Applications are invited for the following statutory posts in prescribed format.

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Name of the post</th>
<th>No. of Posts</th>
<th>Reservation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Controller of Examinations</td>
<td>01 (One)</td>
<td>Unreserved</td>
</tr>
<tr>
<td>2</td>
<td>Finance &amp; Accounts Officer</td>
<td>01 (One)</td>
<td>Unreserved</td>
</tr>
</tbody>
</table>

Pay Scale: Rs.37400-67000, Grade Pay Rs 8900 or Rs.10,000 (whichever is applicable)

Applicants shall apply on the prescribed application form of this University only. The application form and other information like educational qualification and experience etc. is available on website of the University [www.srtmun.ac.in](http://www.srtmun.ac.in). The tenure of each post is five years.

Candidate should attach a D.D. of Rs.1000/- (non- refundable) from Nationalized bank, payable at Nanded in favour of ‘Registrar, Swami Ramanand Teerth Marathwada University, Nanded’ with application.

The last date for submitting application in prescribed form duly completed in TEN copies is 16/03/2015 up to 5.40 P.M.

Advt NO. SRTMUN/SP/01/2015  
DATE 14.02.2015  
Sd/-  
(B.B.Patil)  
Registrar
(1) **Details of the post of Controller of Examinations:**

Details of Qualifications, Experience, Pay Scale and additional information for the post of Controller of Examinations

**Post Name** : Controller of Examinations  
**No. of Post** : 1 (One),  
**Reservation** : Unreserved  
**Pay Scale** :  
For Candidate teaching profession:  
Rs. 37400-67000, with AGP – Rs. 10000  
For Candidate Non teaching profession:  
Rs. 37400-67000, with GP – Rs. 8900  

AND  
Other usual allowances and benefits as admissible under university/State Government rules in force from time to time

**Qualifications:**

1. A Master’s Degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale.  
   A relaxation of 5% from 55% to 50% of marks at Masters Level is permissible for SC/ST and candidates.  
   A relaxation of 5% from 55% to 50% of marks is permissible to the Ph.D. Degree holders who have passed their Master’s Degree prior 19th September 1991.

2. At least 15 years experience as Assistant Professor in the AGP of Rs7000/- and above or with 8 years of services in the AGP of Rs.8000/- and above including as Associate Professor along with experience in educational administration  
   AND / OR  
   At least 15 years experience as Lecturer (Senior Scale)/ Lecturer with 8 years experience in Reader’s/ Associate Professor Grade along with experience in educational administration.  
   OR  
   Comparable experience in research establishment and/or other institutions of Higher Education,  
   OR  
   15 years of Administrative Experience of which 8 years shall be as Deputy Registrar or an equivalent post.  
   AND

3. Candidate should posses a “Certificate of D.O.E.A.C. Societies “C.C.C.” or “O” level or “A” level or “B” level or “C” level or MS-CIT or GECT Certificate of Maharashtra State Higher & Technical Education Board” OR a Certificate in Computer Operation prescribed by the Govt. of Maharashtra from time to time. Those who are not possessing the said Certificate, they will have to produce the Certificate within two years from the date of their appointment.

**Tenure:** Appointment of Controller of Examinations shall be for a term of five years and he/she shall be eligible for reappointment for only one more term of five years.
(2) Details of the post of Finance and Accounts Officer:

Details of Qualifications, Experience, Pay Scale and additional information for the post of Finance and Accounts Officer

<table>
<thead>
<tr>
<th>Post Name</th>
<th>Finance and Accounts Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Post</td>
<td>1 (One),</td>
</tr>
<tr>
<td>Reservation</td>
<td>Unreserved</td>
</tr>
<tr>
<td>Pay Scale</td>
<td>For Candidate teaching profession:</td>
</tr>
<tr>
<td></td>
<td>Rs. 37400-67000, AGP – Rs. 10000</td>
</tr>
<tr>
<td></td>
<td>For Candidate Non-teaching profession:</td>
</tr>
<tr>
<td></td>
<td>Rs. 37400-67000, GP – Rs. 8900</td>
</tr>
</tbody>
</table>

AND

Other usual allowances and benefits as admissible under university/State Government rules in force from time to time

Qualifications:

1. A Master’s Degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale.

   A relaxation of 5% from 55% to 50% of marks at Masters Level is permissible for SC/ST and candidates.

