

PHYSICALLY DISABLED

Last Date of Application : 09-06-2022 Rs. 250/-

Application No.	
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ADVERTISEMENT NO. 1/2022

***APPLICATION FORM FOR THE POST OF
Assistant Professor & its equivalent***



NAVSARI AGRICULTURAL UNIVERSITY
NAVSARI- 396 450
[GUJARAT STATE]

Name of Faculty : Horticulture

Name of Discipline : Fruit Science



NAVSARI AGRICULTURAL UNIVERSITY

Advertisement No. _____ Date _____	Affix signed pass-port size photograph here
Application for the post ASSISTANT PROFESSOR & ITS EQUIVALENT (FRUIT SCIENCE)	
Name of Discipline : _____	
DETAILS OF CROSSED DEMAND DRAFT	
1. Name of the Bank _____	
2. Demand Draft No. _____ Date _____	
3. Amount Rs. _____	

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 : Telephone :	Pin : Telephone
E-mail :	

4. Date and Place of Birth : _____

5. Home State : _____ 6. Home Town : _____

7. Nearest Railway Station _____ 8. Sex : Male ☐ Female ☐

9. Marital Status : Single ☐ Married ☐ Widow (er) ☐

10. No. of Children : _____ 11. Mother Tongue _____

12. Whether belong to :

Physical Disabled* (specify)				
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13. Present Designation : _____

14. Present Pay Scale : _____

**Medical Certificate should be submitted in the prescribed proforma as per the Appendix- A of Vernacular Circular No. 424/10200C/856480/DL.2 dt. 01/12/2000 of Gujarat Administration Department, Gandhinagar..*

15. Father's/Husband's Name : Occupation and Address :

16. Personal Marks of Identification : _____

17. Whether Ex-Serviceman : Yes

☐

No

☐

18.	Language Proficiency	Speak	Read	Write

19. Any medical disability ? Please specify :

20. (A) Nationality (B) Citizenship at Birth (C) Present Citizenship

21. EDUCATIONAL QUALIFICATION :

[Attach certificate in sequence giving number 21 (i) to 21 (vi)]

Sr. No.	Name of Examination	Year of passing	Name of Board/ University	Final grade	Field of specialization		Remarks special achievements
				Class per cent	Major	Minor	
i.	Bachelor Degree						
ii.	Master Degree						
iii.	Doctorate Degree						
iv.	Post-Graduate Diploma						

v.	Post Doctorate in India						
vi.	Post Doctorate at Abroad						
vii	CCC ⁺ /DOEAC or its equivalent						
viii.	NET or its equivalent						

22. MEDALS/AWARDS : [Attach certificate giving number 22 (i) to 22(ii)]

Sr.No.	Particulars	Name of MEDAL/AWARD	Year in which received	Name of Organization	No.of MEDALS/ AWARDS
i.					
ii.					

23. EXPERIENCE : (EMPLOYMENT RECORD):

Experience regarding previous and present employment :

(attach the certificate/order, if any giving number 23 (i) _____)

Sr. No.	Period		Post or Position held	Employers Name and Address	Salary drawn	Reason of Leaving Service
	From	To			Basic	
(i)						

24. ABSTRACT OF EXPERIENCE :

Sr. No.	Particulars	Years	Months	Days
i.	Experience below Assistant Professor and its equivalent cadre			
ii.	Experience in the cadre of Assistant Professor and its equivalent			
iii.	Experience in the cadre of Associate Professor and its equivalent			
iv.	Experience in the cadre of Professor and its equivalent			
v.	Total experience of under graduate teaching only			

25. PUBLICATION :

[Attach list of publication giving number 25 (i) to 25(iv)]

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

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

26.	SEMINAR/WORKSHOP/SUMMER INSTITUTE ATTENDED : [Attach certificate/document attended giving number 26 (i) to 26 (iv)]
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Sr.No.	Particulars	Number attended
i.	Seminar	
ii.	Workshop	
iii.	Summer Institute	
iv.	Symposium	

27.	(A) Recommendation by AGRESO
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28.	PROJECTS HANDLED
	A) Completed
	B) On hand

