



# JIWAJI UNIVERSITY, GWALIOR

NAAC Accredited 'A' Grade University

## DETAILS OF VACANT POSTS

| <b>S. No</b> | <b>Posts</b>                    | <b>Class</b> | <b>Category</b> | <b>No. of Vacant Post</b> |
|--------------|---------------------------------|--------------|-----------------|---------------------------|
| 1.           | <b>University Librarian</b>     | I            | UR              | 01                        |
| 2.           | <b>Assistant Librarian</b>      | II           | UR              | 01                        |
| 3.           | <b>Senior Library Assistant</b> | III          | UR              | 01                        |
| 4.           | <b>Cataloger</b>                | III          | ST              | 01                        |

**UNIVERSITY NON- TEACHING VACANCY**  
**PAY SCALE AND QUALIFICATION AND EXPERIENCE**

**1. UNIVERSITY LIBRARIAN**

**Pay Scale PB-4; 37400-67000 (PB-4) AGP 10000**

**Essential:**

- (a) Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record.

At least thirteen years as a Deputy Librarian (AGP `8000/-) in a university library or eighteen years' experience as a College Librarian (AGP of `6000/).  
Evidence of innovative library service and organization of published work.

A minimum score as stipulated in the Academic Performance Indicator (API) based performance Based Appraisal System (PBAS), set out in UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for the maintenance of standards in higher education, 2010.

**Desirable:**

M.Phil/ Ph.D. Degree in library science/ information science / Documentation / archives and manuscript-keeping.

**OR**

- (b) Deputy Librarian completing service of three years in the AGP of Rs. 9000 and otherwise eligible as per the API scoring system and PBAS methodology developed in UGC Regulations, 2010 with a Ph.D. qualification.

**Note:** Other conditions as per UGC Regulations, 2010.

**2. ASSISTANT LIBRARIAN**

**Pay Scale PB-3; 15600-391000 (PB-3) AGP 6000**

**Essential:**

- I. Master's degree in Library Science/ Information Science/ Documentation or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- II. Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.
- III. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009", shall be exempted from the requirement of the minimum eligibility condition of NET/ SLET/ SET for recruitment and appointment of University Assistant Librarian.



# JIWAJI UNIVERSITY, GWALIOR

NAAC Accredited 'A' Grade University

PBAS Proforma for direct appointment/career advancement scheme (CAS) for the post of University Librarian/Assistant Librarian.

## **PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letter):-----
2. Father's Name/Mother's Name:-----
3. Department:-----
4. Current Designation & Grade Pay:-----
5. Date and Place of Birth:-----
6. Sex: Male/Female-----
7. Marital status:-----
8. Nationality:-----
9. Indicate whether belongs to SC/ST/OBC category:-----
10. Address for correspondence (Pin Code, Telephone No., and Email):-----  
-----  
-----  
-----
11. Permanent address (with Pin Code, Telephone No., and Email: ):-----  
-----  
-----  
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15. Academic Qualifications (High School till Post Graduation):

| Examinations              | Name of the Board / University | Year of Passing | Percentage of marks obtained | Division/ Class/Grade | Subject |
|---------------------------|--------------------------------|-----------------|------------------------------|-----------------------|---------|
| High School               |                                |                 |                              |                       |         |
| Intermediate              |                                |                 |                              |                       |         |
| B.A./B.Sc./B.Com          |                                |                 |                              |                       |         |
| B.LIB.I.Sc.               |                                |                 |                              |                       |         |
| M.LIB.I.Sc                |                                |                 |                              |                       |         |
| M.A./M.Sc./M.Com          |                                |                 |                              |                       |         |
| Other examination, if any |                                |                 |                              |                       |         |

16. Research Degree(s):

| Degrees       | Title | Date of Award | University |
|---------------|-------|---------------|------------|
| M. Phil.      |       |               |            |
| Ph.D./D.Phil. |       |               |            |
| D.Sc./D.Litt. |       |               |            |

17. Appointments held prior to joining this Institution:

| Designation | Name of Employer | Date of |         | Salary with Grade | Reason of leaving |
|-------------|------------------|---------|---------|-------------------|-------------------|
|             |                  | Joining | Leaving |                   |                   |
|             |                  |         |         |                   |                   |
|             |                  |         |         |                   |                   |
|             |                  |         |         |                   |                   |

