



# **KURUKSHETRA UNIVERSITY KURUKSHETRA**

(Established by the State Legislature Act-XII of 1956)

(A<sup>+</sup> Grade, NAAC Accredited)

## **Advertisement No. 1/2018**

**BEFORE APPLYING APPLICANTS MUST ENSURE THEIR ELIGIBILITY ON THE UNIVERSITY WEBSITE [www.kuk.ac.in](http://www.kuk.ac.in)**

Applications for various teaching & non-teaching posts are invited. Details regarding number of posts, prescribed qualifications, prescribed application form and instructions are available at Kurukshetra University Website <http://www.kuk.ac.in>. Application Form complete in all respect should reach the office of Assistant Registrar, Estt.(T), Kurukshetra University, Kurukshetra-136119 latest by **16.04.2018**. Applications/documents received after the last date will be rejected and no correspondence in this regard will be entertained. In case, last date falls on holiday, then next working day shall be treated as last date.

**REGISTRAR**

**KURUKSHETRA UNIVERSITY KURUKSHETRA**

(Established by the State Legislature Act-XII of 1956)

(A<sup>+</sup> Grade, NAAC Accredited)

**Advt. No. 1/2018**

Kurukshetra University, Kurukshetra invites applications for the posts of Professor/Associate Professors/ Assistant Professors/Librarian/Controller of Examinations/Assistant Registrar/Steno-Typist (English).

Last date for receipt of applications is 16.04.2018.

**For details please visit our Website: [www.kuk.ac.in](http://www.kuk.ac.in)**

**REGISTRAR**



# KURUKSHETRA UNIVERSITY KURUKSHETRA

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## Advertisement No. 1/2018

### BEFORE APPLYING, APPLICANTS MUST ENSURE THEIR ELIGIBILITY ON THE UNIVERSITY WEBSITE [www.kuk.ac.in](http://www.kuk.ac.in).

Applications for the following posts are invited on the prescribed application form available at Kurukshetra University website ([www.kuk.ac.in](http://www.kuk.ac.in)). Details regarding number of posts, prescribed qualifications and instructions are available at University Website [www.kuk.ac.in](http://www.kuk.ac.in). Application form must be accompanied with Demand Draft/on-line fee receipt/Cash Receipt of ₹600/- (₹150/- for SC/ST/BC of Haryana and ₹300/- for female candidates). Persons with disabilities (PWD) of Haryana are exempted from payment of Application fee. Candidates who had earlier applied against any particular post advertised vide Advt. No. 1/2012 and 3/2013 will have to apply afresh giving reference of their previous applications. However, they need not to send any application fee along with their applications. If any candidate wants to apply for more than one post, he/she is required to apply separately with prescribed fee for the same by downloading separate Application Form for each post:-

#### Non-Teaching Post(s) (Budgeted)

Post Code	Name of posts	Pay Scale (S)	Number of Vacancies
01	Controller of Examination	₹37400-67000+10000	02 GEN
02	Assistant Registrar	₹15600-39100+5400	03 (GEN-2, BC(A)-1)
03	Steno- Typist (English)	Level-2+100(SP) (As per 7 <sup>th</sup> Pay Commission)	24 {GEN-07, SC-5*, BC(A)-3, BC(B)-3*, ESM(GEN)-1, ESM(BC-A)-1, ESM (BC-B)-1, PWD-1, Out Standing Sport Person (SC-1), Out Standing Sport Person (BC (A)-1)}

\* One post of SC category and one post of BC (B) category are backlog vacancies.

#### Teaching Post(s) & Librarian

Department	Name of posts	Post Code	Subject/ Desirable area	Pay Scale	Number of Vacancies
JLN Library	Librarian	04	---	₹37400-67000+10000	01 GEN
University College of Education	Principal	05	Principal	₹37400-67000+10000	01 GEN
Music & Dance	Professor	06	Music & Dance	₹37400-67000+10000	01 GEN
Education	Associate Professor	07	Education	₹37400-67000+9000	03 GEN
		08	DSA (Elementary Education/ Teacher Education)		01 SC
		09	Special Education: Visual Impairment**		01 GEN
	Assistant Professor	10	Education	₹15600-39100+6000	03(SC-1, BC (A)-2)
		11	Education: (Special Education: Visual Impairment*)		01 BC (B)
		12	DSA (Elementary Education/ Teacher Education)		01 SC
Physical Education	Assistant Professor	13	Physical Education	₹15600-39100+6000	03 (GEN-2, SC-1)
University College of Education	Assistant Professor	14	Perspective in Education/ Foundation Course	₹15600-39100+6000	01 GEN
		15	Pedagogy of Social Science		01 GEN
		16	Pedagogy of English		01 GEN
		17	Pedagogy of Hindi		01 GEN
		18	Pedagogy of Sanskrit		01 GEN
		19	Pedagogy of Physical Science		01 GEN
		20	Pedagogy of Biological Science		01 GEN
		21	Pedagogy of Computer Science		01 GEN
		22	Pedagogy of Mathematics		01 PWD

		23	Pedagogy of Punjabi		01 GEN
		24	Health & Physical Education		01 GEN
Law	Assistant Professor	25	Law	₹15600-39100+6000	05{(GEN-3,SC-1, BC(A)-1)}
Directorate of Distance Education	Assistant Professor	26	Political Science	₹15600-39100+6000	01 GEN
		27	Hindi		01 GEN

\*\*Qualification as per RCI & KUK norms, and State Govt. regulations.

**The University follows Reservation Policy/Rules as per State Govt. of Haryana norms.**

Application forms complete in all respects for the above posts should reach the office of the Assistant Registrar (Estt.T) Kurukshetra University, Kurukshetra-136119 latest by **16.04.2018**.

The applications/documents received after the last date will be rejected. The University will not be responsible for any postal delay. In case, last date falls on holiday, then next working day shall be treated as last date.

**REGISTRAR**

**Endst. No. ET-6/2018/2430-2510**

**Dated : 14.03.2018**

Copy of the above is forwarded to the following for information and necessary action:-

1. Dean, Academic Affairs, KUK.
2. Deans of all the Faculties on the campus, KUK.
3. Chairpersons of all the University Teaching Departments/Principals of the Maintained Colleges/Heads of offices, KUK.
4. Director, I.T. Cell, K.U. Kurukshetra with the request to put this notification on University Website.
5. Principal, UCEK, KUK
6. Librarian, University Library, KUK.
7. Divisional Employment Officer, University Employment & Guidance, Bureau, Kurukshetra.
8. District Employment Officer, Employment Exchange, Kurukshetra.
9. O.S.D. to Vice-Chancellor (for kind information of the Vice-Chancellor), KUK.
10. P.S. to Registrar (for kind information of the Registrar), KUK.

**Assistant Registrar, Estt. (T)**  
for Registrar

## **KURUKSHETRA UNIVERSITY KURUKSHETRA**

### **IMPORTANT INSTRUCTIONS FOR NON-TEACHING POSTS ADVERTISEMENT NO. 1/2018**

Candidates must go through the following instructions before filling up the application form:

#### **GENERAL INSTRUCTIONS:**

1. Candidates who had earlier applied against any particular post advertised vide Advt. No. 2/2012 and 3/2013 should apply afresh-giving reference of their previous applications. However, they need not send any application fee along with their applications.
2. Name of the post applied for must be superscripted at the top of the envelope as under:  
“**Application for the post of \_\_\_\_\_**”.
3. Separate application form is required for each post with prescribed fee. Once the application for any post is received, the same will not be allowed to be changed for any other post.
4. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date fixed for receipt of applications. If on verification at any stage, before or after the selection, it is found that the candidate did not fulfill any of the eligibility condition(s) as on last date or the information furnished is false or incorrect, his candidature will be cancelled/his services will be terminated.
5. The benefit of reservation will be given only to those SC/BC/ESM/PWD/Outstanding Sports Person candidates who are domiciled in Haryana State. The SC/BC/ESM/PWD/Outstanding Sports Person candidates are required to submit SC/BC/ESM/PWD/Outstanding Sports Person certificate duly issued by the Competent Authority of Haryana.
6. Backward class block (A & B) candidates claiming benefit of reservation have to submit a certificate issued by the competent authority of Haryana not before the six months of the last date of receipt of applications mentioning therein that he/she is not covered under the criteria of creamy layer as per State Govt. instructions.
7. The number of posts may be increased or decreased according to requirement.
8. The possession of prescribed essential qualification does not entitle a candidate to be called for interview. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, or the criteria for selection, etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
9. The eligibility of every candidate will be determined on the basis of qualifications acquired and communicated to the office by him/her up to the last date fixed for receipt of applications. No certificate/document will be received after the last date.
10. All the educational qualifications should be from a University/ Institution/ Board recognized by Govt. of India/State Govt./ approved by Govt. Regulatory Bodies and the final result should have been declared on or before last date of submission of application form. The candidates who are able to prove by documentary evidence that the result of the qualifying examination was declared on or before the last date of submission of application form and he/she has been declared passed, will also be considered to have the required Educational Qualification.
11. The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University. In case the result of a particular examination is posted on the website of the University, a certificate issued by the appropriate authority of the University indicating the date on which the result was posted on the website will be taken as the date of passing.
12. As per Ministry of Human Resource Development Notification No. 44 dated 01-03-1995 published in Gazette of India edition dated 10-06-2015, the Degree obtained through open Universities/ Distance Education Mode needs to be recognized by Distance Education Council, IGNOU. Accordingly, unless such Degrees had been recognized for the period when the candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.
13. No change in the category of any candidate is allowed after submission of application form. No correspondence/email/ phone will be entertained in this regard.
14. Application not supported with required application fee, self-attested copies of certificates/testimonials will be rejected.

15. Ten Xerox copies of the Application Form for the posts must be sent along-with the original application form. Self-attested copies of all the certificates/testimonials be attached only with the original application form.
16. The candidates should also submit Self-Assessment performa duly filled in all respects for the post of Controller of Examinations and Assistant Registrar. Self-Assessment performa is available with the Application form.
17. Incomplete applications or the applications received without the prescribed fee or received after the last date of receipt of applications will be rejected and no correspondence will be entertained in this regard.
18. In case, last date falls on holiday, then next working day shall be treated as last date.
19. Those who are already in employment should submit their Application Form through proper channel.
20. Concealment of facts or supply of wrong information will result in cancellation of candidature in addition to legal action.
21. **Candidates applying for the posts under ESM/DESM category should submit a certificate duly issued by the Zila Sainik Board to the effect that his/her father has not availed the benefit of re-employment in any Government service, Public Sector Undertakings including Para-Military Forces, in view of State Government instructions.**
22. The University reserves the right to shortlist the candidates. Shortlist criteria for the post of Controller of Examinations and Assistant Registrar is given at **Annexure-I & II**.
23. The Selection Committee Criteria/weightage are available on University website [www.kuk.ac.in](http://www.kuk.ac.in) at **Annexures-I & III**.
24. Minimum three applications are mandatory for any of the posts advertised for conducting the interview. If minimum three applications are not received for any post, the interview will not be conducted by the University.
25. If any candidate wants to apply for more than one post, he/she is required to apply separately for the same by downloading separate Application Form for each post.
26. The Demand Draft must be drawn in favour of the Registrar, Kurukshetra University, Kurukshetra payable at Kurukshetra. Application fee may also be deposited through on-line payment gateway available on the University Website using the Path i.e. <https://kuk.ac.in>>online payment>pay online>any other case except above(e.g. Migration, revaluation, duplicate DMC etc.)>Fee Head: Recruitment Fee or in cash in favour of the Registrar, Kurukshetra University, Kurukshetra at Oriental Bank of Commerce, Kurukshetra University, Kurukshetra.
27. The candidates should;
  - (i) Mark page numbers on the top at right side corner of each page including the Application Forms and fill total no. of pages in Point **No. 14 (xi)** of the Application Form.
  - (ii) Sign all the pages of the Application Form and Annexures.
28. For Non-teaching posts, age should be between 18-50 years. Maximum age limit is relaxable in special cases by the appointing authority.

**NOTE:** No. of posts alongwith reservations of posts are subject to any variation as per Govt. of Haryana Reservation Policy norms. If there is any variation, the candidates will be informed through announcement displayed on University Website.

## **KURUKSHETRA UNIVERSITY KURUKSHETRA**

### **IMPORTANT INSTRUCTIONS FOR TEACHING POSTS AND LIBRARIAN ADVERTISEMENT NO. 1/2018**

Candidates must go through the following instructions before filling up the application form:

#### **GENERAL INSTRUCTIONS:**

1. Candidates who had earlier applied against any of the post advertised vide Advt. No. 3/2013 should apply afresh giving reference of their previous applications. However, they need not send any application fee along with their applications.
2. Name of the post applied for must be super-scribed at the top of the envelope as under:  
**“Application for the post of \_\_\_\_\_”.**
3. Separate application form is required to be submitted for each post with prescribed fee.
4. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date fixed for receipt of application. If on verification at any stage, before or after the selection, it is found that the candidate did not fulfill any of the eligibility condition(s) as on last date or it is found that the information furnished is false or incorrect, his candidature will be cancelled/his services will be terminated.
5. The benefit of reservation will be given only to those SC/BC/ESM/PWD candidates who are domiciled in Haryana State. The SC/BC/ESM/PWD candidates are required to submit SC/BC/ESM/PWD Certificate duly issued by the Competent Authority of Haryana.
6. Backward class block (A & B) candidates claiming benefit of reservation have to submit a certificate issued by the competent authority of Haryana not before the six months of the last date of receipt of applications mentioning therein that he/she is not covered under the criteria of creamy layer as per State Govt. instructions.
7. Since the practical work including use of gases, acids, tool, machinery etc. is involved in Sciences, Life Science, Pharmacy, Engineering, and Technology Faculties, the blind person (visually impaired persons) may not be considered against reserved teaching posts in these faculties.
8. The number of posts may be increased or decreased according to requirement.
9. The possession of prescribed essential qualification does not entitle a candidate to be called for interview. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, or the criteria for selection, etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
10. The eligibility of every candidate will be determined on the basis of qualifications acquired and communicated to the office by him/her up to the last date fixed for receipt of applications. No certificate/document will be received after the last date.
11. All the educational qualifications should be from a University/ Institution/ Board recognized by Govt. of India/State Govt./ approved by Govt. Regulatory Bodies and the final result should have been declared on or before last date of submission of application form. The candidates who are able to prove by documentary evidence that the result of the qualifying examination was declared on or before the last date of submission of application form and he/she has been declared passed, will also be considered to have the required Educational Qualification.
12. The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University. In case the result of a particular examination is posted on the website of the University, a certificate issued by the appropriate authority of the University indicating the date on which the result was posted on the website will be taken as the date of passing.
13. As per Ministry of Human Resource Development Notification No. 44 dated 01-03-1995 published in Gazette of India edition dated 10-06-2015, the Degree obtained through open Universities/ Distance Education Mode needs to be recognized by Distance Education Council, IGNOU. Accordingly, unless such Degrees had been recognized for the period when the candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.
14. No change in the category of any candidate is allowed after submission of application form. No correspondence/email/ phone will be entertained in this regard.
15. Application not supported with required application fee, Self-Assessment Performa, self-attested copies of certificates/testimonials/reprints of Research Publications, title page(s) and contents page(s) of each Journal in which the publication under reference were published will be rejected.



