



Serial No.

**GENERAL (TEACHING POST)
ALIGARH MUSLIM UNIVERSITY,
ALIGARH-202 002**

Advt. No..... Dated.....

Sl. No. & Name of the Post Applied for

Name of the Applicant:.....

Department.....

Particulars of Payment of application fee

Sl. No.	DD/CR		Issuing Office	Value (Rs.)
	No.	Date		

Passport size recent
Photograph
duly signed by the
applicant

INSTRUCTIONS TO CANDIDATES FOR APPOINTMENT

1. All applications should be sent to the Joint/Deputy Registrar, Selection Committee Section (Teaching), Aligarh Muslim University, Aligarh. Application received after the prescribed date will not be entertained except by special permission of the Vice-Chancellor.
2. Candidates should send their applications by Registered Post (A.D.). Any change in the mailing address should be immediately notified to the Joint/Deputy Registrar. However, the University does not accept any responsibility for redirection of communication to the new address. Candidates must arrange for the redirection of communication to their new address, if any.
3. (a) Application fee once received shall not be refunded
(b) Candidates applying from outside India should also send their application fee along with their application. The amount of application fee must not fall short of the prescribed fee when application converted in Indian currency. Application fee received in cash shall not be entertained.
4. (a) Candidates should send self attested copies of their degrees or diploma certificates or other certificates along with respective mark sheets of their qualifications and their Matriculation/High School or equivalent certificates in support of their declaration of age, originals should not be sent with the application but should be produced at the time of interview. If any enclosures (books, publications, manuscripts. etc.) are to be sent they should be sent along with the application and not separately, otherwise, they are liable to be misplaced. Incomplete application form shall be summarily rejected.
(b) Candidates may send copies of testimonials from persons intimately acquainted with their work and character. They must also give the names and addresses of two persons in India to whom references can be made. If they have been in employment, they should either give their present or most recent employers or immediate superiors as one of the referees or submit recent testimonials from them. If, however, the posts for which they are applying are under their present employers they must name at least one of them as their referee Original testimonials should not be sent unless asked for.
5. Candidates already in service, whether in a permanent. Quasi-permanent or temporary capacity, must apply through their employers. They may, however, if they so desire, submit advance copies of their applications direct to the University. These will be considered provisionally but the original application must ordinarily reach the university within a fortnight after the closing date, if there is further delay in forwarding of the applications, the candidate should, if and when called for interview, bring with them the written permission of their Head of the Department or Office as the case may be. In the absence of such permission the candidates may not be interviewed.
6. Canvassing in any form will disqualify candidate.
7. The University reserves the right to call or not to call any candidate for interview. The summoning of candidates for interview, conveys no assurance whatsoever that they will be selected.
8. Appointment orders to selected candidates will be issued by the University. No correspondence will be made with candidates who are not selected.
9. Candidates must be in sound bodily health. They must, if selected, be prepared to undergo such Medical Examination and satisfy such Medical Authority as the University may direct.
10. Candidates are advised to satisfy themselves before applying, that they possess at least, the essential/desirable qualifications laid down in the advertisement.
11. After joining the service of the University, the candidates will have to abide by the Rules Regulations, Statutes and Ordinances of the University made from time to time.

Intimation about the date of interview will be sent to the candidates applying from outside India but the University will not be responsible for any postal delay. Such candidates may come to attend the interview on their own risk as the date of interview may be postponed. However, if such candidates wish to be considered in absentia they may send request along with the application.

ALIGARH MUSLIM UNIVERSITY

POST APPLIED FOR DEPT./CENTRE.....

1. Candidate's Name in full (Mr./Mrs./Miss):
(In Capital Letters)
2. Father's/Husband's Name in Full:
3. Mother's Name:
4. Permanent Address in full:
5. Date of Birth (in Christian era): 6. Place and State of Birth:
7. Marital Status: 8. Nationality:
9. Specify whether candidate belongs to SC/ST/BC/PwD (if so, please state clearly and attach certificate in support thereof).
10. Schools, Colleges and University attended.

S. No.	Name of School	Name of College	Name of University/Board	Period of Stay	
				Year of Joining	Year of Leaving
1.					
2.					
3.					