18. Posts held after appointment at this Institution:

| Designation | Department | Date of Joining |    | Grade |
|-------------|------------|-----------------|----|-------|
|             |            | From            | To |       |
|             |            |                 |    |       |
|             |            |                 |    |       |
|             |            |                 |    |       |
|             |            |                 |    |       |

19. Period of teaching experience: P.G. Classes (in years):  UG Classes (in years):

20. Research Experience excluding years spent in M.Phil. / Ph.D. (in years):

21. Fields of Specialization under the Subject/Discipline

(a)

(b)

(c)

22. Academic Staff College Orientation /Refresher Course attended:

| Name of the Course/<br>Summer School | Place | Duration | Sponsoring Agency |
|--------------------------------------|-------|----------|-------------------|
|                                      |       |          |                   |
|                                      |       |          |                   |
|                                      |       |          |                   |
|                                      |       |          |                   |
|                                      |       |          |                   |

## **PART B: ACADEMIC PERFORMANCE INDICATORS**

(Please see detailed instructions of this PBAS Proforma before filling out this section)

### **APPENDIX – III: TABLE –VII**

Academic Performance Indicators (APIs) and proposed scores developed by UGC for adoption of Performance Based Appraisal System (PBAS) for Direct Appointment / Career Advancement Scheme (CAS) promotions applicable to Librarian, (University) Deputy Librarian and Asstt. Librarian /Documentation Officer

Category – I: Procurement, organization, and delivery of knowledge and information through Library services

| S.No                          | Nature of Activity  | Max Score  |
|-------------------------------|---|------------|
| 1                             | Library resources organization and maintenance of books, journals, reports; provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. | 40         |
| 2                             | ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management.  | 30         |
| 3                             | Development, organisation and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc.  | 25         |
| 4                             | User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.   | 10         |
| 5                             | Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms (Shelving weekly, Stock verification Ground floor every year, 3 <sup>rd</sup> floor once in two years, other floors once in three years)<br>No marks if the shelving is not completed.   | 20         |
| <b>Total Score</b>            |   | <b>125</b> |
| <b>Minimum Score required</b> |   | <b>75</b>  |

Category-I

|                        |            |
|------------------------|------------|
| Total Score (Max)      | <b>125</b> |
| Minimum Score Required | <b>75</b>  |

**CATEGORY-II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

Please mention your contribution to any of the following:

| Sl. No. | Type of Activity   | Average Hrs/week                        | API Score |
|---------|--|---|-----------|
| (i)     | Extension, Co-curricular & Field based Activities                |   |           |
| 1       |  |   |           |
| 2       |  |   |           |
| 3       |  |   |           |
|         | Total (Max: 20)  |   |           |
| (ii)    | Contribution to Corporate Life and Management of the Institution | Yearly / Semester wise responsibilities | API Score |
| 1       |  |   |           |
| 2       |  |   |           |
| 3       |  |   |           |
|         | Total (Max: 15)  |   |           |
| (iii)   | Professional Development Activities                              |   |           |
| 1       |  |   |           |
| 2       |  |   |           |
| 3       |  |   |           |
| 4       |  |   |           |
|         | Total (Max: 15)  |   |           |
|         | Total Score (I +II+III) (Max: 50)                                |   |           |

| Category-II            |    |
|------------------------|----|
| Total Score (Max)      | 50 |
| Minimum Score Required | 15 |

**CATEGORY-III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS****A) Published Papers in Journals**

| Sl. No. | Title with page numbers | Journal | ISSN | Whether peer reviewed. Impact Factor, if any | No. of Co-authors | Whether you are the main Author | API Score |
|---------|-------------------------|---------|------|--|-------------------|---------------------------------|-----------|
| 1       |                         |         |      |  |                   |                                 |           |
| 2       |                         |         |      |  |                   |                                 |           |
| 3       |                         |         |      |  |                   |                                 |           |
| 4       |                         |         |      |  |                   |                                 |           |

**B) (i) Articles /Chapters published in Books**

| Sl. No. | Title with page numbers | Book Title, Editor & Publisher | ISSN /ISBN | Whether peer reviewed | No. of Co-authors | Whether you are the main Author | API Score |
|---------|-------------------------|--------------------------------|------------|-----------------------|-------------------|---------------------------------|-----------|
| 1       |                         |                                |            |                       |                   |                                 |           |
| 2       |                         |                                |            |                       |                   |                                 |           |
| 3       |                         |                                |            |                       |                   |                                 |           |
| 4       |                         |                                |            |                       |                   |                                 |           |