   A relaxation of 5% from 55% to 50% of marks is permissible to the Ph.D. Degree holders who have passed their Master’s Degree prior 19th September 1991.

2. At least 15 years experience as Assistant Professor in the AGP of Rs7000/- and above or with 8 years of services in the AGP of Rs.8000/- and above including as Associate Professor along with experience in educational administration AND/OR

   At least 15 years experience as Lecturer (Senior Scale)/Lecturer with 8 years experience in Reader’s/Associate Professor Grade along with experience in educational administration.

   OR

   Comparable experience in research establishment and/or other institutions of Higher Education, OR

   15 years of Administrative Experience of which 8 years shall be as Deputy Registrar or an equivalent post.

   AND

3. Knowledge and Experience in the field of Finance & Accounts will be desirable.

4. Candidate should possess a “Certificate of D.O.E.A.C. Societies “C.C.C.” or “O” level or “A” level or “B” level or “C” level or MS-CIT or GECT Certificate of Maharashtra State Higher & Technical Education Board” OR a Certificate in Computer Operation prescribed by the Govt. of Maharashtra from time to time. Those who are not possessing the said Certificate, they will have to produce the Certificate within two years from the date of their appointment.

Tenure: Appointment of Finance & Accounts Officer shall be for a term of five years and he/she shall be eligible for reappointment for only one more term of five years.
GENERAL INSTRUCTIONS, TERMS AND CONDITIONS

1. In addition to pay, dearness allowance, house rent allowance; compensatory local allowance will be paid according to the University and State Government rules and regulations.

2. The appointment shall be for a term of five years. During this tenure, in case of retirement, the age of retirement shall be 58 years for a person from the non-teaching cadre and 60 years for a person from the teaching cadre.

3. Preference will be given to the candidates from the University system, who is working as Deputy Registrar or an equivalent post as per Higher and Technical Education, Maharashtra State Government Resolution No. Sankirna 2012/ (912) Vishi-1 dated 16th March 2013.

4. Application made on the plane paper shall not entertain under any circumstances, Also, application received by email or fax shall not be entertained

5. “B” in the 7-Point scale with later grades O, A, B, C, D, E and F shall be regarded as equivalent of 55% wherever the grading system is followed as prescribed by U.G.C.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade point</th>
<th>Percentage 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>0.50-1.49</td>
<td>25-34</td>
</tr>
<tr>
<td>‘F’= Fail</td>
<td>0-0.49</td>
<td>0-24</td>
</tr>
</tbody>
</table>

6. Working knowledge of Marathi is essential.

7. Appointment on Contract, Daily-wages, Temporary, Ad-hoc basis will not be counted as experience.

8. Teaching experience as an approved full-time teacher will only be considered.

9. The period of time taken by candidates to acquire M. Phil and /or Ph. D Degree shall not be considered as teaching/ Research Experience.

10. No TA/DA will be paid either for attending the interview or for joining the post.
11. An applicant is required to submit separate application for each post.
12. Educational Qualifications shall be considered as on closing date.
13. Paste (do not staple /pin) a passport size color photograph in the space provided on the right top portion of the application dully attested by the applicant.
14. A candidate furnishing incorrect or false information shall stand disqualified at any stage.
15. The University reserves its right to fill up or not to fill up the posts or to modify / alter / cancel the advertisement at any stage. Nobody can stake claim in this regard, or cannot appeal in the court. The decision about any dispute, complaint regarding recruitment process shall vaste with the Appointing Authority and it will be final. No correspondence in this regard will be entertained.
16. Do not attach any original documents with the application.
17. No application shall be entertained if it is, incomplete /received after the last date Prescribed / not forwarded through proper channel.
18. No correspondence will be made with applicants who are not shortlisted/not called for interview.
19. Applicants shall apply on the prescribed application form of this University only, which is available on university website www.srtmun.ac.in
20. Applicants will be required to enclose attested copies of the certificates of their educational qualifications, experience, research experience etc.
21. The University will not be responsible for postal delay, if any.
22. Canvassing directly or indirectly will be treated as disqualification.
23. No queries or correspondence regarding issue of call letters for interview / selection of candidate will be entertained at any stage.
24. University reserves the rights to decide criteria / procedure for short listing of the candidates.
25. As per provision laid down in State Govt. Notification No. SRV.2000/CR(17/ 2000)/XII dated 28th March, 2005 issued by General Administration Department, Mantralaya, Mumbai, candidates must submit the prescribed declaration of the small family as one of the essential qualifications for recruitment, in the prescribed proforma with Application Form, as Declaration FORM-A.
26. The Candidate appointed in the University services after 1 Nov., 2005 would be covered under new “Defined Contribution Pension Scheme” and the existing pension scheme (i.e. Maharashtra Civil Services (Pension) Rules, 1982 and Maharashtra Civil Services (Commutation of Pension) Rules 1984) and General Provident Fund Scheme (GPF) will not be applicable as per Government Resolution No. CPS-1005/126/SER-4, dated 31st Oct., 2005 and subsequent Government Resolutions issued from time to time. This rule shall not be applicable to the candidate, who is already working on pension-able post.
27. Disputes related to this advertisement are subject to Nanded Jurisdiction.
28. The allowances and benefits as admissible under State Government and University rules in force from time to time.
29. Those who are in service should apply through proper channel. In case the applicable is in service the endorsement of employees on the application page is mandatory.

