

# Maharana Partap College [For Women]

Mandi Dabwali Ph: 81683-86117

## Application form for the Post of Assistant Professor

Sr. No. ....

Application Receipt No:.....

Receipt Date:.....

### **INSTRUCTIONS:-**

1. The application form contains two sections: Section A: Bio data, Section B: Score Sheet as per criteria for the selection of Assistant Professor in the Govt. Aided Private Colleges in Haryana.
2. The last date of receipt of application is **30<sup>th</sup> May, 2026**
3. Attested copies of all certificates/testimonials should be attached. Original documents will have to be shown at the time of interview.
4. The application should be accompanied by **Demand Draft** of Rs. 500/- for General Category and Rs. 400/- for Reserved Category in favour of "**M. P. College for Women, Mandi Dabwali**".
5. Persons in employment should send their application through their employers. They may, however send a copy in advance, but it must be on the prescribed form accompanied by the demand draft, copies of certificates/testimonials etc. A copy of application on the prescribed form be also sent to Dean of colleges, Ch. Devi Lal University, Sirsa and DGHE, Sec-5, Panchkula.
6. Applications received after the due date or found incomplete may not be considered.
7. A **Hard copy** of the application along with all certificates/testimonials must be sent to the Principal, M.P. College (For Women), Mandi Dabwali (Sirsa-125104).

### **Section- A**

1. Post applied for (Give the full name of the post) .....  
(Advt. No. ....)
2. Subject:.....Category (Gen./Sc/BC-A/BC-B/EWS):.....
3. Name in full (in block letters) .....
4. Father's Name:.....Mother's Name:.....
5. Present Postal Address (in block letter) .....  
.....  
.....
6. Permanent Home Address .....  
.....  
.....
7. Contact No:.....E-Mail Id:.....
8. (a) Nationality of the Candidate: .....  
(b) Marital Status .....  
(c) Are you physically handicapped?.....If yes, please attach attested copy of certificate
9. (a) Date of birth (DD/MM/YYYY).....  
(b) Place of birth: .....
10. If you are employed, Your present designation: .....

11. **References:** These should be professionally competent persons who are well acquainted with some aspects of the applicant's training accomplishment, capabilities, and the character but must not be relations. Two referees should be listed and at least one of them should be citizen of India. For applicants having done post graduate or post-doctoral research, the research supervisors must be listed.

I Name: .....

Occupation & position: .....

Address: .....

E-Mail Id:.....Contact No:.....

II Name: .....

Occupation or position: .....

Address: .....

E-Mail Id:.....Contact No:.....

12. Have you attached a Demand Draft for the prescribed fee? If so, state details:

Amount:.....DD No:..... Dated: .....Bank Name:.....

13. Have you ever been prosecuted, kept under detention of bound down, fined convicted by a court of law of any offence or debarred/disqualified by any University, Public Service Commission from appearing at its examinations/selection? Is any case pending against you in any court of law at the time of filling up of the application form? If the answer is 'Yes' full particulars of the case, detention, fine conviction, sentence etc. should be given.

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14. Please mention whether you have been removed or dismissed or any other punishment from service or any disciplinary proceeding from past employments. If yes, please mention details:-

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**15. Educational Qualification (From Matriculation onwards)**

Exam. Passed	University /board	Roll No	Year of Passing	Division	Max Marks	Marks Obt. with %age	Subjects	Distinctions if any
Matric								
10+2								
B.A/B.Sc								
M.A/M.Sc								
M.Phil								
Ph.D								
NET/SLET/SET								
Any other Exam.								

16. Topic of M.Phil Dissertation .....

17. (a) Topic of research for Ph.D. ....

(b) Field of specialization .....

(c) List of Publications: .....

Publication	Published (Ind./Jointly)	In Press	Accepted for Publication	Communicated for Publication	Whether Books have ISBN/Paper indexed or not
Books					
Papers					
Abstracts					
Paper Presentation					

(Attach a list of publications in respect of each category mentioned above.)

**18. Experience:-**

Name of Employer	Designation of the Post Held	Duration of Appointment		Total Experience		Basic Pay Allowances Separately	Reasons for leaving
		From	To	Year	Month		

19. Total Experience:.....

Under Graduate classes ..... Post-Graduate classes .....

19. Period required for joining the post if selected .....

20. List below the certificates and testimonials (attested copies) attached:

- 1.
- 2.
- 3.
- 4.
- 5.

