

**PANJAB UNIVERSITY, CHANDIGARH**

**Advertisement No. 01/2024**

Applications are invited from eligible candidates on the prescribed performa available on **P.U. website i.e. [www.jobs.puchd.ac.in](http://www.jobs.puchd.ac.in)** for the following posts, so as to reach in the **Office of the Assistant Registrar(Estt.-II) (Non-Teaching), Third floor, Administrative Block, Dewan Anand Kumar Hall, Panjab University, Chandigarh by 15.04.2024 upto 5.00 p.m.**

**1. Director Physical Education & Sports – 01**

**Pay-Band: Academic Level 14 with Entry Pay of Rs.1,44,200/-.**

**Qualifications:**

- (i)** A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.
- (ii)** Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or 10 years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor.
- (iii)** Evidence of organising competitions and coaching camps of at least two weeks' duration.
- (iv)** Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.

**Physical Fitness Test Norms:**

- (a)** Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- (b)** On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms: -

<b>NORMS FOR MEN</b>			
12 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1800 metres	1500 metres	1200 metres	800 metres

<b>NORMS FOR WOMEN</b>			
8 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1000 metres	800 metres	600 metres	400 metres

## **2. Librarian – 01**

**Pay-Band:Academic Level 14 with Entry Pay of Rs.1,44,200/-.**

### **Essential Qualifications:**

- (i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.
- (ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years'experience as a College Librarian.
- (iii) Evidence of innovative library services, including the integration of ICT in a library.
- (iv) A Ph.D. Degree in library science/information science/documentation/archives and manuscript-keeping.

## **3. Director-01 (Dr. A.P.J. Abdul Kalam Computer Centre)**

**Pay-Band:Academic Level 14 with Entry Pay of Rs.1,44,200/-.**

### **Educational Qualifications:**

- (i) Ph.D. with 1st Class degree at Bachelor's or Master's level in relevant field in Science/Engineering/Technology/Computer Applications.

**Note:** Candidate from Industry/Professor with recognized professional work of high standard recognized at National/International level in the field of IT/IT enabled services equivalent to doctorate would also be eligible.

- (ii) Requirement of Ph.D. could be relaxed in lieu of Industry experience of more than 10 years in the field of IT/IT enabled services at the next lower grade (i.e. System Administrator/System Analyst/System Programmer/System Manager/Project Manager/Team Leader/or equivalent in the IT field).

### **Experience:**

- (i) Ten years of Experience in Teaching/Industry/Research in IT related fields out of which five years must be at the level of Associate Professor or equivalent in the implementation and management of e-governance Projects inGovernment/Semi-Government Institutions/Departments/Universities/Directorates/Research Establishment/Other Institutions of Higher Education/Industry.
- (ii) Experience with good outcome of development and deployment of latest technology based on ERP/University Automation/Academic, Research & Administration Automation/MIS solutions is desirable.

**OR**

Experience in managing large networks, supercomputing facilities, websites and IT enabled services is desirable.

- (iii) Experience should be after the requisite academic qualifications acquired.

- (iv) Evidence of Academic, Organizational, Professional & Technical experience and skill should be produced at the time of interview.
- (v) Proficiency in Hindi/Punjabi and English language is essential.

**Age:**

Candidate shall not be less than 35 years not more than 50 years of age unless already in service in the Government/Research Establishment/Other Institutions of Higher Education/Autonomous Bodies.

**4. Programmer-02 (Dr. A.P.J. Abdul Kalam Computer Centre)**

**Pay-Band: CPC: Level-10 with Entry Pay of Rs. 56,100/-.**

**Qualifications:**

- (i) M.Sc.(IT) or M.C.A. or B. Tech (C.S.E.) or B. Tech. (Non C.S.E.) with one-year experience in computing or M.Sc. (Physical Sciences), with 2 years' experience in computing or M.Sc. (Physical Sciences), PGDCA with one-year experience in computing.
- (ii) The experience should be in a University/Public Sector/Government Organization having 51% Govt. Share.

**Desirable:**

Expertise of programming skill in HTML, LINUX, MYSQL, PHP, JAVA, VB. Experience of developing on-line applications.

**DETAILED INSTRUCTIONS FOR THE CANDIDATES**

1. **The applicant is required to carefully read the qualifications, detailed instructions, application form & proforma for experience certificate (if any), etc. before applying for advertised posts.**
2. **Incomplete Application Forms or applications not in the prescribed performa or those received after last date or without requisite fee are liable to be rejected& no claim for refund or transfer of fee shall be entertained in any case. The applicant must ensure that he/she fulfils the minimum eligibility conditions & only then apply within due date. The applicants should send their applications through Registered/Speed post/by hand to the Assistant Registrar(Estt.)(Non-Teaching), 3<sup>rd</sup> Floor, Administrative Block, PU only and not to address it to any other authority. The University will not be responsible for any postal delays in the submission of applications of the applicants.**
3. The eligibility of every applicant shall be determined on the basis of the qualifications acquired & communicated to this office by him/her upto the last date fixed for receipt of applications.
4. The qualifications for the posts at **Sr. No. 1 & 2** as prescribed by the UGC ([www.ugc.gov.in](http://www.ugc.gov.in)) as the case may be are applicable from time-to-time. Revisions/changes/modifications in the same shall be applicable.
5. The recruitment against the advertised posts at **Sr. No. 1 & 2** shall be as per UGC Regulations, 2018.
6. **The candidates appointed against the posts of Programmer (Sr. No.-**

**4) will be paid salary as per the Notifications issued by the Punjab Govt. and adopted by the Panjab University from time-to-time.**

