



Hamidia Girls' Degree College, Prayagraj
(A Constituent Minority PG College of University of Allahabad)
Sultanpur Bhawa Noorulla Road, Prayagraj, U.P. - 211003

Website: www.hgdc.ac.in

Email: hamidia.alld@gmail.com

Application Form for the Post of Principal and Professor

Advertisement No.:		Date:			
(For office use only)		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">Paste your recent passport size photograph here and sign across the photo so that part of the signature should be on form</div>			
Registration Number _____ Date: _____ No. of Enclosures Claimed _____ No. of Enclosures Attached _____					
(Signature)					
1. Details of fee payment:					
Cash/DD Number/NEFT		Date	Amount (Rs)	Name of Bank	Name of the Branch
			Rs. 1500/-		
2. Name (In Capital Letters)	First Name		Middle Name		Surname
3. Date of birth	Day	Month	Year	Age as on last date of advertisement	Years Months
4. Place of birth	City/Village		State		Country
5. Father's Name					
6. Mother's Name					
7. Nationality				8. Gender	Male/ Female
9. Community/Category (Please tick whichever option is applicable)	GEN / OBC / SC /ST /Other categories give details _____ S. No. of proof enclosed _____				
10. Marital status	Married / Unmarried/ Name of spouse _____				
11. Mobile No.			Email.		
12. Permanent Address			Postal Address		

13. Educational Qualifications*						
Name of the course	Name of the Board/ University	Month & Year Passed	Div/ CGPA/ Grade	Percentage of Marks (please indicate equivalent to CGPA also)	Subjects studied	S.No. of Annexure Enclosed
(a)	(b)	(c)	(d)	(e)	(g)	(h)
High School/ equivalent						
Intermediate/ equivalent						
Bachelor's degree						
Master's degree						
M.Phil./equivalent (1 Year Programme)						
M.Phil./equivalent (2 Year Programme)						
Ph.D.						
NET/ SLET	Subject	Roll No.	Year			
Any other						

14. Chronological List of Experience (starting from current position/ employment) *							
Designation	Scale of pay & present Basic & AGP	Name & address of employers	Period of Experience			Nature of work/ duties	S. No. of Annexure Enclosed
			From date	To date	TOTAL		
(a)	(b)	(c)	(d)	(e)		(g)	(h)

15. Nature of Experience*			S. No. of Annexure Enclosed
	No. of Years	No. of Months	
a) Teaching			
i) Undergraduate level			
ii) Postgraduate level			
b) Post-doctoral experience			
c) Other experience, if any			
Total experience			

16. Academic distinctions*		S. No. of Annexure Enclosed
Name of the Academic Course/ Body		

* (Add separate sheet if required, to be annexed as relevant S.No.)

Appendix II, Table 2 (UGC Regulation 2018)

Academic/Research Scores

1. Research Papers Published in Peer reviewed or UGC listed journals*

S. No.	Title with Page Nos.	S. No. of the Journal in UGC approved list	ISSN/ ISBN No.	Whether Peer Reviewed	Impact factor (if any)	No. of co-authors if any	Whether you are the first or corresponding author	Academic/ Research Score	S. No. of Enclosures

2. Publications (other than Research papers)

(a) Books published as Single Author/Editor*

S. No.	Book/Chapter in book (with Page Nos. and title of the Book)	Type of Book (Reference/Text/ Edited Volume/Chapter in Book) & Authorship	Publisher (International /National)	Name of the Publisher & ISSN/ ISBN No.	No. of co-authors	Whether you are the main author	Academic/ Research Score	S. No. of Enclosures

(b) Translation Works in Indian & Foreign Languages by Qualified Faculties*

S. No.	Book/ /Research Paper / Chapter (with Page Nos. and title of the Book)	Authorship	Publisher (International /National)	Name of the Publisher/ Journal & ISSN/ ISBN No.	No. of co-authors	Whether you are the main author	Academic/ Research Score	S. No. of Enclosures

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative course and curricula*

S. No.	Name of ICT Pedagogy/Course/Content/Curricula	No. of Course/Content/Curricula	Academic/ Research Score	S. No. of Enclosures
(a)	Development of Innovative pedagogy			
(b)	Design of new curricula and courses			
(c)	MOOCs			
	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)			
(d)	E-Content			
	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			

*Attach separate sheet, if required.

