-Doctoral fellowships (National/ International ) |  |  |  |  |  |  |

**2. Employment Record & Experience: (Enclose separate sheet (s) if required):**

**2.1 Employment Record (Starting from present position):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Designation** | **Organization** | **Scale of pay with AGP** | **Period** | | **Duration (Years, months)** | **Nature of work** |
| **from** | **to** |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
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| 8. |  |  |  |  |  |  |  |

**2.2 Experience over and above the prescribed essential years stipulated as minimum qualifications:**

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| --- | --- | --- |
| **Attributes** | **Candidate’s Response** | **For Office Use only** |
| **Name of the post\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |
| Number of years of service experience over and above the prescribed period for a particular post |  |  |

**3. Service in Remote areas:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Designation & Department** | **Name of Remote area** | **Period** | | **Duration (Years, months)** |
| **from** | **to** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**4. In-service Award/Recognition:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Award/Recognition** | **Awarding Organization (Place/Country)** | **Year** | **National/International/ Institution/Professional Society** | **Additional Information** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**5. Teaching/Research/Extension/Administration:**

|  |  |
| --- | --- |
| **Major function (Teaching/Research/ Extension)** |  |
| **Minor function (Teaching/Research/ Extension)** |  |

Note: Applicant should fill only one major function and one minor function.

**5.1 Teaching as Major function:**

**5.1.1 Teaching:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course ID & Course Title** | **Credit Hours** | **Credit load taken by applicant per year** | **Year** |
|  |  |  |  |
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**5.1.2 Designing of course curriculum\*:**

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| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Details of the course** | **Whether new course or revised** | **The name of the degree programme** | **Year** | **Name of the University** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |

\*Please provide supporting evidence from the concerned University/DU.

**5.1.3 Innovation in Teaching:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of examination**  (Development of an e-Course, a Module, a Teaching Model, a Case Study, any other). | **Details of the activity** | **Sponsoring agency** | **Year** |
|  |  |  |  |
|  |  |  |  |
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**OR**

**5.1 Research as Major function:**

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| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the project** | **Level of association (PI/Co-PI/Associate)** | **Period** | | **Sponsoring Organization** |
| **From** | **To** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

**OR**

**5.1 Extension Education as Major function:**

**5.1.1 Technology Application, Demonstration and Adoption:**

|  |  |
| --- | --- |
| **Activity** | **Outcome/Impact with Supporting Evidence** |
|  |  |
|  |  |
|  |  |
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|  |  |

**5.1.2 Extension Approaches for Technology Dissemination:**

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| --- | --- | --- |
| **Activity** | **Program Details** | **Salient Achievement/ Outcome with Supporting Evidence** |
|  |  |  |
|  |  |  |
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**Note:** Applicants are advised to see the details of “Type of program” under 5.1, 5.1.2 in the relevant score card for the post before filling up the application form.

|  |
| --- |
| **5.2 Minor Function Details (Teaching/Research/Extension):**  For any of the teaching, research or extension as the Minor Function the award of marks will be granted as narrated and distributed for Major Function. But the aggregate for minor functions will be multiplied by 0.25 to arrive at the marks for the Minor Function. |

**6. Experience in Administration and Guiding Students:**

**6.1 Research guidance as Major Guide/Advisor:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Student** | **Name of the University** | **Degree Programme** | **Year of completion of degree** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**6.2 Administrative Experience:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Institution** | **Post held & nature of work** | **Pay & Grade Pay** | **Years** | | **Total Experience** |
| **From** | **To** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |

**7. Monitoring and Research Coordination:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Details of activity** | **Level of involvement** | **Amount**  **(Rs. in lakhs)**  **(if applicable)** | **Period** | |
|  |  |  |  | **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**8. Special Attainments:** (Patent, Prototype, Genetic stock, Variety, Process, Concept, Methodology, Innovative Teaching, other achievements)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Category** | **Title** | **Year** | **Details if any** | **Any other Information** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**9. Externally Funded Projects:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **PI/Co-PI/ other** | **Title** | **Year of sanction** | **Amount** | **Funding Agency** | **Status of project** |
| 1 |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |

**10. Organization of Winter School/Summer School/Refresher Course/Seminar/Symposium**

**(Enclose separate sheet (s) if required):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Funding Agency** | **Title** | **Specify role**  **(organizer/chairman/resource person/paper presented etc)** | **Year** | **Duration**  **No. of days** | **Additional Information** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |

**11. International Exposure:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Country visited** | **Purpose/Subject title** | **Year** | **Duration** | **Sponsor** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**12. Institution Building/Service Function:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Institution** | **Contribution made & role** | **Output** | **Any other information** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

**13. Inter-Institutional Projects: (Enclose separate sheet (s) if required):**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **PI/Co-PI/ other** | **Title** | **Institutions** | **Year of sanction** | **Duration** | **Amount** | **Funding Agency** | **Status of project** |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |

**14. Publications:**

**14.1 Identify 15 best research papers published in referred journals for allocation of score according to NAAS journal rating-2019 on a scale of 1 to 20.0 For journals not covered in NAAS but have international impact factor, applicant can indicate score as (6+ impact factor) ( Enclose separate sheet (s) if required):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Author/Authors** | **Year** | **Title of paper/Book or Book chapter** | **Journal or Book** | **NAAS Journal Code & rating if any** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |
| 8. |  |  |  |  |  |
| 9. |  |  |  |  |  |
| 10. |  |  |  |  |  |
| 11. |  |  |  |  |  |
| 12. |  |  |  |  |  |
| 13. |  |  |  |  |  |
| 14. |  |  |  |  |  |
| 15. |  |  |  |  |  |

**14.2. Other publications:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Author/Authors** | **Year** | **Book or Book chapter/Manual with name of publisher** | **No of pages** | **ISBN No. if any** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |
| 8. |  |  |  |  |  |
| 9. |  |  |  |  |  |
| 10. |  |  |  |  |  |

**14.3. Total Number of Publications (Full list to be presented at the time of interview):**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Publication** | **Nos. only** |
| 1. | Full length papers in refereed journals only |  |
| 2. | Papers in Conference Proceedings/Book Chapters |  |
| 3. | Popular articles/short notes/short communication |  |
| 4. | Books published – authored or edited individually or jointly |  |
| 5. | Manuals/teaching aids developed |  |
| 6. | Research bulletins/extension bulletins |  |
| 7. | Others |  |
|  | Total |  |

**15. Any other academically related Information:**

**(Professional trainings/Seminars attended, Radio/T.V. Programmes/Games & Sports/Extra-curricular activities etc.) (Enclose separate sheet (s) if required):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Item/Programme** | **Topic** | **Details of programme** | **Venue of programme** | **Any other information** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**16. List of document attached. (Enclose separate sheet (s) if required):**

|  |  |
| --- | --- |
| **1.** | **………………………………………………………………………………………………..** |
| **2.** | **………………………………………………………………………………………………..** |
| **3.** | **………………………………………………………………………………………………..** |
| **4.** | **………………………………………………………………………………………………..** |
| **5.** | **………………………………………………………………………………………………..** |

**17. Additional information not mentioned else where:**

|  |  |  |
| --- | --- | --- |
| **1.** | **………………………………………………………………………………………………..** | |
| **2.** | **………………………………………………………………………………………………..** | |
| **3.** | **………………………………………………………………………………………………..** | |
| **18. Declaration:**  I do hereby declare that the statements made in the application (Part-A & Part-B) are true to the best of my knowledge and belief. | | |
| Date :  Place : | | **Candidate’s signature** |

|  |
| --- |
| **19. Endorsement by the EMPLOYER** |
| (In case of in-service candidates, whether in permanent/contract/temporary capacity, the application must be endorsed/forwarded by the Head of the Department/Employer, failing which application is liable to be rejected. **S. No. 4**)  **Forwarded to the Rani Lakshmi Bai Central Agricultural University, Jhansi - 284003**  The applicant Dr./Mr./Mrs/Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who has submitted this application for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Rani Lakshmi Bai Central Agricultural University, Jhansi, has been working in this organization namely \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the post), in a temporary / contract/ permanent capacity with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Scale of Pay/Pay Band of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  He /She is drawing a basic pay of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ His / Her next increment is due on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  The entries made in Part-A and Part-B in the application of Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have been verified from the records and are found correct. Further, it is also certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant.  There is no objection for his / her application being considered by the Rani Lakshmi Bai Central Agricultural University, Jhansi for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  **(Signature of the forwarding officer)**  **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Designation:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Place:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(Seal)** |

