

JUNAGADH AGRICULTURAL UNIVERSITY JUNAGADH

APPLICATION FORM FOR THE POST OF
(Please ✓ which for the post applied)

	Professor & its equivalent
	Associate Professor & its equivalent



Office of the Vice Chancellor
(Registrar Section)
Junagadh Agricultural University
Junagadh – 362001
(Gujarat State)

Office use only :		
Application Sr. No.		Inward Date & Seal



JUNAGADH AGRICULTURAL UNIVERSITY, JUNAGADH

Last Date of Application : 28/01/2013
Application Fee : ₹ 500/- (Non-refundable)

Advertisement No.: 04/2012 Date: _____
Application for the post of _____
Name of Discipline _____
Name of Faculty _____
DETAILS OF Demand Draft
1. Name of the Bank _____
2. Demand Draft No. _____ Date _____
3. Amount ₹ _____

Affix recent
passport
size, duly
signed
photograph
here.

IMPORTANT: Before filling in the form please read the enclosed information and instructions carefully.

PERSONAL HISTORY

1. Name :- _____
(In capital letters- beginning with surname)

2. Present Address:

3. Permanent Address:

PIN: _____ Ph. No: _____	PIN: _____ Ph. No: _____

4. Date and Place of Birth: _____

5. Home State: _____ 6. Home Town: _____

7. Nearest Railway Station _____ 8. Sex: Male: _____ Female: _____

9. Marital Status: Single _____ Married _____ Widow(er) _____

10. No. of Children: _____ 11. Mother Tongue: _____

*12. Whether belongs to SC _____ ST _____ SEBC _____ GEN _____ PH _____

13. Present Designation: _____

14. Present Pay Scale: _____

* Please attach authenticated caste certificate.

15. Father's / Husband's Name: Occupation and Address :

16. Personal Marks of Identification : _____

17. Whether Ex-Serviceman : Yes _____ No _____

18. Languages Known :

Language Proficiency	Speak	Read	Write

19. Any medical disability ? Please specify :

20. (A) Nationality (B) Citizenship at Birth (C) Present Citizenship

21. EDUCATIONAL QUALIFICATION :

[Attach certificate in sequence giving number 21(i) to _____]

Sr. No.	Name of Examination (Pl. Specify Degree)	Year of Passing	Name of Board / University	Final Grade	Field of Specialization		Remarks special achievements
				Class percent	Major	Minor	
i.	Bachelor Degree						
ii.	Master Degree						
iii.	Doctorate Degree						
iv.	NET						
v.	CCC / CCC+						
vi.							
vii.							
viii.							

22. MEDALS / AWARDS : [Attach certificate giving number 22(i) to 22 (ii)]

Sr. No.	Particulars	Name of Medal/Award	Year in which received	Name of Organization	No. of Medals/Awards
i.	Awarded on Academic Achievements				
ii.	Awarded for Scientific Contribution				

23. EXPERIENCE: (EMPLOYEMENT RECORD):

Experience regarding previous and present employment:
 (Attach the certificate / order, if any, giving number 23(i) to _____)

Sr. No.	Period		Post or position held	Employer's Name and Address	Salary drawn	Reason of Leaving Service
	From	To			Basic	

24. ABSTRACT OF EXPERIENCE:

Sr.No.	Particulars	Years	Months	Days
i.	Experience below Assistant Professor and its equivalent cadre			
ii.	Experience in the cadre of Assistant Professor and its equivalent			
iii.	Experience in the cadre of Associate Professor and its equivalent			
iv.	Experience in the cadre of Professor and its equivalent			
v.	Total experience of under graduate teaching only			

25.PUBLICATION:

[Attach list of publication giving number 25(i) to 25(iv)]

Sr. No.	Particulars	Number of articles/booklets published
i.	Research papers published in International Journal	
ii.	Research papers published in National Journal	
iii.	Popular Articles and Booklets	
iv.	Books	

Note: The published articles are to be included only and not articles sent for publication.

26. (A) SEMINAR/WORKSHOP/SUMMER INSTITUTE ATTENDED:

[Attach certificate/document attended giving number 26(i) to 26(iv)].