16. The candidates should also submit Self-Assessment Performa duly filled in all respects. Self-Assessment Performa is available with the Application form.
17. Fourteen Xerox copies of the Application Form for the posts must be sent along-with the original application form. Attach self-attested copies of all the certificates/testimonials only with the original application form.
18. Incomplete applications or the applications received without the prescribed fee or received after the last date of receipt of applications will be rejected.
19. In case, last date falls on holiday, then next working day shall be treated as last date.
20. Those who are already in employment should submit their Application Form through proper channel.
21. Concealment of facts or supply of wrong information will result in cancellation of candidature in addition to legal action.
22. **Candidates applying for the posts under ESM/DESM category should submit a certificate duly issued by the Zila Sainik Board to the effect that his/her father has not availed the benefit of re-employment in any Government service, Public Sector Undertakings including Para-Military Forces, in view of State Government instructions.**
23. The University reserves the right to shortlist the candidates for the post of Assistant Professor to be called for interview. The number of candidates to be called for interview shall be 15 for single vacancy and 05 for each additional vacant post (category wise) subject to their eligibility. The candidate(s) shall be called for interview in order of their ranks in the list prepared by the Screening Committee on the basis of marks secured by the candidates out of the total 75 marks [Sr. No. A, B, C (1), C (2)] mentioned in the selection criteria for the post of Assistant Professor. **(Annexure-IV to VI)**. Provided further that the last candidate (15<sup>th</sup> candidate) and all other candidates falling in the same rank will be called for interview. The domain knowledge will be judged through a test for the post of Assistant Professor.
24. The Selection Committee Criteria/weightage for award of score drawn for direct recruitment for the posts of Assistant Professor & equivalent cadres (for Education, Physical Education, Law, Political Science & Hindi subjects of Directorate of Distance Education), Associate Professor & equivalent cadres (Education subject) and Professors & Librarian cadres are available on University Website [www.kuk.ac.in](http://www.kuk.ac.in) at **Annexure-IV to VIII**.
25. The verified score shall be displayed/uploaded on Kurukshetra University, Kurukshetra website and candidates can contend if any discrepancy is noticed within 7 days of display.
26. Minimum three applications are mandatory for any of the posts advertised for conducting the interview. If minimum three applications are not received for any post, the interview will not be conducted by the University.
27. If any candidate wants to apply for more than one post, he/she is required to apply separately for the same by downloading separate Application Form for each post.
28. Candidates are required to fill up Academic Performance Indicator (API) based on Performance Based Appraisal System for the post of Librarian, Associate Professor and Assistant Professor available on University website separately.
29. The candidates should;
  - (i) Mark page numbers on the top at right side corner of each page including the Application Forms and fill total no. of pages in Point No. 18 (xi) of the Application Form,
  - (ii) Sign all the pages of the Application Form and Annexures.
30. The clarification regarding publications of Research Papers in Research Journals/Books for consideration of the same for the purpose of recruitment of candidates to the post of Assistant Professor with regard to Part-B (Research Performance/Publications (with respect to number and quality) Quality to be assessed w.r.t. publication(s) at National and International levels) of Selection Committee Criteria/weightage for award of scores drawn in the light of the criteria proposed by the UGC for direct recruitment of teachers for the post of Assistant Professor & equivalent cadres (**Annexure-IV to VI**) is given below:
  - (i) The latest list of Research Journals on the UGC Website will be considered for recruitment of the teachers and other academic staff of the University and its maintained College.
  - (ii) All the Journals/Books bearing ISSN/ISBN numbers will also be considered for recruitment of the teachers and other academic staff of the University and its maintained College.

**NOTE:** No. of posts alongwith reservations of posts are subject to any variation as per Govt. of Haryana Reservation Policy norms. If there is any variation, the candidates will be informed through announcement displayed on University Website.



**MINIMUM PRESCRIBED QUALIFICATION & EXPERIENCE: -**

Post Code	CONTROLLER OF EXAMINATIONS																																
01	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Master's degree with at least 55% marks or its equivalent grade 'B' in the UGC seven point scale.</li> <li>2. At least 15 years' experience as Lecturer (Senior Scale)/Lecturer with 8 years' experience in Reader's grade alongwith experiences in Educational administration.</li> </ol> <p align="center">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p align="center">OR</p> <p>15 years' of administrative experience of which 8 years' as Deputy Registrar or on an equivalent post.</p> <p>The condition of experience may be relaxed by the Establishment Committee/Executive Council in case of deserving and suitable candidates having relevant experience in line at University level.</p> <p><b>Age:</b> Between 18-50 years. Maximum age limit is relaxable in special cases, by the appointing authority.</p> <p><b>Desirable:</b> Experience of conducting the University examinations will be desirable.</p>																																
02	<p align="center"><b>ASSISTANT REGISTRAR</b></p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Good Academic Record plus Master's degree with atleast 55% marks or its equivalent grade of 'B' in the UGC seven point scale.</li> <li>2. There shall be no relaxation in qualifications for internal candidates competing against open post.</li> <li>3. The appointments/promotions to be made according to these qualifications against internal quota posts will be subject to rules of relaxation as may be in vogue at any point of time.</li> <li>4. The relaxation of age up to five years shall be allowed to all the candidates who have five years or more experience as Superintendent or an equivalent post irrespective of the fact whether the candidates are internal or external.</li> <li>5. The Bachelor degree in any discipline shall be considered as lower examinations for determining the "Criteria of Good Academic Record" for the post of Assistant Registrar.</li> </ol> <p><b>Age:</b> Between 18-50 years. Maximum age limit is relaxable in special cases, by the appointing authority.</p> <p><b>Good Academic Record</b></p> <p>It is hereby clarified that where the University/College/Institution declares results in grade points, which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage:</p> <table border="1" data-bbox="379 1272 1139 1563"> <thead> <tr> <th>Grade</th> <th>Grade Point</th> <th>%age equivalent</th> </tr> </thead> <tbody> <tr> <td>'O'- Outstanding</td> <td>5.50-6.00</td> <td>75-100</td> </tr> <tr> <td>'A'-Very Good</td> <td>4.50-5.49</td> <td>65-74</td> </tr> <tr> <td>'B'-Good</td> <td>3.50-4.49</td> <td>55-64</td> </tr> <tr> <td>'C'-Average</td> <td>2.50-3.49</td> <td>45-54</td> </tr> <tr> <td>'D'-Below Average</td> <td>1.50-2.49</td> <td>35-44</td> </tr> <tr> <td>E. – Poor</td> <td>.50-1.49</td> <td>25-34</td> </tr> <tr> <td>F. – Fail</td> <td>0.-0.49</td> <td>0-24</td> </tr> </tbody> </table> <p>For determining good academic record, a candidate should either have average of 55% marks in two of the three examinations (not below Matric or equivalent) prior to Master's degree or 50% marks in each of these two examinations separately. The following relaxation will, however, operate:</p> <table border="0" data-bbox="167 1680 1481 1982"> <tr> <td style="vertical-align: top;"> <p>Candidates having 55% or above marks in MA/ M .Sc/ LLM in the relevant subject /M.Com/M.Ed and possessing Ph.D. Degree</p> </td> <td style="vertical-align: top;"> <p>The criteria of good academic record will not apply at all</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>Candidates having 55% or above marks in MA/M.Sc/ LLM in the relevant subject / M.Com/M.Ed and possessing M.Phil Degree</p> </td> <td style="vertical-align: top;"> <p>Should have 50% marks in one of the lower Exams i.e. B.Ed/ B.A/B.Sc./ B.Com. Final/ Prep/10+2/ Matric</p> </td> </tr> <tr> <td align="center" colspan="2">OR</td> </tr> <tr> <td style="vertical-align: top;"> <p>Candidates obtaining first class First in the University in the relevant subject in MA/M.Sc./LLM</p> </td> <td style="vertical-align: top;"> <p>-----Do-----</p> </td> </tr> </table> <p><b>NOTE :</b> B.Ed., B.Lib. &amp; Inf. Science, LL.B. and BJMC are the lower examinations for determining Good Academic Record wherever M.Ed., M.Lib. &amp; Inf. Science, LL.M. and MJMC are the required essential qualifications respectively.</p> <p><b>Desirable:</b> The candidates for direct recruitment for the post of Assistant Registrar should have adequate knowledge of Computer, like, M.S. Office, Excel, Internet, etc.</p>	Grade	Grade Point	%age equivalent	'O'- Outstanding	5.50-6.00	75-100	'A'-Very Good	4.50-5.49	65-74	'B'-Good	3.50-4.49	55-64	'C'-Average	2.50-3.49	45-54	'D'-Below Average	1.50-2.49	35-44	E. – Poor	.50-1.49	25-34	F. – Fail	0.-0.49	0-24	<p>Candidates having 55% or above marks in MA/ M .Sc/ LLM in the relevant subject /M.Com/M.Ed and possessing Ph.D. Degree</p>	<p>The criteria of good academic record will not apply at all</p>	<p>Candidates having 55% or above marks in MA/M.Sc/ LLM in the relevant subject / M.Com/M.Ed and possessing M.Phil Degree</p>	<p>Should have 50% marks in one of the lower Exams i.e. B.Ed/ B.A/B.Sc./ B.Com. Final/ Prep/10+2/ Matric</p>	OR		<p>Candidates obtaining first class First in the University in the relevant subject in MA/M.Sc./LLM</p>	<p>-----Do-----</p>
Grade	Grade Point	%age equivalent																															
'O'- Outstanding	5.50-6.00	75-100																															
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'D'-Below Average	1.50-2.49	35-44																															
E. – Poor	.50-1.49	25-34																															
F. – Fail	0.-0.49	0-24																															
<p>Candidates having 55% or above marks in MA/ M .Sc/ LLM in the relevant subject /M.Com/M.Ed and possessing Ph.D. Degree</p>	<p>The criteria of good academic record will not apply at all</p>																																
<p>Candidates having 55% or above marks in MA/M.Sc/ LLM in the relevant subject / M.Com/M.Ed and possessing M.Phil Degree</p>	<p>Should have 50% marks in one of the lower Exams i.e. B.Ed/ B.A/B.Sc./ B.Com. Final/ Prep/10+2/ Matric</p>																																
OR																																	
<p>Candidates obtaining first class First in the University in the relevant subject in MA/M.Sc./LLM</p>	<p>-----Do-----</p>																																

<b>03</b>	<b>STENO-TYPIST (ENGLISH)</b>
<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Graduate from a recognized University</li> <li>2. Knowledge of Hindi/Sanskrit upto Matric standard.</li> <li>3. The candidate shall have to qualify the Test in Computer Appreciation and Application. This test will be based on Introduction to Computer &amp; Windows, Word Processing, Spreadsheet, Power Point, Internet Browsing and Email Management.</li> <li>4. The candidates shall also have to Qualify a test in Stenography in English at the speed of 80 wpm &amp; transcription thereof at the speed of 15 wpm only on Computer (8% mistakes are allowed).</li> </ol> <p><b>Detailed syllabus of Test in Computer Appreciation and Application alongwith selection Criteria is at Annexure-III.</b></p>	

<b>04</b>	<b>LIBRARIAN</b>																										
<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Master's degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade of B in the UGC seven point's scale and consistently good academic record set out in these Regulations.</li> <li>2. At least thirteen years as a Deputy Librarian in a University Library or 18 years' experience as a College Librarian.</li> <li>3. Evidence of innovative Library service and organisation of published work.</li> <li>4. A minimum score as stipulated in the Academic Performance Indicator (API) Based Appraisal system (PBAS) available on University website separately.</li> </ol> <p><b>Good Academic Record</b></p> <p>It is hereby clarified that where the University/College/Institution declares results in grade points, which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Grade</th> <th>Grade Point</th> <th>%age equivalent</th> </tr> </thead> <tbody> <tr> <td>'O'- Outstanding</td> <td>5.50-6.00</td> <td>75-100</td> </tr> <tr> <td>'A'-Very Good</td> <td>4.50-5.49</td> <td>65-74</td> </tr> <tr> <td>'B'-Good</td> <td>3.50-4.49</td> <td>55-64</td> </tr> <tr> <td>'C'-Average</td> <td>2.50-3.49</td> <td>45-54</td> </tr> <tr> <td>'D'-Below Average</td> <td>1.50-2.49</td> <td>35-44</td> </tr> <tr> <td>E. – Poor</td> <td>.50-1.49</td> <td>25-34</td> </tr> <tr> <td>F. – Fail</td> <td>0.-0.49</td> <td>0-24</td> </tr> </tbody> </table> <p>For determining good academic record, a candidate should either have average of 55% marks in two of the three examinations (not below Matric or equivalent) prior to Master's degree or 50% marks in each of these two examinations separately. The following relaxation will, however, operate:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p>Candidates having 55% or above marks in MA/ M .Sc/ LLM in the relevant subject /M.Com/M.Ed and possessing Ph.D. Degree</p> <p>Candidates having 55% or above marks in MA/M.Sc/ LLM in the relevant subject / M.Com/M.Ed and possessing M.Phil Degree</p> <p style="text-align: center;">OR</p> <p>Candidates obtaining first class First in the University in the relevant subject in MA/M.Sc./LLM</p> </td> <td style="width: 50%; border: none;"> <p>The criteria of good academic record will not apply at all</p> <p>Should have 50% marks in one of the lower Exams i.e. B.Ed/ B.A/B.Sc./ B.Com. Final/Prep/10+2/ Matric</p> <p style="text-align: center;">-----Do-----</p> </td> </tr> </table> <p><b>NOTE :</b> B.Ed., B.Lib. &amp; Inf. Science, LL.B. and BJMC are the lower examinations for determining Good Academic Record wherever M.Ed., M.Lib. &amp; Inf. Science, LL.M. and MJMC are the required essential qualifications respectively.</p>		Grade	Grade Point	%age equivalent	'O'- Outstanding	5.50-6.00	75-100	'A'-Very Good	4.50-5.49	65-74	'B'-Good	3.50-4.49	55-64	'C'-Average	2.50-3.49	45-54	'D'-Below Average	1.50-2.49	35-44	E. – Poor	.50-1.49	25-34	F. – Fail	0.-0.49	0-24	<p>Candidates having 55% or above marks in MA/ M .Sc/ LLM in the relevant subject /M.Com/M.Ed and possessing Ph.D. Degree</p> <p>Candidates having 55% or above marks in MA/M.Sc/ LLM in the relevant subject / M.Com/M.Ed and possessing M.Phil Degree</p> <p style="text-align: center;">OR</p> <p>Candidates obtaining first class First in the University in the relevant subject in MA/M.Sc./LLM</p>	<p>The criteria of good academic record will not apply at all</p> <p>Should have 50% marks in one of the lower Exams i.e. B.Ed/ B.A/B.Sc./ B.Com. Final/Prep/10+2/ Matric</p> <p style="text-align: center;">-----Do-----</p>
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<p><b>Desirable:</b> A M.Phil/Ph.D. degree in Library Science/ Information Science/Documentation/Archives and Manuscript-keeping.</p> <p><b>Note:</b> The applicants are required to fill up "Academic Performance Indicators based on Performance Based Appraisal System" to be submitted by each applicant for appointment of teacher and other academic staff.</p>																											

**Essential:**

1. Master's degree in Arts/ Sciences/ Social Sciences/ Humanities/ Commerce with minimum 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University and ;
2. M.Ed with minimum 55% marks.
3. Ph.D. in Education or in any pedagogic subjects/relevant discipline(s) offered in the institution concerned with evidence of published work and research guidance.
4. Associate Professor/Professor/Principal with a total experience of 15 years of teaching/research/administration in Universities, Colleges of Education and other Institutions of Higher Education out of which at least 08 years teaching experience in a Secondary Teacher Education Institution/Department of Education/Department of Physical Education.
5. The period of active service spent on pursuing Research Degree i.e. for acquiring Ph.D. degree simultaneously without taking any kind of leave may be counted as teaching experience for the purpose of direct recruitment/promotion to the post of Associate Professor and above.

**Note:** The above clarification at point No. (v) above, is received from the UGC through the State Govt. letter No. KW 7/18-2009 C-IV (3) dated 20.4.2017.

6. A minimum score as stipulated in the Academic Performance Indicator (API) Based Appraisal system (PBAS) available on University website separately.

**Note:**

- (i) A relaxation of 5% may be provided at the Graduate and Master's level for the Scheduled Caste/Scheduled Tribe/Differently able (Physically and Visually differently abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
- (ii) The minimum requirement of 55% marks shall not be insisted upon for the existing incumbent's i.e. Principals, Professors/Associate Professors/Assistant Professors who are already in the university system.
- (iii) A relaxation of 5% may be provided from 55% to 50% of marks to the Ph.D. degree holders, who have passed their master's degree prior to 19th September, 1991.
- (iv) The minimum requirements of good academic records and 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's level.
- (v) Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.

**Good Academic Record :**

It is hereby clarified that where the University / College/ Institution declares results in grade points, which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage.

Grade	Grade Point	% age equivalent
"O"-Outstanding	5.50-6.00	75-100
"A"-Very Good	4.50-5.49	65-74
"B"-Good	3.50-4.49	55-64
"C"-Average	2.50-3.49	45-54
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For determining good academic record, a candidate should either have average of 55% marks in two of the three examinations (not below Matric or equivalent) prior to master's degree or 50% marks in each of these two examinations separately. The following relaxation will however, operate.

