



(To be filled in by the office)

Application No. ....

Bank

Draft enclosed : Yes/No

Signature of Dealing Assistant

**THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES**

AMBEDKAR BHAVAN, 12 L.B. BLOCK, SECTOR-III,  
SALT LAKE CITY KOLKATA -700 098

**Application form for recruitment of Academic Staff**

(To be filled by the applicant)

Details of Applications Fee

Amount Rs. \_\_\_\_\_

DD No. \_\_\_\_\_

Drawn on

Bank \_\_\_\_\_

dated \_\_\_\_\_

**PART A**

1. Post applied for:.....

2. Name of the candidate(In block letters): .....

3. Date of Birth:.....

4.Father's Name/Husband's Name :

5.Place of Birth: .....

6. Do you belong to Schedule Caste/Scheduled Tribe/Physically Handicapped ? If yes. Please Attach Certificate) .....

7. Sex: Male/Female:.....

8. Marital Status: Married/Unmarried:.....

9. Nationality:.....

10. Address for correspondence (with PIN code):.....

.....

Telephone No. (with STD code):..... Mobile No:.....

E-Mail:.....

11. Permanent Address (with PIN code):.....

.....

Telephone No. (with STD code):..... Mobile No:.....

E-Mail:.....

12. Academic Qualification: (Matriculation onwards)

Examination Passed	Degree	Board/ University	Year of Passing	% of Marks	Division/ Grade	Subject
Secondary						
Intermediate/ HigherSecondary						
Graduation						
LL.B						
LLM./M.Lib						
Post Graduation						
Other Qualifications						
Diploma Course						

Affix recent  
Passport Size  
Photograph  
with Signature



14.(b) Post held, if any, at the time of sending the application and date of application and date of appointment(mention whether permanent, on probation or temporary)

(c) Name of the Employer, at the time of sending the application

(d) Present Basic Pay and allowance (State Separately)

<b>Scale:</b>	Rs.	<b>Allowances :</b>	Rs.
Pay in Pay Band		1. Dearness Allowance	
Grade Pay		2. House Rent Allowance	
Basic Pay		3. Transport Allowance	
		4. Any other Allowance	

(e) Date of next increment

(f) Age of retirement in present post :

(g) Minimum basic pay acceptable Rs per month.

(h) Whether the candidate is receiving any pension benefits? If so, the amount of pension and pension equivalent of Gratuity must be indicated

(i) Whether the candidate would be entitled to any pension benefits on his premature retirement from his present post, if selected for appointment in the University, and if so, the amount of pension and the pension benefits may be indicated.

15. (a) Research Experience:.....

Sl. No.	Name of the Organization/University	Research Title/Project	No. of Years Experience	Year of Completion	Name of Principal Investigator	Area of Research

(b) Thesis Supervision

Sl.No	Name	Organization/University	Title of Thesis	Year of Completion	Co-guide (if any)	Ph.D/ M.Phil

(Separate sheet may be enclosed if required)

(c) Sponsored Projects

Period	Sponsoring Organization	Title of Project	Amount of Grant	Co-investigators (if any)	Area of Research

(Separate sheet may be enclosed if required)

(c) Consultancy

Period from – to	Sponsoring Organization	Title of Project	Nature of Work	Co-investigators (if any)

(Separate sheet may be enclosed if required)

(d) Additional Administrative Experience

Period from – to	Name of the organization	Position	Nature of Work

(Separate sheet may be enclosed if required)

16. PUBLICATIONS (enclose reprint of the best papers (about ten) in your judgment)

(a) Papers in refereed Journals (list those PUBLISHED and ACCEPTED separately)

S.N.	Name(s) of Author(s)	Year	Title	ISSN	Complete Reference of Journal

(Separate sheet may be enclosed if required)

(b) Papers published in conference proceedings:

S.N.	Name(s) of Author(s)	Year	Title	ISSN/ISBN	Complete Reference of Journal

(Separate sheet may be enclosed if required)

(c) Papers presented in Conferences but not published:

S.N.	Name(s) of Author(s)	Year	Title	Name of Conference	Place

(Separate sheet may be enclosed if required)

(d) Books: (List those PUBLISHED and IN-PRESS Separately):

S.N.	Name(s) of Author(s)	Year	Title	ISBN	Publisher

(Separate sheet may be enclosed if required)

(e) Awards and Recognition:

17. Membership of professional/academic bodies:

Name of the Body with address	Nature of Membership	Period	
		From	To

18. GENERAL

a. Experience of organizing

Seminars/Workshops/Conferences

(give details on separate sheets, if required)

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.....