Sr.No.	Particulars	Number attended
i.	Seminar	
ii.	Workshop	
iii.	Summer Institute	
iv.	Symposium	

26. (B) Recommendation by AGRESCO

27. NEW PROJECTS CONDUCTED:

Particulars	Details of Project/ Research Scheme
New Project/Scientific Research Scheme conducted on the basis of personal bio-data through the institute like ICAR/IVRI/NDRI and other agency	

Note : If more space is required, please give details in attached sheet giving number-27.

28. MEMBERSHIP:

Sr.No.	Particulars	Details in Format
Member on		
i.	Scientific / Government Board/Committee	
ii.	Panel on Editorial Board of National Level Journal	

Note: If more space is required, please give details in attached sheet giving number-28.

29. EXTRA ACTIVITY:

Sr.No.	Particulars	Place where you have worked	No. of years
i.	Rector /Assistant Rector		
ii.	Chairman/Ex-Officio		
iii.	NCC/NSS Officer		
iv.	Farm Manager/Drawing Disbursing Officer		

30. (A) Whether ready to accept minimum scale applied for ?

Yes _____ No _____

(B) If no, please give reasons for higher demand

31. Whether any relative (by Blood / Marriage) employed by Junagadh Agricultural University

Yes _____ No _____

(If yes, please give details below) :

Sr. No.	Name of Relative	Position held in JAU	Address	Relation

32. OTHER COUNTRIES VISITED:

Name of Country	Period of Visit		Purpose of Visit (give complete detail)
	From	To	

33. REFERENCES: List three persons not related to you who are familiar with your character and qualifications. Please do not repeat name of your Employer.

Full Name	Designation/Occupation of position	Full Address with Telephone No. if known

34. Whether interviewed by the JAU earlier ? Yes _____ No _____
If yes, Please give dateand post applied for

35. Whether debarred from appearing any examination by any Board / Institution ? Yes _____ No _____
If yes, please give details on separate sheet.

36. Whether you have been punished/dismissed or convicted by any Institution / Govt. / Court. ? Yes _____ No _____
If yes, please give details on separate sheet

37. Mention the time required for joining duties, if you are appointed on the Months_____ Days _____
post

38.

Extra curricular activities/interests	Position and office held

39. Any other information with regard to special qualification and experience etc. not covered under heads, mentioned above in support of your candidature (if the space is insufficient please use separate sheet of paper and attach it to this form, inserting here a reference to the sheet attached giving number 39(1).

- :: DECLARATION :: -

I, hereby declare that the information furnished above is true and correct to the best of my knowledge and belief and also that I have not concealed any fact or withheld any information regarding my past service and record. If any information is found to be false or incorrect or any thing is found to have been concealed, I will be disqualified for selection or if appointed, will be liable to termination without any notice or compensation.

Place : _____

Date : _____

(Signature of Applicant)

DETAILS OF ENCLOSURES

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

FOR USE OF APPLICANTS IN EMPLOYMENT
(Certificate to be given by the Head of Department of Office or Employer)

Certified that Dr./Shri/Smt./Kum..... is working as in this Department / Office / Institute / Organization. I have no objection to his / her application being considered for this post. He / She will be relieved as per rules, if he / she is selected for the said post.

No.

Signature.....

Date : / /

Designation.....

Office Stamp.....

Office use only :	Application Sr. No.

Part-B

- :: S U M M A R Y :: -

1. Name : _____
(In capital letters – Beginning with surname)
2. Present Address : _____

3. Permanent Address : _____

- Pin _____ Pin _____
- Phone no. _____ Phone no. _____
4. Date & Place of Birth : _____
5. Age (On 28/01/2013) : Year _____ Month _____ Days _____
6. Home Town _____ 7. Home State : _____
8. Nearest Railway Station : _____
9. Mother Tongue : _____
10. Belongs to : SC _____ ST _____ SEBC _____ Gen _____ PH _____
11. Whether Ex-serviceman : Yes _____ No _____
12. Present Designation : _____
13. Present Pay Scale : _____
14. Educational Qualification :

Sr. No.	Degree	Final grade / Percent	Passing year	Sr. No.	Degree	Special remarks
i.	Bachelor			v.	CCC / CCC+	
ii.	Master			vi.		
iii.	Doctorate			vii.		
iv.	NET			viii.		

