



**ANAND AGRICULTURAL UNIVERSITY**  
**ANAND-388110**

**ADVERTISEMENT No. 3/2013**

<b>Name of Post</b>	<b>Registrar</b>
<b>Pay Band &amp; Grade Pay</b>	Rs.15600-39100 + Grade Pay Rs.7600/-.
<b>Qualifications</b>	
1. A Master degree with atleast 55% of the marks or its equivalent grade of B in the U.G.C. 7.0 point scale.	
2. A Ph.D. in Agricultural Sciences of equivalent qualifications.	
3. Atleast 15 years of experience as a Assistant Professor in the AGP of Rs. 7,000 and above OR with 8 years of service in AGP of Rs. 8,000 and above including as Associate Professor alongwith experience in educational and/ or administrative.	
<b>OR</b>	
Comparable experience in research/ establishment and / or other institutions of higher education.	
<b>OR</b>	
15 years of administrative experience, of which 8 years as shall be as Deputy Registrar.	
<b>OR</b>	
An officer holding equivalent post not below the rank of Joint Director of Agriculture OR Gujarat Administrative Service (Senior Scale) cadre.	
4. The candidate appointed shall during his probation period be required to pass the qualifying examination for Computer Knowledge in accordance with the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.	
<b>Age :</b> A candidate shall not be more than 50 years of age. Upper age limit may be relaxed upto 5 years in favour of a candidate who is already an employee in Agricultural University of Gujarat.	
<b><u>Other Relaxation:</u></b>	
a. A Relaxation of 5% marks for SC/ST candidate for Master's level will be admissible.	
b. A relaxation of 5% from 55% to 50% of the marks to the Ph.D. degree holders, who have passed their Master's degree prior to 19 <sup>th</sup> September, 1991.	
c. Minimum requirement of 55 % Marks at Master's level shall not to be insisted for the existing employees of the Agricultural Universities of Gujarat.	

...2...

The application in the prescribed proforma should be downloaded, filled in completely, supported with attested copies of certificates, pertaining to the qualification and experience accompanied with a crossed Demand Draft of **Rs.1000/-** of any Nationalized Bank drawn in the favour of "**Anand Agricultural University Fund Account**", (Application Form fee for SC/ST/SEBC/P.H. candidates of Gujarat is **Rs.250/-**).

**SEBC candidate should furnish prescribed & current year's "Non-Creamy-layer Certificate" along with the application form.** Relaxation up to five years in upper age limit shall be admissible only to reserve categories and for women candidates and ten years for physically handicapped persons as per the criteria prescribed by Govt. of Gujarat.

Application lacking in any of the documents will be rejected without giving any reason thereof.

Filled application form should reach to the Registrar, Anand Agricultural University, Anand-388110, District: Anand, (Gujarat) on or **before 31/10/2013**. The University reserves its right not to fill-in all or any post if deems necessary.

**Date :12/10/2013**

**Registrar**

<b>Office use only</b>  Application No. :.....	<b>Inward No. Date &amp; Seal</b>
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**Anand Agricultural University  
Anand-388110 (Gujarat)**



**Advt. : 3/2013**

**Application form for the post of Registrar**

**Note :**

**Application and All documents should reach in this office in A4 size Paper.**

# Anand Agricultural University, Anand

(Advt. No. 3/2013)



**Last Date of Application : 31/10/2013**

**(Application Fee Rs.1000/- & Rs.250/- Non refundable)**

Application for the post of : <b>Registrar</b>	Affix signed pass-port size Photograph here	
Name of Faculty : No		
Name of Discipline : No		
Details of Demand Draft		
1. Name of Bank : _____		
2. D.D. No. & Date : _____		
3. Amount : ₹ _____		

**Important: Before filling in the form please read the enclosed information and instructions carefully.**

## PERSONAL HISTORY

1. Name : _____ (In Capital letters – Beginning with surname)	
2. Present Address	3. Permanent Address
_____	_____
_____	_____
_____	_____
Pin : _____	Ph. No. _____
Fax No. _____	E-mail : _____