Particulars	Details of Project/ Research Scheme
New Project/Scientific Research Scheme conducted on the basis of personal Bio-data through the Institute like ICAR/IVRI/NDRI and other agency	

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

29	MEMBERSHIP :
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Sr.No.	Particulars	Detail in Format
i.	Member on	
ii.	Scientific/Govt. Board/Committee	
iii.	Pannel on Editorial Board of National Level Journal	
iv	Symposium	

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

30. 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		

31. (A) Whether ready to accept minimum of time scale applied for

Yes

□

No

(B) If no, please give reasons for higher demand

32. Whether any relative (by Blood/Marriage) employed by Navsari Agricultural University

Yes

No

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(If yes, please give details below):

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

33 OTHER COUNTRIES VISITED :

Name of Country	Period of Visit		Purpose of Visit (give complete detail)
	From	To	

34. EXPERIENCES : List three persons not related to you who are familiar with your character and qualifications do not repeat name of your employer.

Full Name	Designation Occupation of position	Full Address with Telephone No. if known

35. Whether interviewed by the NAU earlier Yes No

36. If yes, please give date and post applied for

37. Whether debarred from appearing any examination by any Board/Institution. If yes, please give details on separate sheet Yes No

38. Whether you have been punished/dismissed or convicted by any Institution/Govt.Court. If yes, please give details on separate sheet. Yes No

39. Mention the time required for joining duties, if you are appointed on the post Months Days

Extra curricular activities/interests	Position and office held

40. Any other information with regard to special qualification and experience etc. not covered under heads, mentioned above in support of your candidature (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))

DECLARATION

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 withheld any information regarding my past service and record. If any information is found to be false or 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 or compensation.

Place : _____

(Signature of Applicant)

Date : _____

DETAILS OF ENCLOSURES

- | | | |
|----|----|----|
| 1. | 3. | 5. |
| 2. | 4. | 6. |

FOR USE OF APPLICANTS IN EMPLOYMENT

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

Certified _____ that
 Dr./Shri/Smt./Kum _____ is working as
 _____ in the
 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 said post.

Signature _____

Date : - 05-2022

Designation _____

Office Stamp _____

SUMMARY

Sr.No._____

1. Name : _____
(In capital letters - Beginning with Surname)

2. Present Address :

3. Permanent Address :

Pin : Telephone :	Pin : Telephone

4. Date and Place of Birth : _____

5. Home Town : _____ 6. State : _____

7. Nearest Railway Station _____ 8. Mother Tongue :

9. Belong to:

Physical Disabled				
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10. Whether Ex. Service man: Yes

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 No

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11. Present Designation : _____

12. Present Pay Scale : _____

13. Father's/Husband's Name : Occupation and Address :

Sr. No.	Degree	Final grade/ Per cent	Class	Sr. No.	Degree	Special Remarks
i.	Bachelor			v.	Post-Doctorate in India	
ii.	Master			vi.	Post-Doctorate Abroad	

iii.	Doctorate			vii.	CCC ⁺ / DOEACC or its equivalent	
iv	Post-Graduate Diploma			viii.	NET or its equivalent	

15. Medals/Awards:

Number of Medals/Awards received by academic achievements

any by scientific contribution

16. Experience : (Number of Years)

Sr.No.	Cadre	Teaching		Research	Extension	Administration
		U.G.	P.G.			
i.	Below Assistant Professor and its equivalent					
ii.	Below Associate Professor and its equivalent					
iii.	Below Professor and its equivalent					
iv.	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

[3]

20. Number of times as member on :

(i) Scientific body/Committee

(ii) Government body/Committee

(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

Note : Ten copies typed-written of "Summary" are to be attached with main recruitment form.

Date : _____

Signature : _____

Name : _____

**GENERAL INFORMATION AND INSTRUCTION TO CANDIDATES
(TO BE RETAINED BY HIM)**

INSTRUCTIONS (Important)

Demand Draft of Rs.250/- be sent invariably along with filled form otherwise application will be rejected.

