

G B Pant Social Science Institute, Allahabad

GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION FOR APPLYING TO POSTS

1. The applicants are advised to go through the UGC Regulations on Minimum Qualifications for Appointment of Teachers & Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 available on www.ugc.ac.in. The minimum qualifications for various posts and pay scales shall be as prescribed in the said Regulations.
2. Applicants are required to fill their Academic Performance Indicator (API) scores in Items 5-10 of the Application using Table 1 in the Annexure.
3. All applicants for Professors and Associate Professors are required to submit photocopies/reprints of five of their publications and mention the same in Item 16 of the application. Applications without these attachments will not be considered. Applicants for Assistant Professors may also attach their publications.
4. The Institute reserves the right to:
 - (a) offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate;
 - (b) draw reserve panel(s) against the possible vacancies in the future;
 - (c) not to fill up any of the advertised positions.
5. Reservation Policy will be followed as per Government of India Rules. The SC/ST/OBC/PH candidates are required to attach the relevant certificate as per format prescribed by the Government of India.
6. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST/PH category candidates.
7. Relaxation in educational qualifications, experience, age, etc. in case of reserved category candidates will be given as per Government of India rules.
8. Other things being equal preference will be given to SC/ST/PH candidates.
9. Candidates with higher qualifications will be given preference.
10. Selection for senior positions may not be restricted to the pool of applicants. Contractual appointments on deputation or otherwise may also be considered.
11. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large and if found not convenient or possible to interview all the candidates, the Institute, at its discretion, may restrict the number of candidates to a reasonable limit, which may vary from post to post, on the basis of qualifications, experience, publications etc. higher than the minimum prescribed in the advertisement. The Institute may constitute an expert committee to scrutinize the applications or process administratively depending upon the number of applications.
12. The process of selection may be by a presentation/ seminar/interview or a combination thereof.
13. Higher initial pay may be given to exceptionally qualified and deserving candidates.

14. Applicants not found suitable for higher positions may be considered for lower position in the same area of specialization.
15. Services of the faculty shall be governed as per provisions of Rules and Bye Laws of the Institute, as may be issued and amended from time to time.
16. Canvassing in any form shall lead to cancellation of candidature.
17. Incomplete applications or without relevant supporting enclosures (self-attested copies of degree/ certificates/marks sheets/ experience certificate, reprint of important publications, etc) will be outrightly rejected.
18. Qualifications/Experiences etc. as on last date of submission of applications will only be taken into consideration.
19. The application duly filled in the prescribed form must reach by Speed Post/Registered Post Only in the office of the Administrative Officer, G.B. Pant Social Science Institute, Jhusi, Allahabad. Envelope containing application should be superscribed as "Application for the Faculty posts". Applicants may also email their applications on facultyrecruitment@gbpssi.org.in
20. SC/ST candidates called for interview will be paid sleeper class TA by train or bus fare through shortest routes as per UGC rules.
21. Separate Application Form is required to be filled up for each post.
22. Those already in Government service should forward their applications through proper channel or produce NOC at the time of interview.

Administrative Officer

Table 1: CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher’s self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S No.	APIs	Faculties of Languages Arts/ Humanities/Social Sciences/Library/ Physical education/Management	Max. points for University and college teacher position
III A	Research Papers published in:	Refereed Journals*	15 / publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book
		Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter
		Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter
III (C)	RESEARCH PROJECTS		
III (C) (i)	Sponsored Projects carried out/ ongoing	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project
		Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project
		Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project
III (C) (ii)	Consultancy Projects	Amount mobilized with minimum of Rs. 2.0 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively
III (C) (iii)	Completed projects : Quality Evaluation	Completed project report (Accepted by funding agency)	20 /each major project and 10 /each minor project
III (C) (iv)	Projects Outcome / Outputs	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent / 50 /each for International level,
III (D)	RESEARCH GUIDANCE		
III (D) (i)	M.Phil.	Degree awarded only	3 /each candidate
III (D) (ii)	Ph.D	Degree awarded	10 /each Candidate
		Thesis submitted	7 /each candidate
III(E)	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS		
III(E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	20/each
		(b) One week duration	10/each
III(E) (ii)	Papers in Conferences/ Seminars/workshops etc.**	Participation and Presentation of research papers (oral/poster) in	
		a) International conference	10 each
		b) National	7.5 / each
		c) Regional/State level	5 /each
III(E) (iv)	Invited lectures or presentations for conferences/ symposia	d) Local –University/College level	3 / each
		a) International	10 /each
		b) National level	5

- * Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.
- ** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Notes.