4. Date of Birth: _____	Place : _____
5. Home State : _____	6. Home Town : _____
7. Nearest Railway Station : _____	
8. Sex : Male / Female : _____	
9. Marital Status : Single / Married / Widow (er) : _____	
10. Nos. of Child : _____	11. Mother Tongue : _____
12. Whether Belongs to SC / ST / SEBC / General : _____ <b>(Please attach authenticated Certificate)</b>	
13. Present designation: _____	14. Present Pay Scale : _____
15. Father's / Husband's Name : Occupation and Address : _____ _____	



16. Personal Marks of Identification : \_\_\_\_\_

17. Whether Ex-Serviceman : Yes \_\_\_\_\_ No \_\_\_\_\_

18. Language Known :

Language Proficiency	Speak	Read	Write

19. Any medical disability? Please specify : \_\_\_\_\_  
\_\_\_\_\_

20. (A) Nationality: \_\_\_\_\_ (B) Citizenship at Birth : \_\_\_\_\_

(C) Present Citizenship : \_\_\_\_\_

21 **Education Qualification :**

**(Attach certificate in sequence giving number 21 (i) to 21(v))**

Sr. No.	Name of Examination (Pl. Specify Degree)	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	NET / _____						
v	CCC+						
vi							
vii							

22 **Medals / Awards : (Attach Certificate giving number 22 (i) to 22(ii))**

Sr. No.	Awarded for	Name of Awarded/ Medal	Year in which received	Name of Organization	No. of Awards/ Medals
i	Academic Achievements				
ii	Scientific Contribution				

**23 Experience : (Employment Record)**

Experience regarding previous and present employment :

(Attach the certificate / order, if any, giving number **23(i)** to \_\_\_\_\_)

Sr. No.	Period		Post Position held	Employer's Name & Address	Pay Band + AGP	Reason of Leaving Service
	From	To				
1						
2						
3						
4						
5						
6						
7						

**24 Abstract of Experience : (Teachers Cadre Only)**

Sr. No.	Particulars	Years	Month	Days
i	Experience bellow Assistant Professor & its equivalent cadre			
ii	Experience in the cadre of Assistant Professor & its equivalent cadre	<b>Direct Selection Dt. ....</b>		
		<b>Promotion(CAS) Dt. ....</b>		
iii	Experience in the cadre of Associate Professor & its equivalent cadre	<b>Direct Selection Dt. ....</b>		
		<b>Promotion(CAS) Dt. ....</b>		
iv	Experience in the cadre of Professor & its equivalent cadre	<b>Direct Selection Dt. ....</b>		
		<b>Promotion(CAS) Dt. ....</b>		
v	Total experience of under graduate teaching only.			

**25 Publication :** (Attach list of publication giving number **25(i) to 25 (iv)**)

<b>Sr. No.</b>	<b>Particulars</b>	<b>Number of articles / booklets published</b>
<b>i</b>	Research papers published in International Journal	
<b>ii</b>	Research papers published in National Journal	
<b>iii</b>	Popular Articles and Booklets	
<b>iv</b>	Books	

**Note :** The published articles are to be included only and not articles sent for publication

**26 (A) Seminar / Workshop / Summer Institute Attended:**

(Attach certificate / document attended giving number **26(i) to 26(iv)**)

<b>Sr. No.</b>	<b>Particulars</b>	<b>Number attended</b>
i	Seminar	
ii	Workshop	
iii	Summer Institute	
iv	Symposium	

**(B) Recommendation by AGRESCO .....**

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**27 New Projects Conducted :**

<b>Particulars</b>	<b>Details of Project / Research Scheme</b>
New Project / Scientific Research Scheme conducted on the basis of personal Bio-data through the institute like ICAR / VRI / NDRI and other agency	

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

**28 Membership :**

<b>Sr. No.</b>	<b>Member on</b>	<b>Details in Format</b>
<b>i</b>	Scientific / Government / Board / Committee	
<b>ii</b>	Panel 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 Rector		
ii	Chairman / Ex-Officio		
iii	NCC / NSS Officer		
iv	Farm Manager / Drawing Disbursing Officer		

**30 (A) Whether ready to accept Minimum Scale applied for ?**

Yes ..... No .....