**(ii) Full Papers in Conference Proceedings**

| Sl. No. | Title with page numbers | Details of Conference Publication | ISSN/ISBN | No. of Co-authors | Whether you are the main author | API Score |
|---------|-------------------------|-----------------------------------|-----------|-------------------|---------------------------------|-----------|
| 1       |                         |                                   |           |                   |                                 |           |
| 2       |                         |                                   |           |                   |                                 |           |
| 3       |                         |                                   |           |                   |                                 |           |
| 4       |                         |                                   |           |                   |                                 |           |

**(iii) Books Published as single author or as editor**

| Sl. No. | Title with page numbers | Type of Book & Authorship | Publisher & ISSN/ISBN | Whether peer reviewed | No. of Co-authors | Whether you are the main author | API Score |
|---------|-------------------------|---------------------------|-----------------------|-----------------------|-------------------|---------------------------------|-----------|
| 1       |                         |                           |                       |                       |                   |                                 |           |
| 2       |                         |                           |                       |                       |                   |                                 |           |
| 3       |                         |                           |                       |                       |                   |                                 |           |



C) Ongoing and Completed Research Projects and Consultancies (i & ii) Ongoing Projects / Consultancies

| Sl. No. | Title of the project | Agency | Period | Grant/Amount Mobilized (Rs. Lakh) | API Score |
|---------|----------------------|--------|--------|-----------------------------------|-----------|
| 1       |                      |        |        |                                   |           |
| 2       |                      |        |        |                                   |           |
| 3       |                      |        |        |                                   |           |
| 4       |                      |        |        |                                   |           |

(iii& iv) Completed Projects / Consultancies

| Sl. No. | Title | Agency | Period | Grant/Amount Mobilized (Rs. lakh) | Whether policy document / patent as outcome | API Score |
|---------|-------|--------|--------|-----------------------------------|---|-----------|
| 1       |       |        |        |                                   |   |           |
| 2       |       |        |        |                                   |   |           |
| 3       |       |        |        |                                   |   |           |
| 4       |       |        |        |                                   |   |           |

D) Research Guidance

| Research Guidance   | Number Enrolled | Thesis Submitted | Degree awarded | API Score |
|---------------------|-----------------|------------------|----------------|-----------|
| M. Phil. Equivalent |                 |                  |                |           |
| Ph.D. or Equivalent |                 |                  |                |           |

E (i): Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)

| Sl. No. | Programme | Duration | Organized by | API Score |
|---------|-----------|----------|--------------|-----------|
| 1       |           |          |              |           |
| 2       |           |          |              |           |
| 3       |           |          |              |           |

E (ii): Papers presented in Conference, Seminars, Workshops, Symposia

| Sl. No. | Title of the paper presented | Title of Conference /Seminar | Organized by | Whether international / national / state / regional / college or university level | API Score |
|---------|------------------------------|------------------------------|--------------|---|-----------|
| 1       |                              |                              |              |   |           |
| 2       |                              |                              |              |   |           |
| 3       |                              |                              |              |   |           |
| 4       |                              |                              |              |   |           |

E (iii): Invited Lectures and Chairmanships at National or International Conference/Seminar etc.

| Sl. No. | Title of Lecture / Academic Session | Title of Conference/ Seminar etc. | Organized by | Whether International/ National | API Score |
|---------|-------------------------------------|-----------------------------------|--------------|---------------------------------|-----------|
| 1       |                                     |                                   |              |                                 |           |
| 2       |                                     |                                   |              |                                 |           |
| 3       |                                     |                                   |              |                                 |           |
| 4       |                                     |                                   |              |                                 |           |

IV. SUMMARY OF API SCORES

| Sl. No. | Criteria   | Last Academic Year | Total-API Score for Assessment Period | Annual Average API Score for Assessment Period |
|---------|--|--------------------|---------------------------------------|--|
| I       | Procurement, organization , and delivery of Knowledge and Information through Library Services |                    |                                       |  |
| II      | Co-curricular, Extension, Professional Development etc.  |                    |                                       |  |
|         | Total I + II   |                    |                                       |  |
| III     | Research and Academic Contribution   |                    |                                       |  |

### **PART C: OTHER RELEVANT INFORMATION**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

| Sl. No. | Details (Mention Year, Value etc. where relevant) |
|---------|---|
| 1       |   |
| 2       |   |
| 3       |   |
| 4       |   |

LIST OF ENCLOSURES: (Please attach copies of certificates, sanction orders, papers etc. wherever necessary).

|    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

#### **Declaration**

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled PBAS proforma.

