

Serial No.

KURUKSHETRA UNIVERSITY, KURUKSHETRA

Price ₹ 600/-

Application form for Teaching Posts & Librarian

Application No......

(To be filed in by the office)

A passport size
recent
photograph of
the candidate

Signature of the candidate

NOTE:

- i. The application form should be filled in properly and completely.
- ii. Self-attested copies of all Certificates/Testimonials should be attached with the original application form only. Originals will have to be shown at the time of the interview.
- iii. The application should be accompanied by the University Receipt/Bank Draft of the value of ₹600/- (₹150/- for SC/ST/BC of Haryana only and ₹300/- for female candidates). The Demand Draft must be drawn in favour of the Registrar, Kurukshetra University, Kurukshetra payable at Kurukshetra. Application fee may also be deposited through on-line payment gateway available on the University Website using the Path i.e. <https://kuk.ac.in>>online payment>pay online>any other case except above (e.g. Migration, revaluation, duplicate DMC etc.)>Fee Head: Recruitment Fee or in cash in favour of the Registrar, Kurukshetra University, Kurukshetra at Oriental Bank of Commerce, Kurukshetra University, Kurukshetra. Persons with disabilities (PWD) of Haryana shall be exempted from payment of application fee.
- iv. Persons in employment should send their applications through their employer. They may however, send a copy in advance, but it must be on the prescribed form and accompanied by prescribed application fee, copies of certificate/testimonials etc.
- v. Only eligible candidates should apply for the position/Post (Candidate must be eligible on the last date of submission of Application Form).
- vi. Use separate form for each position/post.
- vii. Prescribed qualification and instructions may be seen on the University website www.kuk.ac.in.
- viii. Weightage of only those documents shall be counted whose copies are attached.
- ix. The candidates should also submit Self-Assessment performa duly filled in all respects.
- x. Application not supported with required application fee, Self-Assessment performa, self-attested copies of certificates/testimonials/reprints of Research Publications, title page(s) and contents page(s) of each Journal in which the publication under reference were published will be rejected.
- xi. No application/documents shall be accepted after the expiry of last date of the receipt of application forms. Incomplete form and those received after the expiry of last date will not be entertained and will stand rejected summarily.

1. a) **Post applied for** _____ **Dept./College** _____ **Subject** _____

b) Category of reserved advertised post : _____
(SC/ST/BC/ESM)

c) Advertisement No. : _____

d) Date of attaining eligibility for the post. : _____

e) If applied earlier, give reference : _____
(i.e. Attach proof)

2. a) Name of the candidate in Full(in block letters) : _____

b) Father's Name : _____

c) Mother's Name : _____

3. a) Present Postal Address : _____

b) Permanent Address : _____

- c) Mobile No. : _____
- d) E-mail Address : _____
4. a) Date of Birth(dd/mm/yyyy) : _____
- b) Age as on last date of applying : _____ Year, _____ Month, _____ Days
- c) Place of Birth : _____
- d) Aadhar Card No., if any : _____
(photocopy should be enclosed)
5. a) Nationality of Candidate : _____
- b) Do you belong to SC/ST/BC/Ex-Servicemen of Haryana (if yes, attach a certificate from the competent authority of Haryana) : _____
- c) Gender: Male/Female/Trans-gender : Male Female Transgender
- d) Marital Status (Married/Unmarried)(if married, Whether you have more than one living spouse) (say Yes or No) : _____
6. a) Present employment, if any, with pay & grade (State whether on ad-hoc/ temporary/ probation/ permanent) : _____
- b) Date of next increment : _____
- c) Name of Employer : _____
- d) Have you obtained prior permission of your present employer for submitting this application? : _____
- e) Basic pay acceptable, if selected : _____
- f) Period required for joining the post, if appointed : _____
7. a) Have you ever been disqualified from : _____
- Appearing in any University Examination/ Undertaking University work (Say Yes or No) : _____
- b) Are you a dismissed employee? (Say Yes or No) : _____
8. a) Whether any criminal case has been registered against you (Yes/No) : _____
- b) Whether you have been charge-sheeted for any criminal offence? If yes, the details thereof. : _____
- c) Whether you have been convicted by any competent court for any criminal offence? If yes, the details thereof. : _____
9. Bank Draft(s)/Postal Order No(s)/Oriental Bank of Commerce/University Receipt/Online Payment Receipt No(s). and date : _____
- Amount : _____

ORIGINAL UNIVERSITY RECEIPT MUST BE ATTACHED WITH THE APPLICATION

10. Reference: (These persons should be professionally competent, who are well acquainted with some aspect of the applicant's training accomplishment, capabilities and character but must not be in blood relation to the candidate. Two references should be listed and at least one of them should be a citizen of India. For applicant having done Post Graduate or Post-doctoral research, the Research supervisor must be listed.)

- a) Name : _____
 Occupation or Position : _____
 Address : _____
 With email : _____
- b) Name : _____
 Occupation or Position : _____
 Address : _____
 With email : _____

11. Educational qualifications (Exact marks and % should be filled, no rounding should be there)

Exam Passed	Subjects	University/ Board	Year of passing	Class of Division	Max. Marks	Marks Obtained	% of Marks	Distinctions, if any
Matric								
Hr. sec./ Pre-Univ./ Inter/ 10+2								
Graduation (B.A./ B.Sc./ B.Com etc.)								
Post-Graduation (M.A./M.Sc./ M.Com etc.)								
M.Phil.								
Ph.D. (Date of Registration / Date of Award/Subject)								
NET/SLET/etc. (Date of eligibility_____ Date of qualifying NET as per certificate /subject)								
Any other exam.								

Note:- Attested copies/Self Attested copies of certificates in support of qualifications be attached with this application.

12. Topic of Research in Ph.D. : _____
 Date of Registration : _____
 Date of Award of Degree : _____
13. NET/SLET : _____
 Category (Gen/BC/SC etc.) : _____
 Date of qualifying : _____
 Conducting authority : _____

14. Field of Specialization, if any : _____

15. **Total Experience:** (for teaching position/Post) Teaching experience (to be mentioned from the date of meeting the eligibility requirement of the post applied.)

Name of employer / Institution	Designation	Nature of appointment regular/Adhoc/Contract/ per lecture basis	Pay scale/Total salary	Number of years

Research Supervision

	Awarded	Submitted	In Progress	Remarks
Ph.D				
M.Phil.				
Research Projects	Completed	In Progress		
1				
2				
3				
4				
5				

16. **Total No of Publications:**

Research Papers _____ Books _____ Patents _____

List of publications (Research Papers, Books / Patents) provided in the following format (Please attach the list with fourteen Xeroxed copies thereof:-

16 (a) Research Paper Published in International Journals					
Sr. No	Author(s)	Year of publication	Title	Name of International Journal/ with ISSN No. approved by the UGC or KUK (See General Instruction No. 23)	Vol.No. & Page No.
16 (b) Chapter published in book by International Publisher/Book Published by					

International Publisher					
Sr. No	Author(s)	Year of publication	Title	Name of International Publisher with ISBN No.	Vol. No. & Page No.
16 (c) Patent awarded					
Sr. No	Author(s)	Year of Grant of Patent	Title	Name of Agency who awarded Patent	Vol. No. & Page No.
16 (d) Research Paper published in National Journal					
Sr. No	Author(s)	Year of publication	Title	Name of National Journal with ISSN No. Approved by UGC or KUK (See General Instruction No. 23)	Vol.No. & Page No.
16 (e) Chapter published in book by National Publisher /book published by National Publisher					
Sr. No.	Author(s)	Year of publication	Title	Name of National Publisher with ISBN No.	Vol.No. & Page No.
16 (f) Paper published in Conference Proceedings					
Sr. No	Author(s)	Year of publication	Title	Name of Conference whose proceedings (National/ International with ISSN/ISBN No.)	Vol. No. & Page No.
16 (g) Paper published in Journal of public funded Universities and Institutions of National importance such as ICSSR, IIPA, NCAER etc. published prior to year 2010 irrespective of ISSN/ISBN					
Sr. No	Author(s)	Year of publication	Title	Name of Journals of Public funded Institutions of National importance	Vol. No. & Page No.

17. Give Particulars of Prize, Medal and Merit won, distinctions, if any:-

- i).....iii).....
ii).....iv).....

18. List of the certificates (attested copies) attached:-

- i).....ii).....
iii).....iv).....
v).....vi).....
vii).....viii).....
ix).....x).....
xi) Total no. of pages including application form.....

