

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

(A Central University Established by an Act of the Parliament in 2007)

Shillong * Hyderabad * Lucknow



Application No.....

(for office use only)

Form of Application for the use of candidates for appointment to Faculty posts at the University

Advertisement No..... Post applied for:.....

Department..... Campus

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING IN THE FORM

1. All entries must be neatly handwritten or typewritten. Illegible writing / information will lead to rejection.
2. Separate application should be made for each post / campus.
3. Complete and correct information should be given against each item. If the space against any of the items is inadequate, separate sheets may be attached. Incomplete applications are liable to be rejected.
4. Applicants who are in employment should send their applications through their employer and proper channel. An advance copy may, however, be sent marked "Advance Copy".
5. Only self-attested copies of certificates and testimonials should be sent with this form. Originals should be produced at the time of interview.
6. Please enclose a self-addressed stamped post-card, if you need an acknowledgement.
7. **Please read all important instructions and relevant information provided in the booklet. Candidates are liable for any wrong / incomplete information which may lead to rejection of application.**

Particulars of Demand Draft:

Draft No. Dated Amount..... Bank..... Branch.....

1. Name of the applicant: Mr./Mrs..... (in block letters)

(i) Father's Name:.....

(ii) Mother's Name:.....

2. Permanent address:

3. Full address for Correspondence: (with PIN code)

(all correspondence will be at this address. Please fill carefully and completely. University will not be responsible for any postal delay / loss. University shall communicate through email / SMS if needed.)

Tel No.

e-mail:

Mobile No.:

4. Nationality.....

5. Sex.....

6. (a) Place of birth..... District..... State.....

(b) Date of birth: -----

(attach self-attested copy of X class certificate as proof)

(c) Age on the last date fixed for the submission of applications: Years....Months.....Days.....

7. If you belong to a Scheduled Caste/Scheduled Tribe/Other Backward Classes/Other Castes/Person with Disability write either SC or ST or OBC or OC or Physically Challenged. Otherwise write UR.

(attach self-attested copy of relevant certificate as proof. Please read instructions)

8. Marital Status: (single / Married / divorced / widow(er))

9. Academic record: (Attach additional sheet, if required)

	University / Institution	Year of Passing	Marks obtained	Subjects studied	Proof attached as Annexure 1/2/3 etc.
Ph.D.					
PG					
UG					
XII					
X					
Any other Certificate / Diploma					

10. Teaching experience*: *(attach separate sheet if required and submit self-attested copies of supporting documents)*

Name of University/Institution	Designation <i>(whether permanent or temporary)</i>	Level <i>(UG/PG/Research/ other)</i>	From	To

11. Research work done, including research guidance*:

***Provide information in the relevant UGC- API score-sheets format also for points 10 and 11 and self-attested copies of all supporting documents.**

12. Languages known:

Language	Speak	Read	Write	Examination Passed (if any)

13. Special education / training / experience in the Production of materials (if any) including attendance at Summer Institutes/UGC Refresher Courses in any of the specialties / disciplines notified (Give details as a separate sheet if applicable with self-attested copies of necessary supporting documents).

14. Have you passed the "Eligibility Test" for recruitment of Lecturers in universities and colleges conducted by the UGC/CSIR/JRF examinations? If so, enclose self-attested copy.

15. Have you been outside India? If so, give particulars.

Country visited	Date of visit		Purpose of visit	Whether on your own or sponsored by any agency? Please specify.
	From	To		

16. Details of Papers and Publications (in UGC - API format. Enclose five copies of each paper / publication / book etc. claimed):

17. Present position: *(attach self-attested copies of supporting documents as applicable)*

a) Designation: ----- b) Name of the employer:-----

c) Date of appointment:-----

d) Nature of appointment (Permanent/temporary/ad-hoc/guest faculty).....

18. Present scale of pay & other details: *(attach self-attested copy of last pay certificate as applicable)*

a) Scale of pay:----- b) Present basic pay:-----

d) Date of your next increment:-----

- 18. Are you willing to accept the minimum of the scale? If not, what initial pay do you expect? Give reasons justifying your request.**
- 19. If appointed, how much time will you need for joining the University?**
- 20. Were you a candidate for any post in this University before? If so, post applied for:**
- 21. Membership of learned bodies: (attach proof as self-attested copy)**
- 22. Any other relevant information you wish to furnish:**
- 23. Referees: Give below the names of three referees who should be requested by the candidate to mail their assessment of his/her character, teaching ability, suitability for the post and any other information direct to the Registrar, The English and Foreign Languages University. The referees should be persons holding responsible positions and should not be relatives. Where the candidate has been in employment, one of the referees should be his/her present or recent employer.**

	Name	Address with contact number
1.		
2.		
3.		

DECLARATION

I declare that all the statements made in this application are true to the best of my knowledge and belief, and that I have not suppressed any information which may disqualify my candidature.

Date:

Signature of the applicant

ENDORSEMENT OF THE FORWARDING AUTHORITY

Mr./Mrs./Miss/Dr. _____ Designation _____
is in our employment on probationary/temporary/permanent basis. His/her scale of pay is _____
and the total emoluments are Rs. _____. His/her application is forwarded and he/she
will be relieved within _____ after the receipt of appointment order.

Signature:

Name:

Designation:

Date:

Seal of the Office:

APPENDIX TO THE APPLICATION FORM
(Entries to be neatly handwritten/typewritten)

FOR OFFICE USE ONLY

Verified

() To be called for interview

() Not to be called for interview

() To be considered in absentia

SIGNATURE

1. Advertisement No. : _____
2. Name of the applicant : _____
& Address for correspondence
i) Father's Name : _____
ii) Mother's Name : _____
3. Whether the applicant : Caste : _____
belongs to SC/ST/OBC/OC : Nationality : _____
Physically Challenged : _____
4. Date of birth & age : _____
5. Present position : _____
6. Scale of pay and present : _____
basic pay
7. Qualifications : _____

Sex:

Degree	University	Year	% marks/grade

8. Teaching/Research experience:

Institution	Position	UG/PG/M.Phil./Ph.D.	Period

9. Production of materials / special training /education (please see sl . no. 13 of main form):

Type of material	Level of users	Number

10. Publications:

Number of books	Number of research papers	Number of other articles

11. Seminars/Workshops etc., attended:

	National	International
i) Seminars		
ii) Workshops		
iii) Others		

12. Whether the applicant is requesting
for pay protection/higher start?

13. Any other information that you may desire to furnish in support of your application:

SIGNATURE WITH DATE

NAME.....

