

For Office use
Application received date . ___ / ___ /20__
Signature

Processing fee (Non-Refundable)
for SC, ST, Handicapped - Rs.100
for other applicants - Rs.250
(Processing Fee to be paid through D.D)



HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

Application form (Last date of receipt of the application form:- / /20__)

Name of the post applied for :- _____

Advertise No. ___/20__ . Self Finance/Fix Pay _____

Pay scale of Rs. _____ . (Grade Pay - _____)

(Note: Use a separate application form for each post. Application forms must be filled up by own handwriting. Filled up applications must be sent by Regd. A.D. only)

Paste Recent
Photo
with Signature

- Name of applicant : _____
(Surname) (Name) (Father's/Husband's Name)
- Address:-
(1) For correspondence: _____ (2) Permanent Address _____

PIN:- _____ Ph: _____ PIN:- _____ Ph: _____
- Mobile Number: _____ 4. PAN No. : _____
- E-mail: _____ @ _____ 6. Adhaar No : _____
- Mother tongue: _____ 8. Nationality: _____
- Date of birth: ___/___/___ Age : Year ___ Month ___
- Category:- (Attach recognized certificate for the reserved candidates)
SC [] ST [] SEBC [] Handicapped [] Others []
- Proficiency in language:
Language Writing Reading Speaking
(1) Gujarati _____
(2) _____
(3) _____
(4) _____

12. Educational Qualifications:- (from S.S.C.)

Attached self-attested photocopy of marks sheet & degree of each examination)

Examination	Board / University	Year of Passing	Marks/Grade, Percentage	Main Subject	Remarks
S.S.C.					
H.S.C.					
Graduation : _____					
1 st Year					
2 nd Year					
3 rd Year					
Post-Graduation _____					
1 st Year					
2 nd Year					
3 rd Year					

13. Other educational achievements: (Award, Prize, Medal, etc.)

14. Proficiency in Computer (Give details)

15. Details of UGC/CSIR or similarly recognized / NET/ SLET exam, if passed.

Year of examination passed: _____ Reg. No. _____

16. Details of experience:

Name of the Institution	Designation	Pay scale and basic pay as on application date, Grade pay	Duration	Remarks

(Attach above all appointment Order)

17. Educational Experience: (a) Graduation Level - Year _____
 (b) Post-graduation Level - Year _____
 (c) Research/Extension - Year _____
 (d) M.Phil./Ph.D. guidance - Year _____
 (Give details in a separate sheet)

18. Details of Publication and Research work:

S.No.	Title	Year of Publication	Publisher	ISBN / ISSN No.	Remarks

(Please use separate sheet if needed)

19. Details of Seminar / Workshop / Orientation / Refresher Course:

S.No.	Name of Institution	Programme	Duration	Whether paper submitted	Category State / National / International

(Please use separate sheet if needed)

20. Please give name, address and contact number of two persons for reference.

(1) _____ (2) _____

Phone Number :- _____ Phone Number:- _____

Mobile Number :- _____ Mobile Number:- _____

Email Address :- _____ Email Address :- _____

21. Details of attachments: (Attach self-attested Xerox copies)

- (1) Proof of Date of Birth.
- (2) Certificate of SC/ST/SEBC/Handicapped. In Case of SEBC, Valid Non Creamy layer Certificate should be attached.
Certificate No. _____ Date of Issue of Certificate _____
- (3) Proofs of Educational qualifications.
- (4) Experience certificates– If your teaching experience is in a Self Finance Institution, please submit copy of approval of your appointment / profile of the concerned University.
- (5) NET / SLET examination pass certificate
- (6) Details of guidance to M.Phil./Ph.D. category students.
- (7) M.Phil. / Ph.D., Thesis, Titles of Publications.
- (8) Details of Seminars / Workshops / Orientation programme / Refresher Course.
- (9) For position of Professor & Associate Professor : Mandatory requirement API Score sheet with Cap.
- (10) Others.

