

JSPM University Pune

Gat No. 719/1 and 719/2, Wagholi, Nagar Road, Pune 412207

APPLICATION FORM FOR ADMINISTRATIVE POSITIONS

Post Applied for:- _____

Subject :- _____

(Applicants desiring to apply for more than one post should send separate applications for each post.)

Photograph

1.	Name in full (in capital letters) (Underline Surname)			
2.	Father's / Husband's Name:			
3.	a. Marital Status:		b. Male / Female:	
4.	a. Permanent address	b. Address for correspondence (if different from permanent address)		
	Mobile No.:		E-mail ID:	
5.	Date of birth*:			
6.	Nationality:			
7.	Domicile status of candidate:			
8.	If candidate is Physically Handicapped, state percentage of disability with Certificate of District Civil Surgeon:			
9.	Please state your category (SC/ST/OBC/General)*:			
10.	If you are employed, please state your present basic pay & scale of pay*:			

***Self-attested copy of the birth certificate will have to be submitted.**

11. *Details of educational qualifications: Please give particulars of all examinations passed and degrees obtained commencing with the High School Leaving Examination (10th standard / Matriculation). For Ph.D., please give details, even if it is being pursued*.*

Sl. No.	School / College / Institute	Date of entry	Date of leaving	Name of the Board / University / Institution	Examination / Degree / Diploma passed	Distinction / Class / Division	Subjects (Please mention field of specialization, honours, etc, where applicable)	Percentage of marks or CPI/ CGPA	Year of passing

12. *Details of employments: Please give particulars of your present and past employments in chronological order, starting with the present one*:*

S. R	Organization / Institute	Position held	Nature of duties / work	Date of joining	Date of leaving	Last Pay & Scale of pay	Last drawn Salary (Mandatory)	Additional remarks about experience, if any.*
Total Experience in years & months								

**Self-attested copy of the experience certificate will have to be submitted.*

13.	Research & Development, Training, Project, Publication etc.:					
(a) Please attach a list of your Research & Development / Industrial/Training experience:						
(b) Please state the following in the format below:						
No. of UG/PG projects	No. of Ph.D. thesis guided		No. of Projects involved in		No. of Patents	
	Completed	On-going	Sponsored	Consultancy		
(c) Please state no. of publications (Published/Accepted) in the format below:						
In Journals (refereed)		In Conferences				Technical Reports / Monograms
National	International	Refereed		Un-refereed		
		National	International	National	International	
(d) Citation of your published papers: h index : i index :						
(e) Please list most recent / important research publications in the format below :						
Name of the journal		Month & year of publication		Title of the research paper		Single or with Co-author(s)
(e) (i) No. of papers published in Scopus indexed journals :						
(e) (ii) No. of papers published in Web of Science:						
(e) (iii) No. of papers published in SCI:						
(e) (iii) No. of papers published in Q1, Q2, Q3 & Q4 :						
(f) Books published with name of Publisher :						
(g) Book Chapters written :						
(For each of the above items, please give full details in separate sheets if required)						

14.	(a) Teaching experience	No. of years:	No. of different courses taught:
	Please give a list of courses taught on a separate sheet with course titles, level (UG/PG) and number of times taught		
	(b) Areas of specialization:		
	(c) Title of your Ph. D. Thesis:		
	(d) Name of your Ph.D. Supervisor		
	(e) Please describe briefly your Ph.D. work. Also detail the areas of interest with work done in each case (if any):		
	(f) Laboratory Experience: Please describe, in brief, your experience in (i) Setting up teaching and research laboratories (ii) Conducting laboratory courses & (iii) Using different types of instruments, systems, computers etc.:		
15.	(a) Awards and honors:		
	(b) Fellow of professional bodies:		
	(c) Member of professional bodies:		
	(d) Editorial board memberships:		
	(e) Seminars/conferences organized:		
16.	Did you previously apply for any post in this Institute? If so, give particulars and date:		

17.	Have you worked with any of the JSPM group of Institutions? If so, please provide details	
18.	Additional Remarks: (Applicants may mention here any special qualifications or experience, e.g. in organizations which have not been included under the heads given above)	

19.	Name, Designation and Address (along with phone no/ email) of three referees who are acquainted with your Research work.	1. 2. 3.
20.	Research plan for JS PM University:	
21.	In what way as a teacher would you like to contribute in curricular and co-curricular activities at JSPM	
22.	Mention your hobbies:	
23.	Mention "Innovative Ways" in which you have facilitated your teaching-learning process in your current assignment. Freshers may suggest innovative ways in teaching that they would like to adopt at JSPM University:	
24	Mention month and year of NET/SET/SLET passed.	

Note: Incomplete applications will not be entertained.

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/ appointment is liable to be cancelled/ terminated.

I certify that:

i)	No vigilance case is either pending or contemplated me.
ii)	No minor/major penalties have been imposed upon me during my Service career.

Place:
Date:

Signature of the
Candidate

NOTE:

- a) Candidates submitting applications for faculty positions to submit their applications in this form through proper channel and mail it to Registrar, JSPM University Pune.
- b) While sending the applications through email, the subject should be clearly mentioned **“APPLICATION FORM FOR THE POSITION OF _____”**.

List of documents to be submitted

Sr. no.	Name of the Paper to be attached
1	Resume
2	PhD certificate (If Applicable)
3	SET, NET Certificate
4	M.A/M. Sc /M.E./ M. Tech /MCA/MBA Mark sheet and Certificate
5	B. A/B.Sc./B.E./B. Tech/BCA Mark sheet and Certificate
6	12 th Mark sheet and Certificate
7	Diploma Mark sheet (if Applicable)
8	10 th Mark sheet and Certificate
9	University Approval Letters -Year wise (If Applicable)
10	Certificate of changes of Name, if any
11	All Previous Experience Certificates
12	All Previous Reliving Certificates
13	Leaving Certificate
14	Caste Certificate, Caste Validity Certificate, Domicile and Non-creamy layer
15	Date of Birth Certificate
16	Self- Attested Copy of Aadhar Card
17	Self- Attested Copy of PAN Card
18	Last 3 Months Salary Slip
19	Previous employee PF details (UAN) if applicable
20	If any relative /Friend working in JSPM/TSSM/SBER <ul style="list-style-type: none"> a. His / Her name b. Mobile No c. Institute d. Dept.

DATA SHEET FOR THE APPLICANTS FOR ADMINISTRATIVE POSITIONS

App. No. (For Office Use)	Name & Address	Category (GEN/OBC/SC/ST/PD)	Date of Birth DD/MM/YYYY	Post Applied For	Academic Qualifications			Research & Teaching experience including current status	Publications in Journals/Conferences/ books Award/ Citation/Patents(Give Number(s) only)	Remarks (For Official Use)	
					Degree	% of marks obtained	Year of Passing				
	Name:				X			1.	<i>In Journals-</i>		
	Mailing Address:				XII				2.	National	
										International	
										<i>In Conferences-</i>	
										National	
										International	
	PIN Code:				Undergraduate				3.	<i>Book chapters:</i>	
Phone and Mobile Number:	Postgraduate			4.	<i>Book(s) Written:</i>						
Email ID:	Doctoral. Univ/Instt.:			5.	<i>Patent(s):</i>						
					<i>Citation(s):</i>						
	<i>Specialization:</i>				<i>Award(s):</i>						
					<i>Post Doctoral Univ/Instt.:</i>						
					<i>Specialization:</i>						

Date:

Signature of the Candidate