#### **Signature of the Candidate**

Place

Date

**Signature of the Head of Institution**

N.B.: The individual PBAS proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the Institute as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/verification.

## Instructions for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix-III, Table 1 of the UGC Regulations 2010.

B(i) is based on API scoring for Category-I of the Table. Detailed information starting from the assessment year 2009-2010 is to be provided.

B(ii) is based on Category-II of the Table. Detailed information starting from the assessment year 2009-2010 is to be provided.

B(iii) is based on Category-III of the Table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenue of activities and their API Scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the Table-1 of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix-III, Table 1.

NB. The self-assessment scores are subject to verification by the Institute, and by the Screening cum Verification Committee or Selection Committee as the case may be.

### **CATEGORY: I. Teaching, Learning and Evaluation Related Activities**

(i) (a)

|  |               |
|--|---------------|
| Lectures/Seminars/Practicals/Tutorials/Contact classes / Sessions in Training Programmes taken should be based on verifiable records.<br><br>Academic administration and other development duties of the Institute assigned by the Director/Board of Management should be based on official records.<br><br>No score should be assigned if a teacher has taken less than 80% of the allotted lectures. Universities may give allowance for periods of leave where alternative teaching arrangements have been made.<br><br>Maximum score of 75 if there is 100% performance. | Max Score: 75 |
|--|---------------|

(b)

|  |               |
|--|---------------|
| If teacher has taken classes exceeding UGC norm, then two points to be assigned for each extra hour of classes/credit. | Max Score: 10 |
|--|---------------|

(ii)

|   |               |
|---|---------------|
| Imparting of knowledge / instruction as per curriculum with the prescribed material (Text book/Manual etc), syllabus enrichment by providing additional resources to students (100% compliance = 10 points) | Max Score: 10 |
|---|---------------|

(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

| Indicators/Activities   | Max Score |
|---|-----------|
| Updating of course, design of curriculum, (5 per single course)   | 10        |
| Participatory & Innovative T/L Process with materials for problem based learning, case studies, Group discussions etc.,<br>(a) Interactive Courses: 5 points/each<br>(b) Participatory Learning modules: 5 points/each<br>(c) Case studies: 5 points/each | 10        |
| Use of ICT in T/L process with computer/aided methods like power-point/Multimedia /Simulation/Softwares etc.<br>(Use of any one of these in addition to Chalk & Board: 5 points)  | 10        |
| Developing and imparting Remedial/Bridge Courses (Each activity : 5 points)   | 10        |
| Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points)  | 10        |
| Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity : 5 points)                       | 10        |
| Organizing and conduction of popularization programmes/training course in computer assisted teaching web-based learning and e-library skills to students<br>(a) Workshop / Training course: 10 points each<br>(b) Popularisation programme: 5 points each | 10        |
| Maximum Aggregate Limit   | 20        |

(iv) Examination Related Work

| Indicators   | Max Score |
|--|-----------|
| College/University end semester/ Annual Examination work as per duties allotted (Invigilation – 10 points; Evaluation of answer scripts – 5 points; Question paper setting – 5 points).<br>(100% compliance = 10 points) | 10        |
| College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance = 10 points)   | 10        |
| Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty (100% compliance = 10 points))   | 10        |
| Maximum Aggregate Limit B(iv)  | 10        |

**CATEGORY: II. Co-curricular, Extension and Profession Development Related Activities**

**(i) Extension and Co-curricular & field based Activities**

|   |    |
|---|----|
| Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each)                                      | 10 |
| Positions held /Leadership role played in organization linked with Extension Work and National service scheme (NSS), NCC, NSO or any other similar activity (Each activity 10 points)             | 10 |
| Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points)  | 10 |
| Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper. Flood or drought relief, small family norms etc. (5 points each) | 10 |
| Maximum Aggregate Limit   | 20 |

