

**Application No:**  
(for office use only)



**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY**  
(A Central University Established by an Act of Parliament)  
Tarnaka, Hyderabad - 500 007, India

**APPLICATION FOR THE POST OF ASSISTANT PROFESSOR**

**READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE  
FILLING IN THE FORM**

1. Fill up separate Application Form for each post.
2. All entries must be neatly handwritten or typewritten.
3. Please go through the Information Booklet available on the University website [www.efluniversity.ac.in](http://www.efluniversity.ac.in) carefully before filling-up the Application Form and Self-Assessment Credit Score.
4. Complete and correct information should be given against each item. If the space against any of the items is inadequate, separate sheets may be attached. Incomplete applications are liable to be rejected.
5. Applicants who are in employment should send their applications through their employer. An advance copy may, however, be sent marked "Advance Copy".
6. Only attested copies of certificates and testimonials should be sent with this form. Originals should be produced at the time of interview.
7. **Filling of Part – D is compulsory for the candidates applying for the post of Assistant Professor**

Affix a recent  
passport size  
photograph

Advertisement No.: \_\_\_\_\_

Post applied for, with category (SC/ST/ OBC/ EWS/ Differently-abled (PWD)/Unreserved): \_\_\_\_\_

Department and Campus: \_\_\_\_\_

Specialization: \_\_\_\_\_

**Details of application fee paid:**

DD No. & Date	Bank & Branch	Rs.

**Note:** Those who applied in response to the University's recruitment Notification II/ 2021, dated 26.04.2021 will have to apply afresh. However, they need not pay the application fee again, if they are applying for the same post in the same Department. Such applicants need to furnish the particulars of the fee payment made earlier.

**PART – A: Personal and Academic Profile**

1.	Name (in Block Letters) (As per SSC Certificate or equivalent Certificate)	
2.	Father's Name	
	Mother's Name	
3.	Marital Status	
	If married, name of the spouse	

4.	Gender (Please tick in the specific column)	Male		Female		Others	
5.	Date of Birth and Age	In figures:					
		In words:					
6.	Category (SC/ST/ OBC/ EWS/ Differently-abled (PWD)/ Unreserved)						
7.	If the candidate is a Person with Disability (PWD), please specify:	Category of PWD: _____					
	Blindness or low vision:	% of disability (as certified): _____					
8.	Religion						
9.	Nationality						
		State of Domicile: _____					
10.	Permanent Address with PIN code	Mobile No. _____					
		Email. _____					
		Tel. No.: _____					
11.	Address for Communication with PIN code	Mobile No. _____					
		Email. _____					
		Tel. No. _____					

## 2. Academic Record:

Qualifications	Board/ University	Subjects/ Specialization	Year of Study From-To -	Year of passing / award	% of marks, Class/ Grades obtained	Any distinction achieved	Sl. No. of supporting documents
SSC or equivalent							
Intermediate equivalent							
UG							
PG							

M.Phil							
	Title of dissertation:						
Ph.D							
	Title of thesis:						
Any other degrees/ diplomas							
NET	Date and Year of Qualification: _____						
SLET/SET	i) Name of the test: SLET/SET (Tick appropriate one) ii) Date and Year of Qualification: _____ iii) Name of the State that conducted SET/ SLET _____						

(Attach copies of certificates)

### 3. Academic Distinctions, if any:

Name of the Course / Programme	Academic Distinction/s Obtained	Sl. No. of supporting documents

(Attach copies of supporting documents)

### 4. Present Position:

Name of the Present Post	Name of the University / College	From - To	Scale of Pay/ Basic Pay	Pay Band	Sl. No. of supporting documents

(Attach copies of supporting documents)

### 5. Record of Past Experience in Teaching and Research:

Sl. No.	University/ College	Designation & Scale of Pay/Grade Pay / Level of Pay	Nature of Appointment – Regular/ Ad hoc/ any other	Period of Experience		Reasons for leaving	Sl. No. of supporting documents
				From - To	Total service in Years, Months and Days		

(Attach copies of supporting documents)

### 6. Summary of Experience:

Sl. No	Teaching Experience	From – To	Total	
			Years	Months
i.	Under Graduate			
ii.	Post Graduate			
	<b>Research Experience</b>			
iii.	Research Experience other than the period spent for obtaining M. Phil / Ph. D research degree			

### 7. Post-Doctoral Experience:

Name of the University / Institution	Title of the Project	Agency from where the PDF was awarded	Total value of the award	Period of PDF From-To-	Sl. No. of supporting documents

