

Application No.:.....  
(To be filled by GMU)

## APPLICATION FORM FOR TEACHING POSITION(S)

(Note: Please go through the Advertisement, Essential and Desirable Qualifications, General Conditions and Other Details given on the website <http://gujaratmaritimeuniversity.in> carefully before filling-up the Application Form & Self-Assessment API Score Card)

Post applied for (As given in Advertisement).....

### SECTION – A: GENERAL

1. Full Name (In Block Letters) Dr./Mr./Mrs/Ms.....

2. Date of Birth..... (in words).....

3. Father's/Spouse's Name.....

4. Mailing Address .....

Affix here a  
Recent Passport  
size  
Photograph

Pin Code

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Tel. No. (with STD code)..... Mobile.....

E-mail ID.....

5. Permanent Address .....

.....

..... Pin Code 

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6. Marital Status..... 7. Nationality.....

8. Category: SC/ST/General.....

9. Physical disability, if any .....

Name of the Applicant:-.....

Signature with date:-.....

**SECTION B:**

**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATION ACTIVITIES**

**10. EDUCATIONAL QUALIFICATIONS (use separate sheet if required):**

S. No.	Examination/Degree	Name of Board/ University	Percentage of Marks/Final Grade	Subject(s)	Year of Passing
1	SSC (10 <sup>th</sup> Standard)				
2	HSC (12 <sup>th</sup> Standard)				
3	Bachelor's Degree (.....)				
4	Master's Degree (.....)				
5					
6					
7					
8					

(Please attach self-attested photocopies of the Mark sheets in support)

11. Whether Ph.D. awarded: Yes  No  If Yes, indicate the year of award.....

12. Title of Ph.D. thesis awarded.....  
.....

13. Whether qualified CSIR/ UGC NET/SLET/SET Yes  No   
(If yes, indicate the year, and attach a photocopy of NET/SLET/SET certificate).....

14. Details of Employment Experience: (In chronological order starting with the most recent)  
(Attach supporting document of each entry and separate sheet if necessary)

S. No.	Name of the Employer	Designation and Scale of Pay	Nature of Appointment (Adhoc / Temporary/ Contract /Permanent)	Period	
				From	To
1					
2					
3					
4					
Total Teaching Experience:- Year.....Month.....Days.....					

Name of the Applicant:- \_\_\_\_\_  
Signature with date:- \_\_\_\_\_

**15. Summary of experience/performance :**

Teaching Experience	From	To	Total	
			Years	Months
i. Under Graduate				
ii. Post Graduate				
iii. Total Teaching Experience				
iv. Participation in production of Educational TV				
v. Short term/Continuing Education / Specialist Courses conducted				
Total				

**CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

**16. Co-curricular, extension and professional development related activities**

- 1) Student related co-curricula, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling).

S. No.	Description
1	
2	
3	
4	

- 2) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.

S. No.	Description
1	
2	
3	
4	

Name of the Applicant:- \_\_\_\_\_

Signature with date:- \_\_\_\_\_

- 3) Professional development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, etc.)

S. No.	Description
1	
2	
3	
4	

## CATEGORY - III: RESEARCH AND ACADEMIC CONTRIBUTION

### 17. RESEARCH PUBLICATIONS

(a) Books- Self authored/co-authored/edited (Please attach separate sheet, if necessary):

S. No.	Title of the Book (s)	Whether Sole Author/ Co-author/ Editor	Name of Publisher (with city/ country)	Month & year of Publication	Refereed or Non-refereed	ISBN/ ISSN No.
1						
2						
3						
4						
5						

17. (b) Chapters contributed in edited books (Please attach separate sheet, if necessary):

S. No.	Title of Chapter (s)	Title of the Book(s)	Whether Sole Author/ Co-author/ Editor	Name of Publisher (with city/ country)	Month & year of Publication	Refereed or Non-refereed	ISBN/ ISSN No.
1							
2							
3							
4							
5							

Name of the Applicant:- \_\_\_\_\_

Signature with date:- \_\_\_\_\_

**17. (c) Research Articles/Papers published in Journals /Periodicals /Conference proceedings/Newspapers** (Please attach separate sheet, if necessary):

S. No.	Title of research article / paper(s)	Name of journal (with city/ country)	Whether Sole Author/ Co-author	Month & year of publication, volume, no. & page nos.	Whether Refereed/ non-refereed	ISBN/ ISSN No.	Level (Int./ Nat./ State/ Local)	Impact Factor
1								
2								
3								
4								