.....

.....

b. IT Awareness Level .....

c. Details of Extra Curricular Activities, if any .....

d. Number of literary, cultural or other activities (attainment in sports etc.) in which the applicant is interested and distinction. If any, obtained in the same. ....

e. How much time will be required to join the new assignment if appointed .....

f. References (From two scholars, not related to the applicant, who are closely acquainted with the applicant's academic training, accomplishments and capabilities. Please indicate their telephone and e-mail contact details::

1.

2.

[Please note that Recommendations of the Referees should preferably be obtained in a sealed envelope and enclosed with this application]

19. Name of post with particulars for which the applicant may have applied and which have not yet been disposed off (particulars of any subsequent application should also be intimated in writing)

20. Details of requisite Bank Draft: .....

Bank Draft No.: .....

Dated: .....

Issuing Bank: .....

## **PART B**

### **PART B: ACADEMIC PERFORMANCE INDICATORS**

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

Category	Nature of Activity	Assistant Professor		Associate Professor		Professor		Score
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score	
I	a. Direct Teaching	70	Actual hours spent per academic year ÷7.5	60	Actual hours spent per academic year ÷7.75	60	Actual hours spent per academic year ÷7.75	
	b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per academic year ÷10	20	Actual hours spent per academic year ÷10	10	Actual hours spent per academic year ÷10	
	c. Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc.	10	Actual hours spent per academic year ÷10	15	Actual hours spent per academic year ÷10	20	Actual hours spent per academic year ÷10	

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

Category II	Nature of Activity	Maximum API Score	Actual score	Self Appraisal Score
a.	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular Lectures/talks/seminars etc.)	15	Actual hours spent per academic year ÷ 10	
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷ 10	
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours academic year ÷ 10 spent per	

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

Category	Activity	Faculties of Law/Social Sciences	Maximum score for University / College teacher*	Self Appraisal Score
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	25 per Publication	
		Other Reputed Journals as notified by the UGC #	10 per Publication	
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated	30 per Book for Single Author	
		Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author	
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author	

	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated	International –10 per Chapter National – 5 per Chapter	
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RESEARCH PROJECTS				
S.No.	Academic Indicators	Faculties of Social Sciences/Law	Maximum Score	Self Appraisal Score
III(C) (i)	Sponsored Projects Carried out/ ongoing	Major projects amount mobilized with grants above 5.0 lakhs	20/each Project	
		Major projects amount mobilized with minimum of Rs. 3.00 lakhs upto 5.00 lakhs	15/each Project	
		Minor Projects (amount mobilized with grants above Rs. 1.00 lakhs upto Rs. 3.00 lakh)	10/each Project	
III (C) (ii)	Consultancy Projects	Amount mobilized with minimum of Rs. 2.00 lakhs	10 per every Rs. 10.0 lakhs and Rs. 2.0 lakhs respectively.	
III (C) (iii)	Projects outcome/Outputs	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies – 30 Central Government – 20, State Govt.- 10 Local bodies – 5.	

III (D)	RESEARCH GUIDANCE			Self Appraisal Score
III(D)(i)	LL.M.	Degree awarded	5 per candidate	
III(D)(ii)	M.Phil.	Degree awarded	5 per candidate	
III(D)(iii)	Ph.D.	Degree awarded / Thesis submitted	15/10 per candidate	
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars			
III(E)(i)	Fellowships/ Awards	International Award / Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship	
		National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship	
		State/University level Award from academic bodies/associations	5 Per Award	
III(E)(ii)	Invited lectures / papers	International	7 per lecture / 5 per paper presented	
		National level	5 per lecture / 3 per paper presented	
		State/University level	3 per lecture / 2 per paper presented	
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period				
III(F)	Development of e-learning delivery process/material		10 per module	

\*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - 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 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors

**PART C**

DECLARATION:

CERTIFIED that -

- a. The information given herein above is complete and correct.
- b. No disciplinary proceeding is pending or contemplated against me.
- c. I have never been dismissed from service nor debarred from holding any future appointment nor convicted for any offence. No Criminal case is pending against me.
- d. In case of concealment/suppression of fact(s), which may be detected at any stage in future, my candidature is liable to be cancelled/terminated, as the case may be, without notice.

**I declare that the statements made in this application are true to the best of my knowledge and belief.**

Date:.....

(Signature of Applicant)

ENDORSEMENT BY THE PRESENT EMPLOYER (IF APPLICABLE)

Name of the Forwarding Authority

(Signature of the Forwarding Authority with seal)

Date:.....