11. Scholarships and fellowships with details:

- (a) at Undergraduate level:
-
-
- (b) at Graduate level:
-
-
- (c) at Post-graduate level:
-
-

12. Educational Qualifications (including NET/SET/SLET)

S. No.	Examination Passed	Subjects	Class/Div. with Hons. or distinction	%age of Marks	Name of Univ./Board	Year of Passing	Remarks
1	2	3	4	5	6	7	8

Title of Ph.D. Thesis:

13. Details of Employment (starting from the present position):

S. No.	Institute	Designation	Period		Reasons for leaving	Nature of Duties
			From	To		
1.						
2.						
3.						

14. Teaching and Research experience:

	Class	Years
--	-------	-------

- (a) Teaching
 - (i) Undergraduate level
 - (ii) Post-graduate level
- (b) Research
 - (i) At Post graduate level.
 - (ii) At Post-doctoral level
- (c) Supervisor for research degrees (Give number)

Degree	Awarded	Thesis/Dissertation	No. of Research Scholars working under him/her
(1)	(2)	(3)	
1. Ph.D.			
2. M. Phil.			
3.			

- (d) (i) Details of being an eminent scholar/ Outstanding Professional/Industry (**applying for the post of Professor**) to be supported by documentary evidence.....
- (ii) Details of significant contribution to knowledge.....
- (iii) Evidence of being actively engaged in research or innovation or in teaching methods or production of teaching material.....
- (iv) Experience of Industry or Professional Field which should include innovation and/or Research development.....

15. (a) If at present employed, basic salary and allowances (state separately):

Scale of Pay: Rs. Present Basic Pay Rs.
 Allowances Rs..... Total

- (b) Date of next increment
- (c) Is he/she willing to accept the minimum initial pay in the scale? If not, the pay expected with reason

16. Particulars of visits abroad:

S. No.	Country	Date	Duration	Purpose
1.				
2.				
3.				

17. If appointed, joining time required from the date of appointment.

18. * Research Publications:

Publications	Published (No.)	Accepted for Publication (No.)
(a) Books		
(b) Research Papers		
(c) Articles		
(d) Papers read at conferences (Give numbers)		

(* Please give on separate sheet the title of books/papers/articles. etc. published and/or presented, together with the names, volumes and years of journals and attach abstracts of copies of papers.)

19. Mention briefly your extra-curricular activities, including the administrative post held, if any, under the following heads (Use separate sheet, if necessary) :

- (a) University administration.
- (b) Extra-curricular activities of students.
- (c) Residential life of students.
- (d) Literary, cultural or other activities (e.g., Attainment in sports, NCC etc.).

20. Candidate applying for the post of the Assistant Professor required to submit Certificate from Registrar/ Controller of their respective University for claiming exemption from NET/SET/SLET as laid down in the respective advertisement.

21. Any other work relevant to the qualification for the post applied for done since leaving college with dates.

22. Name of any post with particulars, for which the applicant may have applied already which has not yet been disposed off.

23. Name and Addresses of the two referees, who should be responsible persons, not related to the candidate but well acquainted with him/her in private life, and not connected with his/her school or college. If employed, one of the following referees should be present or most recent employer.

S. No.	Name & Designation of referees	Full address, with Phone/Fax No.	Period for which he has known to the candidate
1.			
2.			

24. 1. (i) Have you ever been arrested/prosecuted/kept in detention/bound down/fined/convicted by a court of Law or whether any case is pending against you in a Court of Law?

(ii) Have you even been debarred from any examination/rusticated by any University or any other educational institution or whether any case is pending against you in any University or any other educational institution?

2. If the answer to any of the above question is 'Yes' give details:

.....

25. Additional remarks *

(* Applicants may mention any special qualification or experience which do not fall under the above heads. Also state briefly why do you consider yourself fit for the post applied for. Use separate sheet and enclose, if necessary).

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PART B : Academic/Research Score (Refer appendix II of the Ordinances)

(Note: Applicable only for the posts where the qualifications are advertised as per Ordinances (Executive) framed in the light of the UGC Regulations, 2018)

Methodology for University for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

S.No.	Academic/Research Activity	Faculty of Sciences/Life Sciences/ Engineering/Agriculture/ Medicine/Unani Medicine/	Faculty of International Studies/ Law/Arts/Social Sciences/ Commerce/Management/ Theology
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications/Shows (other than Research papers)		
	(a) Books/Monographs/ Solo Shows authored which are published by:		
	International publishers/ Solo Shows	12	12
	National Publishers/Solo Shows	10	10
	Chapter in Edited Book/ Group Shows	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book/Monograph	08	08

1 Research Papers in Peer-Reviewed or UGC Listed Journals

S. No.	Title of Journal, Volume, Issue, Page nos., Years	Title of the Paper	ISSN/ ISBN No.	Whether peer reviewed or UGC Listed (Impact Factor, if any)	No. of Co-author (s)	Whether you are the First/Principal/ Corresponding author	Score	Supporting Document