**(ii) Contribution to Corporate Life and Management of the Institution**

|   |    |
|---|----|
| Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related, events, articles in college magazine and University volumes (2 points each)              | 10 |
| Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)   | 10 |
| Participation in committees concerned with any aspect of departmental or Institutional management such as admission committee, campus development, library committee (5 point each)                   | 10 |
| Responsibility for, or participation in committees for Students Welfare, Counselling and Discipline (5 each)  | 10 |
| Organisation of Conference/Training as Chairman/Organizational Secretary/ Treasurer: (a) International (10 points); national/regional (5 points) As member of the organizing committee (1 point each) | 10 |
| Maximum Aggregate Limit   | 15 |

**(iii) Professional Development Related Activities**

| Indicator/Activities   | Max Score |
|--|-----------|
| Membership in profession related committees at state and national level<br>At national level : 3 points each<br>At state level: 2points each   | 10        |
| Participation in subject associations, conferences, seminars without paper presentation<br>(Each activity : 2 Points)  | 10        |
| Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity : 5 points) | 10        |
| Membership/participation in State/Central Bodies/Committees on Education, Research and National Development (5 each)   | 10        |
| Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each)  | 10        |
| Maximum Aggregate Limit  | 15        |

### **CATEGORY: III. Research and Publications and Academic Contributions**

This is to be filled as per Appendix-III Table 1, Category-III of the UGC Regulations 2010. Wherever the research contribution (articles, research/project reports) is jointly made, the API Scores should be shared between the contributors in the following method: 60% marks should be assigned to the principal/ first author and each of the other contributors will get 40% marks.

#### **III. Summary of API Scores**

As stated in the UGC Regulations 2010, the API scoring will be progressively rolled out for categories I and II, beginning with assessment of one year for selection committees in 2010-2011, annual averages of two years in 2011-2012 and so on. But for Category-III, scores will be computed for the entire assessment period as already indicated in the Regulations.

IV. Similar PBAS proforma could be developed by the Institute for the Cadres of Librarian / Deputy Librarian / Assistant Librarian/ Documentation Officer and Director of Physical Education & Sports / Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports based on the API Scoring pattern outlined in Appendix III: Tables – IV to IX of the UGC-Regulations, 2010, with provisions for assigning minimum 75 marks in the category Academic Administration and other development duties of the Institute assigned by the Board of Management/Director in Category-I.

# JIWAJI UNIVERSITY GWALIOR

## UNIVERSITY NON-TEACHING VACANCY

### PAY SCALE AND QUALIFICATIONS FOR THE VACANT POSTS

|  |  |
|--|--|
| <p>3. <b>Senior Library Assistant:</b><br/><b>Essential Qualification:</b></p> <p><b>Job Requirements:</b></p> | <p><b>Pay Scale Rs. 9,300-34,800+Grade Pay Rs. 4,200/-</b></p> <p>i. Bachelor Degree in Arts/Commerce/Scicence and<br/>ii. Master Degree in Library Science/Library and Information Science from recognized institution.</p> <p>Three years professional experience in a library under Central/State Government/Autonomous or statutory organization/University or Recognized Research or Educational institution or any major automated library.</p> <p>i. Working knowledge of standard library software for housekeeping activities such as cataloguing, acquisition and circulation, serial Control, Subject Indexing etc.</p> <p>ii. Experience in Computerized Search techniques of both online and off line databases including retrieval of desired information through various search engines/processes.</p> <p>iii. Digitization (developing digital library metadata) and content management.</p> |
| <p>4. <b>Cataloger:</b><br/><b>Essential Qualification:</b></p> <p><b>Job Requirements:</b></p>                | <p><b>Pay Scale Rs. 5,200-20,200+Grade Pay Rs. 2,800</b></p> <p>i. Bachelor Degree in Arts/Commerce/Scicence and<br/>ii. Master Degree in Library Science/Library and Information Science from recognized institution.</p> <p>Two years professional experience in a library under Central/State Government/Autonomous or statutory organization/University or Recognized Research or Educational institution or any major automated library.</p> <p>Working knowledge of standard library software for housekeeping activities such as cataloguing, acquisition and circulation, serial Control, Subject Indexing, etc.</p>   |

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Post applied for \_\_\_\_\_  
आवेदित पद \_\_\_\_\_