**21. IMPORTANT: List of Enclosures (please indicate total No. of enclosures):**

The Testimonials/Certificates attached by the applicant should be arranged strictly in the Following order:

1. Draft
2. List of Publications mentioning ISBN/ISSN and the year of publication (if any)
3. NET Certificate
4. Educational Certificates in descending order from Ph.D. to Graduation.
5. X/XII<sup>th</sup> Class certificate indicating date of birth.
6. Filled-in form. (*Applicant for the post of Assistant Professor should fill-in PART A & PART C and Professor/Chair Professor should fill-in PART A , PART B & PART C . of the application form*)

**Additional Enclosures for Post of Professor/Chair Professor**

1. 10 best publications with ISBN/ISSN

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

Notes  
**Important instructions to the candidates**

1. Photo-copies of the certificates, mark-sheets, testimonials etc. should be attached with the application (self attested) and the originals must be produced at the time of interview and at the time of joining, if selected.
2. Except where otherwise indicated, applicants appearing for the interview shall do so at their own expense.
3. Applicants who are in employment should route their application through proper channel.
4. University reserves the right to consider candidates of outstanding merit who may not have applied for the post.
5. Relaxation of any qualification may be made in exceptional cases on the recommendations of the Selection Committee.
6. Separate application is required for each post applied for:
7. Applications received without application fee shall not be entertained and is liable to be rejected.
8.
  - (i) Eligibility of a candidate and satisfaction of any short-listing criteria shall be considered as on the last date of the receipt for application.
  - (ii) In case of 'Result awaited' for the NET Examination, the candidate must inform the result as and when it is declared failing which it will be presumed that the candidate has not qualified the same which makes him/her ineligible for consideration of his/her candidature for the post of Assistant Professor.
  - (iii) Similarly, in case of thesis submitted by a candidate for Ph.D., the candidate must inform about the award of the Ph.D. for the post of applied for (or as the case may be).
9. Applications fees once paid shall not be refunded under any circumstances.
10. Mere eligibility will not entitle any candidate for being called for interview. More stringent criteria may be applied for short listing the candidates to be called for interview.
11. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
12. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
13. The University reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates.
14. Candidates are advised to satisfy themselves before applying they possess at least the minimum essential qualifications laid down for each post, in this advertisement.
15. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
16. Canvassing in any form will be disqualification.
18. Application along with the relevant enclosures should reach the Registrar(Acting), The West Bengal National University of Juridical Sciences, Ambedkar Bhavan, 12 L.B. Block Sector –III, Salt Lake City, Kolkata – 700 098 latest by **5 p.m. on 17/07/2017** .

**A. PRECIS OF THE WORK EXPERIENCE**  
**(To be filled in six copies by candidate in a separate sheet)**

Application No .....
To be filled by Office

Name of the Applicant: .....

Post Applied for:.....

Date of Birth .....

Present Basic Pay and allowance Rs. .... p.m.

Whether belongs to SC/ST/Handicapped/OBC .....

Present Gross emoluments Rs. .... p.m.

Present employer (Institution) .....

Present Position .....

Total Teaching Experience ..... Year ..... months.

Total Research Experience ..... Year .....months.

Total Administrative Experience ..... Year ..... months.

No.	Post held, Pay Scale and Basic pay	Name of the Employer/Institution	Period		Experience		Nature of the Experience i.e. Research/Training/Ad ministration/Field Work	Subject taught (for teaching experience only)	Total emoluments Drawn
			From	To	Years	Months			

Date:.....

(Signature of Applicant)

**B. PRECIS OF THE ACADEMIC DETAILS**  
**(To be filled in six copies by candidate in a separate sheet)**

Application No .....
To be filled by Office

Name of the Applicant: .....

Post Applied for:.....

Date of Birth ..... NET/JRF (Yes/No) (Please specify with the subject & year) .....

Ph.D (Please specify with the subject & year) .....

Exam Passed	Board/ University	Year	Pass %	No. of paper presented in Seminar/Conference	No of paper published in Seminar/Conference	Research NS (No.) Publication		Ph.D. Guided		Teaching(Yrs.)		Research (Yrs.)	
						International Jour.	National Jour.	Ph.D. awarded under your supervision	Ph.D. in progress in your supervision	From	To	From	To
10 <sup>th</sup>													
12 <sup>th</sup>													
Graduation													
Post Graduation													
Any other Area of Specialization													

Date:.....

(Signature of Applicant)