(Attach copies of supporting documents)

## PART – B

CREDIT POINTS: Faculty of Languages/ Humanities/Arts/ Social Sciences/ Library/ Education/ Physical Education/ Commerce/ Management & other related disciplines – **10 per paper**

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

Peer-reviewed or UGC-listed journals (Impact factor as per Thomson Reuters list)

- i. Paper in refereed journals without impact factor - 5 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

**Two authors: 70% of total value of publication for each author.**

**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 under [5 (b)] Policy Document and under [6] Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

**1. Research Papers in Peer-Reviewed/Referred/ UGC listed Journals**

Sl. No.	Title of paper	Name of Journal with ISSN No.	Volume, Issue No, Year, Page Nos.	Whether the applicant is the main author Yes/ No	Peer-reviewed/ UGC listed Journal/ Indexed Journals/ Impact factor as per Thomson Reuters list	Credit points (as claimed by the applicant)	Verified score (for office use only)	Sl. No. of supporting documents
<b>TOTAL</b>								

(Attach copies of supporting documents)

**2. Publications (other than Research Papers):**

**(a) Books Authored:** International Publishers –12 credits, National Publishers –10 credits

Sl. No	Title of the book	Authored/ Co-authored	Name of the publisher. Indicate National or International	ISBN No. and year of publication	Credit points	Verified score (for office use only)	Sl. No. of supporting documents

(Attach copies of supporting documents)

**(i) Chapter/s in Edited Books:** 05 credits for each chapter

Sl. No	Title of the chapter	Title of the book	ISBN No. and year of publication	Credit points	Verified score (for office use only)	Sl. No. of supporting documents

(Attach copies of supporting documents)

**(ii) Books Edited:** International Publisher –10 credits, National Publisher–8 credits

Sl. No	Title	Name of the Publisher (National/International)	ISBN No. and year of publication	Credit points	Verified score (for office use only)	Sl. No. of supporting documents

(Attach copies of supporting documents)

**(b) Translation works in Indian and Foreign Languages (either the complete book or chapters in a book):**

Chapter or Research Paper–03 credits, Complete book–08 credits

Sl. No	Title of the book / chapter	Name of the publisher, ISBN No.& Year of publication	Languages		Credit points	Verified score (for office use only)	Sl. No. of supporting documents
			Source	Target			

(Attach copies of supporting documents)

**3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula.**

**A. Development of innovative pedagogy for courses:** 05 credits.

Institution	Subject	Innovative Pedagogy developed	Credit Points	Verified Score (for office use only)	Sl. No. of supporting documents

(Attach copies of supporting documents)

**B. Design of new curricula and courses: 02 per curricula/ course**

Institution	Subject	New curricula/courses developed	Credit Points	Verified Score (for office use only)	Sl. No. of supporting documents

(Attach copies of supporting documents)

**C. Development of MOOCs****i) Development of a complete MOOC in 4 quadrants (4 credit course): – 20 credits****In case of MOOC less than 4 credits: – 05 credits.**

Institution	Subject	MOOC developed	Credit Points	Verified Score (for office use only)	Sl. No. of supporting documents

(Attach copies of supporting documents)

**ii) MOOCs (developed in 4 quadrants) per module / lecture**

Institution	Subject	Module / lecture of MOOC	Credit Points	Verified Score (for office use only)	Sl. No. of supporting documents

(Attach copies of supporting documents)

**iii) Experience as content writer/subject matter expert for each module of MOOCs (at least one quadrant): 02 credits**

Institution	Subject	Content writer/ subject matter expert of MOOC	No. of Quadrants completed	Credit Points	Verified Score (for office use only)	Sl. No. of supporting documents

(Attach copies of supporting documents)

**iv) Experience as Course Coordinator for MOOCs (4 credit course): – 08 credits**  
**In case of MOOCs of lesser credits: – 02 credits**

Institution	Subject	No. of 4 credit courses coordinated	Credit Points	Verified Score (for office use only)	Sl. No. of supporting documents

(Attach copies of supporting documents)

**D. E-Content**

**i) E-Content developed in 4 quadrants for a complete course/ e-book: – 12 credits**

Institution	Subject	E-content in 4 quadrants for a complete course/ e-book	Credit Points	Verified Score (for office use only)	Sl. No. of supporting documents

(Attach copies of supporting documents)