15. Medals / Awards :
 Number of medals / awards received by academic achievements : _____
 _____ and by scientific contribution _____

16. Experience (Number of years): *(Teacher's Cadre Only)*

Sr. No.	Cadre	Teaching		Research	Extension	Adm.
		U.G.	P.G.			
i.	Below Assistant Professor & its equivalent					
ii.	Below Associate Professor & its equivalent					
iii.	Below Professor & its equivalent					
iv.	Professor & its equivalent					
v.	Any Other Experience					

17. Publication (Numbers published) :
 (i) Res. Papers in International Journals : _____
 (ii) Research Papers in National Journals : _____
 (iii) Popular Articles : _____
 (iv) Booklets : _____
 (v) Books : _____

18. Number Attended :
 (i) Seminars _____ (ii) Workshops _____
 (iii) Summer Institutes : _____ (iv) Symposiums _____

19. Number of New Projects / Schemes Conducted : _____

20. (i) Scientific Body / Committee : _____
 (ii) Government Body / Committee : _____
 (iii) Editorial Board of Scientific National Level Journal : _____

21. Number of years worked on extra activity :
 (i) Rector / Assistant Rector : _____
 (ii) Chairman / Ex-officio of students sports activity _____
 (iii) NCC / NSS officer : _____
 (iv) Farm Manager / Drawing Disbursing Officer _____

NOTE : Five copies of typed – written "Summary" are to be attached with main application form.

Date : _____

Signature : _____

Name : _____

**GENERAL INFORMATION AND INSTRUCTIONS TO CANDIDATE
(TO BE RETAINED BY THE CANDIDATE)**

INSTRUCTIONS (Important)

- 1 Before filling/submitting the application form you are advised to go through the qualifications prescribed for the post (enclosed) and make sure that you possess the same.
- 2 Please make sure that all the entries in this form are written down neatly and legibly.
- 3 The application should be complete in all respect i.e. it should be :
 - i Filled completely.
 - ii Supported with attested copies of all academic and experience certificates.
 - iii The form and processing fee should be in form of Crossed Demand Draft. The Demand Draft should have been issued by the Bank, after the date of publication of the advertisement of the post.
 - iv Routed through proper channel (in case of persons already employed).

INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED:

- 1 The application must reach to the Registrar on or before the last date prescribed for receipt of application. APPLICATIONS RECEIVED AFTER THE LAST DATE SHALL STAND REJECTED AUTOMATICALLY.
- 2 To avoid delay in the receipt of application through proper channel, the candidates are advised to submit an advance copy of their application (complete in all respect) before the closing date. However, the application through proper channel must reach within fifteen days of the closing date. SUCH APPLICATION RECEIVED AFTER PERIOD OF FIFTEEN DAYS SHALL NOT BE CONSIDERED.
- 3 The Junagadh Agricultural University employees / teachers should submit their applications to their respective Heads of Departments at least ten days before the closing date for receipt of applications through their University Officer concerned.

GENERAL INSTRUCTIONS / GENERAL INFORMATION :

A FILLING THE FORM :

- 1 When you apply for more than one post, you should submit a separate application for each post.
- 2 The application form obtained for a particular post shall not be used nor considered for any other post.
- 3 Documentary proof in support of previous experience and academic qualifications indicated in the application should invariably be sent along with the application, failing which shall mean to believe that you do not possess the experience and qualifications mentioned therein and the application shall be treated as incomplete and may be rejected.
- 4 Clearly write the complete name of post for which you are applying. Please note that where the name of post is not given it may not be possible for Registrar Office for any resembling post for which the University shall not be held responsible.
- 5 The most important entries in this form are details of academic qualifications, list of publication, teaching, research, extension experience and your employment record, please make sure that all the details are given in the form in which they are required.
- 6 Along with the application form, we are sending you a blank "SUMMARY FORM" in which you are required to give a summary. The blank summary forms should be neatly filled in and send with the application in **Five** copies. The information asked for under the different columns should be brief but complete.
- 7 Item No. 25 deals with your publications. Please give details of papers on separate sheet. Please note that the titles of the publications are not to be lumped together but classified as original research papers, text books, reports, bulletin, conference or seminar papers, extension literature, etc. Also, please note that you are to mention only those which have been published or printed though you may give reference to papers which have already been accepted for publication by a standard journal.