19. Additional information, if any _____

I certify that the information given above & in the enclosed document are true to the best of my knowledge and belief and nothing has been concealed therein. I am aware of the fact that if the information given by me is proved false/not true, I will have to face the criminal proceedings as per provision of Section 177, 197, 198, 199 and 200 of IPC & any other suitable provision of the Law. Also all the benefit availed by me shall be summarily withdrawn and my application shall liable for disqualification.

Place.....

.....
(Signature of the candidate)

Date.....

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Miss/Mrs./Shri./Dr....., who is at present working asin the(Dept./Organization) is recommended and forwarded for consideration for the post ofto the Registrar, Kurukshetra University, Kurukshetra. In case, he/she is selected for employment in the Kurukshetra University, Kurukshetra he/she will be relieved of his/her present position.

Place.....

Signature of the Head
of the office/organization
(Seal of Office)

Date.....

SELF-ASSESSMENT PERFORMA TO BE FILLED AND SUBMITTED BY EACH APPLICANT FOR APPOINTMENT TO THE POST OF ASSISTANT PROFESSOR (DEPARTMENT OF LAW AND DIRECTORATE OF DISTANCE EDUCATION)

Total Marks-100

Name & Father's Name of the applicant				
Date of Birth				
Post applied for and subject/Department				
Sr. No.		Max. Marks	Self Assessment Score*	Verified Score**
A)	Academic Record	Max. 30 Marks		
a)	Minimum Academic Qualifications	00 Marks		
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor's and Master's Level	03 Marks		
c)	4 Marks for each 1 st Division in Matric and 10+2	08 Marks		
d)	5 Marks for each 1 st Division in Bachelor Degree and Master's Degree	10 Marks		
e)	Additional marks for obtaining 75% or above marks at Master's level	04 Marks		
f)	M.Phil. Or Ph.D., if not considered towards eligibility	05 Marks 08 Marks		
B)	Research Performance/Publications (with respect to number and quality) Quality to be assessed w.r.t. publication(s) at National and International levels.	Max 20 Marks		
a.	Paper published in International Journal with ISSN No./approved by the UGC or KUK (As per Sr. No. 16 (a) of Application Form)	04 Marks each		
		Total No. of papers	Marks	
b.	Chapter published in Book/Book published by International Publisher with ISBN No. (As per Sr. No. 16 (b) of Application Form)	04 Marks each		
		Total No. of Chapters	Marks	
c.	Patent awarded (As per Sr. No. 16 (c) of Application Form)	04 Marks each		
		Total No. of patents	Marks	
d.	Paper published in National Journal with ISSN No./approved by the UGC or KUK (As per Sr. No. 16 (d) of Application Form)	03 Marks each		
		Total No. of papers	Marks	
e.	Chapter published in Book/Book published by National Publisher with ISBN No. (As per Sr. No. 16 (e) of Application Form)	02 Marks each		
		Total No. of chapters	Marks	

f	Paper published in Conference Proceedings (National/International) with ISSN/ISBN No. (As per Sr. No. 16 (f) of Application Form)	02 Marks each			
		Total No. of papers	Marks		
g	Paper published in Journals of public funded Universities and Institutions of National importance such as ICSSR, IIPA, NCAER etc. published prior to year 2010 irrespective of ISSN/ISBN number being treated these papers published in National Journal. (As per Sr. No. 16 (g) of Application Form)	02 Marks each			
		Total No. of papers	Marks		
(C) (2)	Teaching/Research Experience (1 marks for each year of teaching/research experience, subject to maximum of 5 marks). Teaching/Research experience may be considered only for the concerned subject and after acquiring the eligibility qualifications and no weightage will be given for teaching/research period devoted towards M.Phil./Ph.D.	05 Marks			
	Sub-total	55 Marks			
(C)(1)	i) Domain knowledge with respect to ii) Conceptual clarity of subject iii) Overall subject knowledge iv) Knowledge of latest developments in the subject (Domain Knowledge will be judged through a test which is mandatory for all eligible candidates. There will be 1/4th negative marking in the test).	Max. 20 marks		To be filled in by the office	
(C) (3)	Teaching Skills (Teaching Skills to be judged in terms of communication, expression, Confidence and response to queries through a pre prepared presentation on the subject)	Max. 05 Marks		To be filled in by the Selection Committee	
(D)	Interview Performance Suitability with respect to: i) Communication Skill ii) Confidence level iii) Quality of response iv) Overall personality	Max. 20 Marks		To be filled in by the Selection Committee	
	TOTAL	100 Marks		To be filled in by the Selection Committee	

Note : Supporting documents/evidence for claiming the score, wherever required are to be attached.

* To be filled by the applicant.

** To be verified by the Screening/Scrutiny Committee.

(Name & Signature of the applicant)

(Screening/Scrutiny Committee)

(.....)
Name & Signature

(.....)
Name & Signature

(.....)
Name & Signature

SELF-ASSESSMENT PERFORMA TO BE FILLED AND SUBMITTED BY EACH APPLICANT FOR APPOINTMENT TO THE POST OF ASSISTANT PROFESSOR, DEPARTMENT OF EDUCATION AND UNIVERSITY COLLEGE OF EDUCATION

Total Marks-100

Name & Father's Name of the applicant										
Date of Birth										
Post applied for and subject/Department										
Sr. No.					Max. Marks	Self Assessment Score*	Verified Score**			
A)	Academic Record				Max. 30 Marks					
a)	Minimum Academic Qualifications				00 Marks					
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor's and Master's level				03 Marks					
	10+2	B.Ed.	M.A./M.SC./M.com	M.Ed./M.A. Edu.						
	1	1	0.5	0.5						
c)	4 Marks for each Ist Division in Matric and 10+2				08 Marks					
d)	5 Marks for each Ist Division in Bachelor Degree and Master's Degree				10 Marks					
	10 Marks (Max.)									
	B.Ed.		M.Ed./M.A. Education							
	05 Marks		05 Marks							
e)	Additional marks for obtaining 75% or above marks at Master's level				04 Marks					
	04 Marks (Max.)									
	M.A./M.Sc./M.com		M.Ed./M.A. Education							
	02 Marks		02 Marks							
f)	M.Phil.				05 Marks					
	Or Ph.D., if not considered towards eligibility				08 Marks					
B)	Research Performance/Publications (with respect to number and quality) Quality to be assessed w.r.t. publication(s) at National and International levels.				Max 20 Marks					
a.	Paper published in International Journal with ISSN No./approved by the UGC or KUK (As per Sr. No. 16 (a) of Application Form)				04 Marks each					
					Total No. of papers	Marks				
b.	Chapter published in Book/Book published by International Publisher with ISBN No. (As per Sr. No. 16 (b) of Application Form)				04 Marks each					
					Total No. of Chapters	Marks				
c.	Patent awarded (As per Sr. No. 16 (c) of Application Form)				04 Marks each					
					Total No. of patents	Marks				
d.	Paper published in National Journal with ISSN No./approved by the UGC or KUK (As per Sr. No. 16 (d) of Application Form)				03 Marks each					
					Total No. of papers	Marks				

e.	Chapter published in Book/Book published by National Publisher with ISBN No. (As per Sr. No. 16 (e) of Application Form)	02 Marks each			
		Total No. of chapters	Marks		
f	Paper published in Conference Proceedings (National/International) with ISSN/ISBN No. (As per Sr. No. 16 (f) of Application Form)	02 Marks each			
		Total No. of papers	Marks		
g	Paper published in Journals of public funded Universities and Institutions of National importance such as ICSSR, IIPA, NCAER etc. published prior to year 2010 irrespective of ISSN/ISBN number being treated these papers published in National Journal. (As per Sr. No. 16 (g) of Application Form)	02 Marks each			
		Total No. of papers	Marks		
(C) (2)	Teaching/Research Experience (1 mark for each year of teaching/research experience, subject to maximum of 5 marks). Teaching/Research experience may be considered only for the concerned subject and after acquiring the eligibility qualifications and no weightage will be given for teaching/research period devoted towards M.Phil./Ph.D.	05 Marks			
	Sub-total	55 Marks			
(C) (1)	Domain knowledge with respect to v) Conceptual clarity of subject vi) Overall subject knowledge vii) Knowledge of latest developments in the subject (Domain Knowledge will be judged through a test which is mandatory for all eligible candidates. There will be 1/4 th negative marking in the test).	Max. 20 marks	To be filled in by the office		
(C) (3)	Teaching Skills (Teaching Skills to be judged in terms of communication, expression, Confidence and response to queries through a pre prepared presentation on the subject)	Max. 05 Marks	To be filled in by the Selection Committee		
(D)	Interview Performance Suitability with respect to: i) Communication Skill ii) Confidence level iii) Quality of response iv) Overall personality	Max. 20 Marks	To be filled in by the Selection Committee		
	TOTAL	100 Marks		To be filled in by the Selection Committee	

Note : Supporting documents/evidence for claiming the score, wherever required are to be attached.