Candidates having 55% or above marks in MA/ M.Sc/ in the relevant subject /M.Com/M.Ed and possessing Ph.D. Degree

The criteria of good academic record will not apply at all

Candidates having 55% or above marks in MA/M.Sc/ in the relevant subject/M.Com/ M.Ed and possessing M.Phil Degree

Should have 50% marks in one of the lower Exams i.e. B.Ed/ B.A/B.Sc./ B.Com. Final/Prep/ 10+2/ Matric

OR

	Candidates obtaining first class First in the University in the relevant subject in MA/M.Sc./LLM -----Do-----
<b>06</b>	<p align="center"><b>PROFESSOR (DEPARTMENT OF MUSIC AND DANCE)</b></p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching in University/College and/or research at the University /National level institutions including experience of guiding research at doctoral level with outstanding performing achievements in the field of specialization.</li> <li>2. The Ph.D. degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.</li> <li>3. A minimum of ten years of teaching experience in University /College, and / or experience in research at the University / National level institutions / industries, including experience of guiding candidates for research at doctoral level.</li> <li>4. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.</li> <li>5. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) available on University website separately.</li> </ol> <p align="center"><b>OR</b></p> <p>An outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in the concerned / allied / relevant discipline, to be substantiated by credentials.</p> <p>The period of active service spent on pursuing Research Degree i.e. for acquiring Ph.D. degree simultaneously without taking any kind of leave will be counted as Teaching Experience for the post of Associate Professor and Professor.</p>

<b>07 &amp; 08</b>	<p align="center"><b>ASSOCIATE PROFESSOR (EDUCATION AND DSA)</b></p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Post Graduate degree with minimum 55% marks in any discipline.</li> <li>2. Post Graduate degree in Education (M.Ed/ M.A Education) with minimum 55% marks.</li> <li>3. Ph.D. degree in Education or in the discipline relevant to the area of specialization.</li> <li>4. Any other qualifications prescribed by UGC like NET qualifications of length of professional teaching experience as per UGC or State Govt., norms for the position of Associate Professor.</li> <li>5. Good academic record with a Ph.D. Degree in the concerned/allied/ relevant disciplines.</li> <li>6. The Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment.</li> <li>7. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research papers in refereed journals only /policy papers.</li> <li>8. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.</li> <li>9. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) available on University website separately.</li> <li>10. The period of active service spent on pursuing Research Degree i.e. for acquiring Ph.D. degree simultaneously without taking any kind of leave will be counted as Teaching Experience for the post of Professor and Associate Professor.</li> </ol> <p><b>Good Academic Record :</b></p> <p>It is hereby clarified that where the University / College/ Institution declares results in grade points, which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage.</p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Grade Point</th> <th>% age equivalent</th> </tr> </thead> <tbody> <tr> <td>“O”-Outstanding</td> <td>5.50-6.00</td> <td>75-100</td> </tr> <tr> <td>“A”-Very Good</td> <td>4.50-5.49</td> <td>65-74</td> </tr> <tr> <td>“B”-Good</td> <td>3.50-4.49</td> <td>55-64</td> </tr> <tr> <td>“C”-Average</td> <td>2.50-3.49</td> <td>45-54</td> </tr> <tr> <td>“D” Below Average</td> <td>1.50-2.49</td> <td>35-44</td> </tr> <tr> <td>“E”-Poor</td> <td>.50-1.49</td> <td>25-34</td> </tr> <tr> <td>“F”-Fail</td> <td>0.-0.49</td> <td>0-24</td> </tr> </tbody> </table>	Grade	Grade Point	% age equivalent	“O”-Outstanding	5.50-6.00	75-100	“A”-Very Good	4.50-5.49	65-74	“B”-Good	3.50-4.49	55-64	“C”-Average	2.50-3.49	45-54	“D” Below Average	1.50-2.49	35-44	“E”-Poor	.50-1.49	25-34	“F”-Fail	0.-0.49	0-24
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09	<p style="text-align: center;"><b>DEPARTMENT OF EDUCATION</b> <b>ASSOCIATE PROFESSOR (SPECIAL EDUCATION)</b></p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Master's Degree in any discipline with not less than 50% of marks*</li> <li>2. M.Ed. Degree in specific disability area with not less than 55% of marks Or an equivalent grade of B+ in 10- point scale of UGC</li> </ol> <p style="text-align: center;"><b>OR</b></p> <p>An equivalent degree from a foreign university recognized by RCI.</p> <ol style="list-style-type: none"> <li>3. Ph.D. in Special Education or Education with research emphasis on Special Education.</li> <li>4. Should have completed at least 08 years of teaching experience as faculty out of which minimum 05 years should be in specific disability area.</li> <li>5. Should have completed at least one general orientation course and two refresher courses in education / special education of UGC</li> <li>6. Valid registration with RCI u/s 19 of RCI Act, 1992 is essential.</li> <li>7. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) available of University website separately.</li> <li>8. The period of active service spent on pursuing Research Degree i.e. for acquiring Ph.D. degree simultaneously without taking any kind of leave will be counted as Teaching Experience for the post of Associate Professor and Professor.</li> </ol> <p>(*RCI as Statutory Regulatory Body prescribes 50% as per the UGC Regulations Gazette dated September 18, 2010 section 1.1.1)</p> <p><b>Desirable:</b> Minimum 3 publications pertaining to Special Education in indexed journals and research experience RCI B.Ed. Spl.Ed. minimum 05 years should be in specific disability area.</p>
10 & 12	<p style="text-align: center;"><b>ASSISTANT PROFESSOR (EDUCATION AND DSA)</b></p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Post Graduate degree with minimum 55% marks in any discipline.</li> <li>2. Post Graduate degree in Education (M.Ed/ M.A Education) with minimum 55% marks.</li> <li>3. Any other qualifications prescribed by UGC like NET in Education.</li> <li>4. Good academic record as defined by the concerned University with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.</li> <li>5. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</li> <li>6. Notwithstanding anything contained in sub-clause (i) and (ii) the candidates who are or have been awarded Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/ Institutions.</li> <li>7. NET/SLET/SET shall also not be required for such Masters Programmes in discipline for which NET/SLET/SET is not conducted.</li> <li>8. A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility</li> </ol>



marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

9. A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.

10. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.

11. The candidates registered for Ph.D. programme prior to July 11, 2009 shall also be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges subject to the fulfillment of the following conditions:

- a) Ph.D. degree of the candidate awarded in regular mode only;
- b) Evaluation of the Ph.D. thesis by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate had been conducted;
- d) Candidates has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) Candidate has made at least two presentations in conference/seminars based on his/her Ph.D. work.

“(a) to (e) as above are to be certified by the Vice-Chancellor/Pro-Vice-Chancellor/Dean, (Academic Affairs)/Dean, (University instructions).”

**Good Academic Record :**

It is hereby clarified that where the University / College/ Institution declares results in grade points, which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage.

Grade	Grade Point	% age equivalent
“O”-Outstanding	5.50-6.00	75-100
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For determining good academic record, a candidate should either have average of 55% marks in two of the three examinations (not below Matric or equivalent) prior to master's degree or 50% marks in each of these two examinations separately. The following relaxation will however, operate.

Candidates having 55% or above marks in MA/ M.Sc/ in the relevant subject /M.Com/M.Ed and possessing Ph.D. Degree

The criteria of good academic record will not apply at all

Candidates having 55% or above marks in MA/M.Sc/ in the relevant subject / M.Com/M.Ed and possessing M.Phil Degree

Should have 50% marks in one of the lower Exams i.e. B.Ed/ B.A/B.Sc./ B.Com. Final/Prep/10+2/ Matric

OR

Candidates obtaining first class First in the University in the relevant subject in MA/M.Sc./LLM

-----Do-----

**NOTE :**B.Ed. is the lower examinations for determining Good Academic Record wherever M.Ed/M.A Education are the required essential qualifications respectively.

**11 ASSISTANT PROFESSOR (SPECIAL EDUCATION)**

**Essential:**

1. Masters Degree in any discipline with not less than 50% of marks\*\*
2. M.Ed. Degree in specific disability area with not less than 55% of marks Or an equivalent grade of B+ in 10- point scale of UGC

**OR**

An equivalent degree from a foreign university recognized by RCI.

3. Besides fulfilling the above qualifications, candidate must have cleared National Eligibility Test (NET) for lecturers in Education conducted by the UGC, or similar test accredited by the UGC.
4. Notwithstanding anything contained in this notification, candidates who are, or have been awarded Ph.D. degree in Education/Special Education in accordance with the University Grants Commission (Minimum standards and procedure for Award of Ph.D. degree) Regulations 2009 shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of

	<p>Assistant Professors or equivalent positions in Universities / Colleges/ Institutions.</p> <ol style="list-style-type: none"> <li>5. Valid registration with RCI u/s 19 of RCI Act, 1992 is essential.</li> <li>6. A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.</li> <li>7. A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.</li> <li>8. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.</li> <li>9. The candidates registered for Ph.D. programme prior to July 11, 2009 shall also be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges subject to the fulfillment of the following conditions: <ol style="list-style-type: none"> <li>a) Ph.D. degree of the candidate awarded in regular mode only;</li> <li>b) Evaluation of the Ph.D. thesis by at least two external examiners;</li> <li>c) Open Ph.D. viva voce of the candidate had been conducted;</li> <li>d) Candidates has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;</li> <li>e) Candidate has made at least two presentations in conference/seminars based on his/her Ph.D. work.</li> </ol> </li> </ol> <p><b>“(a) to (e) as above are to be certified by the Vice-Chancellor/Pro-Vice-Chancellor/Dean,(Academic Affairs)/ Dean, (University instructions).”</b></p> <p>(**RCI as Statutory Regulatory Body prescribes 50% as per the UGC Regulations Gazette dt. September 18, 2010 section 1.1.1)</p> <p><b>Desirable:</b> M.Phil. / Ph.D. in Special Education or Education with research emphasis on Special Education; Experience for a period of at least 2 years as teacher or researcher in the area of specific disability.</p>
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<b>13</b>	<b>ASSISTANT PROFESSOR (DEPARTMENT OF PHYSICAL EDUCATION)</b>
	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Good Academic Record with at least 55% marks (or equivalent grade in a point scale wherever grading system is followed) in M.P.Ed. (02 yrs. Course) or an equivalent degree from an Indian/Foreign University only.</li> <li>2. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) in Physical Education conducted by the UGC or similar test accredited by the UGC like SLET/SET.</li> <li>3. Notwithstanding anything contained in sub-clause (i) and (ii) the candidates who are or have been awarded Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions.</li> <li>4. NET/SLET/SET shall also not be required for such Masters Programmes in discipline for which NET/SLET/SET is not conducted.</li> <li>5. A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.</li> <li>6. A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.</li> <li>7. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.</li> <li>8. The candidates registered for Ph.D. programme prior to July 11, 2009 shall also be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges subject to the fulfillment of the following conditions: <ol style="list-style-type: none"> <li>a) Ph.D. degree of the candidate awarded in regular mode only;</li> <li>b) Evaluation of the Ph.D. thesis by at least two external examiners;</li> <li>c) Open Ph.D. viva voce of the candidate had been conducted;</li> <li>d) Candidates has published two research papers from his/her Ph.D. work out of which at least one must</li> </ol> </li> </ol>



be in a refereed journal;  
 e) Candidate has made at least two presentations in conference/seminars based on his/her Ph.D. work.  
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**Good Academic Record**

It is hereby clarified that where the University / College/ Institution declares results in grade points, which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage.

Grade	Grade Point	% age equivalent
“O”-Outstanding	5.50-6.00	75-100
“A”-Very Good	4.50-5.49	65-74
“B”-Good	3.50-4.49	55-64
“C”-Average	2.50-3.49	45-54
“D” Below Average	1.50-2.49	35-44
“E”-Poor	.50-1.49	25-34
“F”-Fail	0.-0.49	0-24

For determining good academic record, a candidate should either have average of 55% marks in two of the three examinations (not below Matric or equivalent) prior to master’s degree or 50% marks in each of these two examinations separately. The following relaxation will however, operate.

Candidates having 55% or above marks in M.P.Ed and possessing Ph.D. Degree	The criteria of good academic record will not apply at all
Candidates having 55% or above marks in M.P.Ed and possessing M.Phil Degree in Physical Education	Should have 50% marks in one of the lower Exams i.e. B.A/B.Sc./B.Com. Final/Prep / 10+2 / Matric
OR	
Candidates obtaining first class First in the University in the relevant subject i.e M.P.Ed -02 years	-----Do-----

14

UNIVERSITY COLLEGE OF EDUCATION

**ASSISTANT PROFESSOR (PERSPECTIVES IN EDUCATION/ FOUNDATION COURSES)**

**Essential:**

1. Good academic records with at least 55% marks (or equivalent grade in a point scale wherever grading system is followed) at the Master’s degree level, in the following subjects or an equivalent degree from an Indian / Foreign University
  - a. Master’s degree in Social Sciences/ Psychology/ Philosophy with minimum 55% marks ; and
  - b. M.Ed. degree with minimum 55% marks; from recognized University.

OR

  - a. Post Graduate (MA) degree in Education with minimum 55% marks; and
  - b. B.Ed./B.El.Ed. degree with minimum 55% marks.
2. Besides fulfilling the above qualifications, candidate must have cleared National Eligibility Test (NET) for lecturers in Education/Physical Education/History/Political Science/ Economics/Geography/ Sociology/ Public Administration/ Psychology/ Philosophy conducted by the UGC, or similar test accredited by the UGC.
3. Notwithstanding anything contained in this notification, candidates who are, or have been awarded Ph.D. degree in accordance with the University Grants Commission (Minimum standards and procedure for Award of Ph.D. degree) Regulations 2009 shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professors or equivalent positions in Universities / Colleges/ Institutions.

Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.

**Note:-**

- (i) Master’s degree in Social Sciences at 1 (a) above will include the subjects of History/Political Science/Economics/Geography/ Sociology and Public Administration.
- (ii) A relaxation of 5% may be provided at the graduate and master’s level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks

without including any grace mark procedures.

- (iii) A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.
- (iv) Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.
- (v) The candidates registered for Ph.D. programme prior to July 11, 2009 shall also be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges subject to the fulfillment of the following conditions:
  - a) Ph.D. degree of the candidate awarded in regular mode only;
  - b) Evaluation of the Ph.D. thesis by at least two external examiners;
  - c) Open Ph.D. viva voce of the candidate had been conducted;
  - d) Candidates has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
  - e) Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D. work.

“(a) to (e) as above are to be certified by the Vice-Chancellor/ Pro-Vice-Chancellor/ Dean, (Academic Affairs) Dean, (University instructions).”

**Good Academic Record :**

It is hereby clarified that where the University / College/ Institution declares results in grade points, which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage.

Grade	Grade Point	% age equivalent
“O”-Outstanding	5.50-6.00	75-100
“A”-Very Good	4.50-5.49	65-74
“B”-Good	3.50-4.49	55-64
“C”-Average	2.50-3.49	45-54
“D” Below Average	1.50-2.49	35-44
“E”-Poor	.50-1.49	25-34
“F”-Fail	0.-0.49	0-24

For determining good academic record, a candidate should either have average of 55% marks in two of the three examinations (not below Matric or equivalent) prior to master's degree or 50% marks in each of these two examinations separately. The following relaxation will however, operate.

Candidates having 55% or above marks in MA/ M .Sc/ in the relevant subject /M.Com/M.Ed and possessing Ph.D. Degree

The criteria of good academic record will not apply at all

Candidates having 55% or above marks in MA/M.Sc/ in the relevant subject / M.Com/M.Ed and possessing M.Phil Degree

Should have 50% marks in one of the lower Exams i.e. B.Ed/ B.A/B.Sc./ B.Com. Final/ Prep/ 10+2/ Matric

OR

Candidates obtaining first class First in the University in the relevant subject in MA/M.Sc./LLM

-----Do-----

**NOTE :**B.Ed. is the lower examinations for determining Good Academic Record wherever M.Ed/M.A Education are the required essential qualifications respectively.