4 (a). Research Guidance*

Research Guidance	Number Enrolled	Thesis Submitted	Degree awarded	Academic/ Research Score	S. No. of Enclosures
Ph.D. or equivalent					
M.Phil. or equivalent					

4 (b). Research Projects Completed*

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs lakh)	As PI/Co-PI or Investigator	Academic/ Research Score	S. No. of Enclosures

4 (c). Research Projects Ongoing*

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs lakh)	As PI/Co-PI or Investigator	Academic/ Research Score	S. No. of Enclosures

5 (a). Patents*

S. No	Name of Patent	Type of Patent (International/National)	Academic/ Research Score	S. No. of Enclosures

5 (b). Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government) *

S.No	Name of Policy Document submitted	Type of organization (International/National/State)	Academic/ Research Score	S. No. of Enclosures

5 (c). Awards/Fellowship*

S. No.	Title of Fellowship / Award	Duration	Sponsored/Awarded by	International /National level	Academic/ Research Score	S. No. of Annexure

*Attach separate sheet, if required.

6. Invited Lectures/Resource Person/ Paper Presentation in Seminars/Conferences. *

S. No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc.	Organized by	Whether International/ (Abroad)/International (within Country/National/ State/University	Academic/ Research Score	S. No. of Enclosures

* (Add separate sheet if required, to be annexed as relevant S. No.)

SUMMARY OF ACADEMIC/RESEARCH SCORES

(Appendix II, Table 2 (UGC Regulation 2018))

S.No.	Category	Total Academic/Research score Claimed	Total Academic/Research score Awarded
1	Research Papers Published in Peer reviewed or UGC listed journals		
2	Publications (other than Research papers)		
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative course and curricula		
4	Research Guidance/Research Projects Completed/Ongoing		
5	Patents/Policy Documents/Awards/Fellowship		
6	Invited Lectures/Resource Person/ Paper Presentation in Seminars/Conferences		
Grand Total			

Note: Please attach self-attested photocopy, otherwise no weightage will be given in screening.

Please tick the enclosures attached

Sr. No.	Check List	Annexure No.	No. of sheets enclosed	Page Numbers
i.	Matriculation mark sheet/ certificate			
ii.	Intermediate mark sheet/certificate			
iii.	B.A./ B.Sc./ B.Com (Final) mark sheet/ degree			
iv.	M.A./ M.Sc./ M.Com (Final) mark sheet/ degree			
v.	L.L.B. (Final) mark sheet/ degree			
vi.	L.L.M. mark sheet/ degree			
vii.	M.Phil. degree			
viii.	Ph.D./ D.Phil. degree			
ix.	D.Litt., D.Sc., L.L.D. degree			
x.	NET, UGC-JRF, CSIR-JRF Award Certificate			
xi.	Caste Certificate issued by the Competent Authority (OBC/SC/ST/etc.)			
xii.	Experience certificates			
xiii.	Recommendation letter(s)			
xiv.	Award (s)			
xv.	Fellowship(s)			
xvi.	Publication (s)			
xvii.	Invited Lecture(s)			
xviii.	Seminars/Conferences/Workshop/Symposia attended			
xix.	Paper presented			
xx.	Any other			

Total Number of Sheets Enclosed:

Endorsement by the Employer

- a) In case of in-service candidates in Government/ Semi-Government organizations/ Public Sector Undertakings / Autonomous Organizations, the endorsement form must be signed by the employer.
- b) In case of in-service candidates from Private Sector, acceptance of resignation and relieving letter from the employer must be submitted at the time of joining.