**ii) E-Content developed in 4 quadrants per module: – 05 credits**

Institution	Subject	E-content in 4 quadrants per Module	Credit Points	Verified Score (for office use only)	Sl. No. of supporting documents

(Attach copies of supporting documents)

**iii) Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant): - 02 credits**

Institution	Subject	E-content module in complete course/ paper/ e-book (at least one quadrant)	Credit Points	Verified Score (for office use only)	Sl. No. of supporting documents

(Attach copies of supporting documents)



**iv) Editor of e-content for complete course/paper/e-book: - 10 credits**

Institution	Subject	Name of the complete course/ paper/ e-book	Credit Points	Verified Score (for office use only)	Sl. No. of supporting documents

(Attach copies of supporting documents)

**4. (a) Research Guidance**

- Ph.D.—Degree Awarded – 10 credits per each degree awarded
- Ph.D.—Thesis submitted – 05 credits per thesis submitted
- M.Phil./PG Dissertation – 02 credits per degree awarded

Name of the degree	Awarded (Title of the thesis/dissertation)	Submitted (Title of the thesis/dissertation)	Credit points	Verified score (for office use only)	Sl. No. of supporting documents
Ph.D.					
M. Phil					
PG Dissertation					

(Attach copies of supporting documents)

**(b) Research Projects Completed:**

- More than 10 lakhs - 10 credits
- Less than 10 lakhs - 05 credits

Sl. No	Title of the project	Whether major or minor project	Funding agency	Funding received/ Total grants	Role performed: Investigator/ Co-investigator/ Project director	Date of commencement and date of completion	Whether outcome/ outputs sent to sponsoring Govt. agency	Credit points	Verified score (for office use only)	Sl. No. of supporting documents

(Attach copies of supporting documents)

**(c) Research Projects Ongoing:**

- More than 10 lakhs - 05 credits
- Less than 10 lakhs - 02 credits

Sl. No	Title of the project	Funding agency	Funding received/Total grants (Rs.)	Role performed Investigator/ Co-investigator/ Project director	Date of sanction	Credit points	Verified score (for office use only)	Sl. No. of supporting documents

(Attach copies of supporting documents)

**(d) Experience in Project Consultancy Work: 03 credits**

Sl. No	Title of the Project Consultancy	Agency	Nature of Consultancy	Year of commencement	Credit points	Verified score (for office use only)	Sl. No. of supporting documents

(Attach copies of supporting documents)

**5. (a) Patents registered: International –10 credits, National –07 credits**

Sl. No	Title and description of the Patent	Registration No. and year	International/National	Credit points	Verified score (for office use only)	Sl. No. of supporting documents

(Attach copies of supporting documents)

**(b) Policy documents submitted to any International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government: International – 10 National – 7 State - 4**

Sl. No	Name of Agency	Title of the Policy Document	International / National / State	Year of submission	Credit points	Verified score (for office use only)	Sl. No. of supporting documents

(Attach copies of supporting documents)

**(c) Awards/ Fellowships received: International – 07, National – 05**

Sl. No	Title of the Award/Fellowship	Agency	Amount in Rs.	National/ International	Year of award	Credit points	Verified score (for office use only)	Sl. No. of supporting documents

(Attach copies of supporting documents)

**6. Delivering invited lectures/ acting as a Resource Person/ presenting papers in Seminars/ Conferences/ publishing full paper in Conference Proceedings in national and international Seminars/Conferences organized in India and abroad (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once):**

International (Abroad) –07 credits, International (within country) – 05 credits, National – 03 credits, State/ University – 02 credits

Sl. No	Title of the seminar/conference and dates	Organizing agency	Invited lecture/Resource person/Keynote speaker/Paper presenter/Plenary speaker	National/ International (abroad)/ International (within country)/ State/University	Credit Points	Verified score (for office use only)	Sl. No. of supporting documents

(Attach copies of supporting documents)

### SUMMARY OF RESEARCH SCORE

	As claimed by the applicant	Verified score (for office use only)
Research score from Sl. No. 1 to 5 (a) + 5 (c)		
Research score for 5 (b) and 6		
Total Research Score from Sl. No 1 to 6		

### PART – C

**7. Have you undertaken any foreign travel for academic purposes? If yes, give details below:**

Country / Countries visited	Institution and dates	Years of visit	Purpose of visit	Sl. No. of supporting documents

(Attach copies of supporting documents)

**8. Membership in Professional Bodies:**

Sl. No	Name of the Professional Body/ Organisation	Sl. No. of supporting documents