**15 to 23 ASSISTANT PROFESSOR (CURRICULUM AND PEDAGOGIC COURSES)**

**Essential:**

1. Good Academic Record with at least 55% marks (or equivalent grade in a point scale wherever grading system is followed) at the Master's degree level, in the following subjects or an equivalent degree from an Indian/Foreign University
  - a) Postgraduate degree in Sciences/Mathematics/Social Sciences/ Languages with minimum 55%, and
  - b) M.Ed. degree with minimum 55% marks from recognized University
2. Besides fulfilling the above qualifications, candidate must have cleared National Eligibility Test (NET) for lecturers in Education/relevant pedagogic subject conducted by the UGC/ CSIR, or similar test accredited by the UGC.
3. Notwithstanding anything contained in this notification candidates who are, or have been awarded Ph.D. degree in accordance with the University Grants Commission (Minimum standards and procedure for Award of Ph.D. degree) Regulations 2009 shall be exempted from the requirement of the minimum

eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professors or equivalent positions in Universities/Colleges/ Institutions.

Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.

**Note:-**

- i) Master's degree in the subjects of Physics/Chemistry will be considered for appointment to the post of Assistant Professor in Pedagogy of Physical Science.
  - ii) Master's degree in the subjects of Zoology/Botany/Environmental Science/Biological Science/Life Science will be required for appointment to the post of Assistant Professor in Pedagogy of Biological Science.
  - iii) Master's degree in the subjects of History/Political Science/Economics/Geography/ Sociology/ Public Administration will be considered for appointment to the post of Assistant Professor in Pedagogy of Social Science.
  - iv) MCA/M.Sc./ M.Tech. Computer Science will be considered for appointment to the post of Assistant Professor in Education for Pedagogy of Computer Sciences.
  - v) A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
  - vi) A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.
  - vii) Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.
  - viii) The candidates registered for Ph.D. program prior to July 11, 2009 shall also be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges subject to the fulfilment of the following conditions:
    - a) Ph.D. degree of the candidate awarded in regular mode only;
    - b) Evaluation of the Ph.D. thesis by at least two external examiners;
    - c) Open Ph.D. viva voce of the candidate had been conducted;
    - d) Candidates has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
    - e) Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D. work.
- “(a) to (e) as above are to be certified by the Vice-Chancellor/ Pro-Vice-Chancellor/ Dean, (Academic Affairs)/ Dean, (University instructions).”

**Good Academic Record :**

It is hereby clarified that where the University / College/ Institution declares results in grade points, which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage.

Grade	Grade Point	% age equivalent
“O”-Outstanding	5.50-6.00	75-100
“A”-Very Good	4.50-5.49	65-74
“B”-Good	3.50-4.49	55-64
“C”-Average	2.50-3.49	45-54
“D” Below Average	1.50-2.49	35-44
“E”-Poor	.50-1.49	25-34
“F”-Fail	0.-0.49	0-24

For determining good academic record, a candidate should either have average of 55% marks in two of the three examinations (not below Matric or equivalent) prior to master's degree or 50% marks in each of these two examinations separately. The following relaxation will however, operate.

Candidates having 55% or above marks in MA/ M .Sc/ in the relevant subject /M.Com/M.Ed and possessing Ph.D. Degree	The criteria of good academic record will not apply at all
Candidates having 55% or above marks in MA/M.Sc/ in the relevant subject / M.Com/M.Ed and possessing M.Phil Degree	Should have 50% marks in one of the lower Exams i.e. B.Ed/ B.A/B.Sc./ B.Com. Final/ Prep/10+2/ Matric

OR

Candidates obtaining first class First in the University in -----Do-----  
the relevant subject in MA/M.Sc./LLM

**NOTE :**B.Ed. is the lower examinations for determining Good Academic Record wherever M.Ed/M.A Education are the required essential qualifications respectively.

**24 ASSISTANT PROFESSOR (HEALTH AND PHYSICAL EDUCATION)**

**Essential:**

1. Good Academic Record with at least 55% marks (or equivalent grade in a point scale wherever grading system is followed) at the Master's degree level (M.P.Ed-2 year) or an equivalent degree from an Indian/Foreign University.
2. Besides fulfilling the above qualifications, candidate must have cleared National Eligibility Test (NET) in Physical Education for Assistant Professors conducted by the UGC or similar test accredited by the UGC.
3. Notwithstanding anything contained in this notification candidates who are, or have been awarded Ph.D. degree in accordance with the University Grants Commission (Minimum standards and procedure for Award of Ph.D. degree) Regulations 2009 shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professors or equivalent positions in Universities/ Colleges/ Institutions.
4. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible. Since, B.P.Ed. and M.P.Ed. are the courses governed by the NCTE, Regulatory body, the condition of B.Ed. and M.Ed is exempted.

**Note:-**

- (i) A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
- (ii) A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.
- (iii) The candidates registered for Ph.D. program prior to July 11, 2009 shall also be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges subject to the fulfillment of the following conditions:
  - a) Ph.D. degree of the candidate awarded in regular mode only;
  - b) Evaluation of the Ph.D. thesis by at least two external examiners;
  - c) Open Ph.D. viva voce of the candidate had been conducted;
  - d) Candidates has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
  - e) Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D. work.

“(a) to (e) as above are to be certified by the Vice-Chancellor/ Pro-Vice-Chancellor/ Dean, (Academic Affairs)/ Dean, (University instructions).”

**Good Academic Record**

It is hereby clarified that where the University / College/ Institution declares results in grade points, which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage.

Grade	Grade Point	% age equivalent
“O”-Outstanding	5.50-6.00	75-100
“A”-Very Good	4.50-5.49	65-74
“B”-Good	3.50-4.49	55-64
“C”-Average	2.50-3.49	45-54
“D” Below Average	1.50-2.49	35-44
“E”-Poor	.50-1.49	25-34
“F”-Fail	0.-0.49	0-24

For determining good academic record, a candidate should either have average of 55% marks in two of the three examinations (not below Matric or equivalent) prior to master's degree or 50% marks in each of these two examinations separately. The following relaxation will however, operate.

Candidates having 55% or above marks in M.P.Ed and possessing Ph.D. Degree The criteria of good academic record will not apply at all

Candidates having 55% or above marks in M.P.Ed Should have 50% marks in one of the lower

and possessing M.Phil Degree in Physical Exams i.e. B.A/B.Sc./B.Com. Final/Prep / Education 10+2 / Matric

OR

Candidates obtaining first class First in the -----Do-----  
University in the relevant subject i.e M.P.Ed -02  
years

**25 to 27 ASSISTANT PROFESSOR (DEPARTMENT OF LAW and DIRECTORATE OF DISTANCE EDUCATION)**

**Essential:**

1. Good academic record as defined by the concerned University with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
2. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
3. Notwithstanding anything contained in sub-clause (i) and (ii) the candidates who are or have been awarded Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/ Institutions.
4. NET/SLET/SET shall also not be required for such Masters Programmes in discipline for which NET/SLET/SET is not conducted.
5. A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
6. A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.
7. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.
8. The candidates registered for Ph.D. programme prior to July 11, 2009 shall also be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges subject to the fulfilment of the following conditions:
  - a) Ph.D. degree of the candidate awarded in regular mode only;
  - b) Evaluation of the Ph.D. thesis by at least two external examiners;
  - c) Open Ph.D. viva voce of the candidate had been conducted;
  - d) Candidates has published two research papers from his/her Ph.D. work out of which atleast one must be in a refereed journal;
  - e) Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D. work.

“(a) to (e) as above are to be certified by the Vice-Chancellor/ Pro-Vice-Chancellor/ Dean, (Academic Affairs) / Dean, (University instructions).”

**Good Academic Record**

It is hereby clarified that where the University/College/Institution declares results in grade points, which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage:

Grade	Grade Point	%age equivalent
'O'- Outstanding	5.50-6.00	75-100
'A'-Very Good	4.50-5.49	65-74
'B'-Good	3.50-4.49	55-64
'C'-Average	2.50-3.49	45-54
'D'-Below Average	1.50-2.49	35-44
E. – Poor	.50-1.49	25-34
F. – Fail	0.-0.49	0-24

For determining good academic record, a candidate should either have average of 55% marks in two of the three examinations (not below Matric or equivalent) prior to Master's degree or 50% marks in each of these two examinations separately. The following relaxation will, however, operate:



<p>Candidates having 55% or above marks in MA/ M.Sc/ LLM in the relevant subject /M.Com/M.Ed and possessing Ph.D. Degree</p> <p>Candidates having 55% or above marks in MA/M.Sc/ LLM in the relevant subject / M.Com/M.Ed and possessing M.Phil Degree</p> <p style="text-align: center;">OR</p> <p>Candidates obtaining first class First in the University in the relevant subject in MA/M.Sc./LLM</p>	<p>The criteria of good academic record will not apply at all</p> <p>Should have 50% marks in one of the lower Exams i.e. B.Ed/ B.A/B.Sc./ B.Com. Final/ Prep/ 10+2/ Matric</p> <p style="text-align: center;">-----Do-----</p>
<p><b>NOTE :</b> B.Ed., B.Lib. &amp; Inf. Science, LL.B. and BJMC are the lower examinations for determining Good Academic Record wherever M.Ed., M.Lib. &amp; Inf. Science, LL.M. and MJMC are the required essential qualifications respectively.</p>	

**NOTE :**

- a. **For teaching posts in the Department of Education** for the requirement of Teaching B.Ed (Spl.Edu), M.Ed. (Spl. Edu.), the RCI/ KUK norms and State Govt. regulations will be applicable for the Educational Qualifications related to the post, besides others conditions.
- b. **For teaching posts in the Department of Education**, other than those requiring Special Education qualifications (for Teaching B.Ed Special Education & M.Ed. Special Education), the NCTE/UGC/KUK norms and State Regulations will be applicable for Educational Qualifications and others essential conditions specific to the post concerned.

Serial No. ....

**KURUKSHETRA UNIVERSITY, KURUKSHETRA**

Price ₹ 600/-

**Application form for Teaching Posts & Librarian**

**Application No.**.....

(To be filed in by the office)

A passport size  
recent  
photograph of  
the candidate

Signature of the candidate

**NOTE:**

- i. The application form should be filled in properly and completely.
- ii. Self-attested copies of all Certificates/Testimonials should be attached with the original application form only. Originals will have to be shown at the time of the interview.
- iii. The application should be accompanied by the University Receipt/Bank Draft of the value of ₹600/- (₹150/- for SC/ST/BC of Haryana only and ₹300/- for female candidates). The Demand Draft must be drawn in favour of the Registrar, Kurukshetra University, Kurukshetra payable at Kurukshetra. Application fee may also be deposited through on-line payment gateway available on the University Website using the Path i.e. <https://kuk.ac.in>>online payment>pay online>any other case except above (e.g. Migration, revaluation, duplicate DMC etc.)>Fee Head: Recruitment Fee or in cash in favour of the Registrar, Kurukshetra University, Kurukshetra at Oriental Bank of Commerce, Kurukshetra University, Kurukshetra. Persons with disabilities (PWD) of Haryana shall be exempted from payment of application fee.
- iv. Persons in employment should send their applications through their employer. They may however, send a copy in advance, but it must be on the prescribed form and accompanied by prescribed application fee, copies of certificate/testimonials etc.
- v. Only eligible candidates should apply for the position/Post (Candidate must be eligible on the last date of submission of Application Form).
- vi. Use separate form for each position/post.
- vii. Prescribed qualification and instructions may be seen on the University website [www.kuk.ac.in](http://www.kuk.ac.in).
- viii. Weightage of only those documents shall be counted whose copies are attached.
- ix. The candidates should also submit Self-Assessment performa duly filled in all respects.
- x. Application not supported with required application fee, Self-Assessment performa, self-attested copies of certificates/testimonials/reprints of Research Publications, title page(s) and contents page(s) of each Journal in which the publication under reference were published will be rejected.
- xi. No application/documents shall be accepted after the expiry of last date of the receipt of application forms. Incomplete form and those received after the expiry of last date will not be entertained and will stand rejected summarily.

1. a) **Post applied for** \_\_\_\_\_ **Dept./College** \_\_\_\_\_ **Subject** \_\_\_\_\_  
b) Category of reserved advertised post : \_\_\_\_\_  
(SC/ST/BC/ESM)  
c) Advertisement No. : \_\_\_\_\_  
d) Date of attaining eligibility for the post. : \_\_\_\_\_  
e) If applied earlier, give reference : \_\_\_\_\_  
( i.e. Attach proof)
2. a) Name of the candidate in Full(in block letters) : \_\_\_\_\_  
b) Father's Name : \_\_\_\_\_  
c) Mother's Name : \_\_\_\_\_
3. a) Present Postal Address : \_\_\_\_\_  
b) Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



- c) Mobile No. : \_\_\_\_\_
- d) E-mail Address : \_\_\_\_\_
4. a) Date of Birth(dd/mm/yyyy) : \_\_\_\_\_
- b) Age as on last date of applying : \_\_\_\_\_ Year, \_\_\_\_\_ Month, \_\_\_\_\_ Days
- c) Place of Birth : \_\_\_\_\_
- d) Aadhar Card No., if any : \_\_\_\_\_  
(photocopy should be enclosed)
5. a) Nationality of Candidate : \_\_\_\_\_
- b) Do you belong to SC/ST/BC/Ex-Servicemen of Haryana (if yes, attach a certificate from the competent authority of Haryana ) : \_\_\_\_\_
- c) Gender: Male/Female/Trans-gender : Male  Female  Transgender
- d) Marital Status (Married/Unmarried)(if married, Whether you have more than one living spouse) (say Yes or No ) : \_\_\_\_\_
6. a) Present employment, if any, with pay & grade (State whether on ad-hoc/ temporary/ probation/ permanent) : \_\_\_\_\_
- b) Date of next increment : \_\_\_\_\_
- c) Name of Employer : \_\_\_\_\_
- d) Have you obtained prior permission of your present employer for submitting this application? : \_\_\_\_\_
- e) Basic pay acceptable, if selected : \_\_\_\_\_
- f) Period required for joining the post, if appointed : \_\_\_\_\_
7. a) Have you ever been disqualified from : \_\_\_\_\_
- Appearing in any University Examination/ Undertaking University work (Say Yes or No ) : \_\_\_\_\_
- b) Are you a dismissed employee? (Say Yes or No) : \_\_\_\_\_
8. a) Whether any criminal case has been registered against you (Yes/No ) : \_\_\_\_\_
- b) Whether you have been charge-sheeted for any criminal offence? If yes, the details thereof. : \_\_\_\_\_
- c) Whether you have been convicted by any competent court for any criminal offence? If yes, the details thereof. : \_\_\_\_\_
9. Bank Draft(s)/Postal Order No(s)/Oriental Bank of Commerce/University Receipt/Online Payment Receipt No(s). and date : \_\_\_\_\_
- Amount : \_\_\_\_\_

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**ORIGINAL UNIVERSITY RECEIPT MUST BE ATTACHED WITH THE APPLICATION**

10. Reference: (These persons should be professionally competent, who are well acquainted with some aspect of the applicant's training accomplishment, capabilities and character but must not be in blood relation to the candidate. Two references should be listed and at least one of them should be a citizen of India. For applicant having done Post Graduate or Post-doctoral research, the Research supervisor must be listed.)

- a) Name : \_\_\_\_\_  
 Occupation or Position : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 With email : \_\_\_\_\_
- b) Name : \_\_\_\_\_  
 Occupation or Position : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 With email : \_\_\_\_\_

11. Educational qualifications (Exact marks and % should be filled, no rounding should be there)

Exam Passed	Subjects	University/ Board	Year of passing	Class of Division	Max. Marks	Marks Obtained	% of Marks	Distinctio ns, if any
Matric								
Hr. sec./ Pre-Univ./ Inter/ 10+2								
Graduation (B.A./ B.Sc./ B.Com etc.)								
Post-Graduation (M.A./M.Sc./ M.Com etc.)								
M.Phil.								
Ph.D. (Date of Registration / Date of Award/Subject)								
NET/SLET/etc. (Date of eligibility_____								
Date of qualifying NET as per certificate /subject)								
Any other exam.								

**Note:-** Attested copies/Self Attested copies of certificates in support of qualifications be attached with this application.