7. **The monthly salary will be paid as per Rules of the Panjab University.**
8. The prescribed qualifications & experience are minimum and mere the fact that a candidate possesses the same will not entitle him/her for being called for interview/Physical Fitness Test (Physical Fitness Test will be conducted only for post of Director Physical Education & Sports). **If large number of applications received for the advertised posts (other than Librarian), the University reserves its right to restrict the candidates to be called for interview etc. to a reasonable number on the basis of academic qualifications, experience, publications & other academic credentials of the candidates higher than the minimum prescribed or by any other condition that it may deem fit. Shortlisting of applicants (other than Librarian) shall be made on the basis of criteria to be fixed by the University. The call letters for test/interview will be sent only to the short-listed candidates and no correspondence will be made with applicants who are not short-listed.**For the post of Librarian, after short-listing of the candidates on the basis of Table-I, 15 candidates+ all eligible SC/ST/PWD would be called for interview.
9. **The University may constitute Screening Committee to scrutinize the applications. For post at Sr. No. 2, the Screening shall be done on the basis of marks obtained by the candidate, as per Table-I.**
10. **The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.**
11. **The experience certificate must be submitted by the applicant strictly as per the proforma available with the application form (As per point (ii) listed under qualifications for posts at Sr. No.-1 & 2).**
12. All documents in original alongwith N.O.C. shall have to be produced at the time of interview/fitness test.
13. The Vice-Chancellor could place before the Selection Committee the names of suitable person for its consideration alongwith the applications received in response to the advertisement.
14. The applicant shall be solely responsible for the authenticity of the submitted information/documents. If any information supplied by the applicant in his/her application form is found to be incorrect/false at any stage, his/her candidature /selection will be cancelled & also render him/her liable for criminal prosecution.
15. The Panjab University reserves the right to withdraw the advertised posts at any time without assigning any reason. The Panjab University reserves the right not to fill the above advertised posts.
16. It is not obligatory on the part of the Panjab University to call every eligible candidate for interview/test who possesses the essential qualifications for advertised posts.
17. **Applicants must attach all the documents related to their research activities/other activities in support of their claim. At least the first/relevant page of each research paper/book/publication indicating name(s) of authors, name(s) of journal/Book with ISSN/ISBN number is necessarily to be attached, without which no credit will be given for the research paper/book/publication.**
18. Alongwith original application form, applicants should attach nine photocopies of duly filled application form and one set of attested copies of all enclosures i.e. certificates & detailed marks of educational qualifications, experience, NOC (if any) & Research details etc. in support of their claim for the same,

failing which, their applications will be rejected. Attested copies of conversion formula in case of G.P.A. has to be attached. It is mandatory to attach proof of Date of Birth of applicant. No documents will be entertained after the last date prescribed for receipt of applications.

19. Applicants should also attach copies of testimonials from three referees with the application.
20. Applicants, who have mentioned their merit position in the University examinations in their application form, must attach an attested copy of Merit Certificate issued by the University concerned in support of their claims.
21. Applicants who have not passed +2, Pre-Medical or Pre-Engineering examinations should give in the column 'Educational Qualifications' of the application form, the particulars of the other 12th class examination (Intermediate, B.A./B.Sc. Part-I, etc.) passed by them. Applicants should also indicate percentage of marks obtained by them in each examination in the column 'Class/Division/Grade'.
22. Persons already in-service must route their applications through "proper channel". They may, however, send **an advance copy** of their application on the prescribed Performa alongwith all enclosures & proof of fees deposit directly to the University within due date. **However, they will be allowed to present themselves for interview/test only on the production of 'No Objection Certificate' from their employers.**
23. Canvassing in any form will disqualify the applicant.
24. The applicants are advised to intimate the latest address and telephone/mobile numbers & E-mail (if any). In case of any change at the later stage, please update the same to avoid any inconvenience. Applicant if selected for interview will be sent interview letter through post and e-mail & telephonic intimation will also be given. The University will not be responsible for any postal delay at any stage.
25. The University shall verify the authenticity of all documents submitted by the applicants at any time of appointment or during tenure of service. In case, it is detected that the documents submitted are fake or the applicant has a clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith and the action shall be taken as warranted under rules.
26. **There is no provision of on-line interview (skype etc.).**
27. The University may also prepare a waiting list in order of merit.
28. **No TA/DA will be given to the applicant appearing for test/interview.**
29. Applicants who have been awarded post graduate/Ph.D. degree from Foreign University should enclose "Equivalence Certificate" issued by the Association of Indian Universities(AIU), New Delhi, without which their candidature will not be considered & their application forms will be rejected.
30. The candidates are required to submit a certificate from the Principal Medical Officer/Chief Medical Officer/Civil Surgeon as the case may be of the District of place of which the applicant is a permanent resident or from Chief Medical Officer of any Govt. Medical Institution/Hospital shall be competent to issue the said certificate of being handicapped but otherwise fit for Civil Employment against the post applied for.
31. The appointment shall be governed by the Rules & Regulations of the Panjab University, UGC, wherever is applicable.
32. The marks sheet regarding completion of course work in Ph.D. should be

enclosed, if applicable.

33. Applicants are advised to visit the University website regularly for list of shortlisted candidates for interview, results, corrigendum, errors, omissions, etc.
34. Separate Performa/Application be used for each post. The selected candidates can also be posted to work anywhere i.e. Chandigarh or outside Chandigarh at the Institutions maintained by the Panjab University.
35. **The relaxation in educational qualifications for post at Sr. No-2 is as under: -**
  1. A relaxation of 5% is admissible from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's prior to 19th September, 1991.

## 2. EXPLANATION

The term 'good academic record' would imply the following: -

- (i) At least 55% marks (50% in case of SC/ST/ Physically & Visually handicapped candidates) or an equivalent grade at Master's degree level;

**AND**

- (ii) At least 50% marks (45% in case of SC/ST/Physically & Visually handicapped candidates) at the graduation level.

**OR**

At least 50% marks (45% in case of SC/ST/ Physically & Visually handicapped candidates) in Honours at the graduation level.

