



MATA SUNDRI KHALSA GIRLS COLLEGE, NISSING

A Self-Finance/Sikh Minority Institute
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Application form for the Post of Librarian

(To be filled by the office)

Receipt No. _____

Date _____

Note:

- Last date of receipt of application
- Application form should be properly filled.
- Copies of attached certificates/testimonials must be attested. Originals to be presented at the time of interview.
- The score Matrix must be filled and signed properly by the candidate.
- Persons in employment should send their application form through their employers. They may however send a copy in advance, but it must be on prescribed form along with copies of certificates/testimonials.
- The latest norms/guidelines notified by DGHE, Haryana 11.11.2022 / criteria of selection of Assistant Professor issued by DGHE, Haryana on 12.12.2022 will be followed.
- Enclose a self-addressed envelope (9"x4").
- Applications form received after the due date or found incomplete will not be considered.

1. Post : Assistant Professor in subject of _____

(Date of advertisement _____ Newspaper _____)

2. Full name(in block letters) _____

3. Father's Name _____

4. Mother's Name _____

5. Husband's Name (in case married) _____

6. (a).Date of birth (as per matriculation certificate) _____

(b).Age(as on last date for receipt of application): Years Month Days

(c). Place of birth _____

7. Aadhaar card No. _____

8. Nationality _____

9. Marital status _____ Gender(Male/Female) _____

10. Whether belongs to any reserved category?(SC/BC of Haryana/ESM /PH)

a). If yes, please specify the category and attach the certificate) _____

b). If physically disabled ,indicate the relevant particulars and attach the certificate :

Nature of Disability [view Note (i) a to e on page no. 07]	If applicable, write "Yes"	Percentage of Disability

11. Present postal address (in block letters)

Mobile No. _____ E-mail ID _____

12. Permanent Address (In Block letters)

13. Educational Qualifications (Matriculation onwards)

Exam Passed	University /Board	Roll No.	Year of Passing	Marks obtained / Max. Marks	% age of Marks	Division	Subjects	Distinction (If any)
Matric								
10+2/Hr.Sec./ Pre. Uni.								
Graduation BA/B.Sc/BCom other								
Post Graduation MA/M.Sc/MCom other								
M.Phil								
Ph.D								
Any other Exam								
NET/JRF/SLET								

14. Academic Merits

a. Topper in Board Examination at 10+2 level

b. Gold medal at UG level (stood 1st in university)

c. Gold medal at PG level (stood 1st in the university)

(Attach certificates)

15. Topic of M.Phil Dissertation (if applicable)

16. (a) Topic of research for Ph.D .

(b) Field of Specialization

17. List of Research Publication

Publication	Number	A	B	C
		Title	Name of the journal	Impact Factor (if Any)
Research Publications Published in peer, Reviewed or UGC listed Journals				

18. Papers Presentation in Conferences/ Seminars.

Papers presented	Number of Papers	Title of Research Paper(s)
International (Abroad)		
International (Within country)		
National		
State /University		

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

19. Co-Curricular Activities:

(i) NCC (a) Certificate ('B' / 'C') _____

(b) Participation in Republic Day Parade, New Delhi _____

(ii) NSS (a) National Level Award _____

(b) State Level Award _____

(iii) Position in Competitions (Debate\Declamation\Quiz\Poetic Recitation\Fine Art etc.) at National Level\State Level\ inter-University level or in Zonal Youth Festival :

20. Sports Achievements*:

Position at International Level	
Position at National Level	
Position at State/Inter University Level	

*Certificate of Gradation from Sports Department of Haryana Govt. is mandatory to claim the marks. Sports certificates must be for tournaments recognized by the State / Centre Govt.

21. If employed, present designation _____

Name of employer & Institute _____

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

Sr. No.	Name of the Employer	Designation	Nature of Employment Regular/Adhoc	Duration of appointment		Basic Pay & Allowances (Separately)	Reason for Leaving
				From	To		

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

23. Have you ever been prosecuted / kept under detention / bound down / fined / convicted by a Court of Law or any offence of being debarred / disqualified by any University / Public Service Commission from appearing in its examinations / selection or any case is pending against you in any court of law at the time of filling up of this form?

If the answer is 'Yes', give particulars of the case, details of detention, fine, conviction, Sentence etc. _____

24. References:

(a) Two referees should be listed and at least one of them should be a citizen of India.

(b) The referees should be professionally competent persons well acquainted with some aspects of the applicant's training, accomplishment, capabilities and character, but must not be close relatives.

(c) If applicant has done doctoral or post-doctoral research, the name of research supervisor(s) must be listed.

(i) Name: _____

Occupation or Position: _____

Address: _____

Contact Number and E-mail ID: _____

(ii) Name: _____

Occupation or Position: _____

Address: _____

Contact Number and E-mail ID: _____

25. Basic Pay Acceptable :(if selected) _____

26. Period required for joining the post, if selected _____

27. List of Enclosures (Attested Copies) :

- | | | |
|----------|-----------|-----------|
| 1. _____ | 6. _____ | 11. _____ |
| 2. _____ | 7. _____ | 12. _____ |
| 3. _____ | 8. _____ | 13. _____ |
| 4. _____ | 9. _____ | 14. _____ |
| 5. _____ | 10. _____ | 15. _____ |

I, _____ certify that the above information is correct and complete to the best of my knowledge & belief and nothing has been concealed therein.

Place : _____

(Signature of the Candidate)

Date : _____

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Mr./Ms. _____ who is presently working as _____ in _____ Department/Organisation is recommended and forwarded for consideration. If selected in Mata Sundri Khalsa Girls College, Nissing for the aforesaid post, he/she will be relieved from his / her present position on _____ (days/month) notice

Place:

Date:

Signature & Seal
(Head of Institution)

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

<u>Category Distribution</u>	<u>Marks Distribution</u>
(I) Academic Record	40.0 Marks
(II) Additional Qualification	15.0 Marks
(III) Teaching Experience and Research	20.0 Marks
(IV) Co-curricular Activities	07.5 Marks
(V) Sports	05.0 Marks
(VI) Interview Performance	12.5 Marks
Total	100.0 Marks

(I)

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

(II)

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

(III)

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

(IV)

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

(V)

Sports* (Max. 5 Marks)			Self Appraisal Score	Verified by Office
SR.	Particulars	Marks		
1	International Level Position	05 marks		
2	National Level Position	First Position - 03 marks		
		Second Position - 02 marks		
		Third Position - 01 mark		
3	State / Inter-University Level Position	First Position - 02 marks		
		Second & Third Position - 01 mark		
Total (V)				

* Certificate of Gradation from Sports Department of Haryana Govt, is mandatory to claim the marks.

(VI)

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

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

Notes :

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

Place : _____

Date : _____

(Signature of the Candidate)