

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

Advertisement No.: _____

Post applied for : _____

Category: _____

(SC/ST/ OBC/ General/ EWS/
Differently-abled (PWD)

Department and Campus (Hyderabad/ Shillong/ Lucknow):

Qualifications: _____

Specialization: _____

Details of application fee paid:

DD No. and Date	Bank and Branch	Amount

Affix a recent
passport size
photograph

PART – A: Personal and Academic Details

1.	Name (in block letters) (As per SSC/SSLC/Class X/Matriculation 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/ General / EWS / PWD						
7.	If you a differently-abled person please specify:	Category of PWD: _____					
		% of disability: Blindness or low vision: _____					

7.	Nationality	
		State of Domicile:
8.	Religion	
10.	Permanent address along with the PIN code	Address: Mobile No. _____ Email id. _____ Tel. No. (Residence): _____
11.	Address for communication along with the PIN code	Address: Mobile No. _____ Email id. _____ Tel. No. (Residence): _____

2. Academic Record - Starting from SSC/SSLC/Class X/Matriculation:

Qualification	Board/ University	Subjects/ Specialization	Year of study From-to	Date of award of the degree	percentage of marks, Class/ Grades obtained	Distinction achieved	Sl. No. of supporting document
SSC/Matriculation/ Class X							
Intermediate/ Class XII							
UG							
PG							
M.Phil.							
	Title of dissertation:						
Ph.D.							
	Title of thesis:						
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 the test:	

(Attach copies of supporting documents)

3. Academic Distinctions, if any:

Name of the Course/ Programme	Academic distinction obtained	Sl. No. of supporting document

(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 document

(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 document
				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			

PART – B

I. Involvement in the University/College students/ research related activities:

Assessment Criteria:

- (i) **Good** – Involved in at least 3 activities
- (ii) **Satisfactory** – 1 or 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 document
(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 score for research papers will be considered as follows:

Peer-reviewed or UGC-listed journals (Impact factor as per SCOPUS/ Web of Science/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
 - 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 that become a 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 of Appendix II (Table – 2) 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.

7. 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/ (Specify impact factor)	Credit points	Verified score (for office use only)	Sl.No. of supporting document
1								
2								

3								
4								
5								
6								
7								

(Attach copies of supporting documents)

8. Publications (other than Journals):

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)

B. 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)

C. 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)

D. 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	Languages		Credit points	Verified score (for office use only)	Sl.No. of proof enclosed
			Source	Target			

		publication					

(Attach copies of supporting documents)

E. 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)

F. 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)

G. Development of a complete MOOC in 4 quadrants (4 credit course): 20 credits

In case of a MOOC of lesser 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)

H. 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)

I. Experience as a Course Coordinator for MOOC (4 credit course): 08 credits**Experience as a Course Coordinator of a MOOC course 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)

J. E-Content developed in 4 quadrants for a complete course/ e-book: 12 credits**E- Content developed in 4 quadrants per module: 05 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)

K. 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)

L. 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)

M. 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)

N. 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)

O. 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)

P. Policy documents submitted to any International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government:

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

(Attach copies of supporting documents)

Q. 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)

R. 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)

S. 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

Minimum research score for Professor is 120 and for Associate Professor is 75 as per UGC regulations

PART – D

T. Membership in Professional Bodies:

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

U. Future Plans:

Please indicate briefly about your contribution to the teaching and research in the discipline concerned in not more than 300 words.

V. Please mention whether you have you been charge-sheeted or any case is pending in any court of law or if an FIR is registered in any police station/any official proceedings initiated or pending against you. If so give details.

OTHER RELEVANT INFORMATION

Please give details of any other significant contributions, awards, etc. not mentioned earlier in this application.

Sl. No.	Details

Names and addresses of two referees with their email IDs and mobile numbers

1. Name: Designation: Address: Email id: Mobile No.	2. Name: Designation: Address: Email id: Mobile No.
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PART – E

I. Please indicate how you fulfill the essential qualifications, specialization as well as desirable qualifications (if any) prescribed in the advertisement (**Please Tick Mark**)

1. 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
2. UGC-CSIR JRF/NET
3. 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.
4. 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 awarded 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 agencyTo be certified by the VC/PVC/Registrar/Dean (Academic Affairs) or Director of Research of the University concerned.
5. Ph.D. obtained from a foreign University/institution 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).
6. On the basis of academic qualifications only as NET is not conducted by the UGC in the discipline notified by the University.

TABLE – 3 A

UGC Regulations 2018

II. Please fill the following scoring proforma

Sl. No	Academic Record	Score claimed by the Candidate	Score Verified and Score Awarded (for office use only)
1.	<p align="center">Graduation</p> <p align="center">80 % and above =15 marks Between 60 and79% =13 marks 55% to 59% = 10 marks 45% to 54% = 05 marks</p>		
2.	<p align="center">Postgraduation</p> <p align="center">80 % and above =25 marks Between 60 and79% =23 marks 55% (50% for SC/ST/OBC non-creamy layer/PWD) 59% = 20 marks</p>		
3.	<p align="center">M.Phil.</p> <p align="center">60% & above = 07 marks 55 to less than 60% = 05 marks</p>		
4.	<p>Ph.D. (30 marks) Those with M.Phil. & Ph.D. will be entitled to only 30 marks</p>		
5.	<p>NET with JRF07 marks (for NET /Rank / JRF together 07 is the maximum) [NET 05 marks/ University Rank 1st/2nd. 03 marks, 02 marks]</p>		
6.	<p>Research publication in peer-reviewed or UGC listed journals (2 marks for each publication subject to a maximum of 10)</p>		
7.	<p>Teaching/ post-Doctoral experience (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)</p>		
8.	<p>Awards (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</p>		
9	<p align="center">Total Score</p>		

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 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.....

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: