

Serial No.



**LOCAL
ALIGARH MUSLIM UNIVERSITY,
ALIGARH-202 002**

Advt. No..... Dated.....
Sl. No. & Name of the Post Applied for
.....
Department.....

Passport size recent
Photograph
duly signed by the
applicant

Particulars of Payment of application fee

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

INSTRUCTIONS TO CANDIDATES FOR APPOINTMENT

1. All applications should be sent to the Deputy Registrar, Selection Committee Section, 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 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 alongwith their application. The amount of application fee must not fall short of the prescribed fee when application converted in Indian currency.
4. (a) Candidates should send attested copies of their degrees or diploma certificates or other certificates alongwith respective marksheets of their qualifications and their Matriculation 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 alongwith the application and not separately, otherwise, they are liable to be misplaced.
(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 atleast 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 atleast, 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 alongwith the application.

ALIGARH MUSLIM UNIVERSITY

POST APPLIED FOR..... DEPTT. OF.....

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. Do you belong to SC/ST/BC ? (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.					
4.					
5.					

11. Scholarships and fellowships with details,
 - (a) at Undergraduate level :
 -
 -
 - (b) at Graduate level :
 -
 -
 - (c) at Post-graduate level :
 -
 -

12. Educational Qualifications

Sl 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
	High School						
	Inter/Senior Secondary						
	B.A./B.Sc./B.Com.						
	M.A./M.Sc./M.Com.						
	M. Phil.						
	Ph. D.						
	Technical/V ocaional other (to be specified)						
	NET/SLET for Lecturership						

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.						
4.						
5.						

14. Teaching and Research experience:

	Class	Years
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- (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.....
-
- (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.....

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.....

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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 (eg. Attainment in sports, NCC etc).

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

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

22. Name of not more than three persons intimately acquainted with his/her work and character from whom copies of testimonials are enclosed:

- (1)
- (2)
- (3)

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:

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.....

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 your self fit for the post applied for. Use separate sheet and enclose, if necessary).

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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.

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 Rs.....(application fee)
2. Photocopy of High School Certificate of Passed from.....
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.