Details of advertisement and application form for above said posts alongwith "Detailed Instructions" for candidates is available on the University website: [www.jobs.puchd.ac.in](http://www.jobs.puchd.ac.in).

**Format of experience certificate(s) for posts at Sr. No. 1 & 2 and Application Form for each post is only to be downloaded from the University website.**

Application form alongwith advertisement and its "Detailed Instructions" containing qualifications etc. are available on PU website [www.jobs.puchd.ac.in](http://www.jobs.puchd.ac.in). **The cost of application form is ₹2000/- (General Category) / ₹1000/- (SC/ST/ Physically Handicapped Category) (excluding applicable bank charges) which must be deposited through online mode i.e. <https://payonline.puchd.ac.in> having fees code M0470**, Recruitment Fee (Non-Teaching) and the transaction/ receipt no. be mentioned in the application form. The copy of fee receipt generated after depositing it, be also enclosed with the application form as a proof.

**REGISTRAR**

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<b>PANJAB UNIVERSITY, CHANDIGARH</b>		Website: <a href="http://jobs.puchd.ac.in">http://jobs.puchd.ac.in</a>
		Serial No. _____
The candidate should attach nine Photostat copies of this form alongwith the original		Advertisement No. _____
Application for the Post of Director Physical Education & Sports		Fee deposited Rs. _____ Bank Journal/Transaction/ Receipt No. _____ Dated: _____
Department: - Directorate of Sports, PU		(For Office Use) Diary No. _____ Dated: _____
A. Name in Full Mr./ Mrs./ Ms. _____ (IN CAPITAL LETTERS)		<b>Affix recent Passport size photograph duly signed by the applicant</b>
Father's Name: _____		
Mother's Name: _____		
Husband's Name: _____ (in case of married women)		
Date of Birth: _____ Place of Birth: _____ (As recorded in Matriculation or equivalent certificate, enclose the certificate)		
Nationality: _____ Marital Status: _____		
Member of Scheduled Caste/Tribe/Physically Handicapped _____ Yes/No (If Yes, please attach certificate from Tehsildar/First Class Magistrate of the area).		

**B. Addresses (IN CAPITAL LETTERS):**

Permanent address: _____ _____ _____	Present Address: (for Correspondence): _____ _____ _____
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**Gender:** Male/Female

**Religion:** \_\_\_\_\_

**Aadhaar No.:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Phone/Mobile No.** \_\_\_\_\_

**Alternate Contact No.** \_\_\_\_\_  
(if any)

**Minimum Pay acceptable:** \_\_\_\_\_

**Joining time (if selected)** \_\_\_\_\_

**C. Educational Qualifications (Please attach one set of attested copies alongwith original application only):**

Examination	Univ./Board	Main Subjects	Month & Year passed	Marks Obtd. (with Max Marks)	Class/Divn./ Grade/ percentage (attach conversion formula)	Merit/Prizes/ Medals won (if any)
1. Matric						
2. 10+2/Pre-Med/Pre-Engg./ C.P.Ed.						
3. B.A/B.Sc/ B.Com./ B.P.Ed. etc.						
4. M.A./ M.Sc./ M. Com/ M.P. Ed. etc.						
5. M. Phil						
6. Ph. D. (Date of registration with proof)						
7. Any other Exam. (please specify)						
8. UGC/CSIR NET/SLET/SET						

**D. Professional Training:**

S. N.	Organization	Period		Details of Training
		From	To	



**E: Total period of Teaching Experience (UG/PG) (details in chronological order, starting with first job) (Experience certificate strictly as per the prescribed proforma available with this application form):**

Name & Address of Employer/ Institution	Designation	Date of		Nature of Job (Permanent/Temp./Adhoc)	Details of emoluments Scale in case of Regular/Adhoc. Gross salary in case of Temporary	Length of experience		Reason for Leaving	Sr. No. of proof enclosed
		Joining	Leaving			Years	Months		
<b>Total:</b>									

**Note: Candidates should attach details of salary drawn alongwith a copy of appointment letter as proof in support of their claim for counting their teaching/research experience.**

**F: Post-Doctoral Research and other Experiences (details in chronological order, starting with first job) (Experience certificate strictly as per the prescribed proforma available with this application form):**

Name & Address of Employer/ Institution	Designation	Date of		Nature of Job (Permanent/Temp./Adhoc)	Details of emoluments Scale in case of Regular/Adhoc. Gross salary in case of Temp.	Nature of assignment	Length of experience		Sr. No. of proof enclosed
		Joining	Leaving				Years	Months	
<b>Total:</b>									

**G. Administrative Experience, if any (details in chronological order, starting with first job)  
(Experience certificate strictly as per the prescribed proforma available with this application form):**

Name & Address of Employer/ Institution	Designation	Date of		Nature of Job (Permanent / Temp./ Adhoc)	Details of emoluments Scale in case of Regular/Adhoc. Gross salary in case of Temp.	Length of experience		Reason for Leaving	Sr. No. of proof enclosed
		Joining	Leaving			Years	Months		
<b>Total:</b>									

**H. RESEARCH AND ACADEMIC CONTRIBUTIONS**

Area of Specialization, if any: \_\_\_\_\_

**H (i). Research Papers in Peer-Reviewed or UGC listed Journals (attach full copies of five best publications in peer-reviewed /UGC listed Journals):**

S. N.	Title with Page No. & Date of Publication	Journal	ISSN/ ISBN No.	Whether peer reviewed	Impact factor (if any)	No. of Co-Authors	Whether you are First/Principal/ Corresponding author/Supervisor /Mentor ?	Enclosures: (Pl. mention page number of each proof attached)

**H (ii). Publications (other than Research Papers):**

**(a) Book Authored:**

<b>S. N.</b>	<b>Book Title with Page Nos. &amp; Date of Publication</b>	<b>Name of Publisher</b>	<b>Whether National/ International Publisher</b>	<b>ISSN/ ISBN No.</b>	<b>No of Co-Author</b>	<b>Whether you are the main author</b>	<b>Enclosures: (Pl. mention page number of each proof attached)</b>