* To be filled by the applicant.

** To be verified by the Screening/Scrutiny Committee.

(Name & Signature of the applicant)

(Screening/Scrutiny Committee)

(.....)
Name & Signature

(.....)
Name & Signature

(.....)
Name & Signature

SELF-ASSESSMENT PERFORMA TO BE FILLED AND SUBMITTED BY EACH APPLICANT FOR APPOINTMENT TO THE POST OF ASSISTANT PROFESSOR, DEPARTMENT OF PHYSICAL EDUCATION

Total Marks-100

Name & Father's Name of the applicant												
Date of Birth												
Post applied for and subject/Department												
Sr. No.		Max. Marks	Self Assessment Score*	Verified Score**								
A)	Academic Record	Max. 30 Marks										
a)	Minimum Academic Qualifications	00 Marks										
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor's and Master's level	03 Marks										
	<table border="1"> <tr> <td>10+2</td> <td>B.A./B.Sc./B.Com/B.P.Ed.</td> <td>M.P.Ed.</td> </tr> <tr> <td>1</td> <td>1</td> <td>1</td> </tr> </table>	10+2	B.A./B.Sc./B.Com/B.P.Ed.	M.P.Ed.	1	1	1					
10+2	B.A./B.Sc./B.Com/B.P.Ed.	M.P.Ed.										
1	1	1										
c)	4 Marks for each Ist Division in Matric and 10+2	08 Marks										
d)	5 Marks for each Ist Division in Bachelor Degree and Master's Degree	10 Marks										
	<table border="1"> <tr> <td colspan="3">10 Marks (Max.)</td> </tr> <tr> <td>B.A./B.Sc./B.Com/B.P.Ed.</td> <td colspan="2">MP.Ed.</td> </tr> <tr> <td>05 Marks</td> <td colspan="2">05 Marks</td> </tr> </table>	10 Marks (Max.)			B.A./B.Sc./B.Com/B.P.Ed.	MP.Ed.		05 Marks	05 Marks			
10 Marks (Max.)												
B.A./B.Sc./B.Com/B.P.Ed.	MP.Ed.											
05 Marks	05 Marks											
e)	Additional marks for obtaining 75% or above marks at Master's level (M.P.Ed.....)	04 Marks										
f)	M.Phil Or Ph.D., if not considered towards eligibility	05 Marks 08 Marks										
B)	Research Performance/Publications (with respect to number and quality) Quality to be assessed w.r.t. publication(s) at National and International levels.	Max 20 Marks										
a.	Paper published in International Journal with ISSN No./approved by the UGC or KUK (As per Sr. No. 16 (a) of Application Form)	04 Marks each										
		Total No. of papers	Marks									
b.	Chapter published in Book/Book published by International Publisher with ISBN No. (As per Sr. No. 16 (b) of Application Form)	04 Marks each										
		Total No. of Chapters	Marks									
c.	Patent awarded (As per Sr. No. 16 (c) of Application Form)	04 Marks each										
		Total No. of patents	Marks									
d.	Paper published in National Journal with ISSN No./approved by the UGC or KUK (As per Sr. No. 16 (d) of Application Form)	03 Marks each										
		Total No. of papers	Marks									
e.	Chapter published in Book/Book published by National Publisher with ISBN No. (As per Sr. No. 16 (e) of Application Form)	02 Marks each										
		Total No. of chapters	Marks									

f	Paper published in Conference Proceedings (National/International) with ISSN/ISBN No. (As per Sr. No. 16 (f) of Application Form)	02 Marks each			
		Total No. of papers	Marks		
g	Paper published in Journals of public funded Universities and Institutions of National importance such as ICSSR, IIPA, NCAER etc. published prior to year 2010 irrespective of ISSN/ISBN number being treated these papers published in National Journal. (As per Sr. No. 16 (g) of Application Form)	02 Marks each			
		Total No. of papers	Marks		
(C) (2)	Teaching/Research Experience (1 mark for each year of teaching/research experience, subject to maximum of 5 marks). Teaching/Research experience may be considered only for the concerned subject and after acquiring the eligibility qualifications and no weightage will be given for teaching/research period devoted towards M.Phil./Ph.D.	05 Marks			
	Sub-total	55 Marks			
(C) (1)	Domain knowledge with respect to viii) Conceptual clarity of subject ix) Overall subject knowledge x) Knowledge of latest developments in the subject (Domain Knowledge will be judged through a test which is mandatory for all eligible candidates. There will be 1/4 th negative marking in the test).	Max. 20 marks		To be filled in by the office	
(C) (3)	Teaching Skills (Teaching Skills to be judged in terms of communication, expression, Confidence and response to queries through a pre prepared presentation on the subject)	Max. 05 Marks		To be filled in by the Selection Committee	
(D)	Interview Performance Suitability with respect to: i) Communication Skill ii) Confidence level iii) Quality of response iv) Overall personality	Max. 20 Marks		To be filled in by the Selection Committee	
	TOTAL	100 Marks		To be filled in by the Selection Committee	

Note : Supporting documents/evidence for claiming the score, wherever required are to be attached.

* To be filled by the applicant.

** To be verified by the Screening/Scrutiny Committee.

(Name & Signature of the applicant)

(Screening/Scrutiny Committee)

(.....)
Name & Signature

(.....)
Name & Signature

(.....)
Name & Signature

SELF-ASSESSMENT PERFORMA TO BE FILLED AND SUBMITTED BY EACH APPLICANT FOR APPOINTMENT TO **THE POST OF PROFESSOR & LIBRARIAN**

Total Marks-100

Name & Father's Name of the applicant				
Date of Birth				
Post applied for and subject/Department				
Sr. No.		Max. Marks	Self Assessment Score*	Verified Score**
A)	Academic Record	Max. 20 Marks		
a)	Minimum Academic Qualifications	00 Marks		
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor's and Master's Level	03 Marks		
c)	3 Marks for each 1 st Division in Matric, 10+2, Bachelor Degree and Master's Degree	12 Marks		
d)	Additional marks for obtaining 75% or above marks at Master's level	03 Marks		
e)	M.Phil. Or Ph.D., if not considered towards eligibility	03 Marks 05 Marks		
B)	Research Performance based on API Score and quality of Publications	Max. 40 Marks		
	For consolidated qualifying API Score of 400	20 Marks		
	The Consolidated API Score above 400 will be multiplied by the factor 1/20 subject to a maximum of 40 Marks	40 Marks		
C)	Domain knowledge and Teaching/Administrative Skills Domain Knowledge with respect to i) Conceptual clarity ii) Overall subject knowledge iii) Latest developments in the subject iv) Administrative skills	Max. 20 Marks	To be filled in by the Selection Committee	
D)	Interview Performance With respect to- i) Communication Skill ii) Confidence level iii) Quality of response iv) Overall personality	Max. 20 Marks	To be filled in by the Selection Committee	
	Total	100 Marks	To be filled in by the Selection Committee	

Note : Supporting documents/evidence for claiming the score, wherever required are to be attached.

* To be filled by the applicant.