**Annexure I**

**RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY**

**Jhansi-Gwalior Road, Jhansi-284003**

**SCORE-CARD GUIDELINES FOR DEAN**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Details** | **Maximum Score** | **Sore awarded** |
| **A** | **Academic Qualifications** | **5 marks** |  |
|  | One mark for first class or equivalent, ½ mark for second class or equivalent in Undergraduate level. No marks below 50% marks |  |  |
|  | 2 marks for first class or equivalent, 1 mark for second class or equivalent in Master’s Degree. No marks below 50% marks |  |  |
|  | 2 marks for first class or equivalent 1 mark for second class or equivalent in PhD. If there is no class/grading system, he/she will get 2 marks. |  |  |
|  | 1 mark for Post-Doctoral Fellowship both National and International, which are competitive e.g., Fellowship awarded by DBT/DST, Fulbright/ Humboldt/ Boyscast/ DAAD etc. or any other additional qualification acquired relevant to the post.  **P.S.** Aggregate award under item A is limited to 5 marks |  |  |
| **B** | **Employment Record and Experience** | **6 marks** |  |
|  | Marks are assigned for the number of years of service over and above the prescribed number of years required for a particular post. For Professor is 10 years, with at least 3 years’ experience as Senior Scientist or Associate Professor with AGP of 9000 is prescribed with PhD qualification.10 years of service no marks   * **Every additional year Service 0.5 subject to a maximum of 6 marks.**   For the post of Dean/Director, minimum 15 years’ experience of teaching/ research/ extension education in the subject out of which at least 5 years should be in the rank of Professor or equivalent. - No marks   * **Every additional year Service 0.5 subject to a** **Maximum of 6 marks.** |  |  |
| **C** | **Service in Remote Areas/ Disadvantageous area** | **1.5 marks** |  |
|  | Marks for Service in remote areas namely, the Andaman, Nicobar, Lakshadweep, Minicoy and Amindivi islands; State/ Union Territories in the Northeastern region, Ladakh Division of J&K State, Sikkim, Pangi Sub Division of Chamba, and Lahaul & Spiti districts of Himachal Pradesh.  **\* half mark for each year of Completed Service in a remote area subject to a maximum of 1.5 marks.**  Marks are assigned for Service rendered in original centre/station in disadvantageous areas (other than those in remote areas). The decision for classification of place of posting shall solely depend on the screening committee in consultation with the VC  **\*0.25 mark for each year of completed service in disadvantageous area.**  **Maximum of 1.5 marks.** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **D** | **In-service Award/Recognition** | **3.0 marks** |  |
|  | One mark each for national/international award (recognized) such as by ICAR/CSIR/UGC/ DBT/National Institutes, Ministries of Central Government, FAO of the UN or reputed Foreign countries etc.)  \*A half mark each for Institutional or recognized professional societies fellow/award/ recognition; President/ Chairman/ Member/ Member Secretary of important committees and other decision/ policy making bodies/committees of national level. (excluding official duty/assignment at institutional level); Reviewer for peer-reviewed NASS listed journals; and Conference prize/medal such as best paper or best poster.  **Maximum of 2 marks**  **One marks** for Fellowship of any one of the recognized National Academies viz., National Academy of Agricultural Sciences, National Academy of Medical Sciences, Indian Academy of Sciences, Indian National Academy of Engineering, Indian National Science Academy, National Academy of Sciences or equivalent National/ International Academies **Maximum of 1 marks** |  |  |
| **E** | **Teaching/Research/Extension/** | **10 marks** |  |
|  | Identify one primary and one secondary area of work :     |  |  |  | | --- | --- | --- | | **Area of Work** | **Major and Minor area of function** | **Marks** | | **A. Teaching/ Research/Extension** | Teaching/ Research/  Extension as major function | 7.0 | | **B.** | Teaching/ Research/  Extension as minor function | 3.0 | | Note: Scientists devoting more than 75% of time on an activity would be considered as Major Function, and devoting less than 25% of time on an activity would be considered as Minor Function. | | | | **A.1 Marks for Teaching as Major Function.**  **Maximum 07 marks**   * For teaching as the major function, the candidate must have taught 3 courses with a total 8 credit hr load during each academic year.   Half mark for each year of teaching as specified herein**. Maximum 5 marks**   * Designing of course curriculum – new courses added or revised   Each programme award 0.5 mark. **Maximum 1 mark**   * Innovation in teaching methods/and development of teaching aids/e-courses. Each programme award 0.5 mark. **Maximum 1 mark**   **P.S**. **Aggregate award under E.A.1 is limited to 07 marks**  A.2. **Marks for Research as Major Function. Maximum 07 marks**  A.2.1 **Research projects:**  Research project associated with for a minimum period of 3 years as evidenced by research projects completed and reports submitted. One mark for each project completed. **Maximum 4.0 marks**  A.2.2 **Leadership in research initiatives**  One mark for acting as PI of each project, and 0.5 mark for acting as Co- PI for each project. **Maximum 3.0 marks**  A.3. **Award of Marks for Extension as Major Function. Maximum 07 marks**  A.3.1 **Technology application, demonstration and adoption**  **One mark** for each of the following activities. Marks will be awarded for those activities that are confirmed by successful outcome. Marks shall be awarded, only if there is documentary proof for the matching achievements.   * involvement in technology application programs through organizing/coordinating activities related to technology assessment and refinement e.g., on farm trials and report on technology refinement, * Extent of adoption of the technology in adopted areas * Participatory Rural Appraisal (PRA) and Participatory Technology Development (PTD), (iii) yield gap analysis and impact assessment for providing feedback to research and development in the form of report. * Development of innovative extension methodologies, management cases and documentation success stories. * New methodology developed or innovation introduced which led to improvement in extension/technology adoption. **Maximum 5 marks**   A.3.2 **Extension approaches for technology dissemination**  **Half mark** for each of the following function. Marks will be awarded for those functions that are confirmed by successful outcome.   * formation of Formal Village Organizations/Farmer Field Schools/ establishment of Farmers Producer/Commodity Interest Groups, * introduction of innovative extension methods and institutional innovations supporting adoption of introduced technologies including commercialization and mass dissemination of technologies, * founding of e-linkages/connectivity, creating and use of electronic and web based knowledge portals and products, * organization or coordination of interface meetings, demonstrations, farmers meeting/field day/technology week, exhibition, TV & Radio talks and   **Maximum 2 marks** | | | | B **Teaching/ Research/ Extension as minor function**  For any of the teaching/research/extension as the Minor Function mentioned by the applicant, the award of marks will be calculated as narrated above and distributed for the major function. Each total thus obtained will be multiplied by 0.25 for awarding marks for the Minor Function limited to 3 marks only.  **Maximum 3 marks** | | | |  |  |
| **F** | **For Dean/ Director/ Professor post weightage is to be given to experience in administration and guiding Ph.D. students**     |  |  |  | | --- | --- | --- | | Research Guidance for Master’s/ Doctoral dissertation as major Guide | (1 mark for each PhD student and ½ mark for PG guidance subject to a maximum of 4 marks) | **4.5 marks** | | Administrative experience | Administrative experience ½ mark each for each year of Administrative experience (subject to a maximum of 3 marks) | **3.5 marks** | | **8 marks** |  |
| **G** | **Monitoring and Research Coordination** | **2.5 mark** |  |
|  | * Assistance in project management and coordination * Assistance in monitoring(Physical, financial and scientific) targets * Preparation of review reports, proceedings and other assigned duties(specify) * Participation in institutional activities/meetings * Innovation in monitoring and co-ordination methods.   Any other relevant contribution not covered above   * One mark for individual effort and a half mark for collaborative effort   **Maximum of 2.5 marks** |  |  |
| **H** | **Special Attainments** | **2.5 marks** |  |
|  | One mark for each novel technology developed (patent, prototype, genetic stock, variety, process, concept, methodology/ new inventions/ gene pool identified etc.  Half mark for each success story of technology disseminated or commercialized individual effort carries marks as indicated above, joint effort carries half the marks.  **Maximum of 2.5 marks** |  |  |
| **I** | **Externally Funded Projects** | **6 marks** |  |
|  | Only those projects supported from external sources on the basis of applicant’s competence should be mentioned, such as ICAR Cess Fund Schemes, Competitive Grand Projects (CGP) under World Bank, projects funded from DST, DBT/UGC and national/international organizations/ agencies etc –projects with more than 20.0 lakhs support alone will be considered.  2 marks for Principal Investigator (PI) per project and one mark for Co PI/associated scientist per project. AICRP will not be considered as individual project.  Each IRP will carry ½ mark for PI **Maximum of 6 marks** |  |  |
| **J** | **Summer/Winter School/Refresher Course and Seminar/ Symposium etc.** | **1.5 marks** |  |
|  | Half mark for each course organized as Course Director or Course Coordinator (Marks shall be given only for organization of Winter School/Summer School/ Refresher Course/ICAR-CAS training of not less than 10 days)  **One mark for Chairman/Organising Secretary/Convener for organizing Seminar Symposium**  (Workshop / Trainings organized as part of duty of the post, and simple participation, or delivering lecture or paper presentation will not be considered).  **Maximum of 1.5 marks** |  |  |
| **K** | **International Exposure** | **1 mark** |  |
|  | One mark for each one- month experience of working/associating in internationally important organization / laboratory. Period spent abroad towards Masters / PhD/ Post- Doctoral experience will not be considered.  Half mark for paper / poster presentation in international event- seminar/Symposium/ Conference / Workshop etc. **Maximum of 1 marks** |  |  |
| **L** | **Institution Building/Service Functions** | **3.0 mark** |  |
|  | Only clearly defined contributions as a leader in institutional building shall be considered.  For example, creation of totally new institution, laboratory, field facility etc., that has bearing on improved standards or resource generation can be given. Likewise, in case of adding new equipments, mention can be made as to how many other scientists are benefited by such addition. Similarly, encouraging HRD, plan implementation and/or monitoring of progress to show better results, successful execution of major projects, etc. can be given.  **Service Functions:** Service provided for following miscellaneous tasks by applicant qualify for award of marks:   1. Preparation of review reports, proceedings and other similar works. 2. Duties performed for at least one year or more as warden, Library I/c, Student Welfare Officer, Animal House I/C, Farm I/C, Common Instruments Lab. I/C, Assistance, PME Cell 3. Assistance at least for one year in coordination and monitoring progress of work of RAC, IMC, QRT, BOM, PME Cell, Academic Council and similar Advisory Committees of the Institute/University. 4. Production and distribution of seeds/seeds/culture/planting materials /diagnostic services/store purchase/maintenance of farms each at least for one year.  * 0.50 mark for each of the above criteria. **Maximum of 3.0 marks** |  |  |
| **M** | **Inter-Institutional Projects** | **2 marks** |  |
|  | Mention only those projects, which are running at more than one institution and candidate, as PI or CoPI is associated in project planning, review and progress of the work of all the centres in different institutions. Projects with more than 10.00 lakhs support will be considered.  \*One mark for each project.  **Maximum of 2 marks** |  |  |
| **N** | **Publications (Referred Articles)(NAAS 2019)** | **12 marks** |  |
|  | Identify 15 best research papers published in referred journals for allocation of score according to NAAS journal rating on a scale of 1 to 20.0. The NAAS score for each publication will be added and the sum divided by 15 to get average marks.  For research publications where NAAS Journal ID is not available, the Screening Committee shall be empowered to give marks not more than 0.2 for each publication  For journals not covered in NAAS but have international impact factor, applicant can indicate score as (6 + impact factor)  **Maximum of 12 marks** |  |  |
| **O** | **Other Publications** | **5 marks** |  |
|  | * Two marks to first author and one mark to co-authors for each book/monographs of minimum 100 pages published-authored/edited. (Maximum of 3 marks) * One mark to first author and a half mark for co-authors for each book chapters and training manual   (Maximum of 1 marks)   * Half mark for each conference proceeding paper/popular article/ bulletin/short communication (Maximum of 1 mark)   **Maximum of 5 marks (3+1+1)** |  |  |
| **P** | **Any Other academically relevant information** | **1 mark** |  |
|  | TOTAL (A to P) | 70 |  |
|  | INTERVIEW | 30 |  |
|  | **GROSS TOTAL** | **100** |  |

****

**RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY**

**Near Pahuj Dam, Gwalior Road, JHANSI-284 003**

Sl. No. ……………..