12. Topic of Research in Ph.D. : \_\_\_\_\_  
 Date of Registration : \_\_\_\_\_  
 Date of Award of Degree : \_\_\_\_\_
13. NET/SLET : \_\_\_\_\_  
 Category (Gen/BC/SC etc.) : \_\_\_\_\_  
 Date of qualifying : \_\_\_\_\_  
 Conducting authority : \_\_\_\_\_

14. Field of Specialization, if any : \_\_\_\_\_  
 \_\_\_\_\_

15. **Total Experience:** (for teaching position/Post) Teaching experience (to be mentioned from the date of meeting the eligibility requirement of the post applied.)

Name of employer / Institution	Designation	Nature of appointment regular/Adhoc/Contract/ per lecture basis	Pay scale/Total salary	Number of years

**Research Supervision**

	Awarded	Submitted	In Progress	Remarks
Ph.D				
M.Phil.				
Research Projects	Completed	In Progress		
1				
2				
3				
4				
5				

16. **Total No of Publications:**

Research Papers \_\_\_\_\_ Books \_\_\_\_\_ Patents \_\_\_\_\_

List of publications (Research Papers, Books / Patents) provided in the following format (Please attach the list with fourteen Xeroxed copies thereof:-

16 (a) Research Paper Published in International Journals					
Sr. No	Author(s)	Year of publication	Title	Name of International Journal/ with ISSN No. approved by the UGC or KUK (See General Instruction No. 23)	Vol.No. & Page No.
16 (b) Chapter published in book by International Publisher/Book Published by					

<b>International Publisher</b>					
Sr. No	Author(s)	Year of publication	Title	Name of International Publisher with ISBN No.	Vol. No. & Page No.
<b>16 (c) Patent awarded</b>					
Sr. No	Author(s)	Year of Grant of Patent	Title	Name of Agency who awarded Patent	Vol. No. & Page No.
<b>16 (d) Research Paper published in National Journal</b>					
Sr. No	Author(s)	Year of publication	Title	Name of National Journal with ISSN No. Approved by UGC or KUK (See General Instruction No. 23)	Vol.No. & Page No.
<b>16 (e) Chapter published in book by National Publisher /book published by National Publisher</b>					
Sr. No.	Author(s)	Year of publication	Title	Name of National Publisher with ISBN No.	Vol.No. & Page No.
<b>16 (f) Paper published in Conference Proceedings</b>					
Sr. No	Author(s)	Year of publication	Title	Name of Conference whose proceedings (National/ International with ISSN/ISBN No.)	Vol. No. & Page No.
<b>16 (g) Paper published in Journal of public funded Universities and Institutions of National importance such as ICSSR, IIPA, NCAER etc. published prior to year 2010 irrespective of ISSN/ISBN</b>					
Sr. No	Author(s)	Year of publication	Title	Name of Journals of Public funded Institutions of National importance	Vol. No. & Page No.

17. Give Particulars of Prize, Medal and Merit won, distinctions, if any:-

- i).....iii).....  
ii).....iv).....

18. List of the certificates (attested copies) attached:-

- i).....ii).....  
iii).....iv).....  
v).....vi).....  
vii).....viii).....  
ix).....x).....  
xi) Total no. of pages including application form.....

19. Additional information, if any \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the information given above & in the enclosed document are true to the best of my knowledge and belief and nothing has been concealed therein. I am aware of the fact that if the information given by me is proved false/not true, I will have to face the criminal proceedings as per provision of Section 177, 197, 198, 199 and 200 of IPC & any other suitable provision of the Law. Also all the benefit availed by me shall be summarily withdrawn and my application shall liable for disqualification.

Place.....

.....  
**(Signature of the candidate)**

Date.....

**CERTIFICATE FROM THE EMPLOYER, IF ANY**

The application of Miss/Mrs./Shri./Dr....., who is at present working as .....in the .....(Dept./Organization) is recommended and forwarded for consideration for the post of .....to the Registrar, Kurukshetra University, Kurukshetra. In case, he/she is selected for employment in the Kurukshetra University, Kurukshetra he/she will be relieved of his/her present position.

Place.....

Signature of the Head  
of the office/organization  
(Seal of Office)

Date.....

SELF-ASSESSMENT PERFORMA TO BE FILLED AND SUBMITTED BY EACH APPLICANT FOR APPOINTMENT TO THE POST OF ASSISTANT PROFESSOR (DEPARTMENT OF LAW AND DIRECTORATE OF DISTANCE EDUCATION)

Total Marks-100

Name & Father's Name of the applicant				
Date of Birth				
Post applied for and subject/Department				
Sr. No.		Max. Marks	Self Assessment Score*	Verified Score**
<b>A)</b>	<b>Academic Record</b>	<b>Max. 30 Marks</b>		
a)	Minimum Academic Qualifications	00 Marks		
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor's and Master's Level	03 Marks		
c)	4 Marks for each 1 <sup>st</sup> Division in Matric and 10+2	08 Marks		
d)	5 Marks for each 1 <sup>st</sup> Division in Bachelor Degree and Master's Degree	10 Marks		
e)	Additional marks for obtaining 75% or above marks at Master's level	04 Marks		
f)	M.Phil. Or Ph.D., if not considered towards eligibility	05 Marks 08 Marks		
<b>B)</b>	<b>Research Performance/Publications (with respect to number and quality) Quality to be assessed w.r.t. publication(s) at National and International levels.</b>	<b>Max 20 Marks</b>		
a.	Paper published in International Journal with ISSN No./approved by the UGC or KUK (As per Sr. No. 16 (a) of Application Form)	04 Marks each		
		Total No. of papers	Marks	
b.	Chapter published in Book/Book published by International Publisher with ISBN No. (As per Sr. No. 16 (b) of Application Form)	04 Marks each		
		Total No. of Chapters	Marks	
c.	Patent awarded (As per Sr. No. 16 (c) of Application Form)	04 Marks each		
		Total No. of patents	Marks	
d.	Paper published in National Journal with ISSN No./approved by the UGC or KUK (As per Sr. No. 16 (d) of Application Form)	03 Marks each		
		Total No. of papers	Marks	
e.	Chapter published in Book/Book published by National Publisher with ISBN No. (As per Sr. No. 16 (e) of Application Form)	02 Marks each		
		Total No. of chapters	Marks	

f	Paper published in Conference Proceedings (National/International) with ISSN/ISBN No. (As per Sr. No. 16 (f) of Application Form)	02 Marks each			
		Total No. of papers	Marks		
g	Paper published in Journals of public funded Universities and Institutions of National importance such as ICSSR, IIPA, NCAER etc. published prior to year 2010 irrespective of ISSN/ISBN number being treated these papers published in National Journal. (As per Sr. No. 16 (g) of Application Form)	02 Marks each			
		Total No. of papers	Marks		
(C) (2)	Teaching/Research Experience (1 marks for each year of teaching/research experience, subject to maximum of 5 marks). Teaching/Research experience may be considered only for the concerned subject and after acquiring the eligibility qualifications and no weightage will be given for teaching/research period devoted towards M.Phil./Ph.D.	05 Marks			
	Sub-total	55 Marks			
(C)(1)	i) Domain knowledge with respect to ii) Conceptual clarity of subject iii) Overall subject knowledge iv) Knowledge of latest developments in the subject (Domain Knowledge will be judged through a test which is mandatory for all eligible candidates. There will be 1/4th negative marking in the test).	Max. 20 marks		To be filled in by the office	
(C) (3)	<b>Teaching Skills</b> (Teaching Skills to be judged in terms of communication, expression, Confidence and response to queries through a pre prepared presentation on the subject)	Max. 05 Marks		To be filled in by the Selection Committee	
(D)	<b>Interview Performance</b> Suitability with respect to: i) Communication Skill ii) Confidence level iii) Quality of response iv) Overall personality	Max. 20 Marks		To be filled in by the Selection Committee	
	<b>TOTAL</b>	<b>100 Marks</b>		To be filled in by the Selection Committee	

Note : Supporting documents/evidence for claiming the score, wherever required are to be attached.

\* To be filled by the applicant.

\*\* To be verified by the Screening/Scrutiny Committee.

(Name & Signature of the applicant)

(Screening/Scrutiny Committee)

(.....)  
Name & Signature

(.....)  
Name & Signature

(.....)  
Name & Signature



SELF-ASSESSMENT PERFORMA TO BE FILLED AND SUBMITTED BY EACH APPLICANT FOR APPOINTMENT TO THE POST OF ASSISTANT PROFESSOR, DEPARTMENT OF EDUCATION AND UNIVERSITY COLLEGE OF EDUCATION

Total Marks-100

Name & Father's Name of the applicant										
Date of Birth										
Post applied for and subject/Department										
Sr. No.					Max. Marks	Self Assessment Score*	Verified Score**			
<b>A)</b>	<b>Academic Record</b>				<b>Max. 30 Marks</b>					
a)	Minimum Academic Qualifications				00 Marks					
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor's and Master's level				03 Marks					
	10+2	B.Ed.	M.A./M.SC./M.com	M.Ed./M.A. Edu.						
	1	1	0.5	0.5						
c)	4 Marks for each Ist Division in Matric and 10+2				08 Marks					
d)	5 Marks for each Ist Division in Bachelor Degree and Master's Degree				10 Marks					
	10 Marks (Max.)									
	B.Ed.		M.Ed./M.A. Education							
	05 Marks		05 Marks							
e)	Additional marks for obtaining 75% or above marks at Master's level				04 Marks					
	04 Marks (Max.)									
	M.A./M.Sc./M.com		M.Ed./M.A. Education							
	02 Marks		02 Marks							
f)	M.Phil.				05 Marks					
	Or Ph.D., if not considered towards eligibility				08 Marks					
<b>B)</b>	<b>Research Performance/Publications (with respect to number and quality) Quality to be assessed w.r.t. publication(s) at National and International levels.</b>				<b>Max 20 Marks</b>					
a.	Paper published in International Journal with ISSN No./approved by the UGC or KUK (As per Sr. No. 16 (a) of Application Form)				04 Marks each					
					Total No. of papers	Marks				
b.	Chapter published in Book/Book published by International Publisher with ISBN No. (As per Sr. No. 16 (b) of Application Form)				04 Marks each					
					Total No. of Chapters	Marks				
c.	Patent awarded (As per Sr. No. 16 (c) of Application Form)				04 Marks each					
					Total No. of patents	Marks				
d.	Paper published in National Journal with ISSN No./approved by the UGC or KUK (As per Sr. No. 16 (d) of Application Form)				03 Marks each					
					Total No. of papers	Marks				

e.	Chapter published in Book/Book published by National Publisher with ISBN No. (As per Sr. No. 16 (e) of Application Form)	02 Marks each			
		Total No. of chapters	Marks		
f	Paper published in Conference Proceedings (National/International) with ISSN/ISBN No. (As per Sr. No. 16 (f) of Application Form)	02 Marks each			
		Total No. of papers	Marks		
g	Paper published in Journals of public funded Universities and Institutions of National importance such as ICSSR, IIPA, NCAER etc. published prior to year 2010 irrespective of ISSN/ISBN number being treated these papers published in National Journal. (As per Sr. No. 16 (g) of Application Form)	02 Marks each			
		Total No. of papers	Marks		
(C) (2)	Teaching/Research Experience (1 mark for each year of teaching/research experience, subject to maximum of 5 marks). Teaching/Research experience may be considered only for the concerned subject and after acquiring the eligibility qualifications and no weightage will be given for teaching/research period devoted towards M.Phil./Ph.D.	05 Marks			
	<b>Sub-total</b>	<b>55 Marks</b>			
(C) (1)	Domain knowledge with respect to v) Conceptual clarity of subject vi) Overall subject knowledge vii) Knowledge of latest developments in the subject (Domain Knowledge will be judged through a test which is mandatory for all eligible candidates. There will be 1/4 <sup>th</sup> negative marking in the test).	Max. 20 marks	To be filled in by the office		
(C) (3)	<b>Teaching Skills</b> (Teaching Skills to be judged in terms of communication, expression, Confidence and response to queries through a pre prepared presentation on the subject)	Max. 05 Marks	To be filled in by the Selection Committee		
(D)	<b>Interview Performance</b> Suitability with respect to: i) Communication Skill ii) Confidence level iii) Quality of response iv) Overall personality	Max. 20 Marks	To be filled in by the Selection Committee		
	<b>TOTAL</b>	<b>100 Marks</b>		To be filled in by the Selection Committee	

**Note :** Supporting documents/evidence for claiming the score, wherever required are to be attached.

\* To be filled by the applicant.

\*\* To be verified by the Screening/Scrutiny Committee.

**(Name & Signature of the applicant)**

(Screening/Scrutiny Committee)

(.....)  
Name & Signature

(.....)  
Name & Signature

(.....)  
Name & Signature

SELF-ASSESSMENT PERFORMA TO BE FILLED AND SUBMITTED BY EACH APPLICANT FOR APPOINTMENT TO THE POST OF ASSISTANT PROFESSOR, DEPARTMENT OF PHYSICAL EDUCATION

Total Marks-100

Name & Father's Name of the applicant										
Date of Birth										
Post applied for and subject/Department										
Sr. No.		Max. Marks	Self Assessment Score*	Verified Score**						
<b>A)</b>	<b>Academic Record</b>	<b>Max. 30 Marks</b>								
a)	Minimum Academic Qualifications	00 Marks								
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor's and Master's level	03 Marks								
	<table border="1"> <tr> <td>10+2</td> <td>B.A./B.Sc./B.Com/B.P.Ed.</td> <td>M.P.Ed.</td> </tr> <tr> <td>1</td> <td>1</td> <td>1</td> </tr> </table>	10+2	B.A./B.Sc./B.Com/B.P.Ed.	M.P.Ed.	1	1	1			
10+2	B.A./B.Sc./B.Com/B.P.Ed.	M.P.Ed.								
1	1	1								
c)	4 Marks for each Ist Division in Matric and 10+2	08 Marks								
d)	5 Marks for each Ist Division in Bachelor Degree and Master's Degree	10 Marks								
	<table border="1"> <tr> <td colspan="2">10 Marks (Max.)</td> </tr> <tr> <td>B.A./B.Sc./B.Com/B.P.Ed.</td> <td>MP.Ed.</td> </tr> <tr> <td>05 Marks</td> <td>05 Marks</td> </tr> </table>	10 Marks (Max.)		B.A./B.Sc./B.Com/B.P.Ed.	MP.Ed.	05 Marks	05 Marks			
10 Marks (Max.)										
B.A./B.Sc./B.Com/B.P.Ed.	MP.Ed.									
05 Marks	05 Marks									
e)	Additional marks for obtaining 75% or above marks at Master's level (M.P.Ed.....)	04 Marks								
f)	M.Phil Or Ph.D., if not considered towards eligibility	05 Marks 08 Marks								
<b>B)</b>	<b>Research Performance/Publications (with respect to number and quality) Quality to be assessed w.r.t. publication(s) at National and International levels.</b>	<b>Max 20 Marks</b>								
a.	Paper published in International Journal with ISSN No./approved by the UGC or KUK (As per Sr. No. 16 (a) of Application Form)	04 Marks each								
		Total No. of papers	Marks							
b.	Chapter published in Book/Book published by International Publisher with ISBN No. (As per Sr. No. 16 (b) of Application Form)	04 Marks each								
		Total No. of Chapters	Marks							
c.	Patent awarded (As per Sr. No. 16 (c) of Application Form)	04 Marks each								
		Total No. of patents	Marks							
d.	Paper published in National Journal with ISSN No./approved by the UGC or KUK (As per Sr. No. 16 (d) of Application Form)	03 Marks each								
		Total No. of papers	Marks							
e.	Chapter published in Book/Book published by National Publisher with ISBN No. (As per Sr. No. 16 (e) of Application Form)	02 Marks each								
		Total No. of chapters	Marks							

f	Paper published in Conference Proceedings (National/International) with ISSN/ISBN No. (As per Sr. No. 16 (f) of Application Form)	02 Marks each			
		Total No. of papers	Marks		
g	Paper published in Journals of public funded Universities and Institutions of National importance such as ICSSR, IIPA, NCAER etc. published prior to year 2010 irrespective of ISSN/ISBN number being treated these papers published in National Journal. (As per Sr. No. 16 (g) of Application Form)	02 Marks each			
		Total No. of papers	Marks		
(C) (2)	Teaching/Research Experience (1 mark for each year of teaching/research experience, subject to maximum of 5 marks). Teaching/Research experience may be considered only for the concerned subject and after acquiring the eligibility qualifications and no weightage will be given for teaching/research period devoted towards M.Phil./Ph.D.	05 Marks			
	Sub-total	55 Marks			
(C) (1)	Domain knowledge with respect to viii) Conceptual clarity of subject ix) Overall subject knowledge x) Knowledge of latest developments in the subject (Domain Knowledge will be judged through a test which is mandatory for all eligible candidates. There will be 1/4 <sup>th</sup> negative marking in the test).	Max. 20 marks		To be filled in by the office	
(C) (3)	<b>Teaching Skills</b> (Teaching Skills to be judged in terms of communication, expression, Confidence and response to queries through a pre prepared presentation on the subject)	Max. 05 Marks		To be filled in by the Selection Committee	
(D)	<b>Interview Performance</b> Suitability with respect to: i) Communication Skill ii) Confidence level iii) Quality of response iv) Overall personality	Max. 20 Marks		To be filled in by the Selection Committee	
	<b>TOTAL</b>	<b>100 Marks</b>		To be filled in by the Selection Committee	

**Note :** Supporting documents/evidence for claiming the score, wherever required are to be attached.

\* To be filled by the applicant.