**(b). Chapters in Edited Books:**

<b>S.N.</b>	<b>Title with Page Nos. &amp; Date of publication</b>	<b>Book/Title, Editor &amp; Publisher</b>	<b>Whether National/ International Publisher</b>	<b>ISSN/ ISBN No.</b>	<b>No of Co-Author</b>	<b>Whether you are the main author</b>	<b>Enclosures: (Pl. mention page number of each proof attached)</b>

**(c). Editor of Books:**

<b>S. N.</b>	<b>Title with Page Nos. &amp; Date of Publication</b>	<b>Name of Publisher</b>	<b>Whether National/ International Publisher</b>	<b>ISSN/ ISBN No.</b>	<b>No. of Co-Editors</b>	<b>Whether you are the main Editor</b>	<b>Enclosures: (Pl. mention page number of each proof attached)</b>

**(d). Translation works in Indian and Foreign Languages (if any):**

<b>S. N.</b>	<b>Title with Page Nos. and Date of Publication</b>	<b>Book/Chapter/ Research Paper &amp; Publisher</b>	<b>Whether National/ International Publisher</b>	<b>ISSN/ ISBN No.</b>	<b>Indian/Foreign languages</b>	<b>Enclosures: (PI. Mention page number of each proof attached)</b>

**H(iii). Creation of ICT medicated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**

**(Development of Innovative pedagogy):**

<b>S. N.</b>	<b>Title of development of innovative Pedagogy</b>	<b>Short Description/ Contribution</b>	<b>Type of Pedagogy/ Modules/E-content/ uploaded link</b>	<b>Level</b>	<b>No. of Quadrants</b>	<b>Enclosures: (PI. Mention page number of each proof attached)</b>

**H (iv) (a). Research Guidance:**

<b>S.N.</b>	<b>Number Enrolled</b>	<b>Thesis submitted/ under supervision</b>	<b>Degree Awarded</b>	<b>Enclosures: (PI. Mention page number of each proof attached)</b>
<b>M. Phil or equivalent</b>				
<b>Ph.D. or equivalent</b>				

**H (iv) (b). Completed Research Projects:**

S. N.	Title	Agency	Period		Grant / Amount Mobilized (Rs. Lakhs)	Whether policy documents/ Patents as outcome	Enclosures: (Pl. Mention page number of each proof attached)
			From	To			

**H (iv) (c). Ongoing Research Projects:**

S. N.	Title	Agency	Period		Grant/Amount Mobilized (Rs. Lakhs)	Enclosures: (Pl. Mention page number of each proof attached)
			From	To		

**H (iv) (d). Consultancy:**

S. N.	Title	Agency	Period		Grant/Amount Mobilized (Rs. Lakhs)	Enclosures: (Pl. mention page number of each proof attached)
			From	To		

**H (v) (a). Patents:**

<b>S. N.</b>	<b>Title</b>	<b>Agency (International/National)</b>	<b>Date of filing</b>	<b>Patent File No./ Status as on date</b>	<b>Enclosures:</b> (Pl. Mention page number of each proof attached)

**(b). Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government):**

<b>S. N.</b>	<b>Title</b>	<b>Funding Agency</b>	<b>Date of submission/ approval</b>	<b>Policy document submitted to</b>	<b>International/National/State</b>	<b>Enclosures:</b> (Pl. mention page number of each proof attached)

**(c). Awards/Fellowships:**

<b>S. N.</b>	<b>Title of Award / Fellowship</b>	<b>Date of Award/ fellowship</b>	<b>Awarding Agency</b>	<b>Whether level International/National/ State</b>	<b>Total amount sanctioned for awards/ Fellowships</b>	<b>Enclosures:</b> (Pl. Mention page number of each proof attached)

H(vi). Invited lectures/Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once):

S. N.	Title/ Academic Session with Date & Page No.	Lecture/Resource Person/ Paper Presentation/ Full paper in Conference proceedings	ISSN/ ISBN No.	Agency	Whether International (Abroad)/International (within country)/ National/ State/ University Level	Enclosures: (PI. Mention page number of each proof attached)

I. Refresher Courses, Methodology workshop, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes (if any) (Not less than one-week duration):

S. N.	Title/ Programme	Duration		Organized by	Enclosures: (PI. Mention page number of each proof attached)
		From	To		

J. Post-Doctoral Fellowship/Post-Doctoral Project from a public funding agency:

S. N.	Designation	Name of Funding Agency & period for which fellowship/Project is sanctioned. Name of project (if any)	Total amount sanctioned for project / Fellowship per month (in case of Post-Doc only)	Actual period worked		Enclosures: (PI. Mention page number of each proof attached)
				From	To	

**K(a). Organizing Intra College Competition:**

S. N.	Name of Competition & Year	Level of Competition	Organized by	Number of events/ disciplines	Enclosures: (Pl. mention page number of each proof attached)

**(b). Institution participating in External Competitions:**

S. N.	Name of Competition & Year	Level of Competition (National / State/District)	Organized by	Number of events/ disciplines	Enclosures: (Pl. mention page number of each proof attached)

**(c). Up-gradation of Sports & Physical Training Infrastructure with Scientific & Technological inputs/Development & Maintenance of Playfields and Sports & Physical Education facilities (if any) (Enclosures: Pl. mention page number of each proof attached):**\_\_\_\_\_

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**(d). Student of the Institution participating in National/State/University (for College Levels only) Teams:**

<b>S. N.</b>	<b>Name of Competition &amp; Year</b>	<b>Level of competition</b>	<b>Name of Activity</b>	<b>Number of Activities</b>	<b>Enclosures: (Pl. mention page number of each proof attached)</b>