** To be verified by the Screening/Scrutiny Committee.

(Name & Signature of the applicant)

(Screening/Scrutiny Committee)

(.....)
Name & Signature

(.....)
Name & Signature

(.....)
Name & Signature

SELF-ASSESSMENT PERFORMA TO BE FILLED AND SUBMITTED BY EACH APPLICANT FOR APPOINTMENT TO ASSOCIATE PROFESSOR

Total Marks-100

Name & Father's Name of the applicant				
Date of Birth				
Post applied for and subject/Department				
Sr. No.		Max. Marks	Self Assessment Score*	Verified Score**
A)	Academic Record	Max. 20 Marks		
a)	Minimum Academic Qualifications	00 Marks		
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor's and Master's Level	03 Marks		
c)	3 Marks for each 1 st Division in Matric, 10+2, Bachelor Degree and Master's Degree	12 Marks		
d)	Additional marks for obtaining 75% or above marks at Master's level	03 Marks		
e)	M.Phil. Or Ph.D., if not considered towards eligibility	03 Marks 05 Marks		
B)	Research Performance based on API Score and quality of Publications	Max. 40 Marks		
	For consolidated qualifying API Score of 300	20 Marks		
	The Consolidated API Score above 300 will be multiplied by the factor 1/15 subject to a maximum of 40 Marks	40 Marks		
C)	Domain knowledge and Teaching/Administrative Skills Domain Knowledge with respect to v) Conceptual clarity vi) Overall subject knowledge vii) Latest developments in the subject viii) Administrative skills	Max. 20 Marks	To be filled in by the Selection Committee	
D)	Interview Performance With respect to- v) Communication Skill vi) Confidence level vii) Quality of response viii) Overall personality	Max. 20 Marks	To be filled in by the Selection Committee	
	Total	100 Marks	To be filled in by the Selection Committee	

Note : Supporting documents/evidence for claiming the score, wherever required are to be attached.

* To be filled by the applicant.

** To be verified by the Screening/Scrutiny Committee.

(Name & Signature of the applicant)

(Screening/Scrutiny Committee)

(.....)
Name & Signature

(.....)
Name & Signature

(.....)
Name & Signature

Serial No.....

Price ₹600/-

KURUKSHETRA UNIVERSITY, KURUKSHETRA
Application form for Non-Teaching posts

A passport size
recent photograph
of the candidate

Signature of Candidate

Application No.....

(To be filed in by the office)

NOTE:

- i. The application form should be filled improperly and completely.
- ii. Self-attested copies of all Certificates/Testimonials should be attached with the original application form only. Originals will have to be shown at the time of the interview.
- iii. The application should be accompanied by the University Receipt/Bank Draft of the value of ₹600/- (₹150/- for SC/ST/BC of Haryana only and ₹300/- for female candidates). The Demand Draft must be drawn in favour of the Registrar, Kurukshetra University, Kurukshetra payable at Kurukshetra. Application fee may also be deposited through on-line payment gateway available on the University Website using the Path i.e. <https://kuk.ac.in> >online payment>pay online>any other case except above (e.g. Migration, revaluation, duplicate DMC etc.)>Fee Head: Recruitment Fee or in cash in favour of the Registrar, Kurukshetra University, Kurukshetra at Oriental Bank of Commerce, Kurukshetra University, Kurukshetra. Persons with disabilities (PWD) of Haryana shall be exempted from payment of application fee.
- iv. Persons in employment should send their applications through their employer. They may however, send a copy in advance, but it must be on the prescribed form and accompanied by prescribed application fee, copies of certificate/testimonials etc.
- v. Only eligible candidates should apply for the position/Post (Candidate must be eligible on the last date of submission of Application Form).
- vi. Use separate form for each position/post.
- vii. Prescribed qualification and instructions may be seen on the University website www.kuk.ac.in.
- viii. Weightage of only those documents shall be counted whose copies are attached.
- ix. Application not supported with required application fee, Self-Assessment Performa except Steno-Typist, self-attested copies of certificates/testimonials will be rejected.
- x. No application/documents shall be accepted after the expiry of last date of the receipt of application forms. Incomplete form and those received after the expiry of last date will not be entertained and will stand rejected summarily.

1. a) **Post applied for** _____ **(Department)** _____
b) Category of reserved advertised post : _____
(SC/ST/BC/ESM)
c) Advertisement No. : _____
2. a) Name of the candidate in Full(in block letters) : _____
b) Father's Name : _____
c) Mother's Name : _____
3. a) Present Postal Address : _____

b) Permanent Address : _____

c) Mobile No. : _____

- d) E-mail Address : _____
4. a) Date of Birth(dd/mm/yyyy) : _____
- b) Age as on last date of applying : _____ Year: _____ Month _____ Days
- c) Place of Birth : _____
- d) Aadhar Card No., if any : _____
(photocopy should be enclosed)
5. a) Nationality of Candidate : _____
- b) Do you belong to SC/ST/BC/EBPG/ : _____
Ex-Servicemen of Haryana (if yes, attach a
certificate from the competent authority)
- c) Male/Female/Trans-gender : _____
- d) Martial Status (Married/Unmarried)(if married, : _____
Whether you have more than one living spouse)
(say Yes or No)
6. a) Present employment, if any, with pay & grade : _____
(State whether on ad-hoc/ temporary/ probation/
permanent)
- b) Date of next increment : _____
- c) Name of Employer : _____
- d) Have you obtained prior permission of your : _____
present employer for submitting this application?
- e) Basic pay acceptable, if selected : _____
- f) Period required for joining the post, if appointed : _____
7. a) Have you ever been disqualified from : _____
Appearing in any University Examination/ : _____
Undertaking University work (Say Yes or No)
- b) Are you a dismissed employee? (Say Yes or No) : _____
8. a) Whether any criminal case has been registered : _____
against applicant (Yes/No)
- b) Whether you have been charge-sheeted for any : _____
criminal offence? If yes, the details thereof.
- c) Whether you have been convicted by any : _____
competent court for any criminal offence? If yes,
the details thereof.
9. Bank Draft(s)/Postal Order No(s)/Oriental Bank : _____
of Commerce/University Receipt/Online Payment
Receipt No(s) & Date : _____
Amount : _____

ORIGINAL UNIVERSITY RECEIPT MUST BE ATTACHED WITH THE APPLICATION

10. **Reference: (These persons should be professionally competent, who are well acquainted with some aspect of the applicant's training accomplishment, capabilities and character but must not be in blood relation to the candidate. Two references should be listed**

- a) Name : _____
 Occupation or Position : _____
 Address : _____
 With email : _____
- b) Name : _____
 Occupation or Position : _____
 Address : _____
 With email : _____

11. Educational qualifications (Exact marks and % should be filled, no rounding should be there)

Exam Passed	Subjects	University/ Board	Year of passing	Class of Division	Max. Marks	Marks Obtained	% of Marks	Distinctions, if any
Matric								
Hr. sec./ Pre-Univ./ Inter/ 10+2								
Graduation (B.A./ B.Sc./ B.Com etc.)								
Post-Graduation (M.A./M.Sc./ M.Com etc.)								
M.Phil.								
Ph.D. (Date of Registration/Date of Award/Subject)								
Any other exam.								

Note :-Attested copies/Self Attested copies of certificates in support of qualifications be attached with this application.

Total Experience: To be mentioned from the date of meeting the eligibility requirement of the post applied.

12	Name of employer / Institution	Designation	Nature of appointment regular/adhoc/contract/ per lecture basis	Pay scale/total salary	Number of years

Research Supervision				
	Awarded	Submitted	In Progress	Remarks
Ph.D	Completed	In Progress		
M.Phil.				
Research Projects				
1				
2				
3				
4				

13. **Give Particulars of Prize, Medal and Merit won, distinctions, if any:-**

- i).....iii).....
 ii).....iv).....

14. **List of the certificates (attested copies) attached-**

- i).....ii).....
 iii).....iv).....
 v).....vi).....
 vii).....viii).....
 ix).....x).....
 xi) Total no. of pages including application form.....

15. **Additional information, if any** _____

I certify that the information given above & in the enclosed document are true to the best of my knowledge and belief and nothing has been concealed therein. I am aware of the fact that if the information given by me is proved false/not true, I will have to face the criminal proceedings as per provision of Section 177, 197, 198, 199 and 200 of IPC & any other suitable provision of the Law. Also all the benefit availed by me shall be summarily withdrawn and my application shall liable for disqualification.

Place.....

Date.....

.....
(Signature of the candidate)

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Miss/Mrs./Shri./Dr....., who is at present working asin the(Dept./Organization) is recommended and forwarded for consideration for the post ofto the Registrar, Kurukshetra University, Kurukshetra. In case, he/she is selected for employment in the Kurukshetra University, Kurukshetra he/she will be relieved of his/her present position.

Place.....

Date.....

Signature of the Head
of the office/organization
(Seal of Office)

SELF-ASSESSMENT PERFORMA TO BE FILLED AND SUBMITTED BY EACH APPLICANT FOR APPOINTMENT TO THE POST OF CONTROLLER OF EXAMINATION.