**(B) If no, Please give reason for higher demand**

.....

**31 Whether any relative (by Blood / Marriage) employed by Anand Agricultural University**

Yes ..... No .....

(If yes, please give details below)

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

**32 Other Countries Visited :**

Name of Country	Period of Visit		Purpose of Visit (give complete detail)
	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 know

**34 Whether interviewed by the AAU earlier ?** Yes ..... No.....

If yes, Pl. give date ..... and post ..... applied for

**35 Whether debarred from appearing any examination by any Board / Institute?**

Yes ..... No.....

If yes, Pl. give details on separate sheet

**36 Whether you have been punished / dismissed or convicted by any Institution / Govt. / Court ?** Yes ..... No.....

If yes, Pl. give details on separate sheet

**37 Mention the time required for joining duties, if you are appointed on the post**

Months ..... Days.....

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 candidate (if the space is insufficient please use separate sheet of paper and attach it to this form, inserting here a reference to the sheet attached **giving number 39 (1)**)

**:: D E C L A R A T I O N L ::**

I, hereby 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 with held any information regarding my past service and record. If any information is found to be false of 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 of compensation.

**Place :** .....

**Date :** .....

**(Signature of Applicant)**

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<b>Details of Enclosures</b>		
<b>1</b>	<b>5</b>	<b>9</b>
<b>2</b>	<b>6</b>	<b>10</b>
<b>3</b>	<b>7</b>	<b>11</b>
<b>4</b>	<b>8</b>	<b>12</b>

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**FOR USE OF APPLICANTS IN EMPLOYMENT**

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

Certified the Dr. / Shri / Smt. / Kum. .... is working as .....in this Department / Office / Institute / Organization. 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 post.

**No.**

**Signature** .....

**Date :**

**Designation** .....

**Office Stamp** .....

## PART-B SUMMARY

1. Name : \_\_\_\_\_  
(In Capital letters – Beginning with surname)

2. Mailing Address \_\_\_\_\_ 3. Permanent Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Pin : \_\_\_\_\_ Telephone No. \_\_\_\_\_

4. Date of Birth : \_\_\_\_\_ Place: \_\_\_\_\_

5. Home State : \_\_\_\_\_ 6. Home Town : \_\_\_\_\_

7. Nearest Railway Station : \_\_\_\_\_ 8. Mother Tongue : \_\_\_\_\_

9. Whether Belongs to SC / ST / SEBC / General : \_\_\_\_\_

10. Present Designation: \_\_\_\_\_

11. Pay Scale : \_\_\_\_\_ Pay : \_\_\_\_\_

12. Father's / Husband's Name : Occupation and Address : \_\_\_\_\_  
 \_\_\_\_\_

13. Whether Ex-Serviceman : Yes \_\_\_\_\_ No \_\_\_\_\_

14. Education Qualification :

Sr. No.	Degree	Final Grade / Percent	Class	Sr. No.	Degree	Special Remarks
i	Bachelor			v	Post Doctorate in India	
ii	Master			vi	Post Doctorate Abroad	
iii	Doctorate			vii	N.E.T. / _____	
iv	Post Graduate Diploma			viii	C.C.C. +	

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.			
1	Below Assistant Professor and its equivalent					
2	Below Associate Professor and its equivalent					
3	Below Professor and its equivalent					
4	Professor and its equivalent					

17 Publication : (Number Published)

- (i) Research papers in National Journal :.....
- (ii) 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 :

- (i) Scientific body / Committer :.....
- (ii) Govt. body/Committee / Panel :.....
- (iii) Editorial Board of Scientific National Level Journal :.....

21 Number of years worked on extra activity

- (i) Rector-Assistant Rector :.....
- (ii) Chairman / Ex. Officio of Students sports activity :.....
- (iii) NCC / NSS Officer :.....
- (iv) Farm Manager / Drawing Disbursing Officer :.....

Place : .....

Date : .....