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

G B Pant Social Science Institute

(A Constituent Institute of the Central University of Allahabad)

Jhusi, Allahabad 211019

Website: www.gbsssi.nic.in



Application Form for Faculty

In response to advertisement number	01/2014 dated January 25, 2014		Paste your recent passport size photograph
Name of the Post Applied for			
Applicant's Area of Specialization <i>(Applicant's area of specialization must be relevant to the area of specialization notified in the advertisement)</i>			
1. Personal Details			
Name (In Block Letters)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First Name	Middle Name	Surname
Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Age as on date of advertisement	<input type="text"/> <input type="text"/>
	D D M M Y Y Y Y		
Father's Name	<input type="text"/>		
Mother's Name	<input type="text"/>		
Nationality	<input type="text"/>		
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Religion	<input type="text"/>		
Community/Category	GEN <input type="checkbox"/>	SC <input type="checkbox"/>	ST <input type="checkbox"/>
	OBC <input type="checkbox"/>	Other Categories <input type="checkbox"/>	
	If other categories, give details _____		
Marital Status	Married <input type="checkbox"/>	Unmarried <input type="checkbox"/>	
If physically disabled: If applicable write Nature of disability	Blindness or Low Vision Hearing impairment Locomotor or cerebral palsy Orthopedically Handicapped	Percentage of Disability <input type="text"/> <input type="text"/> <input type="text"/>	Attachment No. <input type="text"/>
Present Postal Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Pin Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
E-mail	<input type="text"/>		
Mobile No.	<input type="text"/>		
Landline with STD Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Fax	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

2. Educational Qualifications (attach additional pages if required)

	Name of The Course	Name of the Board/University	Month & Year Passed	Division	% Marks	CGPA (if grading is applicable)	Subjects Studied	Attachment No.
10th Class/ Equivalent								
12th Class/ Equivalent								
Graduation								
Post Graduation								
Any other Academic qualification								

3. Research Degrees (attach additional pages if required)

	Title of dissertation	Date of Award	University	Attachment No.
MPhil				
DPhil/ PhD				

4. University NET or any other equivalent Exam.

	Subject	Roll No	Year	Attachment No.
NET UGC for lectureship if any				
Any other Exam passed equivalent to NET (SLET/SET etc.)				

5. Chronological List of Experiences (Including current position/Employment)

Designation & Scale of Pay	Name & Address of the Employer	Nature of Employment Permanent/Temporary/ Contract/Others (specify)	Period of Experience		No of Years /Months (as on day of adv.)	Nature of Work/Duties
			Date from	Date To		

6. Total Period of Experience (Please ensure that the period of Teaching & Research experiences claimed do not overlap)

	No of Years
Teaching Graduation Level	
Teaching Post Graduation Level	
Post-Doctoral: Teaching/ Research	
Research Experience	
Other Experience, if any	

7. Honours, Awards, Fellowships (attach additional pages if required)

S.No.	Description

8. Published Papers in Journals
(Please attach separate sheet, if necessary)

S. No.	Title (with page nos.)	Year of Publication	Journal	ISSN/ISBN No.	Whether peer reviewed Impact Factor, if any	No. of Co-authors	Are you the main author	Applicant's own claim for API Score*

* Please see Instruction No. 2 in "GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION FOR APPLYING TO POSTS".

9. Articles Published in Books
(Please attach separate sheet, if necessary)

S. No.	Title (with page nos.)	Year of Publication	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed	No. of Co-authors	Are you the main author	Applicant's own claim for API Score*

* Please see Instruction No. 2 in "GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION FOR APPLYING TO POSTS".

10. Papers in Conference Proceedings
(Please attach separate sheet, if necessary)

S. No.	Title (with page nos.)	Year of Publication	Details of Conference Publication	ISSN/ISBN No.	No. of Co- authros	Are you the main author	Applicant's own claim for API Score*

* Please see Instruction No. 2 in "GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION FOR APPLYING TO POSTS".

11. Books

(Please attach separate sheet, if necessary)

S. No.	Title (with Page nos.)	Year of Publication	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of Co-authors	Are you the main author	Applicant's own claim for API Score*

* Please see Instruction No. 2 in "GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION FOR APPLYING TO POSTS".

**12. Research Projects/Consultancies/Major Policy documents for government bodies completed
(Please attach separate sheet, if necessary)**

Title	Years of commencement and Completion	Agency	Amount mobilized	Applicant's own claim for API Score*

*** Please see Instruction No. 2 in "GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION FOR APPLYING TO POSTS".**

**13. Research Projects/Consultancies/Major Policy documents for government bodies Ongoing
(Please attach separate sheet, if necessary)**

Title	Years of commencement and Completion	Agency	Amount mobilized	Applicant's own claim for API Score*

* Please see Instruction No. 2 in "GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION FOR APPLYING TO POSTS".