**(e). Organizing National/State/Inter-University/Inter-College Level Competition:**

<b>S. N.</b>	<b>Name of Competition &amp; Year</b>	<b>Level of competition</b>	<b>Name of Activity</b>	<b>Number of Activities</b>	<b>Enclosures: (Pl. mention page number of each proof attached)</b>

**(f). Coaching invitation at National/State Level:**

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**(g). Organizing workshops in a year:**

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**L. Information regarding Academic/Research Activities:  
(as per Table-2 of UGC Regulations, 2018)**

Sr. No.	Academic/Research Activity	For physical education & other related disciplines	To be filled by the candidate			Remarks (if any)
			Number of activities	Score	Total	
1.	Research Papers in Peer-Reviewed or UGC listed Journals	10 per paper				
2.	<b>Publication (other than Research papers)</b>					
	<b>(a) Books authored which are published by</b>					
	International publisher	12				
	National Publishers	10				
	Chapter in Edited Book	05				
	Editor of Book by International Publisher	10				
	Editor of Book by National Publisher	08				
	<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>					
	Chapter or Research paper	03				
	Book	08				
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>					
	<b>(a) Development of Innovative pedagogy</b>	05				
	<b>(b) Design of new curricula and courses</b>	02 per curricula/course				
	<b>(c) MOOCs</b>					
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/ credit)	20				
	MOOCs (developed in 4 quadrant) per module/lecture	05				
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02				
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08				
	<b>(d) E-Content</b>					
	Development of e-content in 4 quadrants for a complete course/e-book	12				
	e-Content (developed in 4 quadrants) per module	05				
	Contribution to development of e-content module in complete course/ paper/e-book (at least one quadrant)	02				
	Editor of e-content for complete course/ paper/e-book	10				
4.	<b>(a) Research guidance</b>					
	Ph.D.	10 per degree awarded 05 per thesis submitted				
	M. Phil./P.G. dissertation	02 per degree awarded				

	<b>(b) Research Projects Completed</b>					
	More than 10 lakhs	10				
	Less than 10 lakhs	05				
	<b>(c) Research Projects On-going :</b>					
	More than 10 lakhs	05				
	Less than 10 lakhs	02				
	<b>(d) Consultancy</b>	03				
<b>5.</b>	<b>(a) Patents</b>					
	International	10				
	National	07				
	<b>(b) Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>					
	International	10				
	National	07				
	State	04				
	<b>(c) Awards/Fellowship</b>					
	International	07				
	National	05				
<b>6.</b>	<b>Invited lectures/Resource Person/ paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>					
	International (Abroad)	07				
	International (within country)	05				
	National	03				
	State/University	02				
<b>Note:</b> 1. Two Authors: 70% of total value of publication for each author.						
2. More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.						

**Signature of candidate**

**M. Assessment Criteria and Methodology for Directors of Physical Education & Sports (as per Table 5 of the UGC Regulations, 2018):**

Sr. No.	Activity	Grading Criteria	To be filled by the Candidate
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above – Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.	
2	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory-Neither good nor satisfactory	
3	Institution participating in external competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. <b>Or</b> District level competition in at least 5 disciplines. Unsatisfactory-Neither good nor satisfactory.	
4	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Committee.	
5	<b>(i)</b> At least one student of institution participating in national/state/ university (for college levels only) teams. Organizing state/national/inter-university/inter college level competition. <b>(ii)</b> Being invited for coaching at state/ national level. <b>(iii)</b> Organizing at least 3 workshops in a year. <b>(iv)</b> Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations & extracurricular college activities.	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory: Not involved/undertaken any of the activities.	
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.		

**Signature of candidate**

**N. Membership of Professional Societies (if any):**

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**O. Statement of self-evaluation regarding different fields of activity relating to the job (maximum two pages):**

**P. Referees:**

**These should be professionally competent persons, well acquainted with some aspects of the applicant's training, accomplishments, capability and character. For applicants having done post-doctoral and/or doctoral research, the research supervisors must be listed. Testimonials obtained from these referees be attached to the application form.**

	<b>Name</b>	<b>Occupation/Position</b>	<b>Address</b>	<b>E-mail &amp; Tel./Mobile No.</b>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**Q. Additional information: (Annexure need not enclosed)**

**R. List of Enclosures:**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_  
5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_  
9. \_\_\_\_\_ 10. \_\_\_\_\_ 11. \_\_\_\_\_ 12. \_\_\_\_\_

**S. Declaration: I solemnly hereby declare that:**

- i) The foregoing information given by me in this application is true & correct to the best of my knowledge and belief. If anything is found false at any stage at the time of selection or after joining service at Panjab University, my services/candidature are liable to be rejected or terminated summarily without assigning any reason thereof. I am not aware of any circumstances which may impair my fitness for employment in the Panjab University, Chandigarh.**
- ii) I have never been dismissed, removed, terminated or debarred from the service as punitive action either from Govt. or from University/College or other Public or Private Organization service.**
- iii) I have never been prosecuted, kept under detention or bound down/ fined, convicted by the Court of Law for any offence.**

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

-----  
**Signature of Applicant**

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**Signature of Employer with Official Seal**

**Recommendations of the Employer**

**FORMAT OF EXPERIENCE CERTIFICATE**

This is to certify that \_\_\_\_\_ S/o/D/o/W/o  
\_\_\_\_\_ has been working/has worked as  
\_\_\_\_\_ (Regular/Contract/Temporary/Adhoc) in the  
consolidated salary/pay-scale of Rs. \_\_\_\_\_ (**mention  
consolidated salary/pay-scale**) w.e.f. \_\_\_\_\_ to \_\_\_\_\_.

This is further certified that he/she has been taking/has taken the assigned workload for teaching Under-graduate/Post-graduate/both Under-graduate and Post-graduate classes during the above-mentioned period.

**AND / OR**

This is further certified that he/she has been performing/ has performed the assigned responsibilities and duties in the field of Sports during the above-mentioned period.

