

18. Language Known

	Speak	Read	Write

19. Any medical disability ? Please Specify : (If yes, Attach medical Certificate)

20. (A) Nationality
 (B) Citizenship at Birth
 (C) Present Citizenship

21. EDUCATIONAL QUALIFICATION :
 [Attach Certificates in sequence giving number 21 (i) to 21 (vi)]

Sr. No.	Name of Examination	Year of Passing	Name of Board/ University	Final grade	Field of Specialization		Remarks/ Special Achievements
				Class percent	Major	Minor	
i	Bachelor Degree						
ii	Master Degree						
iii	Doctorate Degree						
iv	Post Graduate Diploma						
v	Post Doctorate in India						
vi	Post Doctorate at Abroad						

22. MEDALS / AWARDS : [Attach certificates giving number 22 (i) to 22 (ii)]

Sr. No.	Particulars	Name of MEDAL / AWARD	Year in which received	Name of Organisation	No. of MEDALS / AWARDS
i	Awarded on academic achievements				
i	Awarded for Scientific Contribution				

23. EXPERIENCE : (EMPLOYMENT RECORD) :

Experience regarding previous and present employment :

(Attach the certificates / orders, if any giving number 23 (i) to _____)

Sr. No.	Period		Post or Position held	Employer's Name and Address	Basic Salary drawn	Reason of leaving Service
	From	To				

24. ABSTRACT OF EXPERIENCE :

Sr. No.	Particulars	Years	Months	Days
i	Experience below Assistant Professor and its equivalent cadre			
i	Experience in the cadre of Assistant Professor and its equivalent.			
i	Experience in the cadre of Associate Professor and its equivalent			
iv	Experience in the cadre of Professor and its equivalent.			
v	Total experience of under graduate teaching only.			

25. PUBLICATION :

[Attach list of publication giving number 25 (i) to 25 (iv)]

Five best papers out of which two could be books must be mentioned and copies must be attached

26. SEMINAR / WORKSHOP / SUMMER INSTITUTE ATTENDED.

[Attach Certificate/document giving number 26 (i) to 26 (iii)]

Sr. No.	Particulars	Number of articles/booklets published	Sr. No.	Particulars	Number Attended
i	Research paper published in International Journal		i	Seminar	
i	Research paper published in National Journal		i	Workshop	
iii	Popular Articles and Booklets		iii	Summer Institute	
iv	Books		iv	Symposium	

Note : The published articles are to be included only. Articles sent for publication Should not be Included.

26. (A) Recommendation approved by AGRESCO

27. NEW PROJECT CONDUCTED :

New Project/ Scientific Research Scheme conducted on the basis of personal Biodata through the Institute like ICAR/IVRI/NDRI and other agency.

Sr. No.	Details of Project/ Research Scheme	Duration	
		From	To

NOTE : If more space is required, please give details in attached sheet giving number-27.

28. MEMBERSHIP

Sr. No.	Particulars of Membership on	Details of Designation / membership
i	Scientific/ Govt. Board / Committee	
i	Pannel / on Editorial Board of National Level Journal	

NOTE : If more space is required, please give details in attached sheet giving number - 28.

29. EXTRA ACTIVITY :

Sr. No.	Particulars	Place Where you have worked	No. of years
i	Rector/Assistant Rectorship		
i	Chairman/ Ex - Officio member		
iii	NCC/NSS officer		
iv	Farm Manager/ Drawing Disbursing Officer		

30. (A) Whether ready to accept minimum of time scale applied for ?

Yes No

(B) If no, please give reasons for higher demand

31. Whether any relative (by Blood/Marriage) Employed by Anand Agricultural University? (If yes, please give details below) :

Yes No

Sr. No.	Name of Relative	Position held in AAU	Address	Relation

32. OTHER COUNTRIES VISITED :

Name of Country	Purpose of visit (give complete detail)	Period of Visit	
		From	To

33. REFERENCES : List three persons not related to you who are familiar with your character and qualifications. Please do not repeat name of your employer.

Full Name	Designation Occupation of position	Full Address with Telephone No. if known

34. Whether interviewed by the GAU / AAU earlier Yes No

If yes, please give date and applied for post

35. Whether debarred from appearing any examination by any Board/Institution ? If yes, please give details on separate sheet Yes No

36. Whether you have been punished / dismissed / convicted by any Institution / Govt. / Court ? If yes, Please give details on separate sheet. Yes No

37. Mention the time required for joining duties, if you are appointed on the post. Months Days

38.

Extra curricular / activities/interests	Position and office held

39. Any other information with regard to special qualification and experience etc. not covered under heads, mentioned above in support of your candidature (if the space is insufficient please use separate sheet of paper and attach it to this form. inserting here reference to the sheet attached giving number 39 (I).

DECLARATION

I, here by declare that the information furnished above is true and correct to the best of my knowledge and belief and also that I have not concealed any fact or withheld any information regarding my past service and record. Any information is found to be false or incorrect or any thing is found to have been concealed. I will be disqualified for selection or if appointed. will be liable to termination without any notice or compensation.

Place: _____

Date : _____

(Signature of Applicant)

DETAILS OF ENCLOSURES

1.	3.	5.
2.	4.	6.

FOR USE OF APPLICANTS IN EMPLOYMENT

(Certificate to be given by the Head of Department or Office or Employer)

Certified that Dr./Shri/Smt./Kum _____
is working as _____ in this
Department / Office / Institute / Organisation. I have no objection to his/her application being
considered for this post He/She will be relieved as per rules. If he/she is selected for the said post.

No. _____ Signature _____

Date : - -200 _____ Designation _____

Office Stamp _____

PART - B

SUMMARY

1. Name : _____

(In capital letters - Beginning with surname)

2. Present Address : _____ 3. Permanent Address _____

Pin _____ Telephone _____ Pin _____ Telephone _____

4. Date and Place of Birth : _____

5. Home Town : _____ 6. State : _____

7. Nearest Railway Station _____ 8. Mother Tongue : _____

9. Belongs to : SC ST SEBC General

10. Whether Ex Service man : Yes No

11. Present Designation : _____

12. Present Pay Scale : _____ Pay : _____

13. Father's / Husband's Name, Occupation and Address : _____

14. Educational Qualification :

Sr. No.	Degree	Final grade/ Percent	Class	Sr. No.	Degree	Special Remarks
i	Bachelor			iv.	Post Graduate Diploma	
ii	Master			v.	Post - Doctorate in India	
iii	Doctorate			vi.	Post - Doctorate Abroad	

15. Medals/ Awards :

Number of Medals/ Awards received by academic achievements.

and by scientific contribution

16. Experience : (Number of Years)

Sr. No.	Cadre	Teaching		Research	Extension	Administration
		U.G.	P. G.			
i	Below Assistant Professor and its equivalent					
ii	Below Associate Professor and its equivalent					
iii	Below Professor and its equivalent					
iv	Professor and its equivalent					

17. Publication : (Number Published)

- Ⓐ Research papers in National Journal
- Ⓑ International Journal (iii) Popular Articles
- (iv) Booklet (v) Books

18. Number Attended : (i) Seminar (ii) Workshop

(iii) Summer Institute (iv) Symposium

19. Number of new Project / Scheme conducted

20. Number of times as member on :

- Ⓐ Scientific body/ Committee
- Ⓑ Government body/ Committee/ Panel
- Ⓒ Editorial Board of Scientific National Level Journal

21. Number of years worked on extra activity.

- Ⓐ Rector - Assistant Rector
- Ⓑ Chairman / Ex - Officio of Students sports activity
- Ⓒ NCC/NSS Officer
- (iv) Farm Manager/Drawing Disbursing Officer

NOTE : Ten copies typed - written of "Summary" are to be attached with main recruitment form.

Date : _____

Signature : _____

Name : _____

GENERAL INFORMATION AND INSTRUCTION TO CANDIDATES
(TO BE RETAINED BY HIM)

INSTRUCTIONS (Importants)

1. Before filling/submitting the application form you are advised to go through the qualifications prescribed for the post (enclosed) and make sure that you possess the same.
2. Please make sure that all the entries in this form are written down neatly and legibly.
3. The application should be complete in all respect i.e. it should be :
 - (i) Filled in Completely. No blank space should be left, if not applicable write "NA".
 - (ii) Supported with attested copies of all academic and experience certificates.
 - (iii) The form and processing fee should be in form of Indian Postal Order. The Postal Orders should have been issued by the Post Office, after the date of publication of the advertisement of the post.
 - (iv) Routed through proper channel (in case of persons already employed)

INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED :

4. The application must reach the Registrar on or before the last date prescribed for receiving of applications. APPLICATIONS RECEIVED AFTER THE LAST DATE SHALL STAND REJECTED AUTOMATICALLY.
5. To avoid delay in the receipt of application through proper channel the candidates are advised to submit an advance copy of their application (complete in all respect) before the closing date. However, the application through proper channel must reach within Fifteen days of the closing date. SUCH APPLICATION RECEIVED AFTER PERIOD OF FIFTEEN DAYS SHALL NOT BE CONSIDERED.
6. The Anand Agricultural University employees / teachers should submit their applications to their respective Heads of Departments / Unit Heads at least ten days before the closing date of receipt of applications.