Advertisement No. \_\_\_\_\_

Applied under category Gen/SC/ST/OBC \_\_\_\_\_  
श्रेणी जिसके अन्तर्गत आवेदन किया है सामान्य/अनु.जा./अनु.ज.जा./अ.पि.व. \_\_\_\_\_

विज्ञापन सं० \_\_\_\_\_

Field of Specialization (if any) \_\_\_\_\_  
विशेषज्ञता का क्षेत्र (यदि कोई हो) \_\_\_\_\_

Post Code \_\_\_\_\_

Deptt./Center \_\_\_\_\_ विभाग/केन्द्र \_\_\_\_\_

पद कूट \_\_\_\_\_

Tel. No. 0751-2442801 Fax No. 0751-2341768 (Off.) E-mail : Registrar@jiwaji.edu Website: [www.jiwaji.edu](http://www.jiwaji.edu)

## JIWAJI UNIVERSITY, GWALIOR



जीवाजी विश्वविद्यालय  
Gwalior (M.P.)-474011 (India)  
ग्वालियर - 474011 (भारत)

### APPLICATION FORM FOR TECHNICAL POSTS. तकनीकी पदों के लिये आवेदन प्रपत्र

#### Particulars of fee Remitted:

| Amount                      | Bank Draft No.      | Date   | Issuing Bank   |
|-----------------------------|---------------------|--------|----------------|
| शुल्क का विवरण<br>राशि (₹0) | बैंक ड्राफ्ट संख्या | दिनांक | जाशिकर्ता बैंक |

1 Full Name (in Block Letters) \_\_\_\_\_

Underline surname \_\_\_\_\_

पूरा नाम हिन्दी में  
(उपनाम सहित, साफ अक्षरों में)

2 Fathers's/Husband

Name पिता/पति का

नाम

Affix Passport  
size Photograph  
पासपोर्ट आकार  
का फोटो  
लगावें

3 (a) Address for Correspondence पत्राचार के लिये पता

(b) Permanent Address स्थायी पता

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

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

Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_

e-mail: \_\_\_\_\_

e-mail: \_\_\_\_\_

4 Date of Birth & Place जन्म तिथि एवं जन्म स्थान

5 (a) Sex: Male/Female लिंग: पुरुष/स्त्री

(b) Category वर्ग

Age on the last date of this application

इस आवेदन पत्र की अन्तिम तिथि को आयु  
Years वर्ष \_\_\_\_\_

Months माह \_\_\_\_\_

Days दिन \_\_\_\_\_

SC अ.जा.  ST अ.ज.जा.

OBC अ.पि.वर्ग  General सामान्य

(c) person with disabilities विकलांग होने की दशा में

Yes हैं  or अथवा No नहीं  if Yes यदि हैं

VH वी.एच.  HH एच.एच.  OH ओ.एच.

Please tick सही का निशान लगाईये।

6 Marital Status : Married/Unmarried वैवाहिक स्थिति :  
विवाहित/अविवाहित \_\_\_\_\_

7 Nationality राष्ट्रीयता \_\_\_\_\_

8. Academic Qualification (Commencing with the Intermediate/Senior Secondary Certificate Examination or an equivalent examination. शैक्षणिक योग्यता (इन्टरमीडिएट/सीनियर सेकेंडरी सर्टीफिकेट परीक्षा अथवा समकक्ष परीक्षा से प्रारम्भ करें)

| Examination/ Degree<br>परीक्षा/उपाधि | Subject/<br>Specialization<br>विषय/ विशेषज्ञता | Year<br>वर्ष | Division<br>श्रेणी | %/<br>Marks/<br>Grade<br>: /अंक<br>/## | No. of<br>Attempts<br>subject<br>wise.<br>विषयानुसार<br>प्रयास संख्या | University/<br>College/<br>Board<br>विश्वविद्यालय/<br>कालेज/ बोर्ड | Distinctions<br>/<br>Scholarship<br>विशिष्टता/<br>छात्रवृत्ति |
|--------------------------------------|--|--------------|--------------------|--|---|--|---|
|                                      |  |              |                    |  |   |  |   |
|                                      |  |              |                    |  |   |  |   |
|                                      |  |              |                    |  |   |  |   |
|                                      |  |              |                    |  |   |  |   |
|                                      |  |              |                    |  |   |  |   |
|                                      |  |              |                    |  |   |  |   |
|                                      |  |              |                    |  |   |  |   |
|                                      |  |              |                    |  |   |  |   |