**Full Signature of Competent Authority  
With Official Stamp**

**Full Name, Designation and Address of the Competent Authority:**

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**“Application form for the post of Librarian for Direct Recruitment”**

PANJAB UNIVERSITY, CHANDIGARH	Website: <a href="http://jobs.puchd.ac.in">http://jobs.puchd.ac.in</a>
The candidate should attach eleven Photostat copies of this form alongwith the original	Serial No. _____
Application for the Post of Librarian	Advertisement No. _____ Fee Deposited _____ Branch _____ City _____ Bank Journal No. _____ Dated: _____
Department :- A.C. Joshi Library, Panjab University, Chandigarh	(For Office Use) Diary No. _____ Dated: _____
A Name in Full Mr./Mrs./Ms. _____ (In block letters)	Affix recent Passport size photograph
Father's Name: _____ Mother's Name: _____	
Date of Birth: _____ Place of Birth: _____	
Nationality: _____ Marital Status: _____	
Member of Scheduled Caste/Tribe/ PWD _____ Yes/No  (If Yes, please attach certificate from Tehsildar /First Class Magistrate of the area).	

<b>B. Addresses :</b>
Permanent address(in block letters): _____ _____ _____
Present Address: (for Correspondence) (in block letters): _____ _____ _____

Phone/Mobile No. \_\_\_\_\_ E-mail: \_\_\_\_\_

C. Minimum Pay acceptable: \_\_\_\_\_ Joining time (If Selected) \_\_\_\_\_

Signature of the Candidate



**D. (I) EDUCATIONAL QUALIFICATION (Please attach one set of attested copies alongwith original application only)**

Examination	Univ./Board	Main Subject	Month and Year of Passing	Marks Obtd.(with Max Marks	Class/ Divn./ Grade (attach conversion formula*)	Merit/Prizes/ Medals won if any.
1. Matric						
2. B.A./B. Sc./ B. Com. etc.						
3. B. Lib.						
4. Master Degree in Library Science/ Information Science/ Documentation Science						
5. M. Phil.						
6. Ph. D.						
7. Any other Exam. (please specify)						
8. UGC National Eligibility Test						

<b>E. Work/Employment Experience (details in chronological order, starting with first job) - Experience certificate strictly as per the proforma available on the University web-site)</b>							
Name & Address Employer/Institution	Date of		Designation	Nature of Job	Date of approval from the concerned University, if any	Pay Matrix/Pay Band/Grade Pay (6 <sup>th</sup> or 7 <sup>th</sup> Pay Scale)	Reason for Leaving
	Joining	Leaving					

Signature of the Candidate

F. Post- Doctoral Experience (details in chronological order)							
Name & Address Employer/Institution	Date of		Designation	Nature of Job	Date of approval from the concerned University, if any.	Basic Pay (p.m.) & Grade (Pay-scale)	Reason For Leaving
	Joining	Leaving					

**G. Awards/Fellowships**

S. No.	Title	International/National	Enclosures: Pl. mention page number(s) of applicant form where proof is attached	Score claimed by candidate	Score to be given by the screening committee

**H. Innovative Library Services, including the integration of ICT in a Library (Certification attached)(Mention all Details)**

Signature of the Candidate

**I. Research Publication in Peer Reviewed or UGC listed Journals (Attach proof of all published paper showing title of paper (alongwith proof of peer reviewed/UGC listed Journal) and attach full copies of five best publications in Peer reviewed/UGC Journals.**

S.N.	Title with page no.	Name of Journal	ISSN/ISBN No.	Whether peer reviewed/ Impact factor, if any	Whether you are first/principal/ Corresponding author/supervisor/ mentor
1					
2					
3					
4					

**Please attach separate sheet, if required.**

#### **ADDITIONAL INFORMATION**

**J. Publication (other than Research Papers)**

**(a) Books authored, which are published by**

**(i) International publishers**

S.N.	Title	Type of Book (text/reference)	ISBN No. and publisher	Whether Peer Reviewed	No. of authors

**(ii) National publishers**

S.N.	Title	Type of Book (text/reference)	ISBN No. and publisher	Whether Peer Reviewed	No. of authors

Signature of the Candidate

**(iii) Chapters in Edited Books**

S.N.	Title	Type of Book (text/reference)	ISBN No. and publisher	Whether Peer Reviewed	No. of authors

**(iv) Editor of Book by International Publisher**

S.N.	Title	Type of Book (text/reference)	ISBN No. and publisher	Whether Peer Reviewed	No. of authors

**(v) Editor of Book by National Publisher**

S.N.	Title	Type of Book (text/reference)	ISBN No. and publisher	Whether Peer Reviewed	No. of authors

Signature of the Candidate

**K. Creation of ICT mediated Teaching/ Learning pedagogy and content development of new and innovative course and curricula**

**L. (a) (i) : Research Guidance:**

S. No.	Number Enrolled	Thesis Submitted	Degree Awarded	Enclosures: Pl. mention page numbers(s) of application form where proof is attached
Ph. D. (as Supervisor)				
Ph. D. (as Co-supervisor), if there are more than one supervisor				
M. Phil./P.G. dissertation				

**(a) (ii) Research Projects completed:**

Sr. No.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention page number(s) of application form where proof is attached
			From	To		

**(a) (iii) Ongoing Research Projects:**

Sr. No.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention page number(s) of application form where proof is attached
			From	To		

**(a) (iv): Consultancy**

Sr. No.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention page number(s) of application form where proof is attached
			From	To		

**(a) (v) : Patents**

Sr. No.	Name	Agency (International/ National)	Details of patent	Enclosures: Pl. mention page number(s) of application form where proof is attached

Signature of the Candidate

(b) Policy Documents submitted to an International body/organisation like UNO/UNESCO/World Bank/International

Sr. No.	Name	Body (International/ National/ State)	Details	Enclosures: Pl. mention page number(s) of application form where proof is attached