22. Other information.

CERTIFICATE

I hereby declare that the information given in the application is true according to my knowledge and belief. I have not given any wrong or incomplete information. I know that in case of any false information is found on my part after my appointment, my service is liable to be terminated without any notice. I have read the instructions given along with the application form and understood the same and I am abide by it.

Date _____ / _____ /20_____

Place _____

(Signature of the applicant)

(For use of Applicants in Employment)

Forwarded with the remarks that the above statements made by the applicant are correct to the best of my knowledge and belief, and this institution / organization has no objection to the candidature of the applicant being considered for the post applied for.

Date _____ / _____ /20_____

Place: _____

Head of the Institution

Designation _____

Address _____

Phone Number _____

Mobile No. _____

Email address _____

HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

INSTRUCTIONS FOR THE CANDIDATES

PLEASE READ CAREFULLY THE INSTRUCTIONS MENTIONED BELOW

1. The applicant is required to submit the application in hard copy to the University.
2. A candidate who knowingly or willfully furnishes incorrect or false particulars or suppresses material information, will be disqualified and if appointed will be liable to be dismissed from service, without any notice.
3. If the space against any item in the Application Form is insufficient, full particulars should be given on a separate sheet of paper which should be attached to the application, entering at the appropriate place a reference to the sheet attached.
4. The candidate must possess all the essentially required qualifications at the time of the last date fixed for receipt of hard paper copy applications by the University.
5. Direct or indirect lobbying will be a disqualification.
6. No application will be considered which is received after the last date. The Hard Paper Copy of the Application Form should reach to the University on or before due date.
7. The fees towards processing the application paid by the applicant is non-refundable and no correspondence in this respect will be entertained.
8. The University reserves the right to short-list the candidates on the merit-based/apptitude test/written test criteria or any other method for the purpose of inviting the candidates for interview. The decision of University with regard to the process of selection shall be final and binding on the candidate.
9. University shall reserve the right to adopt and practice appropriate method of evaluating the candidate during the course of the interview and it shall be binding upon the candidate.
10. Candidate if invited for interviews will have to come at their own expense.
11. The University reserves the right to fill or not to fill the post and also make any amendments.
12. Candidates already in employment in University, Educational Institutions, Government Establishments, and Organizations shall have to send their applications through their present employer on or before the prescribed date. However, due to any unavoidable circumstances if the application through proper channel is likely to be delayed then an **advance copy** must reach the university Office on or before the due date. Persons employed after making application in response to this advertisement must bring a '**No Objection Certificate**' at the time of interview from their employers.
13. A salary certificate showing pay, D.A. and other allowances being paid by their Institution/Office/Firm should be enclosed with the application form and also be produced at the time of interview.
14. Candidates must enclose the attested or self-attested copies of all MARKSHEETS and passing Certificates of examinations in which he/she passed i.e. Higher Secondary, Bachelors Degree/Master's Degree/Doctorate etc. In the absence of the attested or self-attested copies of Mark sheets/Certificates etc. application shall be considered as incomplete and such applicants may not be invited for interview.
15. All the certificates of the essential degree qualifications shall have to be from the institutions duly recognized.
16. While filling the details under item No. 12 of the application form the candidate must state percentage of marks division/grade and the subject taken at various examinations; specialization of the subject must be mentioned.
17. The candidates have to pay prescribed processing fees only by the D.D. No other mode of payment will be accepted. The processing fee (application form fee) is Rs. 100/- for SC / ST & PH candidate and Rs. 250/- for other candidate.
18. The candidate have to fill-up required information through hard copy of the application form which is available on Website www.ngu.ac.in. It is compulsory to submit the Hard Copy without which the application form shall be considered incomplete and shall not be processed.
19. If any dispute arises, the decision of the Vice-Chancellor, HNGU shall be final. If there is any ambiguity and/or the matter requires any interpretation, the interpretation of the Vice-Chancellor, HNGU shall be final.
20. The applicant should ensure that the application is submitted to this University through Registered Post A.D. so as to reach to the **Registrar, Hemchandracharya North Gujarat University, University Road, Patan-384 265** on or before the due date.