GENERAL INSTRUCTIONS/GENERAL INFORMATION :

(A) FILLING THE FORM :

1. When you apply for more than one post, you must submit a separate application for each post.
2. The application form obtained for a particular post shall not be used nor shall be considered for any other post.
3. Documentary proof in support of previous experience and academic qualifications indicated in the application should invariably be sent along with the application failing which shall mean to believe that you do not possess the experience and qualifications mentioned therein and the application shall be treated as incomplete and may be rejected.
4. Clearly write the complete name of post for which you are applying, Please note that where the name of post is not given it may not be possible for the Registrar Office to entertain the application form failing which may lead the application to be considered by the Registrar Office for any resembling post for which the University shall not be held responsible.
5. Most important entries in this form are details of academic qualifications, list of publications, teaching, research, extension experience and your re-employment record. Please make sure that all the details are given in the form in which they are required.
6. Along with the application forms, we are sending you a blank "SUMMARY FORM" in which you are required to give a summary. The blank forms should be neatly filled and send with the application in ten copies. The information asked for under the different columns should be brief but complete.
7. (i) Item No. 25 in main form deals with your publications. Please give details of title of papers on separate sheet. Please note that the titles of the publications are not to be lumped together but classified as original research papers, text books, reports, bulletin, conference or seminar papers, extension literature etc. Also please note that you have to mention only those which have been published or printed though you may give reference to papers which have already been accepted for publication by a standard journal.
(ii) As per the ICAR Norm you have to Indicate and submit minimum five best research publications out of which two could be books for evaluation / assessment.
8. A recent signed pass-port size photograph should be pasted on the application in the space provided for the purpose. it may happen that the photograph is not properly pasted and tend to get detached from the application. In your own interest you are, therefore advised to write neatly at the back of the photograph, your name and the full name of the post you are applying for. It will then be possible for us to repaste such photographs on the application to which it belongs.

(B) REGRADING FEES : Administrative Charges Rs. 100/-

1. I.P.O. should be crossed in favour of " THE ANAND AGRICULTURAL UNIVERSITY, ANAND. Payable at Institute of Agri P.O - 388 110.
2. The fees are not refundable in any case.

(C) MAILING THE APPLICATION FORM :

1. The application form along with ten copies of "Summary" (Part - B) should be sent to the REGISTRAR, ANAND AGRICULTURAL UNIVERSITY, ANAND -388110. DISTRICT - ANAND. Gujarat State.
2. An Acknowledgement Card is accompanied with this application form Please complete it by entering in appropriate place the name of the post applied for and full mailing address and return with the application form.
3. In your own interest. you are advised to send the application form under Registered envelop with (RPAD) acknowledgement due.

(D) CONDITIONS OF SERVICE : (Summary only for knowledge / Not for Legal purpose)

The conditions of service shall be as mentioned in the GUJARAT AGRICULTURAL UNIVERSITIES ACT -2004 and the STATUTES framed thereunder as amended from time to time. However for the sake of convenience of the candidates, the important provisions as they exist at present are indicated below :

1. All appointees will be on probation for a period of two years in the first instance which may however be extended for one more year. For teacher and officer of the University it will be a two - year contract also along with probation.
2. Employee are transferable within the jurisdiction of Anand Agricultural University where the similar post is existing. The jurisdiction of AAU comprises Six districts Viz, Anand, Vadodara, Panchmahals, Dahod, Kheda & Ahmedabad.
3. Medical Certificate of Fitness : All the fresh recruits shall furnish, before joining the post a medical certificate of fitness in accordance with the provisions of Statues.
4. G.P.F, Pension, Gratuity, etc. admissible as per rules amended from time to time. Employees will have to subscribe towards his G.P.F. Account as per University Rules.
5. Leave : Earned Leave, Half Pay Leave, Extra Ordinary Leave without Pay, Study Leave, Casual Leave as per University Rules. However, it can not be claimed as a matter of right.
6. Travelling and Daily Allowance for University business and work outside the Head - Quarter and Transfer T.A. in case of transfer in University interest are admissible as per University Rules at the rates in force from time to time. T.A. on fresh appointment not admissible, no joining time or Transfer TA is admissible.
7. Other advances interest bearing/non interest bearing are available as per AAU Rules.
8. AGE OF RETIREMENT :
60 years for teachers and peons (Class - iv)
58 years for University Officers and all other employees.
9. Termination dismissal from service :
Discipline and appeal rules as well as conduct rules for employees have been prescribed in this University Codes of Conducts for teachers are also prescribed. The brief grounds for termination of service from this University are as under :
 - (i) Gross negligence in discharge of duty.
 - (ii) Misconduct
 - (iii) Insubordination or any breach of discipline
 - (iv) Physical or mental unfitness for discharge of duty.
 - (v) Any act prejudicial to the University interest or its property.
 - (vi) Conviction by a Court of Law for offence involving moral turpitude.
 - (vii) Guilty of activity which tends to create communal disharmony.

(E) NOTICE :

(i) Furnishing of false information or suppression of any factual information in the application would be a disqualification and candidate will not be considered for employment under this University. Any such false information comes to the notice at any time during the service of a person, his service would be liable to be terminated.

(ii) Canvassing in any form will be a disqualification.

(iii) The appointment to the posts mentioned at No. 3 & 4 shall be subject to the conditions prescribed by the government.

REGISTRAR
ANAND AGRICULTURAL UNIVERSITY
ANAND .