Total Marks-100

Name & Father's Name of the applicant					
Date of Birth					
Post applied for and subject/Department					
Sr. No.	Academic qualification	Max. Marks	Self-Assessment Score*	Verified Score**	
A)	1	Higher qualifications M.Phil.- 3 OR Ph.D- 5	05 Marks		
	2	PG:- (% of marks in PG-55) x 0.334	15 Marks		
	3	Graduation:-(% of marks in UG-40) x 0.167	10 Marks		
	4	10+2 OR equivalent:- (% of marks in 12th-40) x 0.084	05 Marks		
	5	Matric OR equivalent:-(% of marks in 10th-40) x 0.084	05 Marks		
	6	Work experience 1. No mark for first 15 years' experience. 2. over and above 15 years' experience, 1 mark for one year (In Government/ Semi Govt./ Govt. aided /University/ Affiliated college)	15 Marks		
Sub Total of (A)		55 Marks			
B)	1	Professional Skill Test	30 Marks	To Be Filled In By The Office	
C)	1	Interview	15 Marks	To Be Filled In By The Selection Committee	
TOTAL (A+B)		100 Marks	To be filled in by the office		

Note : Supporting documents/evidence for claiming the score, wherever required are to be attached.

* To be filled by the applicant.

** To be verified by the Screening/Scrutiny Committee.

(Name & Signature of the applicant)

(Screening/Scrutiny Committee)

(.....)
Name & Signature

(.....)
Name & Signature

(.....)
Name & Signature

SELF-ASSESSMENT PERFORMA TO BE FILLED AND SUBMITTED BY EACH APPLICANT FOR APPOINTMENT TO **THE POST OF ASSISTANT REGISTRAR.**

Total Marks-100

Name & Father's Name of the applicant				
Date of Birth				
Post applied for and subject/Department				
Sr. No.	Academic qualification	Max. Marks	Self-Assessment Score*	Verified Score**
A)	1	Higher qualifications M.Phil.- 3 OR Ph.D- 5	05 Marks	
	2	PG:- (% of marks in PG-55) × 0.334	15 Marks	
	3	Graduation:-(% of marks in UG-40) × 0.167	10 Marks	
	4	10+2 OR equivalent:- (% of marks in 12th-40) × 0.084	05 Marks	
	5	Matric OR equivalent:-(% of marks in 10th-40) × 0.084	05 Marks	
	6	Work experience (01 mark for every year) (In Government/ Semi Govt./ Govt. aided /University/ Affiliated college)	15 Marks	
Sub Total of (A)		55 Marks		
B)	1	Professional Skill Test	30 Marks	To Be Filled In By The Office
C)	1	Interview	15 Marks	To Be Filled In By The Selection Committee
TOTAL (A+B)		100 Marks	To be filled in by the office	

Note : Supporting documents/evidence for claiming the score, wherever required are to be attached.

* To be filled by the applicant.

** To be verified by the Screening/Scrutiny Committee.

(Name & Signature of the applicant)

(Screening/Scrutiny Committee)

(.....)

Name & Signature

(.....)

Name & Signature

(.....)

Name & Signature

.....

CRITERIA FOR THE POST OF CONTROLLER OF EXAMINATIONS IN KURUKSHETRA UNIVERSITY, KURUKSHETRA

Sr.No.	Academic qualification	Maximum Marks
1	Interview	15
2	Professional Skill Test	30
3.	Higher qualifications M.Phil.- 3 OR Ph.D- 5	5
4	PG:- (% of marks in PG-55) x 0.334	15
5	Graduation:-(% of marks in UG-40) x 0.167	10
6	10+2 OR equivalent:- (% of marks in 12th-40) x 0.084	5
7	Matric OR equivalent:-(% of marks in 10th-40) x 0.084	5
8	Work experience 2. No mark for first 15 years' experience. 2. over and above 15 years' experience, 1 mark for one year (In Government/ Semi Govt./ Govt. aided /University/ Affiliated college)	15

Note:

1. In case CGPA as well as marks obtained, both are given in the detailed marks cards, then marks will be considered for the purpose of merit calculation. If the marks are not available in DMC then formula to convert CGPA into equivalent % marks will be provided by the candidate from the concerned University.
2. There should not be any rounding/ chopping of merit point. The precision should be three digits after decimal.

SYLLABUS FOR PROFESSIONAL SKILL TEST:

Haryana Civil Services Rules
Hindi and English Language
Knowledge of Higher Education Regulatory body
Computer proficiency
General Awareness related to University / College administration

CRITERIA FOR SHORT-LISTING OF CANDIDATES:

The number of candidates to be called for interview shall be 15 for single vacancy and 05 for each additional vacant post (category-wise). The candidates shall be called for interview in order of their ranks in the list prepared by Screening Committee on the basis of marks secured by the candidates out of the total 85 marks. In case of tie, all the candidates on same score will be shortlisted and hence called for interview.

.....

**CRITERIA FOR THE POST OF ASSISTANT REGISTRAR IN KURUKSHETRA UNIVERSITY,
KURUKSHETRA**

Sr. No.	Academic qualification	Maximum Marks
1	Interview	15
2	Professional Skill Test	30
3.	Higher qualifications M.Phil.- 3 OR Ph.D- 5	5
4	PG:- (% of marks in PG-55) x 0.334	15
5	Graduation:-(% of marks in UG-40) x 0.167	10
6	10+2 OR equivalent:- (% of marks in 12th-40) x 0.084	5
7	Matric OR equivalent:- (% of marks in 10th-40) x 0.084	5
8	Work experience (01 mark for every year) In Government/ Semi Govt. / Govt. aided / University/ Affiliated college)	15

Note:

1. In case CGPA as well as marks obtained, both are given in the detailed marks cards, then marks will be considered for the purpose of merit calculation. If the marks are not available in DMC then formula to convert CGPA into equivalent % marks will be provided by the candidate from the concerned University.
2. There should not be any rounding/ chopping of merit point. The precision should be three digits after decimal.

SYLLABUS FOR PROFESSIONAL SKILL TEST:

Haryana Civil Services Rules
Hindi and English Language
Knowledge of Higher Education Regulatory body
Computer proficiency
General Awareness related to University / College administration

CRITERIA FOR SHORT-LISTING OF CANDIDATES:

The number of candidates to be called for interview shall be 15 for single vacancy and 05 for each additional vacant post (categories). The candidates shall be called for interview in order of their ranks in the list prepared by Screening Committee on the basis of marks secured by the candidates out of the total 85 marks. In case of tie, all the candidates on same score will be shortlisted and hence called for interview.

Selection Criteria the Post of STENO-TYPIST (English)**Section-1: Distribution of Marks**

The rank to the candidate will be assigned on the basis of the aggregate marks as per following distribution:

Stenography test Marks:	50
Computer Appreciation & Application Test:	20
Academic Qualification:	30
Aggregate Marks:	100

Note: Tie-breaking criterion

The tie-breaking criterion for awarding the ranks to candidates scoring the same aggregate marks will be as follows:

- Candidate with higher marks in 10+2 or equivalent will be given preference.
- If tie persists, it will be resolved on the basis of marks obtained in 10th or equivalent examination. Candidate with higher marks in 10th or equivalent will be given preference.
- If tie persists, senior in age will be given the preference.

1.1: Stenography Test: Max. Marks: 50 Pass Marks: 26.25

The candidate shall have to qualify a test in stenography in English at the speed of 80 wpm & transcription thereof at the speed of 15 wpm only on Computer (8% mistakes are allowed).

(a) First Stage

A paragraph in English of 240 words will be dictated in 3 minutes to the candidates (i.e. at the speed of 80 words per minute (w.p.m)). Candidates are required to write down the Speech. Candidate has to carefully listen the words and need to write it in the note book. To write the speech in fast way, candidate need to use the technique called "*SHORTHAND*". The text that candidate has written in the notebook from listening is going to be used in second stage of Skill test.

(b) Second stage

In the second stage of the test, candidate needs to type the text that he has written within 16 minutes on computer only.

Admissible Mistake is in Steno Test is 19 words.

(c) Marking scheme

Every full mistake account for 1.25 marks. Its meaning is in case of 19 mistakes, marks deducted are $1.25 \times 19 = 23.75$. So in a text of 240 words, if five mistakes are there, then marks obtained will be:

$$= (1.25 \times 5) = 50 - 6.25 = 43.75$$

1.2: Computer Appreciation & Application Test: Max. Marks: 20 Pass Marks: 08 Time: 60 Minutes.