2(a) Books/Monograph authored

S. No.	Book/ Monographs title & publisher	Year	ISSN/ ISBN NO.	Complete Book if chapter only (Specify title & page Nos.)	Whether you are the author/ Editor	No. of Co-author (s)/ Co-Editor(s)	International / National Publisher specify	Score	Supporting Document

2(b) Participation in Solo Show (not less than three days)/Group Exhibitions with evidence of Invitation, Catalogue or news coverage/International Participation in Art Workshop/Art camps:

S.No.	Title	Show/s	Place	Sponsor/Curator	National/International	Score claimed

2(c) Translation works in Indian and Foreign Languages

S. No	Title of Book/ Monograph/ Chapter/ Research Paper with page nos.	Year	Details of Translation Work	ISSN/ ISBN NO	No. of Co-translator (in case more than one)	Whether you are the main translator (Y/N)	Score	Supporting Document

S. No.	Academic/Research Activity	Faculty of Sciences/Life Sciences/ Engineering/Agriculture/ Medicine/Unani Medicine/	Faculty of International Studies/ Law/Arts/Social Sciences/Commerce/ Management/Theology
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10

3(a) Development of Innovative pedagogy

S.No.	Description	Score	Supporting Document

3(b) Design of new curricular pedagogy

S.No.	Description	Score	Supporting Document

3(c) MOOCs

S. No.	Course Title	Web link	Details	Y/N	Sub Score	Total Score
			Development of complete MOOCs in 4 quadrants (4credit courses)(In case of MOOCs of lesser credits 05 marks/credit)			
			MOOCs (development in 4 quadrant) per module/lecture			
			Content writer/subject matter expert for each module of MOOCs (at least one quadrant)			
			Course Coordinator for MOOCs (4 credit courses (In case of MOOCs of lesser credits 02 marks/Credits			

3(d) E- Content

S. No.	Course Title	Web link	Details	Y/N	Sub Score	Total Score
			Development of E-Content in 4 quadrants for a complete course e- book			
			E-Content (Development in 4 quadrants) per module			
			Content writer/subject matter expert for each module of MOOCs (at least one quadrant)			
			Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)			
			Editor of e-content for complete course/paper/e-book			

S.No.	Academic/Research Activity	Faculty of Sciences/Life Sciences/ Engineering/Agriculture/ Medicine/Unani Medicine/	Faculty of International Studies/ Law/Arts/Social Sciences/ Commerce/Management/Theology
4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing:		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organization like UNO/ UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures/Artists/Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (Within country)	05	05
	National	03	03
	State/University	02	02

4(a) Research Guidance

S.No.	Number Enrolled	Thesis Submitted	Degree awarded	Score	Supporting Document
M.Phil./P.G. dissertation					
Ph.D. or equivalent					

4(b) Research Project/s Completed

S.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. in Lakh)	Whether you are Principal Investigator/ Co- Investigator	Score	Supporting Document

4(c) Ongoing Research Project/s

S.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. in Lakh)	Whether you are Principal Investigator/ Co- Investigator	Score	Supporting Document

4(d) Consultancy

S. No.	Title	Agency	Period	Amount Mobilized (Rs. in Lakh)	Score	Supporting Document

5(a) Patents

S. No.	Title of Patent	International/ National	Patent No.	Score	Supporting Document

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

S. No.	Description	Year	International/National/ State	Score	Supporting Document

(c) Awards/Fellowships

S. No.	Name of the Awards/ Fellowships	Year	International/ National	Awarding Body	Score	Supporting Document

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

S. No.	Title	Name of the event/ organizer/Institute	Year	Whether international (Outside Country)/International (Within Country)/National/State/ University	Score	Supporting Document

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- (i) Paper in refereed journals without impact factor - 05 Points
- (ii) Paper with impact factor less than 1 - 10 Points
- (iii) Paper with impact factor between 1 and 2 - 15 Points
- (iv) Paper with impact factor between 2 and 5 - 20 Points
- (v) Paper with impact factor between 5 and 10 - 25 Points
- (vi) Paper with impact factor >10 - 30 Points

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-Supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an **upper capping of thirty percent (30%)** of the total research score of the teacher concerned.

The research score shall be from the minimum of three categories out of six categories.