1. 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
2. Please make sure that all the entries in this form are written down neatly and legibly
3. The application should be completed in all respect *i.e.* it should be :
 - (i) Filled in completely
 - (ii) Supported with attested copies of all academic and experience certificates
 - (iii) The form and processing fee should be in form of SBI, Demand Draft.
 - (iv) Routed through proper channel (in case where persons already employed)

INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED :

4. The application must reach the Registrar on or before the last date prescribed for receipt of applications. **APPLICATIONS RECEIVED AFTER THE LAST DATE SHALL STAND REJECTED AUTOMATICALLY.**
5. To avoid delay in the receipt of application through proper channel, the candidates are advised to submit an advanced copy of their application (complete in all respect) before the closing date. However, the application through proper channel must reach within fifteen days of the closing date. **SUCH APPLICATION RECEIVED AFTER PERIOD OF FIFTEEN DAYS SHALL NOT BE CONSIDERED.**
6. The Navsari Agricultural University employees should submit their applications to their respective Heads of Department at least ten days before the closing date for receipt of applications through their University Officer concerned.
7. Medical Certificate should be submitted in the prescribed proforma as per the Appendix-A of Vernacular Circular No. ૪૨૫/૧૦૨૦૦૮/૪૬૯૫૪૦/૭૧.૨ ંલ.૦૧/૧૨/૨૦૦૮ of Gujarat Administration Department, Gandhinagar.

GENERAL INSTRUCTIONS/GENERAL INFORMATION :

(A) 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 may be rejected.
4. Clearly write the complete name of post for which you are applying. Please note that where the name of post is not given it may not be possible for the Registrar Office to entertain the application form failing which may lead the application to be considered by the Registrar Office for any resembling post for which the University shall not be held responsible.
5. The most important entries in this form are details of academic qualifications, list of publication, teaching, research, extension experience and your re-employment record, please make sure that all the details are given in the form in which they are required.
6. Along with the application forms, we are sending you a blank "SUMMARY FORM" in which you are required to give a summary. The blank forms should be neatly filled in and to be sent with the application in ten copies. The information asked 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 have to mention only those which have been published or printed. You may give reference to papers which have already been accepted for publication by a standard journal.
8. A recent signed pass-port size photograph should be pasted on the application in the space provided for the purpose, if may happen that the photograph is not properly pasted and tend to get detached from the application. In your own interest, you are therefore, advised to write neatly at the back of the photograph, your name and the full name of the post you are applying for. It will then be possible for us to repaste such photographs on the application to which it belongs.

(B) REGARDING FEE/ ADMINISTRATIVE CHARGE (Administrative charge Rs.250/-) :

1. D.D. should be drawn from State Bank of India in favour of "ACCOUNT OFFICER (CASH), NAVSARI AGRICULTURAL UNIVERSITY, NAVSARI"
2. The fees and Administrative charges are not refundable in any case.

(P.T.O)

(C) MAILING THE APPLICATION FORM :

1. The application form along with 10 copies of "Summary" should be sent to the **REGISTRAR, NAVSARI AGRICULTURAL UNIVERSITY, NAVSARI-396 450 DISTRICT NAVSARI, GUJARAT.**
2. In your own interest, you are advised to send the application form through Registered Post.

(D) CONDITIONS OF SERVICE :

The conditions of service shall be as mentioned in "THE GUJARAT AGRICULTURAL UNIVERSITIES ACT, 2004 and the STATUTES framed there under 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.**
2. Employees are transferable within the jurisdiction of Navsari Agricultural University where the similar post exists.
3. Medical Certificate of Fitness : All the fresh recruiters shall furnish, before joining the post a medical certificate of fitness in accordance with the provisions of Statutes.
4. Leave : Earned Leave, Half Pay Leave, Extra Ordinary Leave without Pay, Study Leave, Casual Leave as per University Rules. However, it cannot be claimed as a matter of right.
5. Traveling and Daily Allowance for University business and work outside the Head-quarter 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 appointments not admissible.
7. Other advances interest bearing/non interest bearing are available as per NAU rules
8. **AGE OF RETIREMENT :**
62 years for teachers
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.

(E) NOTICE:

- i) The furnishing of 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 reserved seats for SC, ST, EWS and SEBC *etc.* categories as per the rules.

REGISTRAR
NAVSARI AGRICULTURAL UNIVERSITY
NAVSARI