**18. (d) Research Projects Undertaken**(other than that for a research degree)

(Please indicate: (a) Major Projects; (b) Minor Projects; (c) Consultancy Projects; (d) Completed Research Projects; (e) Ongoing Research Projects; (f) Whether Outcome/Output of Projects/Policy Document forwarded to Sponsoring/Funding Government Agency(s) etc.)  
(As per UGC guidelines, please attach separate sheet, if necessary):

S. No.	Title/Subject of Research Project(s)	Kind of Project as specified ever	Date of Commencement	Date of Completion	Total Grants / Funding received (₹)	Name of Sponsoring/ Funding Agency	Whether Outcome / Outputs sent to Sponsoring Govt. Agency	Whether final report published as monograph book
1								
2								
3								
4								

**19. Research Guidance:** Number of scholars who have been awarded M.Phil/Ph.D. degree under your supervision both as Guide and/or Co-Guide:

Name of Degree	Submitted	Awarded
(i) M.Phil Degree:		
(ii) Ph.D. Degree:		

**III. E. TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP/PAPERS**

Name of the Applicant:- \_\_\_\_\_  
Signature with date:- \_\_\_\_\_

20. **Refresher Course, Methodology, Workshops, Training, Faculty Development Programs, etc. attended.** (Please attach separate sheet, if necessary):

S. No.	Name of the activity attended	Institution	Duration	
			From	To
1				
2				
3				
4				

21. **Papers presented in Regional/National and International Seminars/Conferences / Workshop/ Symposium. Indicate whether the Conference Proceedings are published.** (Please attach separate sheet, if necessary):

S. No.	Title/Subject of paper presented	Subject of Conference/Seminar / Symposium / Workshop	Organizing Institution/ and Name of City/ Country	Duration		Whether the proceedings published Yes/No
				From	To	
1						
2						
3						
4						
5						

22. **Lecture/Special Lectures in Institutions of repute within/outside the country.** (Please attach a separate sheet if necessary):

S. No.	Title/Subject of Lecture delivered	Name and Place of Institution	Date of Lecture	Duration	
				From	To
1					
2					
3					
4					
5					

Name of the Applicant:- \_\_\_\_\_

Signature with date:- \_\_\_\_\_

## OTHER MISCELLANEOUS INFORMATION

23. (a) Membership/Fellowship of other institution/professional societies:


(b) Other activities/Institutional Responsibilities:


(c) Any other relevant information, if not given above:


24. (a) Have you been punished during your services or convicted by a court of law/authority? If so, give details:

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(b) Is any case/inquiry pending against you in any court of law/authority? If yes, give details:

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(c) Have you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed on medical grounds? If yes, give details sheet:

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Name of the Applicant:- \_\_\_\_\_

Signature with date:- \_\_\_\_\_

25. If selected for appointment, the minimum period required for joining the post?

\_\_\_\_\_

26. Names and Addresses of Two Referees with phone and email ID:

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27. **List of Enclosures:**

(a) Copies of Mark-sheets & certificate of educational Qualification & certificate of clearing NET/SLET/SET etc.	
(b) Copies of certificate of Teaching & Research experience.	
(c) List of publications with details, reprints of papers published and acceptance letters (in case accepted papers/articles etc.).	
(d) Copies of other relevant certificate & documents.	

28. **Application Fee details**

Amount:..... Qfix Payment Ref. No.:..... Date:.....

29. **DECLARATION TO BE SIGNED BY THE CANDIDATE**

I, hereby, declare that the information given by me in the application is true, complete and correct to the best of my knowledge and belief and nothing has been concealed or distorted. If at any time, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall be liable to summarily rejection/termination without notice or compensation.

I hereby declare that, I possess the minimum qualification criteria for the post applied as per the advertisement.

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

Place: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Applicant)

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Name of the Applicant:- \_\_\_\_\_

Signature with date:- \_\_\_\_\_



**For use of applicants in employment (certificate to be given by present employer of the applicant):**

Forwarded with the remarks that Mr./Ms. \_\_\_\_\_ is working in this organization in the capacity as \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ in pay band \_\_\_\_\_ and grade pay \_\_\_\_\_. The institution/ organization has no objection to the candidature of the applicant being considered for the post applied for as above.

He/ She will be relived as per the rules, if he/she is selected for the said post.