30. Page Numbering on each page and page of index should enclose with the application form.

31. The call letters will be issued to the candidates as per University rules.

32. Mere possession of minimum qualifications does not confer any right to be called for interview and/or selection.

33. The envelope containing application forms should be superscribed by “Application for the post of ____________”.

34. Candidate should enclose attested copies of all the following documents/certificates with each application form.

   (a) Degree/Diploma, Statement of Marks and other certificates of the educational qualifications and experience.

   (b) SSC certificate or other equivalent certificate in support of age.

   (c) All other relevant documents/certificates.

35. Application duly filled in Prescribed format with all attested relevant enclosures in 10 (TEN) Sets, as downloaded from the website of the University will be accepted on or before 16/03/2015 in person or by post within office hours on all working days (except public holidays, 1st and 3rd Saturday) along with Demand draft of Rs1000/- [non-refundable] of nationalized bank drawn in favour of “Registrar, Swami Ramanand Teerth Marathwada University, Nanded” payable at Nanded and must write name of Post, his/her name, address on the back of D.D.

36. Candidates should send the application in the prescribed form, to reach the Registrar, Swami Ramanand Teerth Marathwada University, Vishnupuri, Nanded-431 606 (Maharashtra) on or before 16/03/2015 up to at 5:40 p.m.

37. The Actual date of interview will be informed to the concerned qualified candidates through email and post. It will also publish on university web-site. Probable date of interview will be 27.03.2015.

Place: Nanded
Date: 14/02/2015

sd/-
Registrar

Page 6 of 6
APPLICATION PROFORMA FOR THE
POST OF

CONTROLLER
OF EXAMINATIONS

And

FINANCE & ACCOUNTS
OFFICER
To,
The Registrar,
Swami Ramanand Teerth Marathwada University,
Vishnupuri, Nanded - 431 606

Sub: Application for the post of : ________________________________________________

Sir,
I hereby submit my application for the post mentioned above with the following details.

APPLICATION FORM
(Please read General Instructions, Terms & Conditions before filling)

1. Application Fee (Non-Refundable)

<table>
<thead>
<tr>
<th>Demand Draft No./University Receipt No.</th>
<th>Date</th>
<th>Amount (Rs.)</th>
<th>Name of the Bank</th>
<th>Branch Name</th>
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</table>

2. Personal Details (In Capital Letters)

- Full Name (Surname First) |
  Enclosure No.

- Date of Birth (DD/MM/YY) | Age (In Years) as on 09.03.2015

- Gender (Male/Female) |

- Nationality |

- Category with Caste (SC/ST/VJ-A/NT-B/C/D) OBC/OPEN/PH,etc |

- Particulars of Physical Disability, If Applicable |
3. **Address**

<table>
<thead>
<tr>
<th>Address for Correspondence</th>
<th>Permanent Address</th>
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4. **Communication Details (Mandatory)**

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<tr>
<th>E-mail-ID:</th>
<th>Phone No.:</th>
<th>Mobile No.:</th>
<th>Fax. No.:</th>
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5. **Educational Qualification (Matriculation Onwards)**

<table>
<thead>
<tr>
<th>Name of Exam / Degree</th>
<th>University/Institution/Board</th>
<th>Year of Passing</th>
<th>Percentage of Marks</th>
<th>Division/Class/CGPA</th>
<th>Enclosure No.</th>
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*(Please use an additional sheet, if required retaining the above tabular format)*

