

INDIRA GANDHI NATIONAL COLLEGE

LADWA-DHANORA 136132 DISTT. KURUKSHETRA

Application for the Post of Principal

Sr. No

Receipt No.....
(To be filled in by the office)

Notes:-

Date:.....

- i. This application form and the bio-data should be properly filled in and submitted in sealed envelope.
- ii. Attested copies of all certificates/testimonials along with authenticated proof and details of the weightage claimed. Originals will have to be shown at the time of interview. All pages must be numbered, signed with date & indexed.
- iii. A copy of the application on the prescribed form must be submitted to the Dean of Colleges, Kurukshetra University, Kurukshetra.
- iv. Application received after the due date or found incomplete ineligible will not be considered.
- v. All weightages till publications of the advertisement shall only be considered for award of marks.
- vi. Attach one self addressed envelope (9"x4").

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1. Name of News Paper.....Advt. No.....Dale.....
 2. Name in Full (in block letters).....
 3. Present Postal Address (in block letters)
.....Pin Code.....Mobile
 - E-mail, if any.....Aadhar No.....
 4. Permanent Home Address (in block letters)
.....Pin Code.....Mobile
 - 5.(a) Father's Name.....
(b) Mother's Name.....
 - 6.(a) Nationality of the candidate.....
(b) Category: GEN/SC/ST/BC/OBC/PH.....(c) Marital Status.....
 - 7.(a) Date of Birth.....(b) Place of Birth.....
 8. If employed, present designation and salary.....
 9. **Two References:** These should be professionally competent persons who are well acquainted with some aspects of applicant's training accomplishments, capabilities, and character but must not be relations.
 - i. Name:.....
Occupation or Position:.....
Address:.....Mob.:.....
E-mail:.....
 - ii. Name:.....
Occupation or Position:.....
Address:.....Mob.:.....
E-mail:.....
 10. Have you ever been prosecuted, kept under detention or bound down, fined, convicted by a Court of Law for 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 this application form ? If the answer is "Yes" full particulars of the case, detention, fine, conviction, sentence etc. should be given.
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 11. Please mention whether you have been removed or dismissed or awarded any other punishment from service on any disciplinary proceedings initiated by the past employments if yes, please mention details:
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12. Educational Qualification (from matriculation onwards)

Sr. No.	Exam Passed	Univ./Board	Name of Institution	Year of Passing	Class Division	Marks Obt.	%age of Marks	Regular/ Distance
1.	Matric							
2.	10+2							
3.	B.A./B.Sc./B.Com.							
4.	M.A./M.Sc./M.Com. MBA/MCA							
5.	M.Phil.							
6.	Ph.D.							
7.	Any Other Exam							

*Please attach attested photo copies of all certificates.

13. Total Experience in teaching/research : _____ *Experience certificates to be attached.

Name of the Institutes/ Employer	Designation of the post held	Duration of appointment		Total Experience		Basic Pay allowance separately	Reasons for leaving	Total Marks as per Criteria
		From	To	Years	Months			

14. Period required for joining the post it selected.....

15. Any other achievement you may like to mention:

16. Have you ever been connected with a Political Party, if so give details:

I certify that the above said information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which may impair my fitness for employment

Place : _____

Date: _____

Signature of the Candidate

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Sh/Smt./Dr.....who is at present working asin this..... Department/Organization for the last.....Years.....Months.....is forwarded and recommended for consideration. In case he/she is selected for employment at..... he/she will be relieved from his/her present position on a notice of.....

Place: _____

Date : _____

Signature of the Head of Office/Organization Seal of Office

Weightage as per Selection Criteria

CATEGORY	Maximum Marks	Weightage Claimed	Marks Awarded
i. Academic Record	(20 marks)		
ii. Teaching Experience and Assessment of Administrative skill	(35 marks)		
iii. Academic/Research Score	(32.5 marks)		
iv. Interview	(12.5 marks)		
	Total 100 marks		

I. Academic Record: Maximum 20 marks

Sr.No.	Particulars	Marks	Weightage Claimed	Marks Awarded
1	Above 55% marks in Master's degree	0.5 mark for each percentage (maximum 5 marks)		
2	Above 55% marks in Graduation	0.4 mark for each percentage (maximum 5 marks)		
3	Above 55% marks in 10+2/Prep.	0.3 mark for each percentage (maximum 5 marks)		
4	Above 55% marks in Matriculation	0.2 mark for each percentage (maximum 5 marks)		

