# 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 ASSOCIATE 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 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

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 Details

| | | |
|---|---|---|
| 1. | Name (in block letters) (As per SSC or equivalent Certificate) | |
| 2. | Father's Name | |
| | Mother's Name | |
| 3. | Marital Status | |
| | Name of the spouse, if married | |

| 4. | Gender (Please tick the appropriate 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:_____ % of disability (as certified): _____ |
| | Blindness or low vision: | |

| 8. | Religion | |

| 9. | Nationality | |
| | | State of Domicile: |

| 10. | Permanent address with the PIN code | Address: <br><br> Mobile No._____ <br> Email  _____ <br> Tel. No. (Residence):_____ |

| 11. | Address for communication along with the PIN code | Address: <br><br> Mobile No._____ <br> Email  _____ <br> Tel. No. (Residence): _____ |

## 2. Academic Record

| Qualifications | Board/ University | Subjects/ Specialization | Year of study From-to | Year of passing /award | percentage of marks, Class/ Grades obtained | Any Distinction achieved | Sl. No. of supporting document |
|---|---|---|---|---|---|---|---|
| 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)<br>ii) Date and year of qualification: _____<br>iii) Name of the State that conducted the test: _____ | | | | | | |

(Attach copies of supporting documents)

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 Post:**

| Name of the present post | Name of the employer | From – to | Scale of pay/ Basic pay/Pay band | Nature of duties | Sl. No. of supporting documents |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

(Attach copies of supporting documents)

5. **Record of Employment Experience (Teaching and Research): In chronological order starting with the most recent**

| Sl. No. | Name of the employer | Post held and Scale of pay/Grade pay/ Level of pay | Nature of appointment – Regular/ Adhoc/ any other | Period of employment | | Nature of duties | Sl. No. 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. | Undergraduate level | | | |
| ii. | Postgraduate level | | | |
| | **Research Experience** | | | |
| iii. | Research experience other than the period spent for obtaining the M.Phil./Ph.D. 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 document |
|---|---|---|---|---|---|
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(Attach copies of supporting documents)

# PART – B

I.      **Involvement in the University/College students related activities / research activities:**
**Assessment Criteria:**
**(i)**      **Good –** Involved in at least 3 activities
**(ii)**      **Satisfactory –** 1or 2 activities
**(iii)**      **Not Satisfactory –** Not involved / undertaken any of the activities

**Note**: Number of activities can be within or across the broad categories of activities

| Activity | Activity performed | Sl. No. of supporting documents |
|---|---|---|
| (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator/ Warden, etc. | | |
| (b) Examination and evaluation duties assigned by the college/ university or any other academic body/institution | | |
| (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) | Organising seminars/ conferences/ workshops, other academic activities in the university/college/institution | | |
| (e) | Evidence of guiding Ph.D. students actively | | |
| (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 | | |

(Attach copies of supporting documents)

# PART – C

CREDIT POINTS: Faculty of Languages/ Humanities/Arts/ Social Sciences/ Education and 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 an edited book or proceeding 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) i.e. Policy Document and 6 i.e. 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 |
|---------|---------------|-------------------------------|-----------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------|--------------------------------|
| | | | | | | | | |
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| | | | | | | | | |
| TOTAL | | | | | | | | |

(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 |
|--------|-------------------|-----------------------|-----------------------------------------------------------|----------------------------------|---------------|--------------------------------------|--------------------------------|
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(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 |
|---|---|---|---|---|---|---|
| | | | | | | |
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(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 | | | |
| | | | | | | | |
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(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 |
|---|---|---|---|---|---|
| | | | | | |
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(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 |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
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(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 |
|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |
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(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/confer ence and dates | Organiz ing 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 |
|---|---|---|---|---|---|---|---|
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(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** | | |

**Minimum research score for Associate Professor is 75 as per UGC regulations**

# PART – D

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 |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
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(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.**

### ANY OTHER RELEVANT INFORMATION

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

| Sl. No. | Details |
|---|---|
|  |  |
|  |  |
|  |  |
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**Names and addresses of Two Referees:**

| 1. Name:<br>Designation:<br>Address:<br><br><br>Mobile<br>Email: | 2. Name:<br>Designation:<br>Address:<br><br><br>Mobile<br>Email: |
|---|---|

# PART – E

Please indicate how you fulfill the qualifications prescribed in the UGC Regulations, 2018 for **Associate Professor**

| A | B<br>Fill in the following substantiating your candidature for the post |
|---|---|
| (i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian university, or an equivalent degree from an accredited foreign university | |
| (ii) A good academic record, with a Ph.D. Degree in the concerned/ allied/relevant disciplines | |
| (iii) 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 with a minimum of 7 publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Table 2. | i)<br><br>ii)<br><br>iii)<br><br>iv) |

## 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 candidature may be summarily rejected, and if I am appointed, my appointment shall be liable to be summarily rejected / terminated without notice or compensation.

I hereby undertake that the publications and Ph.D. thesis submitted by me are free from plagiarism and if any plagiarism is found later, I shall be held responsible as per the University/UGC rules.

Place:                                                                          Signature of the candidate

Date:

# PART – F

## ENDORSEMENT OF THE EMPLOYER (wherever applicable)

Ref. No……………………………… …………                 Date……………………………

Ref. No……………………………… …………                 Date……………………………

1. Mr./Ms./Dr._____ is a permanent / temporary / adhoc / 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._____ and a gross salary 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. The _____ Organization/Institute/University/College has no objection for his/her application being considered by The English and Foreign Languages University, Hyderabad.

3. Certified that no vigilance case is pending/contemplated against the applicant.


**Place:**                                                               **Signature of the employer (with office seal)**

**Date:**