I.....S/o D/o W/o.....hereby declare that all the entries made by me in this application form are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature/appointment is liable to be cancelled.

Place: .....

Date: .....

(Signature of the candidate)

**CERTIFICATE FROM THE EMPLOYER, IF ANY**

The application of Miss/Mrs..... who is at present working as..... in....., whose pay-scale is..... His/Her application is forwarded and recommended for consideration for the post of..... in the ..... In case he/she is selected for employment in the..... He/She will be relieved from his/her present position on .....notice.

Place: .....

Dated: .....

Signature of the Head  
Of the Office/Organization [Seal of Office]

## Section-B (Score Sheet)

Category:-

Sr. No	Particulars	Marks	Self-Appraisal Marks	Marks Awarded
1	Academic Record	40		
2	Additional Qualifications	15		
3	Teaching Experience and Research	20		
4	Co-Curricular Activities	7.5		
5.	Sports	5		
	Interview	12.5		
	Total	100		

1. Academic record: Maximum 40 marks

Sr. No	Particulars	Marks	Self-Appraisal Marks	Marks Awarded
1	Above 55 % marks in Master's degree	0.4 mark for each percentage		
2	Above 55 % marks in Graduation	0.3 mark for each percentage		
3	Above 55 % marks in 10+2	0.2 mark for each percentage		
4	Above 55 % marks in Matriculation	0.1 mark for each percentage		

2. Additional Qualification : Maximum 15 Marks

Sr. No	Particulars	Marks	Self-Appraisal Marks	Marks Awarded
1	Graduation with honours in the relevant subject	03 marks		
2	P.hD	10 marks		
3	JRF	05 marks		
4	NET	03 marks		
5	SLET/SET	02 marks		

3. Teaching Experience and Research: Maximum 20 Marks

A. Teaching Experience: Maximum 10 Marks

Sr. No.	Particulars	Marks	Self-Appraisal Marks	Marks Awarded
1	Teaching Experience after acquiring eligibility qualifications in the relevant subject	1 mark for each academic year (0.5 mark per semester)		

B. Research: Maximum 10 Marks

Sr. No	Particulars	Marks	Self-Appraisal Marks	Marks Awarded
1	Research Publications	03 marks for each research publications published in Peer-Reviewed or UGC-listed Journals		
2	Paper Presentation in Conferences	International (Abroad)- 05 each		
		International (Within country)- 3 each		
		National- 2 each		
		State/University- 1 each		

4. Co-Curricular Activities- 7.5 marks

Sr. No.	Particulars	Marks	Self-Appraisal Marks	Marks Awarded
1.	NCC (Maximum 5 Marks)	NCC 'C' Certificate- 05 Marks		
		NCC 'B' Certificate- 02 Marks		
2.	NSS (Maximum 5 Marks)	NSS National Award- 05 Marks		
		NSS State Award- 02 Marks		
3.	Position in Competitions like Debate/Declamation/Quiz/Poetic recitation/Fine Art etc. (Maximum 5 marks)	5 Marks for each National Level position		
		2 Marks for each State/Inter-University Level Position		
		1 Mark for each position in Zonal Youth Festival		
4.	Participation in Republic Day Parade, New Delhi	Maximum 2 Marks		

5. Sports\* (Maximum 5 Marks)

Sr. No.	Particulars	Marks	Self-Appraisal Marks	Marks Awarded
1	International Level Position	5 Marks		
2.	National Level Position	First- 3 Marks, Second- 2 Marks, Third- 1 Mark		
3.	State/Inter-University Level Position	First- 2 Marks, Second & Third- 1 Mark		

\* Certificate of Gradation from Sports Department of Haryana Govt. is mandatory to claim the marks.

6. Interview: 12.5 Marks

Sr. No.	Particulars	Marks
1	Subject knowledge including presentation of 4-5 minutes on a topic given by the selection Committee	5 Marks
2	Communication Skill & ICT Knowledge	4.5 Marks
3	Overall Personality	3 Marks

Performance in interview shall be assessed on the basis of above mentioned criteria. Each member of Selection Committee shall assess candidates and shall assign marks individually in all the three sub-categories mentioned at VI above. For selection, marks obtained by candidates in Categories I to V will be added to the average marks assigned by all members of Selection Committee.

Note:

\* During recruitment process, rules/instructions framed by the Govt. from time to time shall be applicable.

\* Sports certificates must be issued for such tournament recognized by the State/Centre Govt.

\* In case of SC candidates, marks shall be allotted as per same criteria mentioned above.