



# SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

## APPLICATION FORM FOR THE POST OF DEAN

### **(For office use only)**

Application No: \_\_\_\_\_

Received on dated: \_\_\_\_\_

Total no. of Pages received: \_\_\_\_\_

Name & Signature of dealing official: \_\_\_\_\_

Details of application Fee :

Amount - \_\_\_\_\_

DD Number - \_\_\_\_\_

**A recent passport  
size  
photograph of the  
candidate duly  
attested  
by a Gazetted Officer  
must  
be pasted here**

### **Important Instructions**

1. Only eligible candidates should apply for the post. Essential and desirable qualifications and other eligibility conditions, may be referred from the advertisement available on University website [www.svsu.ac.in](http://www.svsu.ac.in)
2. Application form is to be properly filled in neatly by the candidate in his own hand writing.
3. Separate application is to be filled for each post by candidate eligible for more than one post.
4. Self-attested copies of all certificates/ testimonial should be attached/ tagged properly and firmly with the application form. Original certificates/ testimonials required to be produced by the candidates at the time of interview.
5. Eligible Candidates (if working in State/ Central Govt. Deptt./ Organisation/ autonomous body on regular basis) must send their applications through proper channel recommended by their present employer. However, they may send a copy in advance, on the prescribed application form.
6. Incomplete application forms/ forms received after the last date of application will not be entertained and will stand rejected summarily.

1. Post applied for \_\_\_\_\_ Tick the Mode: Direct/Deputation  
Department \_\_\_\_\_
2. Name of the Candidate (in capital letters) \_\_\_\_\_
3. Father's Name \_\_\_\_\_
4. Gender (M/F) \_\_\_\_\_ Married/ Unmarried \_\_\_\_\_ Nationality \_\_\_\_\_
5. Whether differently abled (Yes/No) \_\_\_\_\_
6. Whether belongs to SC/ BC/ EWS/ ESP/ ESM (Yes/ NO) \_\_\_\_\_ Category \_\_\_\_\_
7. Whether claiming for reservation (if yes, then under which category) \_\_\_\_\_
8. Date of Birth and Place \_\_\_\_\_
9. Present Designation \_\_\_\_\_
10. Date of Placement as Associate Professor/ Professor \_\_\_\_\_
11. Academic/ Research Score earned under various categories \_\_\_\_\_

12. Educational Qualification: (Strike off which is not applicable):

Exam Passed	Univ./Board	Year of Passing	Max. Marks	Marks obtained	% of Marks	Result/ Division
10th						
12th						
BA/B.Sc./B.Com/ B.Tech. etc						
M.A./ M.Sc./ M.Com/ M.Tech. etc.						
M.Phil						
Ph.D.						
NET/SLET						
Any other						

13. Total Experience (full time) in (In chronology )

Under Graduate \_\_\_\_\_ Post Graduate \_\_\_\_\_

14. Research \_\_\_\_\_ Industry \_\_\_\_\_

Sr. No.	Name of Institution/ organization	Designation	From	To	Pay Scale/ Consolidated Salary
1.					
2.					
3.					
4.					

5.					
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(Enclose experience certificate issued by competent Authority , in support of above mentioned experience)

15. Field(s) of specialization \_\_\_\_\_

16. Guidance/ Supervision of Ph.D thesis:

A. Number of candidates registered at present \_\_\_\_\_

B. Number of candidates who have completed Ph.D \_\_\_\_\_

17. Language(s) known:                      Read                      Write                      Speak

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

18. Present basic pay \_\_\_\_\_ AGP \_\_\_\_\_ Pay Band/ Level of Rs. \_\_\_\_\_

Total emoluments \_\_\_\_\_ Date of next increment \_\_\_\_\_

**19. Research and Academic Contributions (To be calculated as per UGC Regulation on minimum qualifications of 2018):**

S.No.	Academic/ Research Activity	Total of points as calculated by applicant	Details of documents attached in support of points claimed by the applicant (Mention Annexures where these documents are attached with the application)
	(a)	(b)	(c)
1.	Research Papers in Peer-Reviewed or UGC listed Journals		
2.	Publications (other than Research papers)		
	a) Books authored which are published by ;		
	International publishers		
	National Publishers		
	Chapter in Edited Book		
	Editor of Book by International		