II. Teaching Experience and Assessment of Administrative skill: Maximum 35 marks

A. Teaching Experience: Maximum 10 marks

Sr.No.	Particulars	Marks	Weightage Claimed	Marks Awarded
1	Above 15 years teaching experience	1 mark for each year		

B. Assessment of Administrative skill: Maximum 25 marks

(i) Experience of Administrative Responsibilities

Sr.No.	Particulars	Marks	Weightage Claimed	Marks Awarded
1	Experience as Joint/Deputy/Assistant Director in Directorate of Higher Education, Haryana	1 mark for each year		
2	Experience as Registrar or any other administrative post in any University	1 mark for each year		
3	Experience as Head of the Higher Education Institution i.e. Principal, Officiating Principal/DDO	1 mark for each year		
4	Experience as Associate NCC Officer in HEI (s)	1 mark for each year		

(ii) Experience of Key Responsibilities in colleges

Sr.No.	Particulars	Marks	Weightage Claimed	Marks Awarded
1	Staff Representative or V.C. Nominee in Managing Committee of any College	1 mark for each year maximum upto 3 marks		
2	Co-ordinator or Organizing Secretary of International/National State Conference/Event	1 mark for each year maximum upto 3 marks		
3	Bursar	1 mark for each year maximum upto 3 marks		
4	NSS Programme Officer	1 mark for each year maximum upto 3 marks		
5	YRC Counsellor	1 mark for each year maximum upto 3 marks		
6	Hostel Warden	1 mark for each year maximum upto 3 marks		
7	Member of any Statutory Body of University	1 mark for each year maximum upto 2 marks		

(iii) Experience of Committees in College

Sr.No.	Particulars	Marks	Weightage Claimed	Marks Awarded
1	Co-ordinator IQAC	1 mark for each academic year maximum upto 2 marks		
2	Editor in Chief, College Magazine	1 mark for each academic year maximum upto 2 marks		
3	Member, College Advisory Council	1 mark for each academic year maximum upto 2 marks		
4	Convenor, University Work Committee	1 mark for each academic year maximum upto 2 marks		
5	Convenor, Cultural Affairs Committee	1 mark for each academic year maximum upto 2 marks		
6	Convenor, Purchase/Procurement Committee	1 mark for each academic year maximum upto 2 marks		
7	Convenor, Building/Works Committee	1 mark for each academic year maximum upto 2 marks		
8	Convenor, Sports Committee	1 mark for each academic year maximum upto 2 marks		
9	Convenor, Discipline Committee	1 mark for each academic year maximum upto 2 marks		
10	Convenor, Internal (Complaint) committee	1 mark for each academic year maximum upto 2 marks		
11	Convenor, Road Safety Club	1 mark for each academic year maximum upto 2 marks		
12	Convenor, Red Ribbon Club	1 mark for each academic year maximum upto 2 marks		
13	Convenor, Eco Club	1 mark for each academic year maximum upto 2 marks		
14	In-charge, Placement Cell	1 mark for each academic year maximum upto 2 marks		
15	In-charge, Women Cell	1 mark for each academic year maximum upto 2 marks		
16	In-charge, Time-table committee	1 mark for each academic year maximum upto 2 marks		
17	In-charge, SC/BC Committee	1 mark for each academic year maximum upto 2 marks		

III Academic/Research Score: Maximum 32.5 marks

Sr.No.	Particulars	Marks	Weightage Claimed	Marks Awarded
1	Research Score above 110 as per the criteria given in Appendix II, Table 2	0.3 mark for each 1 Research Score above 110		

IV Interview: 12.5 marks

Sr.No.	Particulars	Marks	Weightage Claimed	Marks Awarded
1	Knowledge of Service rules, financial matters & ICT tools	4 marks		
2	Leadership Qualities and Decision-making power	5.5 marks		
3	Overall Personality	3 marks		

Marks of only one experience under Category II B shall be allowed in one academic year. The convenor/in-charge shall be entitled mark (s) allotted to each category of experience, similarly, the member (s) of Committee shall also be entitled for 0.25 mark for each Committee up to maximum marks allotted above. In case of repetition of any assignment/Committee under Category II (B) (ii) & (iii), the maximum marks allotted above, shall be allowed.

Performance in interviews shall also 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 IV above. For selection, marks obtained by candidates in Categories I to III will be added to the average marks assigned by all members of Selection Committee.

Note:

Teaching experience of candidates shall be considered only in case of teaching the concerned subject after acquiring eligibility qualifications determined by the Govt.