**DECCAN COLLEGE**

**Post-Graduate and Research Institute**

**Pune-411006**

**(Declared as Deemed to be University under Section 3 of UGC Act 1956)**

**APPLICATION FOR TEACHING POST**

**FORM-I**

Photograph

1. Name of the Post applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Reservation Status of the Post: \_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_\_\_\_\_\_

3. Reservation status of the Applicant: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

4. Name in full (in Capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Surname) (First name) (Father/Husband name)

Name in full (in Devanagari): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Surname) (First name) (Father/Husband name)

5. Address for communication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Telephone (with code) : L: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ M:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Nationality:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Domicile status:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Birth date: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Day) (Month) (Year) (Place)

11. If appointed, how much period would you require for joining the post: \_\_\_\_\_\_\_\_\_

12. References: a) Name:\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation/Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation/Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. Testimonials from: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

1. I, the applicant, hereby declare that I have carefully read the special instructions accompanying this form and have filled the application accordingly. I am aware that incomplete/ incorrect application will be rejected.

2. I, the applicant, hereby declare that all the entries in this form are true to the best of my

knowledge and belief. I am aware that if information provided by me in the application and in

the accompanying documents is false, I shall forfeit my candidature at any stage of the selection

process and right to my appointment to the post.

Date: (Signature of the Applicant)

**Certificate from the Employer**

This is to certify that Dr./Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

is a bonafide employee of this University/Institute since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. He/She is presently holding the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This Organisation has no objection to he/she applying for the said post. If selected for the post, he/she will be relieved from service.

Date: (Signature of the Institute Head)

List of Enclosures to be submitted as follows:

1. Form-I, Form-II and Form-III with true copies of all relevant documents - two sets.

2. Form-I, Form-II and Form-III – eight sets.

3. DD in favour of Deccan College Deemed to be University A/c No.42695734551.

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**APPLICATION FORM - II**

(Please type and provide complete details in this Form)

**1.** **Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**3. Teaching, Learning and Evaluation Related Activities:**

i. Lectures, seminars, tutorials, practicals, contact hours undertaken as percentage of

lectures allocated/ Editorial work undertaken:

ii. Lectures or other teaching duties in excess of the UGC norms:

iii. Preparation and imparting of knowledge/instruction as per curriculum, syllabus

enrichment by providing additional resources to students:

iv. Use of participatory and innovative teaching-learning methodologies; updating of

subject content, course improvement etc.:

v. Examination duties (Invigilation; question paper setting, evaluation/assessment of

answer scripts) as per allotment/Editorial work undertaken:

**4. Co-Curricular, Extension and Professional Development Related Activities:**

i. Student related co-curricular, extension and field based activities (such as extension

work through NSS/NCC and other channels, cultural activities, subject related events,

advisement and counseling):

ii. Contribution to Corporate life and management of the department and institution

through participation in academic and administrative committee and responsibilities:

iii. Professional Development activities (such as participation in seminars, conferences,

short term, training courses, talks, lectures, membership of associations, dissemination

and general articles):

**5. Research Papers published in:**

**a)** Refereed Journals:

b) Non-refereed but recognized and reputable journals and periodicals having ISBN/ISSN

numbers:

c) Conference proceedings as full papers, etc. (Abstracts not to be included):

**6. Research Publications:**

**a) Text or Reference Books:**

i) Published by international publishers with an established peer review system:

ii) Subject books by national level publishers/State and Central Govt. publications with

ISBN/ISSN Numbers:

iii) Subject books by other local publishers with ISBN/ISSN Numbers:

iv) Chapters contributed to edited knowledge based volumes published by international publishers:

v) Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN Numbers:

**7. Research Projects:**

**a.** Sponsored Projects carried out/ongoing:

i) Major Projects amount mobilized with grants above 5.0 lakhs:

ii)Major Projects Amount mobilized with minimum of Rs.3.00 lakhs up to Rs. 5.00 Lakhs:

iii) Minor Projects (Amount mobilized with grants above Rs.25,000 up to Rs. 3 lakh):

**b.** Consultancy Projects:

a) Amount mobilized with minimum of Rs.2.0 lakhs:

**c.** Completed projects Quality Evaluation:

a) Completed project report (Accepted by funding agency):

**d.** Projects Outcome/Outputs:

a)Major Policy document of Govt. Bodies at Central and State level:

**8. Research Guidance:**

a) M.Phil: Degree awarded only:

b) Ph.D.:

i) Degree awarded:

ii) Thesis submitted:

**9. Training Courses /Workshops Attended:**

Refresher courses, Methodology, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development.

a) Not less than two weeks duration:

b) One week duration:

**10. Papers presented in Seminars/Conferences/Symposia, etc.:**

**a) Participation and presentation of Research papers:**

i) International:

ii) National:

iii) Regional/State Level:

iv) Local-University/College Level:

**11. Invited for special lectures:**

i) International level:

ii) National level:

Date: Signature

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**APPLICATION FORM - III**

(Please provide full details in this form)

**1.** **Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**3. Academic Record: (Please enclose true copies)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Examination Board/Univ Year Class % Subjects

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SSC/equivalent

HSC/equivalent

Bachelor’s degree

Master’s degree

Ph.D. degree

Others

**4. Employment record including present position (please attach present salary certificate):**

**Institution Post held Period Pay scale**

**5. Positions of responsibility held:**

**6. Languages you can read, write and speak (incl. foreign languages):**

Read, Write & Speak: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speak only: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Read and Speak: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Scholarships/Fellowships:**

a) Scholarships:

b) Fellowships:

c) Awards & Prizes:

**8. Membership of Professional Organizations:**

**9. Academic visits abroad:**

**10. List of Review articles and popular articles:**

**11. Any other information the applicant would like to mention in support:**

**Date: (Signature of the Applicant)**