\*\* To be verified by the Screening/Scrutiny Committee.

**(Name & Signature of the applicant)**

(Screening/Scrutiny Committee)

(.....)  
Name & Signature

(.....)  
Name & Signature

(.....)  
Name & Signature

SELF-ASSESSMENT PERFORMA TO BE FILLED AND SUBMITTED BY EACH APPLICANT FOR APPOINTMENT TO **THE POST OF PROFESSOR & LIBRARIAN**

**Total Marks-100**

Name & Father's Name of the applicant				
Date of Birth				
Post applied for and subject/Department				
Sr. No.		Max. Marks	Self Assessment Score*	Verified Score**
<b>A)</b>	<b>Academic Record</b>	<b>Max. 20 Marks</b>		
a)	Minimum Academic Qualifications	00 Marks		
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor's and Master's Level	03 Marks		
c)	3 Marks for each 1 <sup>st</sup> Division in Matric, 10+2, Bachelor Degree and Master's Degree	12 Marks		
d)	Additional marks for obtaining 75% or above marks at Master's level	03 Marks		
e)	M.Phil. Or Ph.D., if not considered towards eligibility	03 Marks  05 Marks		
<b>B)</b>	<b>Research Performance based on API Score and quality of Publications</b>	<b>Max. 40 Marks</b>		
	For consolidated qualifying API Score of 400	20 Marks		
	The Consolidated API Score above 400 will be multiplied by the factor 1/20 subject to a maximum of 40 Marks	40 Marks		
<b>C)</b>	<b>Domain knowledge and Teaching/Administrative Skills</b> Domain Knowledge with respect to i) Conceptual clarity ii) Overall subject knowledge iii) Latest developments in the subject iv) Administrative skills	<b>Max. 20 Marks</b>	To be filled in by the Selection Committee	
<b>D)</b>	<b>Interview Performance</b> With respect to- i) Communication Skill ii) Confidence level iii) Quality of response iv) Overall personality	<b>Max. 20 Marks</b>	To be filled in by the Selection Committee	
	<b>Total</b>	<b>100 Marks</b>	To be filled in by the Selection Committee	

Note : Supporting documents/evidence for claiming the score, wherever required are to be attached.

\* To be filled by the applicant.

\*\* To be verified by the Screening/Scrutiny Committee.

(Name & Signature of the applicant)

(Screening/Scrutiny Committee)

(.....)  
Name & Signature

(.....)  
Name & Signature

(.....)  
Name & Signature

SELF-ASSESSMENT PERFORMA TO BE FILLED AND SUBMITTED BY EACH APPLICANT FOR APPOINTMENT TO ASSOCIATE PROFESSOR

Total Marks-100

Name & Father's Name of the applicant				
Date of Birth				
Post applied for and subject/Department				
Sr. No.		Max. Marks	Self Assessment Score*	Verified Score**
<b>A)</b>	<b>Academic Record</b>	<b>Max. 20 Marks</b>		
a)	Minimum Academic Qualifications	00 Marks		
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor's and Master's Level	03 Marks		
c)	3 Marks for each 1 <sup>st</sup> Division in Matric, 10+2, Bachelor Degree and Master's Degree	12 Marks		
d)	Additional marks for obtaining 75% or above marks at Master's level	03 Marks		
e)	M.Phil. Or Ph.D., if not considered towards eligibility	03 Marks 05 Marks		
<b>B)</b>	<b>Research Performance based on API Score and quality of Publications</b>	<b>Max. 40 Marks</b>		
	For consolidated qualifying API Score of 300	20 Marks		
	The Consolidated API Score above 300 will be multiplied by the factor 1/15 subject to a maximum of 40 Marks	40 Marks		
<b>C)</b>	<b>Domain knowledge and Teaching/Administrative Skills</b> Domain Knowledge with respect to v) Conceptual clarity vi) Overall subject knowledge vii) Latest developments in the subject viii) Administrative skills	Max. 20 Marks	To be filled in by the Selection Committee	
<b>D)</b>	<b>Interview Performance</b> With respect to- v) Communication Skill vi) Confidence level vii) Quality of response viii) Overall personality	Max. 20 Marks	To be filled in by the Selection Committee	
	<b>Total</b>	<b>100 Marks</b>	To be filled in by the Selection Committee	

Note : Supporting documents/evidence for claiming the score, wherever required are to be attached.

\* To be filled by the applicant.

\*\* To be verified by the Screening/Scrutiny Committee.

(Name & Signature of the applicant)

(Screening/Scrutiny Committee)

(.....)  
Name & Signature

(.....)  
Name & Signature

(.....)  
Name & Signature

Serial No.....

Price ₹600/-

**KURUKSHETRA UNIVERSITY, KURUKSHETRA**  
**Application form for Non-Teaching posts**

A passport size recent photograph of the candidate
Signature of Candidate

Application No.....

(To be filed in by the office)

**NOTE:**

- i. The application form should be filled improperly and completely.
- ii. Self-attested copies of all Certificates/Testimonials should be attached with the original application form only. Originals will have to be shown at the time of the interview.
- iii. The application should be accompanied by the University Receipt/Bank Draft of the value of ₹600/- (₹150/- for SC/ST/BC of Haryana only and ₹300/- for female candidates). The Demand Draft must be drawn in favour of the Registrar, Kurukshetra University, Kurukshetra payable at Kurukshetra. Application fee may also be deposited through on-line payment gateway available on the University Website using the Path i.e. <https://kuk.ac.in>>online payment>pay online>any other case except above (e.g. Migration, revaluation, duplicate DMC etc.)>Fee Head: Recruitment Fee or in cash in favour of the Registrar, Kurukshetra University, Kurukshetra at Oriental Bank of Commerce, Kurukshetra University, Kurukshetra. Persons with disabilities (PWD) of Haryana shall be exempted from payment of application fee.
- iv. Persons in employment should send their applications through their employer. They may however, send a copy in advance, but it must be on the prescribed form and accompanied by prescribed application fee, copies of certificate/testimonials etc.
- v. Only eligible candidates should apply for the position/Post (Candidate must be eligible on the last date of submission of Application Form).
- vi. Use separate form for each position/post.
- vii. Prescribed qualification and instructions may be seen on the University website [www.kuk.ac.in](http://www.kuk.ac.in).
- viii. Weightage of only those documents shall be counted whose copies are attached.
- ix. Application not supported with required application fee, Self-Assessment Performa except Steno-Typist, self-attested copies of certificates/testimonials will be rejected.
- x. No application/documents shall be accepted after the expiry of last date of the receipt of application forms. Incomplete form and those received after the expiry of last date will not be entertained and will stand rejected summarily.

1. a) **Post applied for** \_\_\_\_\_ **(Department)** \_\_\_\_\_  
 b) Category of reserved advertised post : \_\_\_\_\_  
 (SC/ST/BC/ESM)  
 c) Advertisement No. : \_\_\_\_\_
2. a) Name of the candidate in Full(in block letters) : \_\_\_\_\_  
 b) Father's Name : \_\_\_\_\_  
 c) Mother's Name : \_\_\_\_\_
3. a) Present Postal Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 b) Permanent Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 c) Mobile No. : \_\_\_\_\_



- d) E-mail Address : \_\_\_\_\_
4. a) Date of Birth(dd/mm/yyyy) : \_\_\_\_\_
- b) Age as on last date of applying : \_\_\_\_\_ Year: \_\_\_\_\_ Month \_\_\_\_\_ Days
- c) Place of Birth : \_\_\_\_\_
- d) Aadhar Card No., if any : \_\_\_\_\_  
(photocopy should be enclosed)
5. a) Nationality of Candidate : \_\_\_\_\_
- b) Do you belong to SC/ST/BC/EBPG/ : \_\_\_\_\_  
Ex-Servicemen of Haryana (if yes, attach a  
certificate from the competent authority )
- c) Male/Female/Trans-gender : \_\_\_\_\_
- d) Martial Status (Married/Unmarried)(if married, : \_\_\_\_\_  
Whether you have more than one living spouse)  
(say Yes or No )
6. a) Present employment, if any, with pay & grade : \_\_\_\_\_  
(State whether on ad-hoc/ temporary/ probation/  
permanent)
- b) Date of next increment : \_\_\_\_\_
- c) Name of Employer : \_\_\_\_\_
- d) Have you obtained prior permission of your : \_\_\_\_\_  
present employer for submitting this application?
- e) Basic pay acceptable, if selected : \_\_\_\_\_
- f) Period required for joining the post, if appointed : \_\_\_\_\_
7. a) Have you ever been disqualified from : \_\_\_\_\_  
Appearing in any University Examination/ : \_\_\_\_\_  
Undertaking University work (Say Yes or No )
- b) Are you a dismissed employee? (Say Yes or No) : \_\_\_\_\_
8. a) Whether any criminal case has been registered : \_\_\_\_\_  
against applicant (Yes/No )
- b) Whether you have been charge-sheeted for any : \_\_\_\_\_  
criminal offence? If yes, the details thereof.
- c) Whether you have been convicted by any : \_\_\_\_\_  
competent court for any criminal offence? If yes,  
the details thereof.
9. Bank Draft(s)/Postal Order No(s)/Oriental Bank : \_\_\_\_\_  
of Commerce/University Receipt/Online Payment  
Receipt No(s) & Date : \_\_\_\_\_  
Amount : \_\_\_\_\_

---

**ORIGINAL UNIVERSITY RECEIPT MUST BE ATTACHED WITH THE APPLICATION**

10. **Reference: (These persons should be professionally competent, who are well acquainted with some aspect of the applicant's training accomplishment, capabilities and character but must not be in blood relation to the candidate. Two references should be listed**

- a) Name : \_\_\_\_\_  
 Occupation or Position : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 With email : \_\_\_\_\_
- b) Name : \_\_\_\_\_  
 Occupation or Position : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 With email : \_\_\_\_\_

11. Educational qualifications (Exact marks and % should be filled, no rounding should be there)

Exam Passed	Subjects	University/ Board	Year of passing	Class of Division	Max. Marks	Marks Obtained	% of Marks	Distinctions, if any
Matric								
Hr. sec./ Pre-Univ./ Inter/ 10+2								
Graduation (B.A./ B.Sc./ B.Com etc.)								
Post-Graduation (M.A./M.Sc./ M.Com etc.)								
M.Phil.								
Ph.D. (Date of Registration/Date of Award/Subject)								
Any other exam.								

**Note :-**Attested copies/Self Attested copies of certificates in support of qualifications be attached with this application.

**Total Experience:** To be mentioned from the date of meeting the eligibility requirement of the post applied.

12	Name of employer / Institution	Designation	Nature of appointment regular/adhoc/contract/ per lecture basis	Pay scale/total salary	Number of years

Research Supervision				
	Awarded	Submitted	In Progress	Remarks
Ph.D	Completed	In Progress		
M.Phil.				
Research Projects				
1				
2				
3				
4				

13. **Give Particulars of Prize, Medal and Merit won, distinctions, if any:-**

- i).....iii).....  
 ii).....iv).....

14. **List of the certificates (attested copies) attached-**

- i).....ii).....  
 iii).....iv).....  
 v).....vi).....  
 vii).....viii).....  
 ix).....x).....  
 xi) Total no. of pages including application form.....

15. **Additional information, if any** \_\_\_\_\_

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

I certify that the information given above & in the enclosed document are true to the best of my knowledge and belief and nothing has been concealed therein. I am aware of the fact that if the information given by me is proved false/not true, I will have to face the criminal proceedings as per provision of Section 177, 197, 198, 199 and 200 of IPC & any other suitable provision of the Law. Also all the benefit availed by me shall be summarily withdrawn and my application shall liable for disqualification.

Place.....

Date.....

.....  
**(Signature of the candidate)**

**CERTIFICATE FROM THE EMPLOYER, IF ANY**

The application of Miss/Mrs./Shri./Dr....., who is at present working as .....in the .....(Dept./Organization) is recommended and forwarded for consideration for the post of .....to the Registrar, Kurukshetra University, Kurukshetra. In case, he/she is selected for employment in the Kurukshetra University, Kurukshetra he/she will be relieved of his/her present position.

Place.....

Date.....

Signature of the Head  
of the office/organization  
(Seal of Office)

SELF-ASSESSMENT PERFORMA TO BE FILLED AND SUBMITTED BY EACH APPLICANT FOR APPOINTMENT TO THE POST OF CONTROLLER OF EXAMINATION.

Total Marks-100

Name & Father's Name of the applicant					
Date of Birth					
Post applied for and subject/Department					
Sr. No.	Academic qualification	Max. Marks	Self-Assessment Score*	Verified Score**	
A)	1	Higher qualifications M.Phil.- 3 OR Ph.D- 5	05 Marks		
	2	PG:- (% of marks in PG-55) x 0.334	15 Marks		
	3	Graduation:-(% of marks in UG-40) x 0.167	10 Marks		
	4	10+2 OR equivalent:- (% of marks in 12th-40) x 0.084	05 Marks		
	5	Matric OR equivalent:-(% of marks in 10th-40) x 0.084	05 Marks		
	6	<b>Work experience</b> 1. No mark for first 15 years' experience. 2. over and above 15 years' experience, 1 mark for one year (In Government/ Semi Govt./ Govt. aided /University/ Affiliated college)	15 Marks		
<b>Sub Total of (A)</b>		<b>55 Marks</b>			
B)	1	Professional Skill Test	30 Marks	To Be Filled In By The Office	
C)	1	Interview	15 Marks	To Be Filled In By The Selection Committee	
<b>TOTAL (A+B)</b>		<b>100 Marks</b>	To be filled in by the office		

Note : Supporting documents/evidence for claiming the score, wherever required are to be attached.

\* To be filled by the applicant.

\*\* To be verified by the Screening/Scrutiny Committee.

(Name & Signature of the applicant)

(Screening/Scrutiny Committee)

(.....)  
Name & Signature

(.....)  
Name & Signature

(.....)  
Name & Signature

SELF-ASSESSMENT PERFORMA TO BE FILLED AND SUBMITTED BY EACH APPLICANT FOR APPOINTMENT TO **THE POST OF ASSISTANT REGISTRAR.**

**Total Marks-100**

<b>Name &amp; Father's Name of the applicant</b>				
<b>Date of Birth</b>				
<b>Post applied for and subject/Department</b>				
<b>Sr. No.</b>	<b>Academic qualification</b>	<b>Max. Marks</b>	<b>Self-Assessment Score*</b>	<b>Verified Score**</b>
A)	1	Higher qualifications M.Phil.- 3 OR Ph.D- 5	05 Marks	
	2	PG:- (% of marks in PG-55) $\times$ 0.334	15 Marks	
	3	Graduation:-(% of marks in UG-40) $\times$ 0.167	10 Marks	
	4	10+2 OR equivalent:- (% of marks in 12th-40) $\times$ 0.084	05 Marks	
	5	Matric OR equivalent:-(% of marks in 10th-40) $\times$ 0.084	05 Marks	
	6	<b>Work experience</b> (01 mark for every year) (In Government/ Semi Govt./ Govt. aided /University/ Affiliated college)	15 Marks	
<b>Sub Total of (A)</b>		<b>55 Marks</b>		
B)	1	Professional Skill Test	30 Marks	To Be Filled In By The Office
C)	1	Interview	15 Marks	To Be Filled In By The Selection Committee
<b>TOTAL (A+B)</b>		<b>100 Marks</b>	To be filled in by the office	

Note : Supporting documents/evidence for claiming the score, wherever required are to be attached.