<table>
<thead>
<tr>
<th>Designation</th>
<th>University/Institution</th>
<th>From date</th>
<th>Pay Scale/ Pay Band with AGP/GP</th>
<th>Basic Pay</th>
<th>Gross Salary per month</th>
<th>Enclosure No.</th>
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</table>

7. TEACHING EXPERIENCE AS AN APPROVED FULL-TIME TEACHER.

<table>
<thead>
<tr>
<th>Post held</th>
<th>Basic Pay/ Pay Scale &amp; Pay Band with A.G.P</th>
<th>University/Institution</th>
<th>Period</th>
<th>Teaching Experience</th>
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<tbody>
<tr>
<td></td>
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<td></td>
<td>From</td>
<td>To</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>Y</td>
<td>M</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>D</td>
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</tbody>
</table>

**Total Teaching Experience : [Y(Years)] [M(Months)] [D(Days)]**

Note: Please fill up separate information for each post/scale/AGP

Details of Teaching Experience contribution (if any):

_Enclose additional sheet, if required, in the same format_
8. EXPERIENCE IN RESEARCH ESTABLISHMENT/INSTITUTION OF HIGHER EDUCATION.

<table>
<thead>
<tr>
<th>Post held</th>
<th>Basic Pay &amp; Pay Scale / Pay Band with A.G.P</th>
<th>University/Institution</th>
<th>Period</th>
<th>Teaching Experience</th>
<th>Enclosure No.</th>
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<td></td>
<td></td>
<td>Y</td>
<td>M</td>
<td>D</td>
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</tbody>
</table>

Total Research Experience in Research Establishment/Institution of Higher Education:
[   Y(Years)] [   M(Months)] [   D(Days)]

Details of Experience In Research Establishment/Institution of Higher Education.
(Special contribution, if any)

(Enclose additional sheet, if required, in the same format)

10. ADMINISTRATIVE EXPERIENCE

<table>
<thead>
<tr>
<th>Post held</th>
<th>Basic Pay &amp; Pay Scale / Pay Band with A.G.P</th>
<th>University/Institution</th>
<th>Period</th>
<th>Teaching Experience</th>
<th>Enclosure No.</th>
</tr>
</thead>
<tbody>
<tr>
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<td>From</td>
<td>To</td>
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<td></td>
<td></td>
<td>Y</td>
<td>M</td>
<td>D</td>
</tr>
</tbody>
</table>

Total Administrative Experience [   Y(Years)] [   M(Months)] [   D(Days)]

Details of Administrative Experience (Special contribution, if any)

(Enclose additional sheet, if required, in the same format)
11. **Academic Distinction** (Award/Scholarship_RANK etc.):  
*(Enclose additional sheet, if required, in the same format)*  

(i)  
(ii)  
(iii)  
(iv)  
(v)  
(vi)  
(vii)  
(viii)  
(ix)  
(x)  

12. **Membership/Fellowship of learned Accredited Bodies**  
*(Enclose additional sheet, if required, in the same format)*  

(i)  
(ii)  
(iii)  
(iv)  
(v)  
(vi)  
(vii)  

13. **Competence in Computer Application**  

14. **Additional Information including Extra curricular Activities, if any**:  
*(Use separate sheet, if necessary)*  

15. **Name and Postal Address of Two Referees** :  

<table>
<thead>
<tr>
<th>Referee 1</th>
<th>Referee 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

E-mail ID: E-mail ID:  
Mobile No: Mobile No:  

16. **TOTAL NO. OF ENCLOSURES ATTACHED** :

**DATE:**  
**PLACE:**  

(Signature of Applicant)
# DECLARATION - I

I, hereby, declare that, all information submitted in this application and in its accompaniments are true, complete and correct to the best of my knowledge and belief. I accept that, in the event of any information being found false, incomplete or incorrect, my candidature/appointment for the post of ___________________________ is liable to be cancelled/ terminated at any stage. I further understand that no cognizance shall be taken of any request for withdrawal of my application. I have read carefully all instructions given in Employment Notice No. Advt. No. SRTMUN/SP/01/2015, Dated 14/02/2015 on the website of the University

DATE:
PLACE :                                    ( Name and Signature of Applicant)

<table>
<thead>
<tr>
<th>Date</th>
<th>Place</th>
<th>Name &amp; Signature of Applicant</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

# DECLARATION - II

I Dr./Shri./Mrs./Ms.__________________________ Son / Daughter /Husband/Wife of Dr./Shri.___________________________ aged__________ years resident at ____________________________
do hereby declare as follows:

1. That I have filled my application for the post of ___________________________.

2. I have _________(Number) living children as on today out of which no of children born after 28th March, 2005 is/are ____________________________
   (Mention dates of Birth, if any).