(APPLICATION FORM FOR THE POST OF **ASSOCIATE** **PROFESSOR**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | (a) Advertisement No.: ...………………………………….. |  |  |
|  | (b) Item No. of the post : ………………………………….. |  |  |
|  | (c) Name of the post applied for : …………………………. |  | Affix |
|  | (d) Scale of pay & AGP : …………………………………. |  | Passport Size |
| 2. | (a) DD. No. & Date :…………………….………………… |  | Photograph |
|  | (b) Name of the Bank : ..…………………………………… |  | (Attested) |
|  | (c) Amount : ……………………………………………..… |  |  |
| 3. | Last date for submission of application ……………………… |  |  |

|  |
| --- |
| For office use only :  Received DD No………………….……………… dated……………..……… drawn on ……………………. is submitted for deposition to RLB CAU account on …………………………..  Dealing Asstt. |

### **PART – A**

(General information of the Candidate)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | Full Name (in block letters) : … …… …………………………………………………… | | | | | | | |
| **2.** | Father’s / Husband’s Name : ………………………………………………………………… | | | | | | | |
| **3.** | (a) Full postal address for corres-pondence with pin code. Please mention Telephone No., Fax No. and e-mail ID : | …………………………………………………………  ………………………………………………………… | | | | | | |
| (Any change in address should be communicated at once to the Registrar, RLB Central Agricultural University, Near Pahuj Dam, Gwalior Road Jhansi-284003 with full particulars of previous reference and post applied for )    **PIN** Code | ………………………………………………………… | | | | | | |
|  | | | | | | |
| ………………………………………………………… | | | | | | |
|  | | | | | | |
| **Telephone No :** …………………………………….  **Mobile No**  : ……………………………………..  **Fax No :** …………………………………….  **E-mail :** ……………………………………. | | | | | | |
|  |  |  | |  |  |  |
| (b) Permanent address : ……………………………………………………… | | | | | | | |
| **PIN** Code |  | | | | | | |
| ………………………………………………………… | | | | | | |
| ………………………………………………………… | | | | | | |
|  |  |  | |  |  |  |
| **4.** | ( a ) Date of birth : …………………………………………………………………………….. | | | | | | | |
| ( b ) Place of birth : ………………………………………. Village ………………………... | | | | | | | |
| Town………………………. State ………………………. … | | | | | | | |
| (c) Sex : Male/Female | | | | | | | |
| **5.** | ( a ) Nationality : …………………………………………………………………………….. | | | | | | | |
| ( b ) Religion : …………………………………………………………………………….. | | | | | | | |
| **6.** | Community (Write SC/ST/ OBC/General/ EWS). A certificate from the concerned authority should be attached in case of SC/ST/OBC/ EWS: | | | | …………………………………… | | | |
| **7.** | ( a ) Are you a citizen of India ? If so, by birth or by domicile : | | | | ……………………………………  …………………………………… | | | |
| ( b ) If not domiciled in the Indian Union, have you taken steps to obtain declaration of eligibility from the Govt. of India ? | | | | …………………………………… | | | |
| ( c ) If you are abroad, approximate date of return to India: | | | | …………………………………… | | | |
| **8.** | Have you ever been convicted by a court of law for any offence ?  (If yes, give the circumstances and the sentence) | | | | …………………………………… | | | |
| **9.** | Have you ever been debarred from appearing at any examination/ selection by the UPSC / Govt./ University / Board or any Educational Institute / Authority ? (If so, give particulars) | | | | …………………………………… | | | |
| **10.** | Have you ever been punished / dismissed / discharged from any Govt. Department / Public Sector Organization / Quasi-Govt. Organization / University? ( If yes, give particulars in detail ) | | | | ……………………………………    ……………………………………  …………………………………… | | | |
| **11.** | If selected, how much time would you require for joining the post? | | | | …………………………………… | | | |
| **12.** | In case selected for appointment, will you execute a bond to serve this University for a specified period as per RLBCAU norms. | | | | ……………………………………    …………………………………… | | | |
| **13.** | If selected, are you prepared to accept the minimum initial pay offered ? If no, state what is the lowest initial pay that you would accept : | | | | …………………………………… | | | |
| **14.** | Give the names, professions and present addresses (in full ) of two referees well acquainted (not relatives) with the candidate | | | |  | | | |
|  | ( a ) Name in full : ………………………………………... | | | | …………………………………… | | | |
|  | Designation & present address : …………………...... | | | | …………………………………… | | | |
|  | Present address : ……………………………………. | | | | …………………………………… | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | PIN code : |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | ( b ) Name in full : ……………………………... | ……………………………………………… |
|  | Designation present address :……………. | ……………………………………………… |
|  | Present address : …………………………. | ……………………………………………… |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | PIN code : |  |  |  |  |  |  |

### **PART – B**

**1. Academic Qualifications:**

**1.1 Academic Performance:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Exam/Degree/ Diploma** | **Division / Class/Grade** | **% of marks / O.G.P.A.** | **Year of passing** | **Subject(s) with Major field of specialization** | **Board / University** | **Rank/Medal/Award, if any** |
| Matriculation or  Equivalent |  |  |  |  |  |  |
| HS/10+2 or  Equivalent |  |  |  |  |  |  |
| Bachelor’s degree |  |  |  |  |  |  |
| Master’s Degree or Equivalent |  |  |  |  |  |  |
| Doctorate Degree |  |  |  |  |  |  |
| NET (For Asstt. Professor) only |  |  |  |  |  |  |
| Any other degree / diploma relevant to the post |  |  |  |  |  |  |
| Post-Doctoral fellowships (National/ International) |  |  |  |  |  |  |
|  |  |  |  |  | **Candidate’s Response** | **Name of Awarding Agency** |
| National Talent Search Scholarship/INSPIRE or other Scholarship as defined by the Council/ASRB | | | | | Yes/No |  |
| Merit Scholarship at the Graduate level | | | | | Yes/No |  |
| JRF at the Master’s Level/Merit scholarship in the ICAR DUs | | | | | Yes/No |  |
| SRF of ICAR or JRF of CSIR/UGC at the Ph.D. level or other national level fellowships, GATE qualified | | | | | Yes/No |  |

**1.2 Position in the University**

|  |  |  |
| --- | --- | --- |
|  | **Candidate’s Response** | **Awarding Agency name** |
| First Position/Gold Medal in the University/IITs/NITs/Institutes of National Importance at the Graduate, Master’s and Ph.D. degrees. (Except faculty/college/department Gold medal) | Yes/No |  |
| **1.3 Ph.D. Thesis Award. Maximum 2 marks each** |  |  |
| ICAR-Jawaharlal Nehru Award for P.G. Outstanding Doctoral Thesis. | Yes/No |  |
| Best Doctoral Thesis Award given by National/International level Academic Bodies/Institutions/ Universities. | Yes/No |  |
| **1.4 Post-Doctoral Fellowships and other Qualifications** |  |  |
| Fellowships, which are competitive and are awarded by International Institutions like Fulbright/Humboldt/DAAD/ FAO/CGIAR/EU/Overseas Universities | Yes/No |  |
| Fellowships awarded by National Institutions like DBT/DST/Boyscast/ CSIR/ICAR/UGC/MHRD/INSA | Yes/No with duration |  |
| PG diploma in Management/Computer Application of MBA | Yes/No |  |
| any other Diploma/Degree relevant to the post (as mentioned in at point no. I under Academic Qualification) | Yes/No |  |

**Note:**  *1. Please enclose self-attested photocopies of (i) Date of Birth Certificate (ii) All Qualifications.*

*2. Provide evidence of Class/Division with appropriate conversion formula of the awarding University and other academic achievements listed above.*

**2. Employment Record & Experience: (Enclose separate sheet(s) if required):**

**2.1 Employment Record (Starting from present position):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Designation** | **Organization** | **Scale of pay with AGP** | **Period** | | **Duration (Years, months)** | **Nature of work** |
| **from** | **to** |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |

**2.2 Experience over and above the prescribed essential years stipulated as minimum qualifications:**

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Candidate’s Response** | **For Office Use only** |
| **Name of the post\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |
| Number of years of service experience over and above the prescribed period for a particular post |  |  |

**3. Service in Remote areas:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Designation & Department** | **Name of Remote area** | **Period** | | **Duration (Years, months** |
| **from** | **to** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**4. In-service Award/Recognition:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Award/Recognition** | **Awarding Organization (Place/Country)** | **Year** | **National/International/ Institution/Professional Society** | **Additional Information** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**5. Teaching/Research/Extension/Administration:**

***(Applicable for the all posts, except for the post of Assistant Professor)***

|  |  |
| --- | --- |
| **Major function (Teaching/Research/ Extension)** |  |
| **Minor function (Teaching/Research/ Extension)** |  |

Note: Applicant should fill only one major function and one minor function.

**5.1 Teaching as Major function:**

**5.1.1 Teaching:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course ID & Course Title** | **Credit Hours** | **Credit load taken by applicant per year** | **Year** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**5.1.2 Designing of course curriculum\* :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Details of the course** | **Whether new course or revised** | **The name of the degree programme** | **Years** | **Name of the University** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

*\*Please provide supporting evidence from the concerned University/DU.*

**5.1.3 Innovation in Teaching:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Activity**  (Development of an e-Course, a Module, a Teaching Model, a Case Study, any other). | **Details of the activity** | **Sponsoring agency** | **Year** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**OR**

**5.1 Research as Major function:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the project** | **Level of association (PI/Co-PI/Associate)** | **Period** | | **Sponsoring Organization** |
| **From** | **To** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

**OR**

**5.1 Extension Education as Major function:**

**5.1.1 Technology Application, Demonstration and Adoption:**

|  |  |
| --- | --- |
| **Activity** | **Outcome/Impact with Supporting Evidence** |
|  |  |
|  |  |
|  |  |

**5.1.2 Extension Approaches for Technology Dissemination:**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Program Details** | **Salient Achievement/ Outcome with Supporting Evidence** |
|  |  |  |
|  |  |  |
|  |  |  |

**Note:** Applicants are advised to see the details of “Type of program” under 5.1, 5.1.2 in the relevant score card for the post before filling up the application form.

|  |
| --- |
| **5.2 Minor Function Details (Teaching/Research/Extension):**  For any of the teaching, research or extension as the Minor Function the award of marks will be granted as narrated and distributed for Major Function. But the aggregate for minor functions will be multiplied by 0.25 to arrive at the marks for the Minor Function. |