**14. Papers in Conference/ Seminar/ Workshop etc.
(Please attach separate sheet, if necessary)**

S. No.	Title	Year	Title of Conference/Seminar	Organised by	Whether international/national/State/regional	Applicant's own claim for API Score*

* Please see Instruction No. 2 in "GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION FOR APPLYING TO POSTS".

**15. Invited Lectures and Presentations at national or international conferences/symposia
(Please attach separate sheet, if necessary)**

S. No.	Title	Year	Title of Conference/Seminar	Organised by	Whether international/national/State/regional	Applicant's own claim for API Score*

* Please see Instruction No. 2 in "GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION FOR APPLYING TO POSTS".

16. Refresher Courses, Methodology Workshops, Training- Teaching- Learning- Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes

Name of Programme	Year in which Programme is held	Duration	Applicant's own claim for API Score	For office use (API score check)

* Please see Instruction No. 2 in "GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION FOR APPLYING TO POSTS".

Applicant's own claim for API Score (Total of Items 8 to 16)	
---	--

17. Membership in Professional Bodies

Name of the Organization	Annual Membership	Life Membership	Membership No

18. Research Guidance (No. of Students Guided)

	Post Graduate(No.)	M.Phil/Equivalent (No.)	Ph.D. (No.)
Completed			
Under Supervision			

19. Present Position

Designation	Name of the Institution	Nature of Institution (Govt./Autonomous Body/Self Financing/ Private/NGO/Others (specify))	Basic Pay & Pay Scale	Gross Pay/Total Salary P.M.(in Rs.)

20. References (Three)

	Referee-1 (Present Employer)	Referee-2	Referee-3
Name & Complete Postal Address			
E-Mail			
Phone(Landline) with STD Code			
Mobile Ph.			
Fax:			

21. Are you willing to accept the minimum initial pay in the grade? If not state reasons for claiming higher starting pay.

--

22. List of Five Publications Submitted for Review

Sl. No.	Title of Book/Paper	Name of Publisher/Journal	Year of Publication	Attachment No.
1.				
2.				
3.				
4.				
5.				

23. Total No. of self attested testimonials attached (Applications without self attested testimonials will not be entertained)	
--	--

24. Applicants are required to self-assess the following activities related to teaching and evaluation and put their own score in the last column.

S.No.	Nature of Activity	Maximum Score	Applicant's own score
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated	50	
2	Lectures or other teaching duties in excess of the UGC norms. Describe briefly. Attach separate sheet, if necessary.	10	
3	Preparation and imparting of knowledge/instruction as per curriculum; syllabus enrichment by providing additional resources to students. Describe briefly. Attach separate sheet, if necessary.	20	
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc. Describe briefly. Attach separate sheet, if necessary.	20	
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment. Describe briefly. Attach separate sheet, if necessary.	25	
Total Score		125	

25. Applicants are required to self assess the following activities related to co-curricular, extension and professional development related activities and put their own score in the last column.

S.No.	Nature of Activity	Maximum Score	Applicant's own score
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling). Describe briefly. Attach separate sheet, if necessary.	20	
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committee and responsibilities. Describe briefly. Attach separate sheet, if necessary.	15	
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talk, lectures, membership of associations, dissemination and general articles, not covered in Table 1: Category III). Describe briefly. Attach separate sheet, if necessary.	15	
Total Score		50	

Declaration

I _____ Son/Daughter of _____ hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the selection committee and Board of Management meetings, my candidature/appointment may be cancelled by the Institute.

Signature of the Applicant

Date:

Name (in block letters)
(Application not signed by the candidate is liable to be rejected.)

Endorsement by the Employer:

(The endorsement below is to be signed & Forwarded by the Head of the Institution/Employer of the organization/institution in the case of the in-service candidate)

Forwarded to G B Pant Social Science Institute

The applicant Dr./Mr./Mrs./Ms _____ who has submitted this application for the post of _____ in the G B Pant Social Science Institute, Allahabad has been working in this organization namely _____ in the post of _____ in a temporary/contract/permanent capacity with effect from _____ in the scale of pay of Rs. _____. He/She is drawing a basic pay of Rs. _____. Further, it is certified that the applicant has requisite qualifications/experiences as per the post advertised. There is no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the G B Pant Social Science Insitute.

Signature of forwarding Officer

Place: _____

Name: _____

Date: _____

Designation: _____