

APPLICATION PROFORMA

Annexure – D

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Post applied	Subject
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FULL NAME <small>In Capital letters</small>	_____	Sex M / F
POSTAL ADDRESS	_____ _____ _____ _____ City : _____ Dist. : _____ Pin code : _____	
CONTACT DETAILS	Phone : _____ Cell No. _____ (With STD code) e-mail : _____	
BIRTH DATE <small>(Attach SLC)</small>	in Numerical : _____ / _____ / 19 in Words : _____ Completed Age (on last day of applications) : Years - _____ Months - _____ Days - _____	
Religion :	Category : SC / ST / VJNT / SBC / OBC / OPEN	Cast :

QUALIFICATIONS (Attach all relevant Certificates)

COURSE	Name of the Course	Board / University	Passing Year	% of Marks	Class / Grade
HSC					
UG					
PG (Speciality)					
Super Speciality <small>(if any)</small>					
PhD / PG Dip. <small>(if any)</small>					
OTHER <small>(Please Specify)</small>					
OTHER <small>(Please Specify)</small>					

EXPERIENCE (Attach all relevant Certificates & Approvals. Starting form Present / Latest Job at Sr. No. 01)						
Sr, No	NAME of the COLLEGE	Designation / Post held	Period of Experience			MUHS Approval Letter No. & Date
			From	To	Duration	
01						
02						
03						
04						
05						

Sr. No,	Research Activities / Paper Publications (State Briefly. Attach Separate list & details, if required.)	Tick the appropriate box		
		State Level	National Level	Inter-Natl Level
01				
02				
03				
04				
05				

Registration	State Council :	Other :
MUHS Activities (State Briefly)		
Other Activities (State Briefly)		

1. Attach attested copies of all necessary documents. Please attach separate sheet, if required.
2. Attach attested copy of Caste Certificate & Caste Validity Certificate, if applying for Reserved Posts.
3. Attach the copy of Non – Creamy Layer Certificate for current Financial Year, wherever applicable.
4. In – service candidates shall apply through proper channel or submit NOC at the time of Interview.
5. Application should be complete in all respect. Write Not Applicable in the column which are blank.
6. Incomplete Applications, Applications without / or un-attested copies of documents will be rejected.

Date :

Applicant's Signature :

SCRUTINY SHEET

(To be filled in & Scrutinized by the College)

1. Post applied : _____ Subject : _____

2. Full Name : _____
(Surname First)

Date of Birth as per School Leaving Certificate	Age as on Last day		Maximum Age Limit	Remarks / Concession / Relaxation if any	Eligible / Not Eligible
	Years	Months			
/ / 19					

Post whether Reserved	Information Of candidate					Eligible / Not Eligible
	Category	Cast	Cast certificate	Validity certificate	Non creamy Layer	
Yes / No			Yes / No	Yes / No	Yes / Not applicable	

Sr. No.	Educational Qualifications	Year of Passing	Grade / Class	Percentage	Whether has Requisite Qualifications / Grade	Eligible / Not Eligible
1	UG					
2	PG					
3	PhD / PG DIP / etc					
4	OTHER					

Sr. No.	Approved Experience	Period of Experience			Whether has Requisite Experience in Cadre	Eligible / Not Eligible
		from	to	Duration		
1	As Professor					
2	As Reader					
3	As Lecturer					
4	As Tutor / Professional					

Level	No. of Publications / Research / Titles	Accreditations received, If any	Whether as per Relevance	Remarks	Eligible / Not Eligible
International					
National					
State					

MCH Registration No.	Valid Yes / No	Other Registration / Memberships	Remarks	Eligible / Not Eligible

Eligible / Not Eligible	Over all remarks with reason if not eligible,	Signatures of scrutiny committee members with their Names		
		Member	Principal	Chairman

Checklist for Documents to be attached by the Affiliated Colleges or Recognized Institutions along with each Staff Selection Committee report

(If applicable please tick)



1)	Name of the Candidate Recommended by the SSC:-	
2)	Post:- Subject:- Category:-	
3)	List of the candidates applied for this post	Yes <input type="checkbox"/> / No <input type="checkbox"/>
4)	List of the candidates with their qualification and signature who were present for the interview	Yes <input type="checkbox"/> / No <input type="checkbox"/>
5)	* Registration Certificate as per M.M.P. Act,1961 (if applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
6)	* Date of Birth Certificate	Yes <input type="checkbox"/> / No <input type="checkbox"/>
7)	* Caste Certificate (If post Reserved for Reserve Category)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
8)	* Under Graduation Degree Certificate	Yes <input type="checkbox"/> / No <input type="checkbox"/>
9)	* Post Graduation Degree Certificate (Mark sheet and Provisional Degree Certificate if PG degree not received)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
10)	Experience Certificate(s) (If applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
11)	Previous Approval Letter issued by University (If applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
12)	Name Change Certificate (Gazette Copy / Affidavit / Marriage Certificate).	Yes <input type="checkbox"/> / No <input type="checkbox"/>
13)	Any other important documents such as Resignation, Discharge / Relieving Certificate, required affidavits as per annexures, etc.	Yes <input type="checkbox"/> / No <input type="checkbox"/>
14)	The photo copies of all the documents stated above are attested by the Principal / Gazetted Officer and are legible	Yes <input type="checkbox"/> / No <input type="checkbox"/>

Principal / Chairman
(Signature and Stamp)

* The documents marked with * need not to be submitted, if a teacher has already been granted approval to his appointment by MUHS after Jan. 2006.

- A) The College should submit the Staff Selection Committee report along with the above documents to University within 72 hours of the interview.
- B) The college should submit the Joining Report within stipulated time to the university after the candidate joins the college.