**6. Experience in Administration and Guiding Students:**

***(Applicable for the all posts, except for the post of Assistant Professor)***

**6.1 Research guidance as Major Guide/Advisor:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Student** | **Name of the University** | **Degree Programme** | **Year of completion of degree** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**6.2 Administrative Experience:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Institution** | **Post held & nature of work** | **Pay & Grade Pay** | **Years** | | **Total Experience** |
| **From** | **To** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |

**7. Monitoring and Research Coordination:**

***(Applicable for the all posts, except for the post of Assistant Professor)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Details of activity** | **Level of involvement** | **Amount**  **(Rs. in lakhs) (if applicable)** | **Period** | |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**8. Special Attainments:** (Patent, Prototype, Genetic stock, Variety, Process, Concept, Methodology, Innovative Teaching, other achievements)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Category** | **Title** | **Year** | **Details if any** | **Any other Information** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**9. Externally Funded Projects:**

***(Applicable for the all posts, except for the post of Assistant Professor)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **PI/Co-PI/ other** | **Title** | **Year of sanction** | **Amount** | **Funding Agency** | **Status of project** |
| 1 |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |

**10. Organization of Winter School/Summer School/Refresher Course/Seminar/Symposium**

**(Enclose separate sheet (s) if required):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Funding Agency** | **Title** | **Specify role**  **(organizer/chairman/resource person/paper presented etc)** | **Year** | **Duration**  **No. of days** | **Additional Information** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |

**11. International Exposure:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Country visited** | **Purpose/Subject title** | **Year** | **Duration** | **Sponsor** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**12. Institution Building/Service Function:** *(Applicable for all posts, except for the post of Assistant Professor)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Institution** | **Contribution made & role** | **Output** | **Any other information** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

**13. Inter-Institutional Projects: (Enclose separate sheet (s) if required):**

***(Applicable for the all posts, except for the post of Assistant Professor)***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **PI/Co-PI/ other** | **Title** | **Institutions** | **Year of sanction** | **Duration** | **Amount** | **Funding Agency** | **Status of project** |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |

**14. Publications:**

**14.1 Identify 15 best research papers published in referred journals for allocation of score according to NAAS journal rating-2019 on a scale of 1 to 20.0 For journals not covered in NAAS but have international impact factor, applicant can indicate score as (6+ impact factor) ( Enclose separate sheet (s) if required):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Author/Authors** | **Year** | **Title of paper/Book or Book chapter** | **Journal or Book** | **NAAS Journal Code & rating if any** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |
| 8. |  |  |  |  |  |
| 9. |  |  |  |  |  |
| 10. |  |  |  |  |  |
| 11. |  |  |  |  |  |
| 12. |  |  |  |  |  |
| 13. |  |  |  |  |  |
| 14. |  |  |  |  |  |
| 15. |  |  |  |  |  |

**14.2. Other publications:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Author/Authors** | **Year** | **Book or Book chapter/Manual with name of publisher** | **No of pages** | **ISBN No. if any** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |
| 8. |  |  |  |  |  |
| 9. |  |  |  |  |  |

**14.3 Total Number of Publications *(Full list to be presented at the time of interview*):**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Publication** | **Nos. only** |
| 1. | Full length papers in refereed journals only |  |
| 2. | Papers in Conference Proceedings/Book Chapters |  |
| 3. | Popular articles/short notes/short communication |  |
| 4. | Books published – authored or edited individually or jointly |  |
| 5. | Manuals/teaching aids developed |  |
| 6. | Research bulletins/extension bulletins |  |
| 7. | Others |  |
|  | Total |  |

**15. Any other academically relevant information not mentioned elsewhere:**

|  |  |
| --- | --- |
| **1.** | **………………………………………………………………………………………………..** |
| **2.** | **………………………………………………………………………………………………..** |
| **3.** | **………………………………………………………………………………………………..** |

**15.1 Games & Sports/Arts/Extra Curricular activities\*:** (Enclose separate sheet(s) if required)

***(Applicable only for the post of Assistant Professor)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of activity/ Programme** | **Level of participation (District/Inter-University/ State/National)** | **Details of programme**  **(Date/Year of participation)** | **Venue of programme** | **Any other information** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**15.2 Radio/TV programmes\*: (Enclose separate sheet (s) if required)**

***(Applicable only for the post of Assistant Professor)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Programme (TV/Radio)** | **Topic** | **Details of programme**  **(Date/Year of broadcast)** | **Venue of programme** | **Any other information** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**16. List of document attached.** (Enclose separate sheet(s) if required)

|  |  |
| --- | --- |
| **1.** | **………………………………………………………………………………………………..** |
| **2.** | **………………………………………………………………………………………………..** |
| **3.** | **………………………………………………………………………………………………..** |
| **4.** | **………………………………………………………………………………………………..** |
| **5.** | **………………………………………………………………………………………………..** |

|  |  |  |
| --- | --- | --- |
| **17. Declaration:**    I do hereby declare that the statements made in the application (Part-A & Part-B) are true to the best of my knowledge and belief. | | |
| Date :  Place : | **Candidate’s signature** | |
| **18. Endorsement by the EMPLOYER** | | |
| (In case of in-service candidates, whether in permanent/contract/temporary capacity, the application must be endorsed/forwarded by the Head of the Department/Employer, failing which application is liable to be rejected. **S.No. 4**)  **Forwarded to the Rani Lakshmi Bai Central Agricultural University, Jhansi- Gwalior Road, Jhansi - 284003**  The applicant Dr./Mr./Mrs/Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who has submitted this application for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Rani Lakshmi Bai Central Agricultural University, Jhansi, has been working in this organization namely \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the post), in a temporary / contract/ permanent capacity with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Scale of Pay/Pay Band of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. He /She is drawing a basic pay of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ His / Her next increment is due on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  **The entries made in Part-A and Part-B in the application of Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have been verified from the records and are found correct.**  Further, it is also certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his / her application being considered by the Rani Lakshmi Bai Central Agricultural University, Jhansi for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  **(Signature of the forwarding officer)**  **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Designation:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Place:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(Seal)** | | |

**Annexure II**

**RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY**

**Jhansi-Gwalior Road, Jhansi-284003**

(Established under the Rani Lakshmi Bai Central Agricultural University Act, 2014)

SCORE-CARD GUIDELINES FOR **ASSOCIATE PROFESSOR**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Details** | **Maximum Score** | **Sore awarded** |
| **1** | **Academic Qualifications** | **10 Marks** |  |
| **1.1** | **Academic Performance**  Distribution of marks for each of the academic achievements would be as follows: |  |  |
|  | From 60% and up to 70% marks or 6 to 7 OGPA on the scale of 10 or equivalent at 10+2 and B Graduate, Master’s, Ph.D. degrees. **0.5 marks each** |  |  |
|  | >70% and up to 80% marks or 7 to 8 OGPA on the scale of 10 or equivalent at 10+2 and Graduate, Master’s, Ph.D. degrees. **0.75 marks each** |  |  |
|  | >80% marks or more than 8 OGPA on the scale of 10 or equivalent at 10+2 and Graduate, Master’s, Ph.D. degrees. **1 mark each** |  |  |
|  | National Talent Search Scholarship/INSPIRE or other Scholarship as defined by the Council/ASRB **1 mark each** |  |  |
|  | Merit Scholarship at the Graduate level **1 mark each** |  |  |
|  | JRF at the Master’s Level/Merit scholarship in the ICAR DUs **1 mark each** |  |  |
|  | SRF of ICAR or JRF of CSIR/UGC at the Ph.D. level or other national level fellowships, GATE qualified **1 mark each** |  |  |
|  | **PS: Aggregate score for attributes covered under item #1.1 is limited to 8 marks only.** |  |  |
| **1.2** | **Position in the University. Maximum 2 marks each** |  |  |
|  | Grant 1 mark each for First Position/Gold Medal in the University/ IITs/NITs/Institutes of National Importance at the Graduate, Master’s and Ph.D. degrees. (Except faculty/college/ department Gold medal) **Maximum 2 marks each** |  |  |
| **1.3** | **Ph.D. Thesis Award. Maximum 2 marks each** |  |  |
|  | Grant 2 marks for the ICAR-Jawaharlal Nehru Award for P.G. Outstanding Doctoral Thesis. |  |  |
|  | Grant 1 mark for the Best Doctoral Thesis Award given by National/International level Academic Bodies/Institutions/ Universities. **Maximum 2 marks each** |  |  |
| **1.4** | **Post-Doctoral Fellowships and other Qualifications. Maximum 3 marks each** |  |  |
|  | Grants 3 marks for each Fellowships, which are competitive and are awarded by International Institutions, like Fulbright/Humboldt /DAAD/ FAO/CGIAR/EU/Overseas Universities |  |  |
|  | Grant marks as explained below for each Fellowships awarded by National Institutions like DBT/DST/Boyscast/CSIR/ICAR/UGC/MHRD/INSA:   * 1.5 marks for fellowship of 3 to < 6 months’ duration * 2 marks for fellowship of >= 6 months’ duration |  |  |
|  | Grants 1 mark each, for PG diploma in Management/Computer Application of MBA or any other Diploma/Degree relevant to the post **Maximum 3 marks** |  |  |
|  | **PS: Aggregate score for attributes covered under item #1 is limited to 10 marks only.** |  |  |
| **2** | **Employment Record and Experience** | **5 marks** |  |
|  | Marks are assigned for the number of years of service over and above the prescribed number of years required for a particular post. For Associate Professor 8 years’ experience in the relevant subject as Scientist/Lecturer/Extension Specialist or in an equivalent position in the PB-3 of Rs. 15,600-39,100 with Grade Pay of Rs. 5,400/ Rs. 6,000/ Rs. 7,000/ Rs. 8,000. is prescribed with PhD qualification.8 years of service no marks  Every additional year of Service 1.0 marks subject to a maximum of 5 marks. |  |  |
| **3** | **Service in Remote Areas/ Disadvantageous area** | **2 marks** |  |
|  | Marks for Service in remote areas namely, the Andaman, Nicobar, Lakshadweep, Minicoy and Amindivi islands; State/ Union Territories in the Northeastern region, Laddakh Division of J&K State, Sikkim, Pangi Sub Division of Chamba, and Lahaul & Spiti districts of Himachal Pradesh.  \* half mark for each year of Completed Service in a remote area subject to a maximum of 2 marks.  Marks are assigned for Service rendered in original centre/station in disadvantageous areas (other than those in remote areas). The decision for classification of place of posting shall solely depend on the screening committee in consultation with the Vice-Chancellor.  \*0.25 mark for each year of completed service in disadvantageous area.  **Maximum of 2 marks.** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **4** | **In-service Award/Recognition** | **3.0 marks** |  |
|  | One mark each for national/international award (recognized) such as by ICAR/CSIR/UGC/ DBT/National Institutes, Ministries of Central Government, FAO of the UN or reputed Foreign countries etc.)  \*A half mark each for Institutional or recognized professional societies fellow/award/ recognition; President/ Chairman/ Member/ Member Secretary of important Committees and other decision/ policy making bodies/committees of national level.(excluding official duty/assignment at institutional level); Reviewer for peer-reviewed NASS listed journals; and Conference prize/medal such as best paper or best poster. **Maximum of 2 marks**  **One marks** for Fellowship of any one of the recognized National Academies viz., National Academy of Agricultural Sciences, National Academy of Medical Sciences, Indian Academy of Sciences, Indian National Academy of Engineering, Indian National Science Academy, National Academy of Sciences or equivalent National/ International Academies  **Maximum of 1 marks** |  |  |
| **5** | **Teaching/Research/Extension/** | **10 marks** |  |
|  | Identify one primary and one secondary area of work :   |  |  |  | | --- | --- | --- | | **Area of Work** | **Major and Minor area of function** | **Marks** | | A. Teaching/ Research/Extension | Teaching/ Research/ Extension as major function | 7.0 | | B. | Teaching/ Research/ Extension as minor function | 3.0 | | **Note:** Scientists devoting more than 75% of time on an activity would be considered as Major Function, and devoting less than 25% of time on an activity would be considered as Minor Function. | | | | **A.1 Marks for Teaching as Major Function. Maximum 07 marks**   * For teaching as the major function, the candidate must have taught 3 courses with a total 8 credit hr load during each academic year. Half mark for each year of teaching as specified herein**.**   **Maximum 5 marks**   * Designing of course curriculum – new courses added or revised. Each programme award 0.5 mark. **Maximum 1 mark.** * Innovation in teaching methods/and development of teaching aids/e-courses. Each programme award 0.5 mark.– **Maximum 1 mark.**   **P.S**. **Aggregate award under E.A.1 is limited to 07 marks**  A.2. **Marks for Research as Major Function.**  **Maximum 07 marks**  A.2.1 **Research projects:**  Research project associated with for a minimum period of 3 years as evidenced by research projects completed and reports submitted. One mark for each project completed.  **Maximum 4.0 marks**  A.2.2 **Leadership in research initiatives**  One mark for acting as PI of each project, and 0.5 mark for acting as Co- PI for each project.  **Maximum 3.0 marks**  A.3. **Award of Marks for Extension as Major Function. Maximum 07 marks**  A.3.1 **Technology application, demonstration and adoption**  **One mark** for each of the following activities. Marks will be awarded for those activities that are confirmed by successful outcome. Marks shall be awarded, only if there is documentary proof for the matching achievements.   * involvement in technology application programs through organizing/coordinating activities related to technology assessment and refinement e.g., on farm trials and report on technology refinement, * Extent of adoption of the technology in adopted areas * Participatory Rural Appraisal (PRA) and Participatory Technology Development (PTD), (iii) yield gap analysis and impact assessment for providing feedback to research and development in the form of report. * Development of innovative extension methodologies, management cases and documentation success stories. * New methodology developed or innovation introduced which led to improvement in extension/technology adoption. **Maximum 5 marks**   A.3.2 **Extension approaches for technology dissemination**  **Half mark** for each of the following function. Marks will be  awarded for those functions that are confirmed by successful outcome.   * formation of Formal Village Organizations/Farmer Field Schools/ establishment of Farmers Producer/Commodity Interest Groups, * introduction of innovative extension methods and institutional innovations supporting adoption of introduced technologies including commercialization and mass dissemination of technologies, * founding of e-linkages/connectivity, creating and use of electronic and web based knowledge portals and products, * organization or coordination of interface meetings, demonstrations, farmers meeting/field day/technology week, exhibition, TV & Radio talks and   **Maximum 2 marks** | | | | B **Teaching/ Research/ Extension as minor function**  For any of the teaching/research/extension as the Minor Function mentioned by the applicant, the award of marks will be calculated as narrated above and distributed for the major function. Each total thus obtained will be multiplied by 0.25 for awarding marks for the Minor Function limited to 3 marks only. **Maximum 3 marks** | | | |  |  |
| **6** | **Experience in research guidance**   |  |  |  | | --- | --- | --- | | Research Guidance for Master’s/ Doctoral dissertation as major Guide | (1 mark for each PhD student and ½ mark for PG guidance subject to a maximum of 4 marks) | 4.5 marks | |  |  |  | | **5 marks** |  |
| **7** | **Monitoring and Research Coordination** | **3 marks** |  |
|  | * Assistance in project management and coordination * Assistance in monitoring(Physical, financial and scientific) targets * Preparation of review reports, proceedings and other assigned duties(specify) * Participation in institutional activities/meetings * Innovation in monitoring and co-ordination methods.   Any other relevant contribution not covered above   * One mark for individual effort and a half mark for collaborative effort   **Maximum of 3 marks** |  |  |
| **8** | **Special Attainments** | **3 marks** |  |
|  | One mark for each novel technology developed (patent, prototype, genetic stock, variety, process, concept, methodology/ new inventions/ gene pool identified etc.  Half mark for each success story of technology disseminated or commercialized individual effort carries marks as indicated above, joint effort carries half the marks.  **Maximum of 3 marks** |  |  |
| **9** | **Externally Funded Projects** | **5 marks** |  |
|  | Only those projects supported from external sources on the basis of applicant’s competence should be mentioned, such as ICAR Cess Fund Schemes, Competitive Grand Projects (CGP) under World Bank, projects funded from DST, DBT/UGC and national/international organizations/ agencies etc –projects with more than http://www.icar.org.in/files/rupee-new-symbol-2010.jpg20.0 lakhs support alone will be considered.  2 marks for Principal Investigator (PI) per project and one mark for Co PI/associated scientist per project. AICRP will not be considered as individual project for claim in this regard. **Maximum of 5 marks** |  |  |
| **10** | **Summer/Winter School/Refresher Course and Seminar/Symposium etc.** | **2 marks** |  |
|  | One mark for each course organized as Course Director or Course Coordinator (Marks shall be given only for organization of Winter School/ Summer School/ Refresher Course/ ICAR-CAS training of not less than 10 days)  One mark for Chairman/Organising Secretary/Convener for organizing Seminar Symposium  (Workshop / Trainings organized as part of duty of the post, and simple participation, or delivering lecture or paper presentation will not be considered).  **Maximum of 2 marks** |  |  |
| **11** | **International Exposure** | **1 mark** |  |
|  | One mark for each one- month experience of working/associating in internationally important organization / laboratory. Period spent abroad towards Masters / PhD/ Post- Doctoral experience will not be considered.  Half mark for paper / poster presentation in international event- seminar/Symposium/ Conference / Workshop etc.  **Maximum of 1 marks** |  |  |
| **12** | **Institution Building/Service Functions** | **3.0 mark** |  |
|  | Only clearly defined contributions as a leader in institutional building shall be considered.  For example, creation of totally new institution, laboratory, field facility etc., that has bearing on improved standards or resource generation can be given. Likewise, in case of adding new equipments, mention can be made as to how many other scientists are benefited by such addition. Similarly, encouraging HRD, plan implementation and/or monitoring of progress to show better results, successful execution of major projects, etc. can be given.  **Service Functions:**  Service provided for following miscellaneous tasks by applicant qualify for award of marks:   1. Preparation of review reports, proceedings and other similar works. 2. Duties performed for at least one year or more as warden, Library I/c, Student Welfare Officer, Animal House I/c, Farm I/c, Common Instruments Lab. I/c, Assistance, PME Cell 3. Assistance at least for one year in coordination and monitoring progress of work of RAC, IMC, QRT, BOM, PME Cell, Academic Council and similar Advisory Committees of the Institute/University. 4. Production and distribution of seeds/seeds/ culture/planting materials /diagnostic services/store purchase/maintenance of farms each at least for one year.  * 0.50 mark for each of the above criteria.   **Maximum of 3.0 marks** |  |  |
| **13** | **Inter-Institutional Projects** | **2 marks** |  |
|  | Mention only those projects, which are running at more than one institution and candidate, as PI or CoPI is associated in project planning, review and progress of the work of all the centres in different institutions. Projects with more than http://www.icar.org.in/files/rupee-new-symbol-2010.jpg10.00 lakhs support will be considered.  \*one mark for each project. **Maximum of 2 marks** |  |  |
| **14.1** | **Publications (Referred Articles) (NAAS 2019)** | **10 marks** |  |
|  | Identify 10 best research papers published in referred journals for allocation of score according to NAAS journal rating on a scale of 1 to 20.0. The sum total of the NAAS score for 10 publications will be multiplied by 0.143 to obtain marks.  For research publications where NAAS Journal ID is not available, the Screening Committee shall be empowered to give marks not more than 0.5 for each publication  For journals not covered in NAAS but have international impact factor, applicant can indicate score as (6 + impact factor) **Maximum of 10 marks** |  |  |
| **14.2** | **Other Publications** | **5 marks** |  |
|  | * Two marks to first author and one mark to co-authors for each book/monographs of minimum 100 pages published-authored/edited. (Maximum of 3 marks) * one mark to first author and a half mark for co-authors for each book chapters and training manual (Maximum of 1 marks) * Half mark for each conference proceeding paper/popular article/ bulletin/short communication (Maximum of 1 mark)   **Maximum of 5 marks (3+1+1)** |  |  |
| **15.** | **Any Other academically relevant information** | **1 mark** |  |
|  | TOTAL (1 to 15) | 70 |  |
|  | INTERVIEW | 30 |  |
|  | **GROSS TOTAL** | **100** |  |

**RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY**

**Near Pahuj Dam, Gwalior Road, JHANSI-284 003**

Sl. No. ……………..