PART C: ACADEMIC PERFORMANCE INDICATORS (Refer Appendix-III of the Ordinances)

(Note- Applicable for all the Faculties)

Assessment Criteria and Methodology for University/College Teachers

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

Assessment Criteria and Methodology

1. Teaching:

S. No.	Indicators						Grade (80% & above- Good Below 80% but 70% & above- Satisfactory Less than 70%- Not satisfactory)	Document / Certificate
1.	Teaching: (Number of classes taught/total classes assigned) x 100% (Classes taught include sessions on tutorial, lab and other teaching related activities)							
	S. No.	Course/ Paper	Level	Mode of Teaching	Hours per week allotted	% of classes taken as per documented record		

2. Involvement in the University students related activities/research activities:

2(a) Administrative responsibilities such as Head, Chairperson/Dean/Director/Coordinator/Warden etc.

S. No.	Indicators	Duties /activities performed	Document / Certificate	Grade Claimed
	Administrative responsibilities such as Head, Chairperson/Dean/Director/Coordinator/Warden etc.			

Note: The claims made by the candidate will be verified by the Concerned Chairman/Director/Principal etc., as the case may be.

2(b) Examination and evaluation duties assigned by the university or involved in the examination paper evaluation.

S. No.	Indicators	Duties/ activities performed	Document / Certificate	Grade Claimed
(i)	Work related with University Examination/Entrance Examination (as coordinator, Examination Superintendent/ Assistant Superintendent etc.)			
(ii)	University examination (annual/end semester) Invigilation, Evaluation of Answer Books, Setting of question papers as per allotment.			

Note: The claims made by the candidate will be verified by the Concerned Chairman/ Director/ Principal etc. as the case may be.

2(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events (cultural, sports, NCC, NSS, and community services).

S. No.	Indicators			Document / Certificate	Grade claimed
(i)	Institutional co-curricular activities of students such as field studies/ educational tours, industry-in-plant training and placement training activities/ Student Seminars				
	S. No.	Activity Performed	Remarks		
(ii)	Position held/ leadership role played in organization linked with extension work and National Service e.g., NSS, NCC, NSO or any other similar activity				
	S. No.	Activity Performed	Remarks		
(iii)	Students and staff related socio-cultural and sports programmes, campus publication				
	S. No.	Activity Performed	Remarks		
(iv)	Community work such as value of National Integration, Environment, democracy, socialism, human rights, peace, scientific temper, flood or drought relief, small family norms etc.				
	S. No.	Activity Performed	Remarks		

Note: The claims made by the candidate will be verified by the Concerned Chairman/Director/Principal etc., as the case may be.

2(d). Organizing seminars/conferences/ workshops and other related university activities:

S. No.	Indicators	Duties /activities performed	Document / Certificate	Grade Claimed
(i)	Organizing Conference/Seminar etc in the capacity of its Chairman/Organizing Secretary/Convener/ Treasurer etc. (i) International; national/regional (ii) as member of the organizing committee			

Note: The claims made by the candidate will be verified by the Concerned Chairman/ Director/ Principal etc. as the case may be.

2(e) Evidence of active involvement in guiding Ph.D. students:

S. No.	Details of the Activity	Document / Certificate	Grade Claimed

Note: The claims made by the candidate will be verified by the Concerned Chairman/ Director/ Principal etc. as the case may be.

2(f). Conducting minor or major research projects sponsored by national or international agencies:

S. No.	Title of the Project	Whether PI/Co PI	Amount Mobilized	Duration	Funding agency	Duties /activities performed	Document / Certificate	Grade Claimed

Note: The claims made by the candidate will be verified by the Concerned Chairman/ Director/ Principal etc. as the case may be.

2(g) At least one single or joint publication in peer- reviewed or UGC- listed Journals:

S. No.	Title of Journal, volume, Issue/ Page nos., Years	Title of the Paper	ISSN/ ISBN NO.	Whether peer reviewed or UGC listed (impact Factor, if any)	No. of Co-author (details of joint publication)	Supporting Document	Grade Claimed

Note: The claims made by the candidate will be verified by the Concerned Chairman/ Director/ Principal etc. as the case may be.

Summary of Scores:

Appendices	Criteria	Grade/Score Claimed
Appendix-II		
1.	Academic/Research Score	
	Total	
Appendix-III		
1	Teaching	
2	Involvement in the University/College students related activities/research activities:	

List of Enclosures: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

26. DECLARATION

I hereby solemnly declare on oath that entries made by me in the above columns are true to the best of my knowledge and belief and if at any time any entry is found incorrect, suitable disciplinary action may be taken against me.

.....
Signature of Candidate in full

Place..... Present Address for Correspondence
Date.....
Phone/Fax/Telex No.
Email Address
.....

27. If employed, Remarks of the forwarding authority.

Place..... Signature
Date..... Name
Designation

(Office Stamp)

28. Details of enclosures:

1. DD/Cash Receipt No Dated for (application fee)
- 2.