Research Degree(s) शोध उपाधियां :

| Degree उपाधियां                                 | University<br>विश्वविद्यालय | Specific date of<br>submission of Ph.D. thesis<br>शोध-पत्र जमा करने की<br>तिथि | Specific date of award<br>उपाधियों के<br>प्रदान करने की तिथि | Title of the work<br>शोध-पत्र का शीर्षक |
|---|-----------------------------|--|--|---|
| Ph.D./D.Phil/D.Mus.<br>पी एच डी/डी फिल/डी म्यूज |                             |  |  |   |
| D.Sc./D.Litt.<br>डी एस-सी/डी लिट                |                             |  |  |   |

(I) Whether Ph.D. awarded as per UGC Regulation 2009

क्या शोध उपाधि यूजीसी 2009 रेगुलेशन के अनुरूप है

YES / NO  
हाँ / नहीं

9. Professional/Research Employment (Give particulars in descending order starting with the present post)

व्यवसायिक / अनुसंधान नियोजन (वर्तमान पद से प्रारम्भ करके अवरोही क्रम में विवरण दें)

| Employer<br>नियोक्ता | *Status of<br>Institute/<br>University<br>संस्था की<br>स्थिति | Post<br>Held<br>पद | **Pay<br>Scale<br>वेतनमान | Basic<br>Pay<br>मूल वेतन | Period of Employment |       | Nature of<br>Duties/Work<br>कार्यों के स्वरूप |
|----------------------|---|--------------------|---------------------------|--------------------------|----------------------|-------|---|
|                      |   |                    |                           |                          | From/से              | To/तक |   |
|                      |   |                    |                           |                          |                      |       |   |
|                      |   |                    |                           |                          |                      |       |   |
|                      |   |                    |                           |                          |                      |       |   |
|                      |   |                    |                           |                          |                      |       |   |

\* Govt./Quasi Govt./Autonomous/Private. सरकारी/अर्धसरकारी/स्वायत्तशासी/निजी।

\*\*Mention whether revised or unrevised, if relevant. कृपया संशोधित अथवा असंशोधित वेतनमान का उल्लेख करें।

**10. Summary of performance**

कार्य निष्पादन का संक्षिप्त विवरण

**A Work Experience**

कार्य अनुभव

| S. No.<br>सं क्र० | From<br>से | To<br>तक | Total years<br>कुल वर्ष |
|-------------------|------------|----------|-------------------------|
|                   |            |          |                         |
|                   |            |          |                         |
|                   |            |          |                         |

**B. Prizes /Medals/Awards/Honors र**

पुरस्कार/पदक/अवार्ड/सम्मान

**C. Extra curricular activities- give details, if any, of proficiency acquired in games, sports and part taken in other extra curricular or social activities such as NCC, Public Lectures, Debates, Social Service etc.**

अन्य गतिविधियों का विवरण— यदि कोई है, खेल कूद, एन.सी.सी., संवाद प्रतियोगिता और समाज सेवा आदि

• As a student विद्यार्थी जीवन में

• After entering into service / नौकरी में आने के बाद

**11 Special Training / Assignment / Any Relevant particulars: विशिष्ट**

प्रशिक्षण / अभिहरताकन/ अन्य प्रासंगिक विवरण

**12. (a) Other activities/Responsibilities:**

(अ) अन्य गतिविधियां/उत्तरदायित्व

**(b) Are you willing to accept the initial salary of the grade?**

**(If no, state what is the minimum salary expectable or expected with justification thereof).**

(ब) क्या आपको आवेदित वेतनमान का न्यूनतम स्वीकार्य है? (यदि नहीं, कारण सहित स्पष्ट करें कि कितना न्यूनतम मूल वेतन स्वीकार्य/अपेक्षित है)।

**(c) if appointed, what period would you require before joining the post?**

(स) नियुक्ति होने के स्थिति में कार्य ग्रहण करने से पहले कितने समय की आवश्यकता है?