	Publisher			
	Editor of Book by National Publisher			
	<b>b) Translation works in Indian and Foreign Languages by qualified faculties</b>			
	Chapter or Research paper			
	Book			
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>			
	<b>(a) Development of Innovative pedagogy</b>			
	<b>(b) Design of new curricula and courses</b>			
	<b>(c) MOOCs</b>			
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/ credit)			
	MOOCs (developed in 4 quadrant) per module/ lecture			
	Content writer/ subject matter expert for each module of MOOCs (at least one quadrant)			
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/ credit)			
	<b>(d) E-Content</b>			
	Development of e- Content in 4 Quadrants for a complete course/ e-book			
	e-Content (developed in 4 quadrants) per module			
	Contribution to development of e-content module in complete course/ paper/ e-book (at least one quadrant)			
	Editor of e-content for complete course/ paper/ e- book			
4.	<b>(a) Research guidance Ph.D.</b>			
	<b>M.Phil./P.G dissertation</b>			
	<b>(b) Research Projects Completed</b>			
	<b>More than 10 lakhs</b>			
	<b>Less than 10 lakhs</b>			
	<b>(c) Research Projects</b>			
	<b>Ongoing: More than 10 lakhs</b>			
5.	<b>(a) Patents</b>			

	<b>International</b>			
	<b>National</b>			
	(b) *Policy Document (Submitted to an International body/organization like UNO/ UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or State Government)			
	International			
	National			
	State			
	(c) Awards/Fellowship			
	International			
	National			
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)			
	International (Abroad)			
	International (within country)			
	National			
	State/University			

If documentary evidence is not attached in support to claimed points, the points may not be awarded by the University. A certificate from IQAC/equivalent cell to be attached in support of claimed points

**20. List of enclosures (give supportive documents of the claims made in the applications and certified copy of ACR/ SARS of last 05 years , if applicable):**

1. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_
5. \_\_\_\_\_ 6. \_\_\_\_\_

**21. Contact details:**

Permanent Address:  
(in capital letters)

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PIN \_\_\_\_\_

Correspondence Address:  
(in capital letters)

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PIN \_\_\_\_\_

**Email:** \_\_\_\_\_ **Mobile No:** \_\_\_\_\_

**22. Name and addresses of two professional referees (who are not related to the applicant) who are in a position to testify from their personal knowledge as to the fitness of the applicant for the post applied for:**

(i) Name : \_\_\_\_\_

Status : \_\_\_\_\_  
Address : \_\_\_\_\_

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(ii) Name : \_\_\_\_\_

Status : \_\_\_\_\_  
Address : \_\_\_\_\_

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E-mail and Phone : \_\_\_\_\_  
Mobile \_\_\_\_\_

E-mail and Phone : \_\_\_\_\_  
Mobile \_\_\_\_\_

**Declaration**

I certify that the above mentioned information given by me is correct, complete to the best of my knowledge and belief and no material/ information has been concealed. I am aware of any circumstances which may impair my fitness or employment.

Date: \_\_\_\_\_

Signature of the Candidate \_\_\_\_\_

**Forwarded by  
Head/Dean:**

**Certificate to be recorded by the employer while forwarding the application**

Certified that the particulars filled in the application for the post of \_\_\_\_\_ vide Advt. no. \_\_\_\_\_ dated \_\_\_\_\_ filled by Sh./ Smt. \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_ Designation \_\_\_\_\_ have been verified and found correct. The date of his/ her appointment in the present substantive grade of \_\_\_\_\_ is \_\_\_\_\_. It is also certified that no vigilance case is pending or contemplated against him/her. Attested copies of his/ her ACRs for the last 5 years are enclosed. Certified that no major/ minor penalties have been imposed till date on the Officer during the last ten years of his/ her service. In case the officer is selected, he/ she will be relieved within 15 days of receiving the intimation/ offer letter for appointment to the above mentioned post.

**(Signature with stamp & date)  
Registrar/ Administrative Authority**