(Signature of Applicant)

## **GENERAL INFORMATION AND INSTRUCTIONS FOR CANDIDATES (TO BE RETAINED BY THE CANDIDATE)**

1. Demand Draft of RS.1000/- or Rs.250/- be sent invariably along with download form otherwise application will be rejected.
2. 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.
3. Please make sure that all the entries in this form are written down neatly and legibly
4. The application should be complete in all respects i.e. it should be :
  - i. Filled in completely
  - ii. Supported with attested copies of all academic and experience certificates
  - iii. The form should accompany Demand Draft of Rs.1000/- or 250/- issued by any nationalized Bank.
  - iv. Routed through proper channel (in case persons already employed)

### **INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED:**

5. The application must reach The Registrar on or before the last date prescribed for receipt of applications in the advertisement **APPLICATIONS RECEIVED AFTER THE LAST DATE SHALL STAND REJECTED AUTOMATICALLY.**
6. 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 respects) before the closing date. However, the application through proper channel must reach last date of application.
7. The Anand Agricultural University employees/teachers should submit their applications to their respective Heads of Departments at least ten days before the closing date for receipt of applications through their University Officer concerned.
8. In case of SC/ST/SEBC/PH Certificate issued by component authority of Gujarat State attested by Gazetted Officer should be enclosed. In case of SEBC candidate Non-Creamy Layer Certificate for the current year should be produced along with the application or at the time of interview strictly, otherwise he/she will not be considered against SEBC category.

### **FILLING THE FORM:**

1. When you apply for more than one post you should submit a separate application for each post.
2. The application form obtained for a particular post shall not be used or 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 will be rejected.
4. Complete name of the post should be mentioned otherwise your application shall stand as rejected.
5. The most important entries in this form are details of academic qualifications list of publications, teaching, research, extension experience and your employment record; Please make sure that all the details are given in the form in which they are asked for.
6. Along with the application form is a blank "SUMMARY FORM" in which you are required to give a summary. The summary form in ten copies should be submitted with duly filled application form. The information asked for under the different columns should be brief but complete.
7. Item NO.25 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 are to mention only those which have been published or printed through you may give reference to papers which have already been accepted for publication by a refereed Journal.
8. A recent signed pass-port size photograph should be properly pasted on the application in the space provided for the purpose.
9. Fee:
  1. D.D. should be crossed in favour of "**ANAND AGRICULTURAL UNIVERSITY FUND ACCOUNT**"
  2. The fee is non refundable

## **MAILING THE APPLICATION FORM**

1. The application form along with 10 copies of "Summary" Part-B).
2. In your own interest, you are advised to send the filled "application form under Registered cover acknowledgement due

### **CONDITIONS OF SERVICE: (Summary only for knowledge)**

The conditions of service will be as mentioned in the GUJARAT AGRICULTURAL UNIVERSITIES ACT, 2004 and the STATUTES framed there under and 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 year* in the first instance. For teacher and officer of the University it will be a *two year* contract also along with probation.
2. Employees are transferable within the jurisdiction of Anand Agricultural University where the similar post is existing.
3. Medical Certificate of Fitness: all the recruitee shall furnish, before joining the post a medical certificate of fitness in accordance with the provisions of Statutes.
4. G.P.F. Pension, Gratuity, etc. are admissible as per University rules and as amended from time to time. Employee will have to subscribe necessary fund towards his G.P.F./ C.P.F. Account as per University Rules.
5. Leave : As per the University Rules. However, it cannot be claimed as a matter of right.
6. Traveling and Daily Allowance for University business and work outside the Headquarter 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.
7. Other advances interest bearing/non interest bearing are available as per rules.
8. **AGE OF RETIREMENT:**  
62 Years for teachers  
58 Years for 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) Mis-Conduct
  - 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 in a Court of Law for offence involving moral turpitude
  - vii) Guilty of activity which is anti-secular and which tends to create communal disharmony.

#### **NOTICE:**

- i) Furnishing 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 University shall reserve seats for SC, ST and SEBC categories as per the rules.

REGISTRAR  
ANAND AGRICULTURAL UNIVERSITY  
ANAND