**(d) Any other relevant information, not given above:**

(द) आवेदित पद से सम्बन्धित अन्य कोई सूचना

**13 (a) Has there been any break in your academic career?**

(अ) क्या कभी आपको विद्योपार्जन का क्रम भंग हुआ? यदि हाँ कारण सहित विवरण दें।

**(b) Have you been punished during your studies at college/University? If so, give details.**

(ब) क्या कभी आपको विद्योपार्जन के दौरान विश्वविद्यालय/कालेज द्वारा दण्ड दिया गया? यदि हाँ विवरण दें।

**(c) Have you been punished during your services or convicted by a court of law? If so, give details.**

(स) क्या कभी नौकरी के दौरान या किसी न्यायालय द्वारा आपको दोषी प्रमाणित किया गया? यदि हाँ विवरण दें।

**(d) Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? If yes, give details in a separate sheet.**

(द) क्या कभी आप स्वास्थ्य परीक्षा में अयोग्य घोषित हुये, आपसे त्यागपत्र देने के लिये कहा गया, आपको किसी नौकरी से पदमुक्त या बर्खास्त किया गया? यदि हाँ पृथक पृष्ठ पर विवरण दें।

**(e) Do you have any court cases pending as one of the parties? If yes, give details.**

(ध) क्या आपके विरुद्ध कोई न्यायिक मामला विद्याराधीन है यदि हाँ विवरण दें।

**14 Give two names, designations and addressees (Phone/Fax No./e-mail) not related to you. Refers should be persons with or under whom you have worked, or who have intimate knowledge of your work.**

दो सन्दर्भ व्यक्तियों का नाम, उनके डाक पते (फोन, फ़ैक्स न. यदि हैं) के साथ। सन्दर्भ वह व्यक्ति हो जिसके साथ या जिसके अधीन अभ्यर्थी ने कार्य किया हो या वह अभ्यर्थी के काम से पूर्णतया अवगत हो।

i.

ii.

**Note:- Candidate should request the Referees to sent the testimonial under cover directly to the Registrar of the University**

उम्मीदवार को चाहिये कि वह दो संदर्भ-व्यक्तियों से स्वयं निवेदन करके testimonial बंद लिफाफे में कुलसचिव, जीवाजी विश्वविद्यालय को सीधे प्रेषित करे।

**15 List of Enclosures/ संलग्न प्रलेखों की सूची**

**(a) Bank Draft & Photograph**

बैंक ड्राफ्ट एवं छायाचित्र

**(b) Copies of Mark-sheets & Certificates of educational qualifications etc.**

अंक-पत्रों, शैक्षणिक प्रमाण-पत्रों की छायाप्रतियाँ

**(c) Copies of certificates of experience. अनुभव**

प्रमाण पत्रों की छायाप्रतियाँ

**(d) Copies of other relevant certificates & documents.**

अन्य सम्बन्धित प्रमाण पत्रों की छायाप्रतियाँ

**16 Declaration to be signed by the candidate**

अभ्यर्थी द्वारा हस्ताक्षरित घोषणा पत्र

**I hereby declared that the entire in this form are true to the best of my knowledge and belief. If at any time, I am found to have declared any materials/information or given any false details, any appointment shall be liable to be summarily terminated without notice or compensation.**

मैं एतद्वारा यह घोषणा करता/करती हूँ कि इस आवेदन में दी गयी सभी सूचनायें मेरे ज्ञानकारी एवं पूर्ण विश्वास के साथ सत्य हैं। यदि किसी समय यह पाया गया कि मैंने कोई सूचना छिपायी है अथवा असत्य है तो मेरी नियुक्ति बिना किसी नोटिस अथवा हर्जाने के बर्खास्त कर दी जायेगी।

**Place:**

स्थान

**Signature of Applicant/ अभ्यर्थी के हस्ताक्षर**

**Name / नाम**

**Dated**

दिनांक

**17 Forwarded with the remarks that the institutions/organizations has no objections to the candidature of the applicant being considered for the post applied for, as above.**

इस आशय के साथ अंग्रेषित की अभ्यर्थी के उपर्युक्त पद हेतु आवेदन करने एवं इस पद चयन हेतु विचार होने पर संस्था को कोई आपत्ति नहीं है।

**Place:**

**Telephone**

**Fax**

**e-mail**

**Dated**

**Signature /हस्ताक्षर**

**(Head of the Institution/Organisation)**

**Designation**

**Address**

**Remarks/टिप्पणी:**

**1- Candidate already employed should forward through their employer.**

**2- नियोजित अभ्यर्थी आवेदन पत्र अपने नियोक्ता के माध्यम से भेजें।**