The Question Paper will consists of 40 Multiple Choice Questions. For each question, four suggested answers are given out of which one is correct and remaining three are incorrect. Candidate has to choose one correct answer to each question. In any case, for each question candidate has to select only one answer. If candidate select more than one answer, the response will be considered wrong. For every correct answer candidate will be awarded 0.5 marks. There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth i.e 0.125 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

1.3: Academic Qualifications: Maximum Marks: 30 Marks

%marks at Graduation Level X 0.3.

Section – 2: Selection Procedure

Phase – I: The Phase – I will consist of stenography test. The candidate has to score minimum 26.25 marks out of 50 to qualify for the Phase – II.

Phase–II: The phase – II will consist of on-line/off-line test of Computer Appreciation & Application. The candidate has to score minimum 8 marks out of 20 to qualify for the Phase – III.

Phase –III: The aggregate marks will be calculated as Marks in Stenography Test + Marks obtained in Computer Appreciation & Application test + Marks in Stenography test + Marks on the basis of Academic Qualification. Final selection will be made on the basis of merit list prepared on the basis of aggregate marks.

Section -3: Detailed syllabus of Test in Computer Appreciation and Application

1 Introduction to Computer

- 1.1 Introduction
- 1.2 Objective
- 1.3 What is Computer
 - 1.3.1 Advantage/Disadvantage of Computer
 - 1.3.2 History of Computer
 - 1.3.3 Generation of Computer
 - 1.3.4 Basic applications of computer
 - 1.3.5 Entertainment
 - 1.3.6 E-governance
- 1.4 Components of Computer System
 - 1.4.1 Central Processing Unit (CPU)
 - 1.4.2 VDU
 - 1.4.3 Keyboard and Mouse
 - 1.4.4 Other input/output Devices
 - 1.4.5 Computer Organization
 - 1.4.6 Computer Memory Primary & Secondary, Ram & Rom, units of memory
- 1.5 Introduction to Computer Peripherals
 - 1.5.1 Connecting keyboard, mouse, monitor and printer to CPU
 - 1.5.2 Use of Mouse
 - 1.5.3 Working with left Mouse button
 - 1.5.4 Working with right Mouse Button
 - 1.5.5 Checking Power Supply
- 1.6 Concept of Hardware and Software
 - 1.6.1 Hardware
 - 1.6.2 Software
 - 1.6.2.1 Application software
 - 1.6.2.2 Systems software
- 1.7 Classifications of Computers
 - 1.7.1 Representation of data/information concepts of data processing
 - 1.7.2 Data and Information
 - 1.7.3 Storage of Data/Information as files

2 Introduction to Windows

- 2.1 Introduction
- 2.2 Objective
- 2.3 Operating System
 - 2.3.1 What is Operating System
 - 2.3.2 Types of Operating System
- 2.4 Operating System and Basics of Windows
 - 2.4.1 User Interface
 - 2.4.2 Using Mouse and Moving Icons on the screen
 - 2.4.3 My Computer
 - 2.4.4 Starting an application using start button, minimize, maximize, restore and closing of window
 - 2.4.5 Taskbar

- 2.4.6 Status bar
- 2.4.7 Recycle Bin
- 2.5 Start Button and Menu selection etc.
 - 2.5.1 Running an Application
 - 2.5.2 Windows Explorer
 - 2.5.3 Creating, deleting and Renaming of files and folders
 - 2.5.4 Opening and closing of different Windows etc.
- 2.6 Windows Setting
 - 2.6.1 Control Panels
 - 2.6.2 Wall Papers and Screen Savers
 - 2.6.3 Setting the date and Sound etc.
 - 2.6.4 Using Help
 - 2.6.5 Display Properties
- 2.7 Advanced Windows
 - 2.7.1 Using Right Mouse Button
 - 2.7.2 Creating short cuts
 - 2.7.3 Basics of window set up
 - 2.7.4 Notepad
 - 2.7.5 Window Accessories
- 2.8 Using Multimedia
 - 2.8.1 Playing CD's/DVD's
 - 2.8.2 Using Media Player
 - 2.8.3 Sound Recorder
- 3 Word Processing**
- 3.1 Introduction
- 3.2 Objectives
- 3.3 Word Processing Basics
 - 3.3.1 Opening Word Processing Package
 - 3.3.2 Menu Bar
 - 3.3.3 Toolbar
 - 3.3.4 Using Help
 - 3.3.5 Using Icons below Menu Bar
- 3.4 Opening Documents and Closing Documents
 - 3.4.1 Opening Documents
 - 3.4.2 Save and Save as
 - 3.4.3 Page Setup
 - 3.4.4 Print Preview
 - 3.4.5 Printing of Documents & Other Properties
- 3.5 Display/Hiding of Paragraph Marks
 - 3.5.1 Moving Around in a Document
 - 3.5.2 Scrolling the Documents, Scrolling by line/paragraph
 - 3.5.3 Fast Scrolling and Moving Pages
 - 3.5.4 Using a Document/Help Wizard
- 3.6 Text Creation and editing
 - 3.6.1 Creating a document
 - 3.6.2 Selecting & Moving text
 - 3.6.3 Spell checking
 - 3.6.4 Text Selection
 - 3.6.5 Editing with cut, copy & paste
 - 3.6.6 Undo & Redo
 - 3.6.7 Find and Replace
 - 3.6.8 Thesaurus
 - 3.6.9 Paragraph and Tab Setting
- 3.7 Formatting the text
 - 3.7.1 Font and Size selection
 - 3.7.2 Bold, Italic, and Underline
 - 3.7.3 Alignment of Text, Center, Left, Right and justify etc.
 - 3.7.4 Bullet and Numbering
 - 3.7.5 Border and Shading, Change Case

- 3.7.6 Working with tabs, indents & spacing
- 3.7.7 Formatting paragraphs, using columns
- 3.8 Table Manipulation
 - 3.8.1 Concept of table, Rows, Columns and Cells
 - 3.8.2 Draw Table
 - 3.8.3 Changing cell Width and Height
 - 3.8.4 Alignment of Text in Cell
 - 3.8.5 Copying of cell
 - 3.8.6 Delete/insertion of row and columns
 - 3.8.7 Borders for table
 - 3.8.8 Deleting a table
 - 3.8.9 Splitting and merging cells
 - 3.8.10 Converting table to text
 - 3.8.11 Setting table properties
- 3.9 Mail Merge
- 3.10 Printing
 - 3.10.1 Print Preview
 - 3.10.2 Print a selected page, etc.
 - 3.10.3 Paper Orientation
 - 3.10.4 Paper setting/ margin

4 Spread-Sheet

- 4.1 Introduction
- 4.2 Objectives
- 4.3 Elements of Electronics Spread Sheet
 - 4.3.1 Application/usage of Electronic Spread Sheet
 - 4.3.2 Opening of Spread Sheet
 - 4.3.3 Menu bar
 - 4.3.4 Saving Workbook
 - 4.3.5 Creation of cell and addressing of cells
 - 4.3.6 Inserting new rows & columns, worksheets
 - 4.3.7 Editing rows/columns height & width
 - 4.3.8 Renaming, deleting and moving a worksheet
- 4.4 Manipulation of Cells
 - 4.4.1 Cell addressing
 - 4.4.2 Enter texts
 - 4.4.3 Numbers and Dates
 - 4.4.4 Cell Height and Width
 - 4.4.5 Copying of cells etc.
- 4.5 Formulas
 - 4.5.1 Using Formulas
 - 4.5.2 Using basic functions & formulas a cell
 - 4.5.3 Sum function
 - 4.5.4 Average
 - 4.5.5 Percentage, other functions
- 4.6 Function
 - 4.6.1 Data sorting
 - 4.6.2 Using Subtotals
 - 4.6.3 Applying filters
- 4.7 Chart
 - 4.7.1 Inserting Chart
 - 4.7.2 Formatting chart
- 4.8 Spread sheet for small accountings
 - 4.8.1 Maintaining invoices/budgets
 - 4.8.2 Totaling of various transactions
 - 4.8.3 Maintaining daily & monthly sales report

5 Power Point

- 5.0 Introduction to power Point, what is Power Point, starting Power Point, creating and opening a presentation,
- 5.1 Power Point views, moving between slides, saving/ closing a presentation, exiting Power Point.