Forwarded to the Principal, Hamidia Girls' Degree College, Prayagraj – 211003

The applicant Dr./Mr./Mrs./ Ms. _____ who has submitted this application for the post of _____ in Hamidia Girls' Degree College, Prayagraj, has _____ been in employment _____ in a temporary/ contract/ permanent capacity with effect from _____

_____ in the Pay Scale Rs. _____. He/ She is drawing a basic pay of Rs. _____. His/ Her next increment is due on _____. Further, it is certified that no disciplinary/ vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by Hamidia Girls' Degree College, Prayagraj and in the event of selection he/she will be relieved to join Hamidia Girls' Degree College, Prayagraj as per rules.

(Signature of the forwarding officer)

Name: _____

Designation: _____

Place: _____

Date: _____

DECLARATION

I, _____ son/ daughter of _____ hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected before or after the Selection Committee meetings, my candidature/ appointment may be cancelled by the College. I have never been convicted or contemplated for any unlawful activity.

Signature of the Applicant

(Name in Block Letters)

Date:

(Application not signed by the candidate is liable to be rejected)

GENERAL INSTRUCTIONS

- (i) Pay Scale for Principal is as per the UGC Regulation 2018.
- (ii) A non-refundable Application fees of **Rs. 1500/-** (Rs. One Thousand Five Hundred Only) is required to submit with the Application form. Applicants can submit it either in **Cash** in person at the College or through **Demand Draft** of any nationalized bank drawn in favour of the “**Principal, Hamidia Girls’ Degree College**”, payable at **Prayagraj** or through **NEFT** to A/C- **1749000100100678** of the “**Maintenance Account** ” in the Punjab National Bank, Meerapur Branch, (**IFSC- PUNB174900**).
- (iii) Applications completed in all respect in the prescribed form may be sent to the **Chairperson Governing Body, Hamidia Girls’ Degree College, Sultanpur Bhawa Noorulla Road, , Prayagraj- 211003** through Speed/Registered Post/ in person, within 21 days from the date of publication of the advertisement.
- (iv) The term of Appointment - The term of Appointment of the Principal shall be for five years.
- (v) Only the shortlisted candidates will be called for interview.
- (vi) **SCREENING AND SHORT LISTING OF CANDIDATES FOR INTERVIEW:** Screening and short listing of candidates for interview will be done as per Guidelines approved by the University of Allahabad, which are in accordance with the U.G.C. Regulations, 2018 and University of Allahabad Ordinances.
- (vii) Minimum qualification: According to UGC norms and regulations.
- (viii) The date of the Interview shall be uploaded on the College Website and communicated to the Candidates by Email/Mobile.
- (ix) Candidates belonging to SC/ST/OBC category should submit proper caste certificate as per the proforma of Govt. of India.
- (x) Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of the recruitment process, he/she will be disqualified and their candidature will be cancelled. Submitting false information will lead to cancellation of candidature at any stage of recruitment.
- (xi) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted only in the High Court of Judicature at Allahabad, Prayagraj.
- (xii) The College reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process or withdraws partial or full advertisement without assigning any reason. The decision of the University shall be final and no appeal shall be entertained.
- (xiii) The candidate must attach self-attested copies of all relevant testimonial and documents. The original certificates would be required at the time of interview only.
- (xiv) Applications not accompanied with prescribed fees or incomplete applications in any respect or without the requisite documents will be summarily rejected.
- (xv) The employed candidate of Govt./Private Universities/Colleges/Autonomous bodies should send the applications through proper channel. However, they may produce the NoC from their organization at the time of the interview with an unambiguous certificate that (i) no vigilance case is pending/being contemplated (ii) have never been penalized earlier.
- (xvi) Candidates called for interview shall bear their own expenses. No TA/DA shall be paid.
- (xvii) The College shall not be responsible for any delay/loss due to postal or technical reasons.
- (xviii) Canvassing in any form will be treated as a disqualification for the post.
- (xix) The decision of the competent authority, H.G.D.C., Prayagraj in all matters (relating to eligibility, acceptance or rejection of applications, mode of selection/interview) will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.

Manager
Hamidia Girls' Degree College
Prayagraj