3. I am aware that if any total number of living children is more than two due to the children born after 28th March, 2006, I am liable to be disqualified for the same post.

   Place :
   Date :            Name & Signature of Applicant

<table>
<thead>
<tr>
<th>Date</th>
<th>Place</th>
<th>Name &amp; Signature of Applicant</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
**ENDORSEMENT BY THE EMPLOYER**  
(For in-services candidate only)

To be signed and forwarded by the present employer

**Forwarded to:**

**The Registrar,**  
Swami Ramanand Teerth Marathwada University,  
Vishnupuri, Nanded – 431 606

The applicant Dr./Shri./ Mrs./ Ms. ____________________________
who has submitted this application for the post of ____________________________ in the Swami Ramanand Teerth Marathwada University, Nanded, has been working with us on the post of, ____________________________ in a temporary/permanent capacity with effect from ____________________________ in the Pay Scale / Pay band of Rs ____________________ with AGP/GP of Rs. ____________________ His/her next increment is due on ____________________________

Further, it is certified that no disciplinary/ vigilance case has contemplated or is pending against the said applicant.

There is no objection for his/her application being considered by the Swami Ramanand Teerth Marathwada University, Nanded.

Signature of the forwarding authority

Name: ____________________________.  
Designation: ____________________________.  
Place: ____________________________.  
Date: ____________________________.

**OFFICE SEAL**
Swami Ramanand Teerth Marathwada University, Nanded

Proforma - A

Statement showing details of particulars of applicant for the posts of ________________________________.

Category : Unreserved

No. of Post: 01 (ONE)

Advt.No, SRTMUN/SP/01/2015, Dated 14/02/2015

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Ack. No &amp; Date</th>
<th>Name &amp; Correspondence Address of the Applicant with Contact No.&amp; Email.ID</th>
<th>Age/ Date of Birth</th>
<th>Category (Caste)</th>
<th>Academic Qualification</th>
<th>Experience (Yrs./Months)</th>
<th>Publications</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Degree Awarded Year of Passing % CGPA Div./ Grade Teaching Research Admin.</td>
<td>International: Own: Joint: Total:</td>
<td>National: Own: Joint: Total:</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>International: Own: Joint: Total:</td>
<td>For Office use Only</td>
</tr>
</tbody>
</table>

I hereby declare that all the entries made by me are true to the best of my knowledge and belief. If anything is found false at any stage, my candidature for the post of ________________________________ may be cancelled without assigning any reason thereof.

Date : signature of Applicant :

Place : Name of Applicant :

Page 8 of 8
## Index of Documents enclosed with the application with page numbers.

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Particulars of Documents</th>
<th>Page No./s.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Demand Draft / University Receipt</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Marital Status (If name change please attach Copy of Gazette)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Whether from backward class or open category, if backward, mention Category &amp; Caste. (Please Attach Certified copy of Caste Certificate from, Non-Creamy layer certificate competent authority)</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Whether Physically Handicapped, if yes, please specify details (attach supporting document)</td>
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<tr>
<td>6.</td>
<td>Academic Vitae (attach documents) (Please attach copy of mark sheet, Certificate etc.)</td>
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<tr>
<td>7.</td>
<td>University approved Teaching experience (Please attach experience certificate)</td>
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<tr>
<td>8.</td>
<td>Administrative Experience (Please attach experience certificate)</td>
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<tr>
<td>9.</td>
<td>Research Experience (Please attach certificate of Research experience)</td>
<td></td>
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<tr>
<td></td>
<td><strong>Research Guidance</strong> (Please attach supporting documents)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) M. Phil. students - Degree awarded</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Ph.D. students - Degree awarded</td>
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</tr>
<tr>
<td></td>
<td>c) Ph.D. students - Thesis submitted</td>
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</tr>
<tr>
<td>10.</td>
<td>Academic Distinction certificates</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Membership/Fellowship of learned Accredited bodies.</td>
<td></td>
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<tr>
<td>12.</td>
<td>Competence in computer application.</td>
<td></td>
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<tr>
<td>13.</td>
<td>Other</td>
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</table>