\* To be filled by the applicant.

\*\* To be verified by the Screening/Scrutiny Committee.

**(Name & Signature of the applicant)**

(Screening/Scrutiny Committee)

(.....)  
Name & Signature

(.....)  
Name & Signature

(.....)  
Name & Signature

.....



**CRITERIA FOR THE POST OF CONTROLLER OF EXAMINATIONS IN KURUKSHETRA UNIVERSITY,  
KURUKSHETRA**

<b>Sr.No.</b>	<b>Academic qualification</b>	<b>Maximum Marks</b>
1	Interview	15
2	Professional Skill Test	30
3.	Higher qualifications M.Phil.- 3 OR Ph.D- 5	5
4	PG:- (% of marks in PG-55) x 0.334	15
5	Graduation:-(% of marks in UG-40) x 0.167	10
6	10+2 OR equivalent:- (% of marks in 12th-40) x 0.084	5
7	Matric OR equivalent:-(% of marks in 10th-40) x 0.084	5
8	<b>Work experience</b> 2. No mark for first 15 years' experience. 2. over and above 15 years' experience, 1 mark for one year (In Government/ Semi Govt./ Govt. aided /University/ Affiliated college)	15

**Note:**

1. In case CGPA as well as marks obtained, both are given in the detailed marks cards, then marks will be considered for the purpose of merit calculation. If the marks are not available in DMC then formula to convert CGPA into equivalent % marks will be provided by the candidate from the concerned University.
2. There should not be any rounding/ chopping of merit point. The precision should be three digits after decimal.

**SYLLABUS FOR PROFESSIONAL SKILL TEST:**

Haryana Civil Services Rules  
Hindi and English Language  
Knowledge of Higher Education Regulatory body  
Computer proficiency  
General Awareness related to University / College administration

**CRITERIA FOR SHORT-LISTING OF CANDIDATES:**

The number of candidates to be called for interview shall be 15 for single vacancy and 05 for each additional vacant post (category-wise). The candidates shall be called for interview in order of their ranks in the list prepared by Screening Committee on the basis of marks secured by the candidates out of the total 85 marks. In case of tie, all the candidates on same score will be shortlisted and hence called for interview.

.....

**CRITERIA FOR THE POST OF ASSISTANT REGISTRAR IN KURUKSHETRA UNIVERSITY,  
KURUKSHETRA**

<b>Sr. No.</b>	<b>Academic qualification</b>	<b>Maximum Marks</b>
1	Interview	15
2	Professional Skill Test	30
3.	Higher qualifications M.Phil.- 3 OR Ph.D- 5	5
4	PG:- (% of marks in PG-55) x 0.334	15
5	Graduation:-(% of marks in UG-40) x 0.167	10
6	10+2 OR equivalent:- (% of marks in 12th-40) x 0.084	5
7	Matric OR equivalent:- (% of marks in 10th-40) x 0.084	5
8	Work experience (01 mark for every year) In Government/ Semi Govt. / Govt. aided / University/ Affiliated college)	15

**Note:**

1. In case CGPA as well as marks obtained, both are given in the detailed marks cards, then marks will be considered for the purpose of merit calculation. If the marks are not available in DMC then formula to convert CGPA into equivalent % marks will be provided by the candidate from the concerned University.
2. There should not be any rounding/ chopping of merit point. The precision should be three digits after decimal.

**SYLLABUS FOR PROFESSIONAL SKILL TEST:**

Haryana Civil Services Rules  
Hindi and English Language  
Knowledge of Higher Education Regulatory body  
Computer proficiency  
General Awareness related to University / College administration

**CRITERIA FOR SHORT-LISTING OF CANDIDATES:**

The number of candidates to be called for interview shall be 15 for single vacancy and 05 for each additional vacant post (categories). The candidates shall be called for interview in order of their ranks in the list prepared by Screening Committee on the basis of marks secured by the candidates out of the total 85 marks. In case of tie, all the candidates on same score will be shortlisted and hence called for interview.

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**Selection Criteria the Post of STENO-TYPIST (English)****Section-1: Distribution of Marks**

The rank to the candidate will be assigned on the basis of the aggregate marks as per following distribution:

Stenography test Marks:	50
Computer Appreciation & Application Test:	20
Academic Qualification:	30
<b>Aggregate Marks:</b>	<b>100</b>

**Note: Tie-breaking criterion**

The tie-breaking criterion for awarding the ranks to candidates scoring the same aggregate marks will be as follows:

- Candidate with higher marks in 10+2 or equivalent will be given preference.
- If tie persists, it will be resolved on the basis of marks obtained in 10th or equivalent examination. Candidate with higher marks in 10th or equivalent will be given preference.
- If tie persists, senior in age will be given the preference.

**1.1: Stenography Test: Max. Marks: 50 Pass Marks: 26.25**

The candidate shall have to qualify a test in stenography in English at the speed of 80 wpm & transcription thereof at the speed of 15 wpm only on Computer (8% mistakes are allowed).

**(a) First Stage**

A paragraph in English of 240 words will be dictated in 3 minutes to the candidates (i.e. at the speed of 80 words per minute (w.p.m)). Candidates are required to write down the Speech. Candidate has to carefully listen the words and need to write it in the note book. To write the speech in fast way, candidate need to use the technique called "*SHORTHAND*". The text that candidate has written in the notebook from listening is going to be used in second stage of Skill test.

**(b) Second stage**

In the second stage of the test, candidate needs to type the text that he has written within 16 minutes on computer only.

**Admissible Mistake is in Steno Test is 19 words.**

**(c) Marking scheme**

**Every full mistake account for 1.25 marks. Its meaning is in case of 19 mistakes, marks deducted are  $1.25 \times 19 = 23.75$ . So in a text of 240 words, if five mistakes are there, then marks obtained will be:**

$$= (1.25 \times 5) = 50 - 6.25 = 43.75$$

**1.2: Computer Appreciation & Application Test: Max. Marks: 20 Pass Marks: 08 Time: 60 Minutes.**

The Question Paper will consists of 40 Multiple Choice Questions. For each question, four suggested answers are given out of which one is correct and remaining three are incorrect. Candidate has to choose one correct answer to each question. In any case, for each question candidate has to select only one answer. If candidate select more than one answer, the response will be considered wrong. For every correct answer candidate will be awarded 0.5 marks. There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth i.e 0.125 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

**1.3: Academic Qualifications: Maximum Marks: 30 Marks**

%marks at Graduation Level X 0.3.

## **Section – 2: Selection Procedure**

**Phase – I:** The Phase – I will consist of stenography test. The candidate has to score minimum 26.25 marks out of 50 to qualify for the Phase – II.

**Phase–II:** The phase – II will consist of on-line/off-line test of Computer Appreciation & Application. The candidate has to score minimum 8 marks out of 20 to qualify for the Phase – III.

**Phase –III:** The aggregate marks will be calculated as Marks in Stenography Test + Marks obtained in Computer Appreciation & Application test + Marks on the basis of Academic Qualification. Final selection will be made on the basis of merit list prepared on the basis of aggregate marks.

## **Section -3: Detailed syllabus of Test in Computer Appreciation and Application**

### **1 Introduction to Computer**

- 1.1 Introduction
- 1.2 Objective
- 1.3 What is Computer
  - 1.3.1 Advantage/Disadvantage of Computer
  - 1.3.2 History of Computer
  - 1.3.3 Generation of Computer
  - 1.3.4 Basic applications of computer
  - 1.3.5 Entertainment
  - 1.3.6 E-governance
- 1.4 Components of Computer System
  - 1.4.1 Central Processing Unit (CPU)
  - 1.4.2 VDU
  - 1.4.3 Keyboard and Mouse
  - 1.4.4 Other input/output Devices
  - 1.4.5 Computer Organization
  - 1.4.6 Computer Memory Primary & Secondary, Ram & Rom, units of memory
- 1.5 Introduction to Computer Peripherals
  - 1.5.1 Connecting keyboard, mouse, monitor and printer to CPU
  - 1.5.2 Use of Mouse
  - 1.5.3 Working with left Mouse button
  - 1.5.4 Working with right Mouse Button
  - 1.5.5 Checking Power Supply
- 1.6 Concept of Hardware and Software
  - 1.6.1 Hardware
  - 1.6.2 Software
    - 1.6.2.1 Application software
    - 1.6.2.2 Systems software
- 1.7 Classifications of Computers
  - 1.7.1 Representation of data/information concepts of data processing
  - 1.7.2 Data and Information
  - 1.7.3 Storage of Data/Information as files

### **2 Introduction to Windows**

- 2.1 Introduction
- 2.2 Objective
- 2.3 Operating System
  - 2.3.1 What is Operating System
  - 2.3.2 Types of Operating System
- 2.4 Operating System and Basics of Windows
  - 2.4.1 User Interface
  - 2.4.2 Using Mouse and Moving Icons on the screen
  - 2.4.3 My Computer
  - 2.4.4 Starting an application using start button, minimize, maximize, restore and closing of window
  - 2.4.5 Taskbar
  - 2.4.6 Status bar

- 2.4.7 Recycle Bin
- 2.5 Start Button and Menu selection etc.
  - 2.5.1 Running an Application
  - 2.5.2 Windows Explorer
  - 2.5.3 Creating, deleting and Renaming of files and folders
  - 2.5.4 Opening and closing of different Windows etc.
- 2.6 Windows Setting
  - 2.6.1 Control Panels
  - 2.6.2 Wall Papers and Screen Savers
  - 2.6.3 Setting the date and Sound etc.
  - 2.6.4 Using Help
  - 2.6.5 Display Properties
- 2.7 Advanced Windows
  - 2.7.1 Using Right Mouse Button
  - 2.7.2 Creating short cuts
  - 2.7.3 Basics of window set up
  - 2.7.4 Notepad
  - 2.7.5 Window Accessories
- 2.8 Using Multimedia
  - 2.8.1 Playing CD's/DVD's
  - 2.8.2 Using Media Player
  - 2.8.3 Sound Recorder
- 3 Word Processing**
- 3.1 Introduction
- 3.2 Objectives
- 3.3 Word Processing Basics
  - 3.3.1 Opening Word Processing Package
  - 3.3.2 Menu Bar
  - 3.3.3 Toolbar
  - 3.3.4 Using Help
  - 3.3.5 Using Icons below Menu Bar
- 3.4 Opening Documents and Closing Documents
  - 3.4.1 Opening Documents
  - 3.4.2 Save and Save as
  - 3.4.3 Page Setup
  - 3.4.4 Print Preview
  - 3.4.5 Printing of Documents & Other Properties
- 3.5 Display/Hiding of Paragraph Marks
  - 3.5.1 Moving Around in a Document
  - 3.5.2 Scrolling the Documents, Scrolling by line/paragraph
  - 3.5.3 Fast Scrolling and Moving Pages
  - 3.5.4 Using a Document/Help Wizard
- 3.6 Text Creation and editing
  - 3.6.1 Creating a document
  - 3.6.2 Selecting & Moving text
  - 3.6.3 Spell checking
  - 3.6.4 Text Selection
  - 3.6.5 Editing with cut, copy & paste
  - 3.6.6 Undo & Redo
  - 3.6.7 Find and Replace
  - 3.6.8 Thesaurus
  - 3.6.9 Paragraph and Tab Setting
- 3.7 Formatting the text
  - 3.7.1 Font and Size selection
  - 3.7.2 Bold, Italic, and Underline
  - 3.7.3 Alignment of Text, Center, Left, Right and justify etc.
  - 3.7.4 Bullet and Numbering
  - 3.7.5 Border and Shading, Change Case
  - 3.7.6 Working with tabs, indents & spacing

- 3.7.7 Formatting paragraphs, using columns
- 3.8 Table Manipulation
  - 3.8.1 Concept of table, Rows, Columns and Cells
  - 3.8.2 Draw Table
  - 3.8.3 Changing cell Width and Height
  - 3.8.4 Alignment of Text in Cell
  - 3.8.5 Copying of cell
  - 3.8.6 Delete/insertion of row and columns
  - 3.8.7 Borders for table
  - 3.8.8 Deleting a table
  - 3.8.9 Splitting and merging cells
  - 3.8.10 Converting table to text
  - 3.8.11 Setting table properties
- 3.9 Mail Merge
- 3.10 Printing
  - 3.10.1 Print Preview
  - 3.10.2 Print a selected page, etc.
  - 3.10.3 Paper Orientation
  - 3.10.4 Paper setting/ margin
- 4 Spread-Sheet**
  - 4.1 Introduction
  - 4.2 Objectives
  - 4.3 Elements of Electronics Spread Sheet
    - 4.3.1 Application/usage of Electronic Spread Sheet
    - 4.3.2 Opening of Spread Sheet
    - 4.3.3 Menu bar
    - 4.3.4 Saving Workbook
    - 4.3.5 Creation of cell and addressing of cells
    - 4.3.6 Inserting new rows & columns, worksheets
    - 4.3.7 Editing rows/columns height & width
    - 4.3.8 Renaming, deleting and moving a worksheet
  - 4.4 Manipulation of Cells
    - 4.4.1 Cell addressing
    - 4.4.2 Enter texts
    - 4.4.3 Numbers and Dates
    - 4.4.4 Cell Height and Width
    - 4.4.5 Copying of cells etc.
  - 4.5 Formulas
    - 4.5.1 Using Formulas
    - 4.5.2 Using basic functions & formulas a cell
    - 4.5.3 Sum function
    - 4.5.4 Average
    - 4.5.5 Percentage, other functions
  - 4.6 Function
    - 4.6.1 Data sorting
    - 4.6.2 Using Subtotals
    - 4.6.3 Applying filters
  - 4.7 Chart
    - 4.7.1 Inserting Chart
    - 4.7.2 Formatting chart
  - 4.8 Spread sheet for small accountings
    - 4.8.1 Maintaining invoices/budgets
    - 4.8.2 Totaling of various transactions
    - 4.8.3 Maintaining daily & monthly sales report
- 5 Power Point**
  - 5.0 Introduction to power Point, what is Power Point, starting Power Point, creating and opening a presentation,
  - 5.1 Power Point views, moving between slides, saving/ closing a presentation, exiting Power Point.