(c) Awards/Fellowships

Sr. No.	Title	International/National	Enclosures: Pl. mention page number(s) of application form where proof is attached

**M.** Invited lectures/Resource Person/paper presentation in Seminars/Conferences/full paper in Conference Proceeding (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

S. No.	Title of the paper presented/Lecture delivered/ paper published	Category [International (Abroad)/ International (within country)/National/ State/University]	Title of Conference/ Seminar etc.	Date (s) of the event	Organized by	Enclosures: Pl. mention page numbers(s) of application form where proof is attached

**N.** Academic Distinctions

Sr. No.	Details

**O.** Membership of Professional Societies, if any:

**P.** Paragraph of self-evaluation regarding different fields of activity relating to the job (**maximum 100 words**)

Signature of the Candidate

Q. Information regarding Academic/Research activities

Sr. No.	Academic/Research Activity	To be filled by the candidate			Remarks, if any
		Number	Score	Total	
1.	Research Papers in Peer-Reviewed or UGC listed Journals = <b>10</b> per paper				
2.	Publication (other than Research papers)				
	<b>(a) Books authored which are published by :</b>				
	International publisher = <b>12</b>				
	National Publishers = <b>10</b>				
	Chapter in Edited Book = <b>05</b>				
	Editor of Book by International Publisher = <b>10</b>				
	Editor of Book by National Publisher = <b>08</b>				
	<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>				
	Chapter or Research paper = <b>03</b>				
	Book = <b>08</b>				
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>				
	(a) Development of Innovative pedagogy = <b>05</b>				
	(b) Design of new curricula and courses = <b>02</b> per curricula/course				
	(c) MOOCs				
	Development of complete MOOCs in 4 quadrants ( 4credit course) ( In case of MOOCs of lesser credits 05 marks/credit) = <b>20</b>				
	MOOCs (developed in 4 quadrant) per module/lecture = <b>05</b>				
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant) = <b>02</b>				
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit) = <b>08</b>				
	<b>(d) E-Content</b>				
	Development of e-Content in 4 quadrants for a complete course/e-book = <b>12</b>				
	e-Content (developed in 4 quadrants) per module = <b>05</b>				
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) = <b>02</b>				
	Editor of e-content for complete course/paper/e-book = <b>10</b>				
4.	(a) Research guidance				
	Ph. D. = <b>10</b> per degree awarded, <b>05</b> per thesis submitted				
	M. Phil./P.G. dissertation = <b>02</b> per degree awarded				
	<b>(b) Research Projects Completed</b>				
	More than 10 lakhs = <b>10</b>				
	Less than 10 lakhs = <b>05</b>				
	<b>(c) Research Projects Ongoing :</b>				
	More than 10 lakhs = <b>05</b>				
	Less than 10 lakhs = <b>02</b>				
	<b>(d) Consultancy = 03</b>				
5.	<b>(a) Patents</b>				
	International = <b>10</b>				
	National = <b>07</b>				
	<b>(b) *Policy Document (Submitted to an International body/ organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>				
	International = <b>10</b>				
	National = <b>07</b>				
	State = <b>04</b>				
	<b>(c) Awards/Fellowship</b>				
	International = <b>07</b>				
	National = <b>05</b>				
6.	<b>*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>				
	International (Abroad) = <b>07</b>				
	International (within country) = <b>05</b>				
	National = <b>03</b>				
	State/University = <b>02</b>				
<b>Note:</b> 1. Two Authors : 70% of Total value of publication for each author.					
2. More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.					

Signature of the Candidate

**R. Annual performance assessment report related to Library Activities to be filled by the candidate along with proof ( For the last ten years)**

S. No./Item	Activity	Grading Criteria	To be filled by the candidate
1.	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attended in the library, the individual was expected to undertake, inter alia, following items of work: <ul style="list-style-type: none"> <li>• Library Resource and Organization and maintenance of books, journals and reports.</li> <li>• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> <li>• Assistance towards updating institutional website</li> </ul>	90% and above - Good Below 90% but 80% and above - Satisfactory Less than 80% - Not satisfactory	
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop Unsatisfactory – Not falling in above two categories	
3.	If library has a computerized database then <b>(Yes/No)</b> OR If library does not have a computerized Database <b>(Yes/No)</b>	Good – 100% of physical books and journals in computerized database. Satisfactory – At least 99% of physical books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory. OR Good – 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date Unsatisfactory - Catalogue database not upto mark.	
4.	Activities performed regarding Checking inventory and extent of missing Books	Good : Checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.	
5.	Have you participated in (i) Digitization of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory : Not involved/ undertaken any of the activities.	
<b>Overall Grading</b>	Good : Good in S. No./Item 1 and satisfactory/good in any two other items including S. No. Item 4. Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading.		
<b>Note :</b> The Candidate must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.			

Signature of the Candidate



S. Annual performance assessment report related to Teaching Activities to be filled by the candidate along with proof (For the last Ten Years)

S. No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities:  (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.  (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.  (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.  (d) Organising seminars/ conferences/ workshops, other college/university activities.  (e) Evidence of actively involved in guiding Ph. D students.  (f) Conducting minor or major research project sponsored by national or international agencies.  (g) At least one single or joint publication in peer reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities <b>Note:</b> Number of activities can be within or across the broad categories of activities
<p><b>Overall Grading:</b></p> <p><b>Good:</b> Good in teaching and satisfactory or good in activity at SI.No.2.</p> <p>Or</p> <p><b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at SI.No.2.</p> <p><b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading</p> <p><b>Note:</b> For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.</p>		

Signature of the Candidate

**T. Referees:**

These should be professionally competent persons, well acquainted with some aspects of the applicant's training, accomplishments, capability and character. For applicants having done post-doctoral and/or doctoral research, the research supervisors must be listed. At last three Testimonials obtained from these referees be attached to the application form.