**Place:** \_\_\_\_\_

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

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Head/Registrar of the Institution**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
**(Office Stamp)**

Name of the Applicant:- \_\_\_\_\_

Signature with date:- \_\_\_\_\_

## Annexure – I

### For Office Use Only

#### CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Category	Nature of Activity	Assistant Professor		Associate Professor		Professor	
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
<b>I</b>	a. Lectures - Classroom Teaching (including Lectures in excess of UGC norms)	60		50		45	
	b. Examinations duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20		15		10	
	c. Innovative Teaching - learning methodologies, updating of subject contents / courses etc	10		15		15	
	d. Preparation of Course outline in accordance with prescribed norms of UGC/BCI/institutional (Model)	10		10		10	

## Annexure II For Office Use Only

### Category II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Category	Nature of Activity	Notes	Unit of Assessment	Score	
<b>Category II</b>	<b>CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES</b>				
<b>5</b>	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)			<b>Maximum 20 marks</b>	<b>Actual Score</b>
				<i>Weights</i>	
<b>5A</b>	Discipline related co-curricular activities (e.g. field work, study visit, student seminar, events, career counseling etc)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1		
i.	Organizing International Conference			<b>08</b>	
ii.	Organizing National Conference			<b>05</b>	
iii.	Organization of Inter University Competitions Like: Moot Court Competition/Debate/ Essays, Etc			<b>08/05</b>	
iv.	Participation in Certificate Course/ Credit Course/ Short Term Capsule course			<b>03</b>	
v.	Introduction of New Course/s: Masters (PG) UG P.G. Diploma Diploma Certificate Online Certificate Course	(marks for each/ per course)		10 08 08 06 05 05	
vi.	Training Programme (conducted for external Agencies)	(marks for each/ per training programme)		05	

vii.	Organizing Public Lectures <sup>1</sup>			02	
viii.	Organizing Expert/ Guest Lectures			01	
ix.	Field visits; educational tours for students			02	
x.	Student Mentorship			02	
xi.	(UG/PG) Dissertation (1 point per 2 hours)				
xii.	Anti-ragging duties (1 point per 2 hours)				
<b>5B</b>	Other co-curricular activities (Cultural, Sports, NSS, NCC etc)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1		
xiii.	Organizing Cultural Program National / International			05 08	
xiv.	Sports Program National / International			05 08	
xv.	Recognition of Research (Academic related) a) Prestigious Honours/ Awards of national/international importance or recognized by the international agencies or the departments/agencies of national/state governments or any other recognition b) Post Doctoral Fellowship c) Other fellowship/s (International/National/state)			15/10/05  10  15/10/05	

<sup>1</sup> Public Lectures: Lectures that are open to public at large and have dignitaries namely renowned lawyers, judges, academicians, entrepreneurs, etc

xvi.	Artide in reputed magazines			02	
xvii.	News Channel Interview/ Radio talks on substantive issue			02	
<b>6</b>	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.			<b>Maximum 30 Marks</b>	
				<b>Weights</b>	
6A	Administrative responsibility (including Dean, Principal, Chairperson, Convener, Teacher-in-charge or similar duties that require regular office hours for its discharge)				
i.	<ul style="list-style-type: none"> <li>• Dean</li> <li>• Deputy Dean</li> <li>• PhD and LLM Convener</li> <li>• Member of Ph.D. Doctoral Committee</li> <li>• Heads of various committees</li> <li>• Wardens, OSDs, Course Coordinators/ Academic (class) Coordinator etc</li> </ul> Including Deans/HoDs, Directors, Registrar, Finance Officer, Controller of Exams. Hony. Director, Proctor, Dy. Controller of Exams., Provost,	The head should have remained in the stated position for at least 1 year for evaluation. Otherwise, not eligible.  Heads of various departments/ centers should highlight the key decisions taken in their tenure for the betterment of the academics/ administration/ creating brand value of the University at large.	The performance should be assessed by the members of the respective committees and the Director. However, in no case the marks should exceed 15 marks.	<b>10</b> <b>07</b> <b>07</b> <b>05</b> <b>05</b> <b>05</b>  03  05	
ii.	<ul style="list-style-type: none"> <li>• Convenor/ Members of various committees/ centers and activities undertaken</li> </ul>	The member should have remained in the stated position for at least 1 year for evaluation.	The performance should be assessed by the members of the	<b>03/02</b>	