- 5.2 Creating a new presentation using the auto content wizard and slide layout. Creating a new presentation using different layouts
- 5.3 Customizing Presentation: Changing the text formats, adding bullets, aligning text.
- 5.4 Formatting slides: Using color schemes, background color and designs, adding picture/ graphics on slide
- 5.5 Adding Head and Footer, changing slide layouts.
- 5.6 Adding charts of different types of slide, organization chart slide show,
- 5.7 Using slide transition: giving timing, sound and adding animations to slides and using preset animations
- 5.8 Using Drawing Toolbar
- 5.9 Slide Mater View
- 5.10 Using custom animation: Animating pictures and Text with sound effects
- 5.11 Using page setup and printing
- 5.12

## **6 Internet**

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Basic of computer networks
  - 6.2.1 Local Area Network (LAN)
  - 6.2.2 Wide Area Network (WAN)
- 6.3 Internet
  - 6.3.1 Concept of Internet
  - 6.3.2 Application of internet
  - 6.3.3 Advantages of internet
  - 6.3.4 Connecting internet
- 6.4 Internet service providers (ISP)
  - 6.4.1 Internet Access
  - 6.4.2 Broad Band
  - 6.4.3 Dial Up
  - 6.4.4 Wi-Fi
  - 6.4.5 Troubleshooting

## **7 WWW and Web Browsers**

- 7.0 Introduction
- 7.1 Objectives.0
- 7.2 World Wide Web (WWW)
- 7.3 Web Browser
  - 7.3.1 Internet Explorer
  - 7.3.2 Netscape Communicator
- 7.4 Search Engine and Surfing the Internet
  - 7.4.1 URL Address
  - 7.4.2 Searching over the Web
  - 7.4.3 Moving Around in a web-site
  - 7.4.4 Printing and saving web pages
  - 7.4.5 Uploading and Downloading
  - 7.4.6 Chatting

## **8 Introduction to E-mail**

- 8.0 Introduction
- 8.1 Objectives
- 8.2 Basic of Electronic Mail
- 8.3 Creating new e-mail account
- 8.4 What is an Electronic mail
  - 8.4.1 Email addressing
  - 8.4.2 Mailbox: Inbox and outbox
- 8.5 Sending & Checking mails
  - 8.5.1 Creating an E-mail
  - 8.5.2 Viewing an E-mail
  - 8.5.3 Sending an E-mail
  - 8.5.4 Replying to an E-mail message

- 8.5.5 Forwarding an E-mail message
- 8.5.6 Sorting and searching emails
- 8.5.7 Saving mails
- 8.5.8 Sending same mail to various users etc.
- 8.6 Documents Handling
  - 8.6.1 Sending soft copy as attachment
  - 8.6.2 Sending a portion of document as email
- 8.7 Visiting various sites

**Annexure-IV**

SELECTION COMMITTEE CRITERIA/WEIGHTAGE FOR AWARD OF SCORES DRAWN IN THE LIGHT OF THE CRITERIA PROPOSED BY THE U.G.C. FOR DIRECT RECRUITMENT OF TEACHERS (AS SUGGESTED ALONGWITH THE NEW PAY SCALES AND OTHER GUIDELINES) FOR **THE POST OF ASSISTANT PROFESSOR AND EQUIVALENT CADRES FOR EDUCATION SUBJECT(S)**

**Total Marks- 100**

<b>A)</b>		<b>Academic Record</b>	<b>Maximum 30 Marks</b>
a)	Minimum Academic Qualifications		00 Marks
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor's and Master's level		03 Marks
	10+2	B.Ed.    M.A./M.SC./M.com    M.Ed./M.A. Edu.	
	1	1                      0.5                      0.5	
c)	4 Marks for each Ist Division in Matric and 10+2		08 Marks
d)	5 Marks for each Ist Division in Bachelor Degree and Master's Degree		10 Marks
	10 Marks (Max.)		
	B.Ed.	M.Ed./M.A. Education	
	05 Marks	05 Marks	
e)	Additional marks for obtaining 75% or above marks at Master's level		04 Marks
	04 Marks (Max.)		
	M.A./M.Sc./M.com	M.Ed./M.A. Education	
	02 Marks	02 Marks	
f)	M.Phil. Or Ph.D., if not considered towards eligibility		05 Marks  08 Marks
<b>B)</b>	<b>Research Performance/Publications(with respect to number and quality) Quality to be assessed w.r.t. publication(s) at National and International levels</b>		<b>Maximum 20 Marks</b>
a.	Paper published in International Journal with ISSN No./approved by the UGC or KUK.		04 Marks each
b.	Chapter published in Book/Book published by International Publisher with ISBN No.		04 Marks each
c.	Patent awarded		04 Marks each
d.	Paper published in National Journal with ISSN No./approved by the UGC or KUK.		03 Marks each
e.	Chapter published in Book/Book published by National Publisher with ISBN No.		02 Marks each
f.	Paper published in Conference Proceedings (National/International) with ISSN/ISBN No.		02 Marks each
g.	Paper published in Journals of public funded Universities and Institutions of National importance such as ICSSR, IIPA, NCAER etc. published prior to year 2010 irrespective of ISSN/ISBN numbers being treated these papers published in National Journal.		02 Marks each
<b>C)</b>	<b>Doman Knowledge and Teaching Skills</b>		<b>Maximum 30 Marks</b>
1.	<b>Domain Knowledge with respect to:</b> i) Conceptual clarity of subject ii) Overall subject knowledge iii) Knowledge of latest developments in the subject (Domain Knowledge will be judged through a test which is mandatory for all eligible candidates. There will be 1/4 <sup>th</sup> negative marking in the test).		20 Marks
2.	<b>Teaching/Research Experience</b> (1 mark for each year of teaching/research experience, subject to maximum of 5 marks) Teaching/Research experience may be considered only for the concerned subject and after acquiring the eligibility qualifications and no weightage will be given for teaching/research period devoted towards M.Phil./Ph.D.		05 Marks
3.	<b>Teaching Skills</b> (Teaching Skills to be judged in terms of communication, expression,		05 Marks

	Confidence and response to queries through a pre prepared presentation on the subject)	
<b>D)</b>	<b>Interview Performance</b>	<b>Maximum 20 Marks</b>
	<b>Suitability with respect to:</b> i) Communication Skill ii) Confidence level iii) Quality of response iv) Overall personality	

**Short Listing of Candidates:** The number of candidates to be called for Interview shall be 15 for single vacancy and 05 for each additional vacant post (category wise). The candidate(s) shall be called for interview in order of their ranks in the list prepared by the Screening Committee on the basis of marks secured by the candidates out of the total 75 marks [Sr. No. A, B, C(1), C(2)] mentioned in aforesaid Selection Criteria.

....

SELECTION COMMITTEE CRITERIA/WEIGHTAGE FOR AWARD OF SCORES DRAWN IN THE LIGHT OF THE CRITERIA PROPOSED BY THE U.G.C. FOR DIRECT RECRUITMENT OF TEACHERS (AS SUGGESTED ALONGWITH THE NEW PAY SCALES AND OTHER GUIDELINES) FOR **THE POST OF ASSISTANT PROFESSOR AND EQUIVALENT CADRES FOR PHYSICAL EDUCATION SUBJECT(S)**

**Total Marks- 100**

A)	Academic Record	Maximum 30 Marks									
a)	Minimum Academic Qualifications	00 Marks									
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor's and Master's level <table border="1" data-bbox="193 533 970 607"> <tr> <td data-bbox="193 533 316 566">10+2</td> <td data-bbox="320 533 699 566">B.A./B.Sc./B.com/B.P.Ed.</td> <td data-bbox="703 533 970 566">M.P.Ed</td> </tr> <tr> <td data-bbox="193 573 316 607">1</td> <td data-bbox="320 573 699 607">1</td> <td data-bbox="703 573 970 607">1</td> </tr> </table>	10+2	B.A./B.Sc./B.com/B.P.Ed.	M.P.Ed	1	1	1	03 Marks			
10+2	B.A./B.Sc./B.com/B.P.Ed.	M.P.Ed									
1	1	1									
c)	4 Marks for each Ist Division in Matric and 10+2	08 Marks									
d)	5 Marks for each Ist Division in Bachelor Degree and Master's Degree <table border="1" data-bbox="193 712 970 813"> <tr> <td colspan="3" data-bbox="193 712 970 745">10 Marks (Max.)</td> </tr> <tr> <td data-bbox="193 752 579 786">B.A./B.Sc./B.Com/B.P.Ed.</td> <td colspan="2" data-bbox="584 752 970 786">MP.Ed.</td> </tr> <tr> <td data-bbox="193 792 579 813">05 Marks</td> <td colspan="2" data-bbox="584 792 970 813">05 Marks</td> </tr> </table>	10 Marks (Max.)			B.A./B.Sc./B.Com/B.P.Ed.	MP.Ed.		05 Marks	05 Marks		10 Marks
10 Marks (Max.)											
B.A./B.Sc./B.Com/B.P.Ed.	MP.Ed.										
05 Marks	05 Marks										
e)	Additional marks for obtaining 75% or above marks at Master's level (M.P.Ed.....)	04 Marks									
f)	M.Phil Or Ph.D., if not considered towards eligibility	05 Marks  08 Marks									
<b>B)</b>	<b>Research Performance/Publications(with respect to number and quality) Quality to be assessed w.r.t. publication(s) at National and International levels</b>	<b>Maximum 20 Marks</b>									
a.	Paper published in International Journal with ISSN No./approved by the UGC or KUK.	04 Marks each									
b.	Chapter published in Book/Book published by International Publisher with ISBN No.	04 Marks each									
c.	Patent awarded	04 Marks each									
d.	Paper published in National Journal with ISSN No./approved by the UGC or KUK.	03 Marks each									
e.	Chapter published in Book/Book published by National Publisher with ISBN No.	02 Marks each									
f.	Paper published in Conference Proceedings (National/International) with ISSN/ISBN No.	02 Marks each									
g.	Paper published in Journals of public funded Universities and Institutions of National importance such as ICSSR, IIPA, NCAER etc. published prior to year 2010 irrespective of ISSN/ISBN numbers being treated these papers published in National Journal.	02 Marks each									
<b>C)</b>	<b>Domain Knowledge Teaching Skills / Teaching &amp; Research Experience</b>	<b>Maximum 30 Marks</b>									
1.	<b>Domain Knowledge with respect to:</b> i) Conceptual clarity of subject ii) Overall subject knowledge iii) Knowledge of latest developments in the subject (Domain Knowledge will be judged through a test which is mandatory for all eligible candidates. For each wrong answer 1/4the marks of that question will be deducted.	20 Marks									
2.	<b>Teaching/Research Experience</b> (1 mark for each year of teaching/research experience, subject to maximum of 5 marks) Teaching/Research experience may be considered only for the concerned subject and after acquiring the eligibility qualifications and no weightage will be given for teaching/research period devoted towards M.Phil/Ph.D	05 Marks									
3.	<b>Teaching Skills</b> (Teaching Skills to be judged in terms of communication, expression,	05 Marks									

	Confidence and response to queries through a pre prepared presentation on the subject)	
<b>D)</b>	<b>Interview Performance</b>	<b>Maximum 20 Marks</b>
	Suitability with respect to: i) Communication Skill ii) Confidence level iii) Quality of response iv) Overall personality	

**Short Listing of Candidates:** The number of candidates to be called for Interview shall be 15 for single vacancy and 05 for each additional vacant post (category wise). The candidate(s) shall be called for interview in order of their ranks in the list prepared by the Screening Committee on the basis of marks secured by the candidates out of the total 75 marks [Sr.No. A,B,C(1),C(2)] mentioned in aforesaid Selection Criteria.



**Annexure-VI**

SELECTION COMMITTEE CRITERIA/WEIGHTAGE FOR AWARD OF SCORES DRAWN IN THE LIGHT OF THE CRITERIA PROPOSED BY THE U.G.C. FOR DIRECT RECRUITMENT OF TEACHERS (AS SUGGESTED ALONGWITH THE NEW PAY SCALES AND OTHER GUIDELINES) FOR THE POST OF ASSISTANT PROFESSOR FOR THE DEPARTMENT OF LAW AND DIRECTORATE OF DISTANCE EDUCATION.

**Total Marks- 100**

<b>A)</b>	<b>Academic Record</b>	<b>Maximum 30 Marks</b>
a)	Minimum Academic Qualifications	00 Marks
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor's and Master's level	03 Marks
c)	4 Marks for each Ist Division in Matric and 10+2	08 Marks
d)	5 Marks for each Ist Division in Bachelor Degree and Master's Degree	10 Marks
e)	Additional marks for obtaining 75% or above marks at Master's level	04 Marks
f)	M.Phil Or Ph.D., if not considered towards eligibility	05 Marks 08 Marks
<b>B)</b>	<b>Research Performance/Publications(with respect to number and quality) Quality to be assessed w.r.t. publication(s) at National and International levels</b>	<b>Maximum 20 Marks</b>
a.	Paper published in International Journal with ISSN No./approved by the UGC or KUK.	04 Marks each
b.	Chapter published in Book/Book published by International Publisher with ISBN No.	04 Marks each
c.	Patent awarded	04 Marks each
d.	Paper published in National Journal with ISSN No./approved by the UGC or KUK.	03 Marks each
e.	Chapter published in Book/Book published by National Publisher with ISBN No.	02 Marks each
f.	Paper published in Conference Proceedings (National/International) with ISSN/ISBN No.	02 Marks each
g.	Paper published in Journals of public funded Universities and Institutions of National importance such as ICSSR, IIPA, NCAER etc. published prior to year 2010 irrespective of ISSN/ISBN numbers being treated these papers published in National Journal.	02 Marks each
<b>C)</b>	<b>Domain Knowledge and Teaching Skills</b>	<b>Maximum 30 Marks</b>
1.	Domain Knowledge With respect to: i) Conceptual clarity of subject ii) Overall subject knowledge iii) Knowledge of latest developments in the subject (Domain Knowledge will be judged through a test which is mandatory for all eligible candidates. There will be 1/4 <sup>th</sup> negative marking in the test).	20 Marks
2.	Teaching/Research Experience (1 mark for each year of teaching/research experience, subject to maximum of 5 marks) Teaching/Research experience may be considered only for the concerned subject and after acquiring the eligibility qualifications and no weightage will be given for teaching/research period devoted towards M.Phil/Ph.D	05 Marks
3.	Teaching Skills (Teaching Skills to be judged in terms of communication, expression, Confidence and response to queries through a pre prepared presentation on the subject)	05 Marks
<b>D)</b>	<b>Interview Performance</b>	<b>Maximum 20 Marks</b>
	Suitability with respect to: i) Communication Skill	

	ii) Confidence level iii) Quality of response iv) Overall personality	
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**Short Listing of Candidates:** The number of candidates to be called for Interview shall be 15 for single vacancy and 05 for each additional vacant post (category wise). The candidate(s) shall be called for interview in order of their ranks in the list prepared by the Screening Committee on the basis of marks secured by the candidates out of the total 75 marks [Sr.No.A,B,C(1),C(2)] mentioned in aforesaid Selection Criteria.

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SELECTION COMMITTEE CRITERIA/ WEIGHTAGE FOR AWARD OF SCORES DRAWN FOR DIRECT RECRUITMENT FOR **THE POST OF PROFESSOR AND LIBRARIAN****Total Marks- 100**

<b>A)</b>	<b>Academic Record</b>	<b>Max. 20 Marks</b>
a)	Minimum Academic Qualifications	00 Marks
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor's and Master's level	03 Marks
c)	3 Marks for each 1 <sup>st</sup> Division in Matric, 10+2 Bachelor Degree and Master's Degree	12 Marks
d)	M.Phil	03 Marks
	OR	
	Ph.D.,	05 Marks
<b>B)</b>	<b>Research Performance based on API Score and quality of Publications</b>	<b>Max. 40 Marks</b>
	For consolidated qualifying API Score of 400	20 Marks
	The Consolidated API Score above 400 will be multiplied by the factor 1/20 subject to a maximum of 40 Marks	40 Marks
<b>c)</b>	<b>Domain knowledge and Teaching/ Administrative Skills</b>	<b>Max. 20 Marks</b>
	Domain Knowledge with respect to	
	ix) Conceptual clarity	
	x) Overall subject knowledge	
	xi) Latest developments in the subject	
	xii) Administrative skills	
<b>D)</b>	<b>Interview Performance</b>	<b>Max. 20 Marks</b>
	With respect to-	
	ix) Communication Skill	
	x) Confidence level	
	xi) Quality of response	
	xii) Overall personality	

SELECTION COMMITTEE CRITERIA/ WEIGHTAGE FOR AWARD OF SCORES DRAWN FOR DIRECT RECRUITMENT FOR **THE POST OF ASSOCIATE PROFESSOR****Total Marks- 100**

<b>A)</b>	<b>Academic Record</b>	<b>Max. 20 Marks</b>
a)	Minimum Academic Qualifications	00 Marks
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor's and Master's level	03 Marks
c)	3 Marks for each 1 <sup>st</sup> Division in Matric, 10+2 Bachelor Degree and Master's Degree	12 Marks
d)	M.Phil	03 Marks
	OR	
	Ph.D.,	05 Marks
<b>B)</b>	<b>Research Performance based on API Score and quality of Publications</b>	<b>Max. 40 Marks</b>
	For consolidated qualifying API Score of 300	20 Marks
	The Consolidated API Score above 300 will be multiplied by the factor 1/15 subject to a maximum of 40 Marks	40 Marks
<b>c)</b>	<b>Domain knowledge and Teaching/ Administrative Skills</b>	<b>Max. 20 Marks</b>
	Domain Knowledge with respect to	
	i) Conceptual clarity	
	ii) Overall subject knowledge	
	iii) Latest developments in the subject	
	iv) Administrative skills	
<b>D)</b>	<b>Interview Performance</b>	<b>Max. 20 Marks</b>
	With respect to-	
	i) Communication Skill	
	ii) Confidence level	
	iii) Quality of response	
	iv) Overall personality	