(APPLICATION FORM FOR THE POST OF **ASSISTANT** **PROFESSOR**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | (a) Advertisement No.: ...………………………………….. |  |  |
|  | (b) Item No. of the post : ………………………………….. |  |  |
|  | (c) Name of the post applied for : …………………………. |  | Affix |
|  | (d) Scale of pay & AGP : …………………………………. |  | Passport Size |
| 2. | (a) DD. No. & Date :…………………….………………… |  | Photograph |
|  | (b) Name of the Bank : ..…………………………………… |  | (Attested) |
|  | (c) Amount : ……………………………………………..… |  |  |
| 3. | Last date for submission of application ……………………… |  |  |

|  |
| --- |
| For office use only :  Received DD No………………….……………… dated……………..……… drawn on ……………………. is submitted for deposition to RLB CAU account on …………………………..  Dealing Asstt. |

### **PART – A**

(General information of the Candidate)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | Full Name (in block letters) : … …… …………………………………………………… | | | | | | | |
| **2.** | Father’s / Husband’s Name : ………………………………………………………………… | | | | | | | |
| **3.** | (a) Full postal address for corres-pondence with pin code. Please mention Telephone No., Fax No. and e-mail ID : | …………………………………………………………  ………………………………………………………… | | | | | | |
| (Any change in address should be communicated at once to the Registrar, RLB Central Agricultural University, Near Pahuj Dam, Gwalior Road Jhansi-284003 with full particulars of previous reference and post applied for )    **PIN** Code | ………………………………………………………… | | | | | | |
|  | | | | | | |
| ………………………………………………………… | | | | | | |
|  | | | | | | |
| **Telephone No :** …………………………………….  **Mobile No**  : ……………………………………..  **Fax No :** …………………………………….  **E-mail :** ……………………………………. | | | | | | |
|  |  |  | |  |  |  |
| (b) Permanent address : ……………………………………………………… | | | | | | | |
| **PIN** Code |  | | | | | | |
| ………………………………………………………… | | | | | | |
| ………………………………………………………… | | | | | | |
|  |  |  | |  |  |  |
| **4.** | ( a ) Date of birth : …………………………………………………………………………….. | | | | | | | |
| ( b ) Place of birth : ………………………………………. Village ………………………... | | | | | | | |
| Town………………………. State ………………………. … | | | | | | | |
| (c) Sex : Male/Female | | | | | | | |
| **5.** | ( a ) Nationality : …………………………………………………………………………….. | | | | | | | |
| ( b ) Religion : …………………………………………………………………………….. | | | | | | | |
| **6.** | Community (Write SC/ST/ OBC/General/ EWS). A certificate from the concerned authority should be attached in case of SC/ST/OBC/ EWS: | | | | …………………………………… | | | |
| **7.** | ( a ) Are you a citizen of India ? If so, by birth or by domicile : | | | | ……………………………………  …………………………………… | | | |
| ( b ) If not domiciled in the Indian Union, have you taken steps to obtain declaration of eligibility from the Govt. of India ? | | | | …………………………………… | | | |
| ( c ) If you are abroad, approximate date of return to India: | | | | …………………………………… | | | |
| **8.** | Have you ever been convicted by a court of law for any offence ?  (If yes, give the circumstances and the sentence) | | | | …………………………………… | | | |
| **9.** | Have you ever been debarred from appearing at any examination/ selection by the UPSC / Govt./ University / Board or any Educational Institute / Authority ? (If so, give particulars) | | | | …………………………………… | | | |
| **10.** | Have you ever been punished / dismissed / discharged from any Govt. Department / Public Sector Organization / Quasi-Govt. Organization / University? ( If yes, give particulars in detail ) | | | | ……………………………………    ……………………………………  …………………………………… | | | |
| **11.** | If selected, how much time would you require for joining the post? | | | | …………………………………… | | | |
| **12.** | In case selected for appointment, will you execute a bond to serve this University for a specified period as per RLBCAU norms. | | | | ……………………………………    …………………………………… | | | |
| **13.** | If selected, are you prepared to accept the minimum initial pay offered ? If no, state what is the lowest initial pay that you would accept : | | | | …………………………………… | | | |
| **14.** | Give the names, professions and present addresses (in full ) of two referees well acquainted (not relatives) with the candidate | | | |  | | | |
|  | ( a ) Name in full : ………………………………………... | | | | …………………………………… | | | |
|  | Designation & present address : …………………...... | | | | …………………………………… | | | |
|  | Present address : ……………………………………. | | | | …………………………………… | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | PIN code : |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | ( b ) Name in full : ……………………………... | ……………………………………………… |
|  | Designation present address :……………. | ……………………………………………… |
|  | Present address : …………………………. | ……………………………………………… |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | PIN code : |  |  |  |  |  |  |

### **PART – B**

**1. Academic Qualifications:**

**1.1 Academic Performance:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Exam/Degree/ Diploma** | **Division / Class/Grade** | **% of marks / O.G.P.A.** | **Year of passing** | **Subject(s) with Major field of specialization** | **Board / University** | **Rank/Medal/Award, if any** |
| Matriculation or  Equivalent |  |  |  |  |  |  |
| HS/10+2 or  Equivalent |  |  |  |  |  |  |
| Bachelor’s degree |  |  |  |  |  |  |
| Master’s Degree or Equivalent |  |  |  |  |  |  |
| Doctorate Degree |  |  |  |  |  |  |
| NET (For Asstt. Professor) only |  |  |  |  |  |  |
| Any other degree / diploma relevant to the post |  |  |  |  |  |  |
| Post-Doctoral fellowships (National/ International) |  |  |  |  |  |  |
|  |  |  |  |  | **Candidate’s Response** | **Name of Awarding Agency** |
| National Talent Search Scholarship/INSPIRE or other Scholarship as defined by the Council/ASRB | | | | | Yes/No |  |
| Merit Scholarship at the Graduate level | | | | | Yes/No |  |
| JRF at the Master’s Level/Merit scholarship in the ICAR DUs | | | | | Yes/No |  |
| SRF of ICAR or JRF of CSIR/UGC at the Ph.D. level or other national level fellowships, GATE qualified | | | | | Yes/No |  |

**1.2 Position in the University**

|  |  |  |
| --- | --- | --- |
|  | **Candidate’s Response** | **Awarding Agency name** |
| First Position/Gold Medal in the University/IITs/NITs/Institutes of National Importance at the Graduate, Master’s and Ph.D. degrees. (Except faculty/college/department Gold medal) | Yes/No |  |
| **1.3 Ph.D. Thesis Award. Maximum 2 marks each** |  |  |
| ICAR-Jawaharlal Nehru Award for P.G. Outstanding Doctoral Thesis. | Yes/No |  |
| Best Doctoral Thesis Award given by National/International level Academic Bodies/Institutions/ Universities. | Yes/No |  |
| **1.4 Post-Doctoral Fellowships and other Qualifications** |  |  |
| Fellowships, which are competitive and are awarded by International Institutions like Fulbright/Humboldt/DAAD/ FAO/CGIAR/EU/Overseas Universities | Yes/No |  |
| Fellowships awarded by National Institutions like DBT/DST/Boyscast/ CSIR/ICAR/UGC/MHRD/INSA | Yes/No with duration |  |
| PG diploma in Management/Computer Application of MBA | Yes/No |  |
| any other Diploma/Degree relevant to the post (as mentioned in at point no. I under Academic Qualification) | Yes/No |  |

**Note:**  *1. Please enclose self-attested photocopies of (i) Date of Birth Certificate (ii) All Qualifications.*

*2. Provide evidence of Class/Division with appropriate conversion formula of the awarding University and other academic achievements listed above.*

**2. Employment Record & Experience: (Enclose separate sheet(s) if required):**

**2.1 Employment Record (Starting from present position):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Designation** | **Organization** | **Scale of pay with AGP** | **Period** | | **Duration (Years, months)** | **Nature of work** |
| **from** | **to** |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |

**2.2 Experience over and above the prescribed essential years stipulated as minimum qualifications:**

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Candidate’s Response** | **For Office Use only** |
| **Name of the post\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |
| Number of years of service experience over and above the prescribed period for a particular post |  |  |

**3. Service in Remote areas:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Designation & Department** | **Name of Remote area** | **Period** | | **Duration (Years, months** |
| **from** | **to** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**4. In-service Award/Recognition:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Award/Recognition** | **Awarding Organization (Place/Country)** | **Year** | **National/International/ Institution/Professional Society** | **Additional Information** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**5. Teaching/Research/Extension/Administration:**

***(Applicable for the all posts, except for the post of Assistant Professor)***

|  |  |
| --- | --- |
| **Major function (Teaching/Research/ Extension)** |  |
| **Minor function (Teaching/Research/ Extension)** |  |

Note: Applicant should fill only one major function and one minor function.

**5.1 Teaching as Major function:**

**5.1.1 Teaching:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course ID & Course Title** | **Credit Hours** | **Credit load taken by applicant per year** | **Year** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**5.1.2 Designing of course curriculum\* :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Details of the course** | **Whether new course or revised** | **The name of the degree programme** | **Years** | **Name of the University** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

*\*Please provide supporting evidence from the concerned University/DU.*

**5.1.3 Innovation in Teaching:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Activity**  (Development of an e-Course, a Module, a Teaching Model, a Case Study, any other). | **Details of the activity** | **Sponsoring agency** | **Year** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**OR**

**5.1 Research as Major function:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the project** | **Level of association (PI/Co-PI/Associate)** | **Period** | | **Sponsoring Organization** |
| **From** | **To** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

**OR**

**5.1 Extension Education as Major function:**

**5.1.1 Technology Application, Demonstration and Adoption:**

|  |  |
| --- | --- |
| **Activity** | **Outcome/Impact with Supporting Evidence** |
|  |  |
|  |  |
|  |  |

**5.1.2 Extension Approaches for Technology Dissemination:**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Program Details** | **Salient Achievement/ Outcome with Supporting Evidence** |
|  |  |  |
|  |  |  |
|  |  |  |

**Note:** Applicants are advised to see the details of “Type of program” under 5.1, 5.1.2 in the relevant score card for the post before filling up the application form.

|  |
| --- |
| **5.2 Minor Function Details (Teaching/Research/Extension):**  For any of the teaching, research or extension as the Minor Function the award of marks will be granted as narrated and distributed for Major Function. But the aggregate for minor functions will be multiplied by 0.25 to arrive at the marks for the Minor Function. |