- 5.2 Creating a new presentation using the auto content wizard and slide layout. Creating a new presentation using different layouts
- 5.3 Customizing Presentation: Changing the text formats, adding bullets, aligning text.
- 5.4 Formatting slides: Using color schemes, background color and designs, adding picture/ graphics on slide
- 5.5 Adding Head and Footer, changing slide layouts.
- 5.6 Adding charts of different types of slide, organization chart slide show,
- 5.7 Using slide transition: giving timing, sound and adding animations to slides and using preset animations
- 5.8 Using Drawing Toolbar
- 5.9 Slide Mater View
- 5.10 Using custom animation: Animating pictures and Text with sound effects
- 5.11 Using page setup and printing
- 5.12

6 Internet

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Basic of computer networks
 - 6.2.1 Local Area Network (LAN)
 - 6.2.2 Wide Area Network (WAN)
- 6.3 Internet
 - 6.3.1 Concept of Internet
 - 6.3.2 Application of internet
 - 6.3.3 Advantages of internet
 - 6.3.4 Connecting internet
- 6.4 Internet service providers (ISP)
 - 6.4.1 Internet Access
 - 6.4.2 Broad Band
 - 6.4.3 Dial Up
 - 6.4.4 Wi-Fi
 - 6.4.5 Troubleshooting

7 WWW and Web Browsers

- 7.0 Introduction
- 7.1 Objectives.0
- 7.2 World Wide Web (WWW)
- 7.3 Web Browser
 - 7.3.1 Internet Explorer
 - 7.3.2 Netscape Communicator
- 7.4 Search Engine and Surfing the Internet
 - 7.4.1 URL Address
 - 7.4.2 Searching over the Web
 - 7.4.3 Moving Around in a web-site
 - 7.4.4 Printing and saving web pages
 - 7.4.5 Uploading and Downloading
 - 7.4.6 Chatting

8 Introduction to E-mail

- 8.0 Introduction
- 8.1 Objectives
- 8.2 Basic of Electronic Mail
- 8.3 Creating new e-mail account
- 8.4 What is an Electronic mail
 - 8.4.1 Email addressing
 - 8.4.2 Mailbox: Inbox and outbox
- 8.5 Sending & Checking mails
 - 8.5.1 Creating an E-mail
 - 8.5.2 Viewing an E-mail
 - 8.5.3 Sending an E-mail
 - 8.5.4 Replying to an E-mail message

- 8.5.5 Forwarding an E-mail message
- 8.5.6 Sorting and searching emails
- 8.5.7 Saving mails
- 8.5.8 Sending same mail to various users etc.
- 8.6 Documents Handling
 - 8.6.1 Sending soft copy as attachment
 - 8.6.2 Sending a portion of document as email
- 8.7 Visiting various sites

Annexure-IV

SELECTION COMMITTEE CRITERIA/WEIGHTAGE FOR AWARD OF SCORES DRAWN IN THE LIGHT OF THE CRITERIA PROPOSED BY THE U.G.C. FOR DIRECT RECRUITMENT OF TEACHERS (AS SUGGESTED ALONGWITH THE NEW PAY SCALES AND OTHER GUIDELINES) FOR **THE POST OF ASSISTANT PROFESSOR AND EQUIVALENT CADRES FOR EDUCATION SUBJECT(S)**

Total Marks- 100

A)		Academic Record	Maximum 30 Marks
a)	Minimum Academic Qualifications		00 Marks
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor's and Master's level		03 Marks
	10+2	B.Ed. M.A./M.SC./M.com M.Ed./M.A. Edu.	
	1	1 0.5 0.5	
c)	4 Marks for each Ist Division in Matric and 10+2		08 Marks
d)	5 Marks for each Ist Division in Bachelor Degree and Master's Degree		10 Marks
	10 Marks (Max.)		
	B.Ed.	M.Ed./M.A. Education	
	05 Marks	05 Marks	
e)	Additional marks for obtaining 75% or above marks at Master's level		04 Marks
	04 Marks (Max.)		
	M.A./M.Sc./M.com	M.Ed./M.A. Education	
	02 Marks	02 Marks	
f)	M.Phil. Or Ph.D., if not considered towards eligibility		05 Marks 08 Marks
B)	Research Performance/Publications(with respect to number and quality) Quality to be assessed w.r.t. publication(s) at National and International levels		Maximum 20 Marks
a.	Paper published in International Journal with ISSN No./approved by the UGC or KUK.		04 Marks each
b.	Chapter published in Book/Book published by International Publisher with ISBN No.		04 Marks each
c.	Patent awarded		04 Marks each
d.	Paper published in National Journal with ISSN No./approved by the UGC or KUK.		03 Marks each
e.	Chapter published in Book/Book published by National Publisher with ISBN No.		02 Marks each
f.	Paper published in Conference Proceedings (National/International) with ISSN/ISBN No.		02 Marks each
g.	Paper published in Journals of public funded Universities and Institutions of National importance such as ICSSR, IIPA, NCAER etc. published prior to year 2010 irrespective of ISSN/ISBN numbers being treated these papers published in National Journal.		02 Marks each
C)	Doman Knowledge and Teaching Skills		Maximum 30 Marks
1.	Domain Knowledge with respect to: i) Conceptual clarity of subject ii) Overall subject knowledge iii) Knowledge of latest developments in the subject (Domain Knowledge will be judged through a test which is mandatory for all eligible candidates. There will be 1/4 th negative marking in the test).		20 Marks
2.	Teaching/Research Experience (1 mark for each year of teaching/research experience, subject to maximum of 5 marks) Teaching/Research experience may be considered only for the concerned subject and after acquiring the eligibility qualifications and no weightage will be given for teaching/research period devoted towards M.Phil./Ph.D.		05 Marks
3.	Teaching Skills (Teaching Skills to be judged in terms of communication, expression,		05 Marks

	Confidence and response to queries through a pre prepared presentation on the subject)	
D)	Interview Performance	Maximum 20 Marks
	Suitability with respect to: i) Communication Skill ii) Confidence level iii) Quality of response iv) Overall personality	

Short Listing of Candidates: The number of candidates to be called for Interview shall be 15 for single vacancy and 05 for each additional vacant post (category wise). The candidate(s) shall be called for interview in order of their ranks in the list prepared by the Screening Committee on the basis of marks secured by the candidates out of the total 75 marks [Sr. No. A, B, C(1), C(2)] mentioned in aforesaid Selection Criteria.

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SELECTION COMMITTEE CRITERIA/WEIGHTAGE FOR AWARD OF SCORES DRAWN IN THE LIGHT OF THE CRITERIA PROPOSED BY THE U.G.C. FOR DIRECT RECRUITMENT OF TEACHERS (AS SUGGESTED ALONGWITH THE NEW PAY SCALES AND OTHER GUIDELINES) FOR **THE POST OF ASSISTANT PROFESSOR AND EQUIVALENT CADRES FOR PHYSICAL EDUCATION SUBJECT(S)**