		Otherwise, not eligible.  Member of various departments/ centers should highlight the key roles/ efforts put forward by him/ her in decisions taken during his/ her tenure for the betterment of the academics/ administration/ creating brand value of the University at large	respective committee, Head of the Committee and Director. However, in no case the marks should exceed 10 marks.		
iii.	Membership in Bodies/ Committees other than institution			<b>01</b>	
iv.	Examiner in Ph. D.	(for each thesis)		<b>05</b>	
6B	Participation in Board of Studies, Academic and Administrative Committees	UGC: Actual Hours Spent	UGC: Hours per academic year		
6C	Participation in Board of Studies, Academic and Administrative Committees (external)	UGC: Actual Hours Spent	UGC: Hours per academic year		
6D	Faculty Editor/s of Journal	(2.5 per volume Published)	(maximum 20)		
6E	Member of Editorial board of journal/Reviewer of journal/ (External, i.e., other than that of the institution)		3 each (maximum 10)		
7	Overall contribution to the collective/ corporate life of the institution (including 5, 6 and any other contribution)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	<b>Maximum 20 marks</b>  <b>Weights</b>	
i.	Consulting services provided to the corporate and government departments			<b>05</b>	
ii.	Participation in subject associations, conferences, seminars without paper presentation			<b>01</b>	
iii.	Member in Selection Panel (Internal invitee/External Member)			<b>Within Institution – 01</b> <b>External - 02</b>	

## Annexure III

### For Office Use Only

#### CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sr. No.	APIs	Faculties of Languages / Arts / Humanities / Social Sciences / Library / Physical Education / Management	Max. points for University and college teacher position	Actual Score
III (A)	Research Papers (Published in Journals)	Refereed Journals*	15 / Publication	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication	
		Conference proceedings as full papers, etc (Abstracts not to be included)	10 / Publication	
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book	
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books	
		Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books	
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter	
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter	
III B(i)	Publication		First and/or Corresponding or sole author/ editor	
	Edited Books (in related area/subject) by International/ National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers		20/15*	
	Monographs published by International Publishers with an established peer review system Monographs published by	15/per book (sole author) 15/ n for each book if one among n authors (max. 40) 10 for each book (sole author) 10/ n for each one among n authors (max. 30)		

	national level Publishers with ISBN/ISSN numbers**			
	Working Papers **	05 for each book (sole author) 05/ n for each one among n authors (max. 20)		
	Book Review (published in Journal with ISSN No.		<b>05</b>	
	Lead/ Op- Ed Article, and Comments and Analysis in reputed newspaper		<b>03</b>	
	Article published elsewhere in reputed newspaper		<b>02</b>	
**Importance of monographs/books/working paper/edited volumes without any ISSN/ISBN shall be evaluated and be credited marks by the screening committee.				

<b>III C</b>				
<b>III C (i)</b>	<b>Sponsored Projects carried out/ ongoing</b>	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project	
		Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project	
		Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project	
<b>III C (ii)</b>	<b>Consultancy Projects carried out / ongoing</b>	Amount mobilized with minimum of Rs.2.00 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively	
<b>III C (iii)</b>	<b>Completed projects: Quality Evaluation</b>	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project	
<b>III C (iv)</b>	<b>Projects Outcome / Outputs</b>	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International level	
<b>III C (V)</b>	<b>Mobilised Fund for Organising various Programmes</b>	Amount mobilized with minimum of Rs. 1.00 lakhs Add 01 point to every lakhs mobilised	02 (maximum 06)	



	<b>within the Institution</b>			
<b>III D</b>				
<b>III D i)</b>	<b>M. Phil. / LL.M. Equivalent#</b>	Degree awarded only	3 Points for each candidate	
<b>III D (ii)</b>	<b>Ph. D. / Equivalent</b>	Degree awarded only	10 Points for each candidate	
		Thesis submitted	7 Points for each candidate	
<b>III E</b>				
<b>III E (i)</b>	Refresher courses, Methodology work - shops, Training, Teaching-Learning-Evaluation Technology Programs, Soft Skills development Programs, Faculty Development Programs (Max: 30 points)	(a) Not less than two weeks' duration	20 points each	
		(b) One-week duration	10 points each	
<b>III E (ii)</b>	Papers in Conference/ Seminars/ workshops etc.**	Participation and presentation of research papers (oral/poster) in		
		a) International Conference	10 Points each	
		b) National	7.5 Points each	
		c) Regional/State-level	5 Points each	
		d) Local –University/ College-level	3 Points each	
<b>III E (iii)</b>	Invited lectures or presentations for conferences/ symposia	(a) International	10 Points each	
		b) National level	5 Points each	
		c) Regional/State level	3 Points each	
<b>TOTAL SCORE OF ALL CATEGORIES</b>				

\*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

\*\* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Note: The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.