**6. Experience in Administration and Guiding Students:**

***(Applicable for the all posts, except for the post of Assistant Professor)***

**6.1 Research guidance as Major Guide/Advisor:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Student** | **Name of the University** | **Degree Programme** | **Year of completion of degree** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**6.2 Administrative Experience:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Institution** | **Post held & nature of work** | **Pay & Grade Pay** | **Years** | | **Total Experience** |
| **From** | **To** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |

**7. Monitoring and Research Coordination:**

***(Applicable for the all posts, except for the post of Assistant Professor)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Details of activity** | **Level of involvement** | **Amount**  **(Rs. in lakhs) (if applicable)** | **Period** | |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**8. Special Attainments:** (Patent, Prototype, Genetic stock, Variety, Process, Concept, Methodology, Innovative Teaching, other achievements)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Category** | **Title** | **Year** | **Details if any** | **Any other Information** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**9. Externally Funded Projects:**

***(Applicable for the all posts, except for the post of Assistant Professor)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **PI/Co-PI/ other** | **Title** | **Year of sanction** | **Amount** | **Funding Agency** | **Status of project** |
| 1 |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |

**10. Organization of Winter School/Summer School/Refresher Course/Seminar/Symposium**

**(Enclose separate sheet (s) if required):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Funding Agency** | **Title** | **Specify role**  **(organizer/chairman/resource person/paper presented etc)** | **Year** | **Duration**  **No. of days** | **Additional Information** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |

**11. International Exposure:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Country visited** | **Purpose/Subject title** | **Year** | **Duration** | **Sponsor** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**12. Institution Building/Service Function:** *(Applicable for all posts, except for the post of Assistant Professor)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Institution** | **Contribution made & role** | **Output** | **Any other information** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

**13. Inter-Institutional Projects: (Enclose separate sheet (s) if required):**

***(Applicable for the all posts, except for the post of Assistant Professor)***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **PI/Co-PI/ other** | **Title** | **Institutions** | **Year of sanction** | **Duration** | **Amount** | **Funding Agency** | **Status of project** |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |

**14. Publications:**

**14.1 Identify 15 best research papers published in referred journals for allocation of score according to NAAS journal rating-2019 on a scale of 1 to 20.0 For journals not covered in NAAS but have international impact factor, applicant can indicate score as (6+ impact factor) ( Enclose separate sheet (s) if required):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Author/Authors** | **Year** | **Title of paper/Book or Book chapter** | **Journal or Book** | **NAAS Journal Code & rating if any** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |
| 8. |  |  |  |  |  |
| 9. |  |  |  |  |  |
| 10. |  |  |  |  |  |
| 11. |  |  |  |  |  |
| 12. |  |  |  |  |  |
| 13. |  |  |  |  |  |
| 14. |  |  |  |  |  |
| 15. |  |  |  |  |  |

**14.2. Other publications:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Author/Authors** | **Year** | **Book or Book chapter/Manual with name of publisher** | **No of pages** | **ISBN No. if any** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |
| 8. |  |  |  |  |  |
| 9. |  |  |  |  |  |

**14.3 Total Number of Publications *(Full list to be presented at the time of interview*):**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Publication** | **Nos. only** |
| 1. | Full length papers in refereed journals only |  |
| 2. | Papers in Conference Proceedings/Book Chapters |  |
| 3. | Popular articles/short notes/short communication |  |
| 4. | Books published – authored or edited individually or jointly |  |
| 5. | Manuals/teaching aids developed |  |
| 6. | Research bulletins/extension bulletins |  |
| 7. | Others |  |
|  | Total |  |

**15. Any other academically relevant information not mentioned elsewhere:**

|  |  |
| --- | --- |
| **1.** | **………………………………………………………………………………………………..** |
| **2.** | **………………………………………………………………………………………………..** |
| **3.** | **………………………………………………………………………………………………..** |

**15.1 Games & Sports/Arts/Extra Curricular activities\*:** (Enclose separate sheet(s) if required)

***(Applicable only for the post of Assistant Professor)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of activity/ Programme** | **Level of participation (District/Inter-University/ State/National)** | **Details of programme**  **(Date/Year of participation)** | **Venue of programme** | **Any other information** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**15.2 Radio/TV programmes\*: (Enclose separate sheet (s) if required)**

***(Applicable only for the post of Assistant Professor)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Programme (TV/Radio)** | **Topic** | **Details of programme**  **(Date/Year of broadcast)** | **Venue of programme** | **Any other information** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**16. List of document attached.** (Enclose separate sheet(s) if required)

|  |  |
| --- | --- |
| **1.** | **………………………………………………………………………………………………..** |
| **2.** | **………………………………………………………………………………………………..** |
| **3.** | **………………………………………………………………………………………………..** |
| **4.** | **………………………………………………………………………………………………..** |
| **5.** | **………………………………………………………………………………………………..** |

|  |  |  |
| --- | --- | --- |
| **17. Declaration:**    I do hereby declare that the statements made in the application (Part-A & Part-B) are true to the best of my knowledge and belief. | | |
| Date :  Place : | **Candidate’s signature** | |
| **18. Endorsement by the EMPLOYER** | | |
| (In case of in-service candidates, whether in permanent/contract/temporary capacity, the application must be endorsed/forwarded by the Head of the Department/Employer, failing which application is liable to be rejected. **S.No. 4**)  **Forwarded to the Rani Lakshmi Bai Central Agricultural University, Jhansi- Gwalior Road, Jhansi - 284003**  The applicant Dr./Mr./Mrs/Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who has submitted this application for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Rani Lakshmi Bai Central Agricultural University, Jhansi, has been working in this organization namely \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the post), in a temporary / contract/ permanent capacity with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Scale of Pay/Pay Band of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. He /She is drawing a basic pay of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ His / Her next increment is due on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  **The entries made in Part-A and Part-B in the application of Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have been verified from the records and are found correct.**  Further, it is also certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his / her application being considered by the Rani Lakshmi Bai Central Agricultural University, Jhansi for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  **(Signature of the forwarding officer)**  **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Designation:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Place:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(Seal)** | | |

**Annexure III**



**RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY**

**Jhansi-Gwalior Road, Jhansi-284003**

(Established under the Rani Lakshmi Bai Central Agricultural University Act, 2014)

SCORE-CARD GUIDELINES FOR **ASSISTANT PROFESSOR**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Details** | **Maximum Score** | **Marks awarded** |
| **1.** | **Academic Qualifications** | **47.0** |  |
| a) | **X STD**   * >80 % and above marks or more than 8.0 OGPA on the scale of 10 or equivalent. * >70 % & up to 80% marks or 7.0 to 8.0 OGPA on the scale of 10 or equivalent. * > 60% & up to 70% marks or 6.0 to 7.0 OGPA on the scale of 10 or equivalent. * < 60 % marks | 5.0  4.0  2.5  1.5 |  |
| b) | **XII STD**   * >80 % and above marks or more than 8.0 OGPA on the scale of 10 or equivalent. * >70 % & up to 80% marks or 7.0 to 8.0 OGPA on the scale of 10 or equivalent. * > 60% & up to 70% marks or 6.0 to 7.0 OGPA on the scale of 10 or equivalent. * < 60 % marks | 5.0  4.0  2.5  1.5 |  |
| c) | **Graduation**   * >80 % and above marks or more than 8.0 OGPA on the scale of 10 or equivalent. * >70 % & up to 80% marks or 7.0 to 8.0 OGPA on the scale of 10 or equivalent. * > 60% & up to 70% marks or 6.0 to 7.0 OGPA on the scale of 10 or equivalent. * < 60 % marks | 10.0  9.0  8.0  5.0 |  |
| d) | **Post Graduation**   * >80 % and above marks or more than 8.0 OGPA on the scale of 10 or equivalent. * >70 % & up to 80% marks or 7.0 to 8.0 OGPA on the scale of 10 or equivalent. * > 60% & up to 70% marks or 6.0 to 7.0 OGPA on the scale of 10 or equivalent. * < 60 % marks | 13.0  12.0  10.0  8.0 |  |
| e) | Ph.D. | 9.0 |  |
| f) | National Talent Search Scholarship/INSPIRE or other Scholarship as defined by the ICAR/ University. | 1.0 |  |
| g) | Award/Medal (First position/Gold medal in the University at Graduate, Master’s and Ph.D. degrees). | 2.0 |  |
| h) | JRF (M.Sc.)/SRF (Ph.D.) of ICAR or other National Level fellowships/ Merit Scholarship in the ICAR Deemed Universities. **(1 Mark each)** | 2.0 |  |
| **2.** | **Employment Record and Experience** | **3.0** |  |
|  | Post-doctorate work experience will be counted as experience.  Period for obtaining PhD will be excluded irrespective of study leave.  \*One mark for each year of service/experience with a maximum of 3 marks | 3.0 |  |
| **3.** | **Service in Remote Areas/Regional Centers** | **2.0** |  |
|  | Marks are assigned for service rendered in the following remote areas namely, the Andaman, Nicobar, Lakshadweep, Minicoy and Amindivi, islands; States/Union Territories in the Northeastern region, Ladakh Division of J&K State, Sikkim, Pangi Sub-Division of Chamba, and Lahaul & Spiti districts of Himachal Pradesh.  *\* One mark for each year of completed service in a remote area with a maximum of 2 marks* | 2.0 |  |
| **4.** | **Award/Recognition** | **1.0** |  |
|  | One mark each for national/international award (recognized) such as by ICAR, CSIR, DBT/National Institutes, Ministries of State or Central Government, FAO of the UN etc during studies/ Research | 1.0 |  |
| **5.** | **Teaching/Research/Extension/Administrative** | **No marks** |  |
| **6.** | **Experience in Administration and Guiding Students** | **No marks** |  |
| **7.** | **Monitoring and Research Coordination** | **No marks** |  |
| **8.** | **Special Attainments** | **2.0** |  |
|  | * One mark for each novel technology developed (patent, prototype, genetic stock, variety, process, concept, methodology etc.) * A half mark for each success story of technology disseminated or commercialized.   Individual effort carries marks as indicated above; joint effort carries half the marks. |  |  |
| **9.** | **Externally Funded Projects** | **No marks** |  |
| **10.** | **Participation in Seminar/Symposium etc** | **3.0** |  |
|  | Half mark for each for participation and oral presentation in Summer/ Winter School/ Refresher course/ training/ Seminar/ Symposium etc. **(if organized 1 mark)** | 3.0 |  |
| **11.** | **International Exposure** | **1.0** |  |
|  | Half mark for each one-month experience of working or associating with internationally important organization/laboratory. Period spend abroad towards Masters/Ph.D./Post-Doctoral experience will not be considered. | 1.0 |  |
| **12.** | **Institution building/Service Functions** | **No marks** |  |
| **13.** | **Inter-Institutional Projects** | **No marks** |  |
| **14.1** | **Publications (Referred Articles)** | **8.0** |  |
|  | * Identify five best research papers published in referred journals for allocation of score according to current NAAS rating (2019). Journal ID on a scale of 0.50 to 20.0. The sum total of the NAAS score for 05 publications will be multiplied by 0.25 to obtain marks. * For journal rating not covered by NAAS, but having International Impact Factor (Thomson Reuters), applicant can indicate score as 6 + International IF (Thomson Reuters). * For research publications, where NAAS Journal rating/International Impact Factor (Thomson Reuters) is not available, award 0.5 marks for each publications.   **Note:** First author will be awarded full marks for each paper, whereas co-authors will get 75% for each paper. | 8.0 |  |
| **14.2** | **Other Publications** | **3.0** |  |
|  | Half mark for each book chapters/ popular article/ bulletins/ short communication published. | 3.0 |  |
| **15** | Any other additional relevant information in support of your candidature | **2.0** |  |
| **15.1** | **Sports/Games/Arts/Extra Curricular activities** | **5.0** |  |
|  | District/Inter University | 1.0 |  |
|  | State Level | 2.0 |  |
|  | National Level | 3.0 |  |
|  | Extra Curricular Activities Subject to a maximum of **5 marks** | 1.0 |  |
| **15.2** | **Radio/TV Programmes of Academic importance** | **3.0** |  |
|  | Each Radio Program  Each TV Program | 1.0  1.5 |  |
|  | **Total (1 TO 15)** | **80.0** |  |
|  | **Interview** | **20.0** |  |
|  | **Gross Total** | **100.00** |  |

** RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY**

**Jhansi-Gwalior Road, Jhansi-284003**

(Established under the Rani Lakshmi Bai Central Agricultural University Act, 2014)

Website : [www.rlbcau.ac.in](http://www.rlbcau.ac.in) Email-  [registrar.rlbcau@gmail.co](mailto:%20registrar.rlbcau@gmail.co)m ; Phone no.:- 0510- 2730555

**APPLICATION FORM FOR THE POST OF SECRETARY TO VICE CHANCELLOR**

|  |  |
| --- | --- |
| **Advertisement No…………................................Date .........………**  **Post Applied for ……..................................................………………** | ***Fix your* *latest photograph and sign across*** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Details of Fee Payment*** *(Demand Draft of Rs.1000/- only for General and OBC category (Rs.500/= in case of ST/SC/PwD) drawn in favour of RLBCAU payable at Jhansi. Women candidates are exempted from payment of prescribed fee.* | | | | |
| **Draft Number** | **Date of Issue** | **Amount** | **Name of the Bank and Issuing Branch** | **Name of the Bank on which Drawn** |
|  |  |  |  |  |

1. **Personal details: Use CAPITAL LETTERS and write clearly**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | | | | | | |
| **Date of Birth** | **Day** | **Month** | **Year** | **Age as on date**  **of advertisement** | | **Year** | | **Month** |
|  |  |  |  |  | |  | |  |
| **Place of Birth** | **City / Village** | | | **State** | | **Country** | | |
|  | | |  | |  | | |
| **Father’s Name** |  | | | | | | | |
| **Mother’s name** |  | | | | | | | |
| **Nationality** | **Gender** | | | | **Category** | | **Marital Status** | |
|  | Male  Female  Transgender | | | | SC ST  OBC General | | Single  Married | |

|  |  |  |  |
| --- | --- | --- | --- |
| **If differently abled, indicate the relevant particulars** | **Yes/ No** | **Percentage of disability** | **Sl. No. of proof of enclosure** |
| 1. Blindness or low vision: |  |  |  |
| 1. Hearing impairment: |  |  |  |
| 1. Locomotor disability or cerebral palsy (includes all cases of Orthopedically handicapped) |  |  |  |

1. **Educational Qualifications**:Attach self-attested photocopy of marks sheet & degree of each examination

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Name of the**  **Board**  **/University** | **Year** | **Marks**  **Obtained** | **Maximum**  **marks** | **Percentage or**  **CGPA** | **Division** | **Subjects studied** |
| Matriculation (10th) |  |  |  |  |  |  |  |
| Higher Secondary/(10+2) |  |  |  |  |  |  |  |
| Bachelor’s degree  ………………………  ( Name of degree) |  |  |  |  |  |  |  |
| Master’s degree  ……………………  ( Name of degree) |  |  |  |  |  |  |  |
| M. Phil. in  …………………… |  |  |  |  |  |  |  |
| Ph. D. in Topic: ………………………………..  ………………………………..  ……………………………….. |  |  |  |  |  |  |  |
| Any other exam passed  …………………………..…… |  |  |  |  |  |  |  |

1. **Past Work Experience:** (Please start from first appointment to the present position). **Add additional rows, if needed.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Post held** | **Pay**  **Scale/**  **Band** | **Basic Pay**  **p.m.**  **+**  **GP/AGP** | **Gross**  **Salary**  **p.m.** | **Employer**  **(Name &**  **address of the**  **Organization)** | **Experience** | | | **Nature of**  **Assignment** |
| **From** | **To** | **Total**  **Experience**  **in Years/**  **Months** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Your important / unique contribution(s) in the previous assignment?**

1. **Details of the Training Programmes attended:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Programme** | **Year** | **Duration (in days)** | **Organising Institution** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Details of the Management Development Programmes attended:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Programme** | **Year** | **Duration (in days)** | **Organising Institution** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Details of the Orientation Programmes / Training Programmes / Workshops attended:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Programme** | **Year** | **Duration (in days)** | **Organising Institution** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Details of the Refresher Programmes attended:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Programme** | **Year** | **Duration (in days)** | **Organising Institution** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Involvement in Research & Publications, if any:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Publications** | **Numbers** | **Publishers / Journals** | **Communicated** |
| Books |  |  |  |
| Research Papers |  |  |  |
| Articles |  |  |  |
| Others |  |  |  |
| **Research Projects undertaken** |  |  |  |
| Major Research Projects Completed |  |  |  |
| Major Research Projects ongoing |  |  |  |
| **Research Supervisions** |  |  |  |
| No. of Ph.Ds produced |  |  |  |
| No. of Candidates enrolled for Ph.D |  |  |  |
| **Participations in**  **Seminars / Conferences/ Workshops** |  |  |  |
| **No. of Papers presented in a**  **National Seminars/conferences** |  |  |  |
| **No. of Papers presented in a**  **International Seminars/conferences** |  |  |  |

**9. Any other Experience of Administrative work, if any (please furnish details) :**

|  |  |  |
| --- | --- | --- |
| **Capacity** | **Nature of work** | **Duration in years** |
|  |  |  |
|  |  |  |
|  |  |  |

**10. Key Achievements/ any other Information/ Qualifications considered to be relevant to the post applied for:**

**11. References: Please provide names of three persons who are not related to you and are familiar with your work / professional experience / accomplishment:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1 | 2 | 3 |
| **Name and Address** |  |  |  |
| **Contact Address** |  |  |  |
| **Email:** |  |  |  |
| **Phone (landline)**  **With STD Code:** |  |  |  |
| **Mobile Phone no.** |  |  |  |
| **Fax with STD code** |  |  |  |

**12. Have you ever been punished during your studies at College/University? (Yes/No):**

**13. Have you ever been punished during your service or convicted by a court of law? (Yes/No):**

**14. Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? (Yes/No) :**

**15. Do you have any case pending against you in any court of law? (Yes/No) :**

**16. Contact Details of the Applicant:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Address for Correspondence** | | **Permanent Address** | |
| Name: |  | Name: |  |
| House No: |  | House No: |  |
| Street: |  | Street: |  |
| City: |  | City: |  |
| State: |  | State: |  |
| Pin Code: |  | Pin Code: |  |
| Email: |  | Email: |  |
| Phone/ Cell No. (With STD Code) |  | Phone/ Cell No. (With STD Code) |  |

|  |
| --- |
| **17. Declaration** |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_son/daughter of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that all the particulars given in this application form are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature / appointment may be cancelled by the university without assigning any reason thereof.  Signature of the applicant  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name in Capital letters  **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Place**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Note:**   1. Unsigned application is liable to be rejected and no correspondence will be entertained. 2. The University shall not be responsible, if any column is not filled up properly and legibly. |

|  |
| --- |
| **18. Endorsement by the EMPLOYER** |
| (In case of in-service candidates, whether in permanent/contract/temporary capacity, the application must be endorsed/ forwarded by the Head of the Department/Employer, failing which application is liable to be rejected.)  **Forwarded to the Rani Lakshmi Bai Central Agricultural University, Jhansi- Gwalior Road, Jhansi - 284003**  The applicant Dr./Mr./Mrs/Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who has submitted this application for the post of in the Rani Lakshmi Bai Central Agricultural University, Jhansi, has been working in this organization namely \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the post), in a temporary/contract/permanent capacity with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Scale of Pay/Pay Band of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. He /She is drawing a basic pay of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ His / Her next increment is due on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Further, it is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his / her application being considered by the Rani Lakshmi Bai Central Agricultural University, Jhansi.  **(Signature of the forwarding officer)**  **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Designation:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Place:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Seal)** |

**19. Checklist of Documents Enclosed**

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Documents** | **Tick (**√**)** |
| 1. | Matric / Secondary / High School (10th Class) Marks Sheet |  |
| 2. | Matric / Secondary / High School (10th Class) Certificate |  |
| 3. | Sr. Secondary / Intermediate (12th Class) Marks Sheet |  |
| 4. | Sr. Secondary / Intermediate (12th Class) Certificate |  |
| 5. | Bachelor's Degree Marks Sheet |  |
| 6. | Bachelors' Degree |  |
| 7. | Master's Degree Marks Sheet |  |
| 8. | Master's Degree |  |
| 9. | M. Phil. Marks Sheet |  |
| 10. | M. Phil Degree |  |
| 11. | Ph. D. Degree |  |
| 12. | Experience Certificate(s) from previous employers: |  |
| 13. | Endorsement from the present employer |  |
| 14. | DD for the application fees (in original) |  |
| 15. | SC / ST / OBC / Handicapped Certificate |  |
| 16. | Others, if any: |  |