Total Marks- 100

A)	Academic Record	Maximum 30 Marks									
a)	Minimum Academic Qualifications	00 Marks									
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor's and Master's level <table border="1" data-bbox="193 533 970 607"> <tr> <td data-bbox="193 533 316 566">10+2</td> <td data-bbox="320 533 699 566">B.A./B.Sc./B.com/B.P.Ed.</td> <td data-bbox="703 533 970 566">M.P.Ed</td> </tr> <tr> <td data-bbox="193 573 316 607">1</td> <td data-bbox="320 573 699 607">1</td> <td data-bbox="703 573 970 607">1</td> </tr> </table>	10+2	B.A./B.Sc./B.com/B.P.Ed.	M.P.Ed	1	1	1	03 Marks			
10+2	B.A./B.Sc./B.com/B.P.Ed.	M.P.Ed									
1	1	1									
c)	4 Marks for each Ist Division in Matric and 10+2	08 Marks									
d)	5 Marks for each Ist Division in Bachelor Degree and Master's Degree <table border="1" data-bbox="193 712 970 813"> <tr> <td colspan="3" data-bbox="193 712 970 745">10 Marks (Max.)</td> </tr> <tr> <td data-bbox="193 752 579 786">B.A./B.Sc./B.Com/B.P.Ed.</td> <td colspan="2" data-bbox="584 752 970 786">MP.Ed.</td> </tr> <tr> <td data-bbox="193 792 579 813">05 Marks</td> <td colspan="2" data-bbox="584 792 970 813">05 Marks</td> </tr> </table>	10 Marks (Max.)			B.A./B.Sc./B.Com/B.P.Ed.	MP.Ed.		05 Marks	05 Marks		10 Marks
10 Marks (Max.)											
B.A./B.Sc./B.Com/B.P.Ed.	MP.Ed.										
05 Marks	05 Marks										
e)	Additional marks for obtaining 75% or above marks at Master's level (M.P.Ed.....)	04 Marks									
f)	M.Phil Or Ph.D., if not considered towards eligibility	05 Marks 08 Marks									
B)	Research Performance/Publications(with respect to number and quality) Quality to be assessed w.r.t. publication(s) at National and International levels	Maximum 20 Marks									
a.	Paper published in International Journal with ISSN No./approved by the UGC or KUK.	04 Marks each									
b.	Chapter published in Book/Book published by International Publisher with ISBN No.	04 Marks each									
c.	Patent awarded	04 Marks each									
d.	Paper published in National Journal with ISSN No./approved by the UGC or KUK.	03 Marks each									
e.	Chapter published in Book/Book published by National Publisher with ISBN No.	02 Marks each									
f.	Paper published in Conference Proceedings (National/International) with ISSN/ISBN No.	02 Marks each									
g.	Paper published in Journals of public funded Universities and Institutions of National importance such as ICSSR, IIPA, NCAER etc. published prior to year 2010 irrespective of ISSN/ISBN numbers being treated these papers published in National Journal.	02 Marks each									
C)	Domain Knowledge Teaching Skills / Teaching & Research Experience	Maximum 30 Marks									
1.	Domain Knowledge with respect to: i) Conceptual clarity of subject ii) Overall subject knowledge iii) Knowledge of latest developments in the subject (Domain Knowledge will be judged through a test which is mandatory for all eligible candidates. For each wrong answer 1/4the marks of that question will be deducted.	20 Marks									
2.	Teaching/Research Experience (1 mark for each year of teaching/research experience, subject to maximum of 5 marks) Teaching/Research experience may be considered only for the concerned subject and after acquiring the eligibility qualifications and no weightage will be given for teaching/research period devoted towards M.Phil/Ph.D	05 Marks									
3.	Teaching Skills (Teaching Skills to be judged in terms of communication, expression,	05 Marks									

	Confidence and response to queries through a pre prepared presentation on the subject)	
D)	Interview Performance	Maximum 20 Marks
	Suitability with respect to: i) Communication Skill ii) Confidence level iii) Quality of response iv) Overall personality	

Short Listing of Candidates: The number of candidates to be called for Interview shall be 15 for single vacancy and 05 for each additional vacant post (category wise). The candidate(s) shall be called for interview in order of their ranks in the list prepared by the Screening Committee on the basis of marks secured by the candidates out of the total 75 marks [Sr.No. A,B,C(1),C(2)] mentioned in aforesaid Selection Criteria.

Annexure-VI

SELECTION COMMITTEE CRITERIA/WEIGHTAGE FOR AWARD OF SCORES DRAWN IN THE LIGHT OF THE CRITERIA PROPOSED BY THE U.G.C. FOR DIRECT RECRUITMENT OF TEACHERS (AS SUGGESTED ALONGWITH THE NEW PAY SCALES AND OTHER GUIDELINES) FOR THE POST OF **ASSISTANT PROFESSOR FOR THE DEPARTMENT OF LAW AND DIRECTORATE OF DISTANCE EDUCATION.**

Total Marks- 100

A)	Academic Record	Maximum 30 Marks
a)	Minimum Academic Qualifications	00 Marks
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor's and Master's level	03 Marks
c)	4 Marks for each Ist Division in Matric and 10+2	08 Marks
d)	5 Marks for each Ist Division in Bachelor Degree and Master's Degree	10 Marks
e)	Additional marks for obtaining 75% or above marks at Master's level	04 Marks
f)	M.Phil Or Ph.D., if not considered towards eligibility	05 Marks 08 Marks
B)	Research Performance/Publications(with respect to number and quality) Quality to be assessed w.r.t. publication(s) at National and International levels	Maximum 20 Marks
a.	Paper published in International Journal with ISSN No./approved by the UGC or KUK.	04 Marks each
b.	Chapter published in Book/Book published by International Publisher with ISBN No.	04 Marks each
c.	Patent awarded	04 Marks each
d.	Paper published in National Journal with ISSN No./approved by the UGC or KUK.	03 Marks each
e.	Chapter published in Book/Book published by National Publisher with ISBN No.	02 Marks each
f.	Paper published in Conference Proceedings (National/International) with ISSN/ISBN No.	02 Marks each
g.	Paper published in Journals of public funded Universities and Institutions of National importance such as ICSSR, IIPA, NCAER etc. published prior to year 2010 irrespective of ISSN/ISBN numbers being treated these papers published in National Journal.	02 Marks each
C)	Domain Knowledge and Teaching Skills	Maximum 30 Marks
1.	Domain Knowledge With respect to: i) Conceptual clarity of subject ii) Overall subject knowledge iii) Knowledge of latest developments in the subject (Domain Knowledge will be judged through a test which is mandatory for all eligible candidates. There will be 1/4 th negative marking in the test).	20 Marks
2.	Teaching/Research Experience (1 mark for each year of teaching/research experience, subject to maximum of 5 marks) Teaching/Research experience may be considered only for the concerned subject and after acquiring the eligibility qualifications and no weightage will be given for teaching/research period devoted towards M.Phil/Ph.D	05 Marks
3.	Teaching Skills (Teaching Skills to be judged in terms of communication, expression, Confidence and response to queries through a pre prepared presentation on the subject)	05 Marks
D)	Interview Performance	Maximum 20 Marks
	Suitability with respect to: i) Communication Skill	

	ii) Confidence level iii) Quality of response iv) Overall personality	
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Short Listing of Candidates: The number of candidates to be called for Interview shall be 15 for single vacancy and 05 for each additional vacant post (category wise). The candidate(s) shall be called for interview in order of their ranks in the list prepared by the Screening Committee on the basis of marks secured by the candidates out of the total 75 marks [Sr.No.A,B,C(1),C(2)] mentioned in aforesaid Selection Criteria.

SELECTION COMMITTEE CRITERIA/ WEIGHTAGE FOR AWARD OF SCORES DRAWN FOR DIRECT RECRUITMENT FOR **THE POST OF PROFESSOR AND LIBRARIAN****Total Marks- 100**

A)	Academic Record	Max. 20 Marks
a)	Minimum Academic Qualifications	00 Marks
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor's and Master's level	03 Marks
c)	3 Marks for each 1 st Division in Matric, 10+2 Bachelor Degree and Master's Degree	12 Marks
d)	M.Phil	03 Marks
	OR	
	Ph.D.,	05 Marks
B)	Research Performance based on API Score and quality of Publications	Max. 40 Marks
	For consolidated qualifying API Score of 400	20 Marks
	The Consolidated API Score above 400 will be multiplied by the factor 1/20 subject to a maximum of 40 Marks	40 Marks
c)	Domain knowledge and Teaching/ Administrative Skills	Max. 20 Marks
	Domain Knowledge with respect to	
	ix) Conceptual clarity	
	x) Overall subject knowledge	
	xi) Latest developments in the subject	
	xii) Administrative skills	
D)	Interview Performance	Max. 20 Marks
	With respect to-	
	ix) Communication Skill	
	x) Confidence level	
	xi) Quality of response	
	xii) Overall personality	

SELECTION COMMITTEE CRITERIA/ WEIGHTAGE FOR AWARD OF SCORES DRAWN FOR DIRECT RECRUITMENT FOR **THE POST OF ASSOCIATE PROFESSOR****Total Marks- 100**

A)	Academic Record	Max. 20 Marks
a)	Minimum Academic Qualifications	00 Marks
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor's and Master's level	03 Marks
c)	3 Marks for each 1 st Division in Matric, 10+2 Bachelor Degree and Master's Degree	12 Marks
d)	M.Phil	03 Marks
	OR	
	Ph.D.,	05 Marks
B)	Research Performance based on API Score and quality of Publications	Max. 40 Marks
	For consolidated qualifying API Score of 300	20 Marks
	The Consolidated API Score above 300 will be multiplied by the factor 1/15 subject to a maximum of 40 Marks	40 Marks
c)	Domain knowledge and Teaching/ Administrative Skills	Max. 20 Marks
	Domain Knowledge with respect to	
	i) Conceptual clarity	
	ii) Overall subject knowledge	
	iii) Latest developments in the subject	
	iv) Administrative skills	
D)	Interview Performance	Max. 20 Marks
	With respect to-	
	i) Communication Skill	
	ii) Confidence level	
	iii) Quality of response	
	iv) Overall personality	