Name	Occupation/Position	Address	E-mail and Tel./Mobile No.
1. _____			
2. _____			
3. _____			

**U. List of Enclosures:**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_  
5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_

**V. Declaration: I solemnly declare that:**

- i) The foregoing information is complete and correct. I am not aware of any circumstances which may impair my fitness for employment in the Panjab University, Chandigarh.
- ii) I have never been dismissed either from Government or from University, College or other Public or Private Organisation service.
- iii) I have never been prosecuted, kept under detention or bound down/fined, convicted by the Court of Law for any offence.

Place: \_\_\_\_\_

-----

Date: \_\_\_\_\_

Signature of Applicant

-----  
Signature of Employer

With Official Seal

**Table - I**

	Sr. No.	Particular of Academic/other information	Score		Remarks, if any
			To be filled by the candidate	To be verified by Screening Committee	
<b>A.</b>	<b>Academic record and score (Maximum 50)</b>				
	1.	<b>International/National Awards = 06 (Maximum)</b> International/National Level (Awards given by International Organizations/Govt. of India/Govt. of India recognized National Level Bodies)			
		<b>State Level Awards = 04 (Maximum)</b> State Level (Awards given by State Government)			
B.1	2.	<b>Research Publications = 20 (Maximum)</b> (2 marks for each Research publications published in Peer-Reviewed or UGC-listed Journals)			
C.1	3.	<b>Teaching (Regular) Experience or work experience as a Librarian (Regular)/ Post Doctoral Experience = 20 (Maximum)</b> (2 marks for one year each beyond ten years)			
		<b>Total (out of 50)</b>			

Signature of the Candidate

**FORMAT OF EXPERIENCE CERTIFICATE**

This is to certify that \_\_\_\_\_ S/o / D/o  
\_\_\_\_\_ has been working/ has worked as  
\_\_\_\_\_ (Regular) in the pay-scale of \_\_\_\_\_ Rs.  
\_\_\_\_\_ (mention pay-scale) w.e.f. \_\_\_\_\_ to  
\_\_\_\_\_.

This is further certified that she/he has been taking/has taken the assigned workload for teaching Under-graduate/Post-graduate/both Under-graduate and Post-graduate classes during the above-mentioned period.

And/ Or

This is further certified that she/he has been performing/has performed the assigned responsibilities and duties in the library during the above-mentioned period.

**Full Signature of Competent Authority  
With Official Stamp**

**Full Name, Designation and Address of Competent Authority:**

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

Serial No. \_\_\_\_\_

**PANJAB UNIVERSITY, CHANDIGARH**  
**Application for Class – A (Non-teaching) positions**  
(Director, Dr. A.P.J. Abdul Kalam Computer Centre/Programmer)  
(Use separate form for each post)

The candidate should attach nine  
Photostat copies of this form  
along-with the original

(For Office use)  
(Diary No. \_\_\_\_\_)  
Date \_\_\_\_\_

Name of the Post \_\_\_\_\_ Advt.No. \_\_\_\_\_

Department \_\_\_\_\_

A. Name in full Mr./Mrs./Ms. \_\_\_\_\_

(IN CAPITALS)

Father's Name: Mr. \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth \_\_\_\_\_

Nationality: \_\_\_\_\_ Marital Status \_\_\_\_\_

Member of Scheduled Caste/Backward Class: Yes/No \_\_\_\_\_

(If yes, please attach certificate from Tehsildar/Magistrate 1st. Class of the area)

**Affix recent  
passport size  
photograph**

**B. Address:**

Permanent address: \_\_\_\_\_

(IN CAPITALS)

Present Address: (For correspondence) \_\_\_\_\_

(IN CAPITALS)

Mobile/Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

C. Minimum Pay acceptable: \_\_\_\_\_ Joining time \_\_\_\_\_  
(if selected)

**D. Educational Qualifications: (Please attach one set of attested copies along-with original application)**

Examination	Univ./Board	Main Subjects	Year of passing	Marks Obtd. (with Max. marks)	Class/Div./ Grade (Attach conversion formula)	Merit/ Prizes /Medals won, if any
1. Matric						
2. 10+2/Pre-Med./ Pre-Engg.						
3. B.A./B.Sc./ B.Com. etc.						
4. M.A./M.Sc./ M.Com. etc.						
5. M.Phil						
6. Ph. D.						
7. Any other Exam (Please Specify)						

**P.T.O.**

**E. Professional Training:**

Sr. No.	Organization	Period		Details of Training	
		From	To		

**F. Employment Experience (details in chronological order starting with first job):**

Name & Address of Employer/ Institution	Date of		Designation	Nature of Job	Basic Pay p.m. & Pay-Scale	Reasons for leaving
	Joining	Leaving				

**G. Referees:**

These should be professionally competent persons, well acquainted with some aspects of the applicant's training, accomplishments, capability and character but must be relations. At least two of them should be citizens of India. (Supervisor of each major employment and present or most employment must be listed.)

<u>Name</u>	<u>Occupation/Position</u>	<u>Address</u>
1. _____		
2. _____		
3. _____		

**H. Additional Information:**  
(No annexure need been closed) \_\_\_\_\_

**I. List of Enclosures**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_  
5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. Draft No. \_\_\_\_\_ Dt. \_\_\_\_\_ Amount \_\_\_\_\_

**J. Declaration: I solemnly declare that:**

- (i) The foregoing information is complete and correct. I am not aware of any circumstances which may impair my fitness for employment in the Panjab University, Chandigarh.
- (ii) I have never been disqualified from University work/ appearing in any University examination.
- (iii) I have never been dismissed either from Govt. or from University, College or other Public or Private Organisation service.
- (iv) I have never been prosecuted, kept under detention or bound down/ fined, convicted by the Court of Law for any offence.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Recommendation of the Employer

\_\_\_\_\_  
Signature of Employer (with Seal)