- 8 A recent pass-port size photograph duly signed should be pasted on the application in the space provided for the purpose, it may happen that the photograph is not properly pasted and tend to get detached from the application. In your own interest you are, therefore, advised to write neatly at the back of the photograph, your name and the full name of the post you are applying for. It will then be possible for us to re-paste such photographs on the application to which it belongs.

B REGARDING FEES:

- 1 A crossed Demand Draft should be drawn in favour of "**JAU FUND ACCOUNT**" (**Payable at Junagadh, State Bank of India Code : 03251**)
- 2 The fees are not refundable in any case

C MAILING THE APPLICATION FORM :

- 1 The application form along with **5** copies of "Summary" (Part-B) should be sent to the Registrar, Junagadh Agricultural University, Junagadh-362001 (Gujarat State).
- 2 In your own interest you are advised to send the application form under Registered Post Acknowledgement Due.

D CONDITIONS OF SERVICE : (Summary only for knowledge)

The conditions of service shall be as mentioned in the Gujarat Agricultural Universities Act, 2004 and the STATUTES framed there under as amended from time to time. However, for the sake of convenience of the candidates the important provisions as they exist at present are indicated below.

- 1 All appointees will be on probation for a period of one year in the first instance which may however be extended for one more year. For teacher and officer of the University it will be a two years contract also along with probation.
- 2 Employees are transferable within the jurisdiction of Junagadh Agricultural University where the similar posts existing.
- 3 Medical Certificate of Fitness : All the fresh recruiters shall furnish before joining the post a medical certificate of fitness in accordance with the provisions of statutes.
- 4 G.P.F., Pension, Gratuity, etc. are admissible as per rules amended from time to time. Employee will have to subscribe necessary fund towards his G.P.F. Account as per University Rules.
- 5 Leave : Earned Leave, Half Pay Leave, Extra Ordinary Leave without Pay, Study Leave, Casual Leave as per University Rules. However, it cannot be claimed as a matter of right.
- 6 Traveling and Daily Allowance for University business and work outside the Head-Quarter and Transfer T.A. in case of transfer in University interest are admissible as per University Rules at the rates in force from time to time. T.A. on fresh appointment not admissible.
- 7 Other advances interest bearing /non interest bearing are available as per JAU Rules.
- 8 Age of Retirement : **62 years for teacher's cadre**
- 9 New defined contributory pension scheme as introduced vide Government vernacular Resolution Dt. 18/3/2005 and Dt. 6/6/2005 No. NPN-2003-GOI-10-P will be applicable in case of candidates are other than Agricultural Universities of Gujarat.
- 10 Possess the basic knowledge of computer application as per Government of Gujarat rules. If the candidate without having passed CCC+ examination is selected, he / she will have to pass the said examination during the probation period, failing which his / her services will be terminated.
- 11 Termination dismissal from Service :

Discipline and appeal rules as well as conduct rules for employees have been prescribed in this University. Codes of conduct for teachers are also prescribed. The brief grounds for termination of service from this University are as under:

 - i Gross negligence in discharge of duty.
 - ii Mis-Conduct.
 - iii Insubordination or any breach of discipline.

- iv Physical or mental unfitness for discharge of duty.
 - v Any act prejudicial to the University interest or its property.
 - vi Conviction in a Court of Law for offence involving moral turpitude.
 - vii Guilty of activity which is anti-secular and which tends to create communal disharmony.
- E I** The furnishing of false information or suppression of any factual information in the application would be a disqualification and candidate will not be considered for employment under this University. Any such false information comes to the notice at any time during the service of a person; his service would be liable to be terminated.
- II** Canvassing in any form will be a disqualification.
- III** The Junagadh Agricultural University reserves the right to select or to reject any candidature and also reserve the right to appoint or not to appoint any candidate.

sb/-
(R.L. Shiyani)
REGISTRAR