(Attach copies of supporting documents)

**9. Future Plans:**

*(Please provide a brief outline in about 300 words how you will be able to contribute to the teaching and research of the department.)*

**10. Have you ever been punished by your organisation / institution or convicted by a Court of Law or whether any trial is pending in any Court of Law? If yes, please furnish all the details.**

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**ANY OTHER RELEVANT INFORMATION**

Please give details of any other significant contributions, awards etc. which are not mentioned in this form

Sl. No.	Details

**Names and addresses of Two Referees:**

1. Name:  Designation:  Address:   Mobile No. Email:
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2. Name:  Designation:  Address:   Mobile No. Email:
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**PART – D**

**A. Mention under which category you meet the minimum eligibility for the post Assistant Professor: (Please Tick Mark)**

1. UGC-CSIR JRF/NET
2. Ph.D.in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time.
3. Ph.D. registered prior to July 11, 2009, subject to the fulfilment of the following conditions:
  - a. The Ph.D. degree of the candidate has been awarded in regular mode only;
  - b. The Ph.D. thesis has been evaluated by at least two external examiners;

- c. An open Ph.D. viva voce of the candidate has been conducted;
- d. The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e. The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency

To be certified by the Registrar/Dean concerned of the University, if you are claiming exemption

- 4. Ph.D. from a foreign University falling within the top 500 category at any time as per the ranking of any one of the following ranking agencies (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).
- 5. On the basis of academic qualifications only as NET is not conducted by the UGC in the discipline notified by the University.

**B. Please fill the following scoring proforma to be used by the University for short-listing the applicants, for the post of Assistant Professor:**

Sl. No	Academic Record	Score claimed	Score to be Awarded
1.	<b>Graduation</b> 80 % & above =15 marks Between 60 & 80% =13 marks 55% to less than 60% = 10 marks 45% to less than 55% = 05 marks		
2.	<b>Post-Graduation</b> 80 % & above =25 marks Between 60 & 80% =23 marks 55% (50% for SC/ST/OBC non-creamy layer/PWD) to less than 60% = 20 marks		
3.	<b>M.Phil.</b> 60% & above = 07 marks 55 to less than 60% = 05 marks		
4.	<b>Ph.D.</b> ( 30 marks) Those with M.Phil. & Ph.D. will be entitled to only 30 marks		
5.	<b>NET with JRF</b> - 07 marks JRF/NET/SET – 07		
	<b>NET- 05 marks</b>		
	<b>SLET/ SET</b> - 03 marks		
6.	<b>Research publication in peer-reviewed or UGC listed journals</b> ( 2 marks for each publication subject to a maximum of 10)		
7.	<b>Teaching/ post-Doctoral experience</b> ( 2 marks for each year subject to a maximum of 10; experience less than a year but with six months or more also needs to be reckoned proportionately)		
8.	<b>Awards</b> (subject to a maximum of 3 marks) International Organizations/ Government of India/ Government of India Recognized National Bodies 03 marks Awards given by the state government/University 02 marks		
9	<b>Total Score</b>		

**DECLARATION TO BE SIGNED BY THE CANDIDATE**

I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted thereof. If at any stage, I am found to have concealed/ distorted any information or given any false statement, my application/ appointment shall be liable to be summarily rejected/ terminated without notice or compensation.

I hereby undertake that in the event of any information being found false, incomplete or incorrect, I will only be responsible and my candidature is liable to be cancelled/ my appointment is liable to be terminated.

Place:

Signature of the applicant

Date:

**PART - E**

**ENDORSEMENT OF THE EMPLOYER (wherever applicable)**

Ref. No.....

Date.....

1. Shri/Smt/Dr./Kum\_\_\_\_\_ is a permanent / temporary employee of the organisation holding the post of \_\_\_\_\_, w. e. f. \_\_\_/\_\_\_/\_\_\_ in the Pay Level/ Scale of Rs.\_\_\_\_\_. He/ She is presently drawing a pay of Rs. \_\_\_\_\_.

2. Certified that the information given by the applicant in this application form has been verified and found to be correct with reference to her/his service records in this institution. We have no objection for his/her application being considered by The English and Foreign Languages University. In case of selection, the applicant will be relieved as per rules.

3. Certified that no vigilance case is pending/ contemplated against the applicant and that she/he is clear from the vigilance angle.

Place:

Signature of the Employer (with office seal)

Date: