

University of Mumbai



To,
The Registrar,
University of Mumbai,
Fort, Mumbai 400 032.

Date of Advertisement _____

Serial Number of Post _____

Sir,

I wish to apply for the post of _____
in *Open/Scheduled Caste/ Sheduled Tribes/ Denotified Tribes/ Nomadic Tribes/ Other
Backword Class/ Special Backword Class with **Subject/specialization :-

In the ***University Department of _____

My particulars are given below :

1. Name in Full : Shri/Smt./Kum. _____
(Beginning with Surname and
in Block Letters)
2. Full Address for correspondence _____

3. Telephone No., if any _____ Residence: _____ Office: _____
Mobile No.: _____
E-mail : _____
4. Date of Birth and Place : _____ 5. Age: _____ Years _____ Month/s
6. Sex – Male / Female : _____ 7. Married / Unmarried : _____
8. Nationality : _____
9. Domicile : _____
10. Whether belongs to Scheduled Caste, _____
Scheduled Tribes, Denotified Tribes,
Nomadic Tribes, Other Backword Class,
Special Backword Class
11. Whether physically Handicapped with _____
minimum 40% disability If so, state _____
nature & percentage of disability _____

* Strike off whichever is not applicable.

** Subject/Specilization, if mentioned in the advertisement.

*** Please state the name of the University Department/Centre/Institute/College.

12. Educational Qualification :-

Examination	University / Board	Month and Year of Passing	Subjects	Percentage of Marks obtained	Class / Division / Grade
Matriculation/ S.S.C./ S.S.L.C.					
Higher Secondary /Pre-University +					
Intermediate Pre-Professional					
Bachelor's Degree +					
Master's Degree+					
Doctor's Degree+					
Any other Degrees/ Diploma's +					

13. Account for breaks, if any in the academic career :-

14. ****Teaching/ Technical/ Professional Experience at Under – Graduate and Post-Graduate level :-

Institution	Subject	Position held	Nature of appointment Permanent or Temporary	Period of Appointment with dates

15. Research work done and guided :-

+ Please state the faculty.

**** Please attach separate sheet if the space is insufficient for the said column.

16. Number of Students
Successfully guided
(Please state degree/s)

17. Other qualifications
And experience, if any

18. (i) No. of Publications in Journals of concerned subject :-
(ii) No. of Books: _____ written : _____ Edited : _____
(iii) No. of Articals :
(with reference)

19. Patents, if any

20. (a) Present Position : _____
*(b) Service: Govt./ Govt. aided/ Self Financed/ Private/ Public Sector :- _____
(c) Name of the Institution where employed :- _____
(d) Salary _____

Pay Rs.: _____ in the Pay – Band of Rs.:

AGP Rs.:

D.A. Rs.:

H.R.A. Rs.:

C. L. A. Rs.:

Other Rs.:

Allowances

If any :

Total Rs: _____

(e) Date of Appointment:

(f) Date of next increment:

(g) Attach Last Pay Certificate,
if any:

21. Names of persons and Designations who
have given testimonials

* Strike off whichever is not applicable

22. Names and addresses of not
More than three persons from
concerned field of studies/ profession
of candidate to whom references may
be made
- 1.
 - 2.
 - 3.

I hereby declare that all statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect my candidature/ appointment is liable to be cancelled/ terminated. I further understand that no notice period shall be taken of any request for withdrawal of my application.

Place :

Date:

(Signature of candidate)

(Please turn over for "Instructions to candidate")

University of Mumbai



Annexure – A

(Synopsis to filled in by the Candidate)

Name of the Candidate in full: _____

Department _____

Post Applied _____ Serial No. of the Post _____

Sr. No.		
1.	Category Viz. SC/ST/DT-NT/OBC/SBC/OPEN (Specify)	
2.	Age & Date of Birth	Age : _____ Date of Birth : ____/____/____
3.	Educational Qualifications starting from Bachelor's Degree (with percentage), year of passing and Name of the University and also include NET/SET/JRF/M.Phil. (Whether exempted from NET/SET)	
4.	Teaching Experience	1) Under Graduate Nos. of Years – 2) Post Graduate Nos. of Years –
5.	Research Record	1) Nos. of Articals :- 2) Nos. of Journals:- 3) Nos. of Papers :- 4) Nos. of Monographs:- 5) Nos. of Books :-
6.	Research Guidance :- Nos. of students successfully guided	1) M. Phil. 2) Ph.D.
7.	Any other relevant information such as consulatancies, patents, etc. (please be briefed and pointwise)	
8.	Present position held and period of years.	

- Note: 1) To fill up this form is compalsory
2) Five Copies are required to be submitted by the candidate;
3) It is expected that all the information is furnished on this sheet only and no addition sheet be attached with this annexure.

Date: ____/____/____

Signature of the candidate

DECLARATION TO BE SUBMITTED BY APPLICANT WITH
APPLICATION

FORM – A

(See Rule 4)

Shri/Smt/Kum. _____

Son/daughter/wife of Shri _____

aged _____ years, resident of _____

do hereby declare as follows :

- 1) That I have filled my application for the post of _____
- 2) I have _____ (number) living children as on today. Out of which No. of children born after 28th March, 2005 is _____

(mention dates of birth, if any).

- 3) I am aware that if any total No. of living children are more than two due to the children born after 28th March, 2006, I am liable to be disqualified for the same post.

Place : _____

Date: ____/____/____

(Signature)

INSTRUCTIONS TO CANDIDATES

1. Candidates who are employed shall send their application through proper channel.
2. Candidates should send with their applications attested copies of the degree or diploma certificates and statements of marks and other certificates in support of their educational qualifications and experience; and of the Matriculation or equivalent certificate in support of their age.
3. Candidates should also send alongwith their application forms, the copies of the following documents:-
 - (a) Caste Certificate and Caste Validity Certificate from the competent authority, if the candidate belongs to Scheduled Caste/ Scheduled Tribes/ Denotified Tribes/ Nomadic Tribes/ Other Backward Class/ Special Backward Class. The Other Backward Class, NT-C and NT-D category also should submit their Non-Creamy Layer Certificate from the competent authority;
 - (b) Certificate from the employer stating the pay and allowances drawn at present ;
 - (c) Testimonials.
4. If the space provided is insufficient, information may be given on a separate sheet duly signed by the candidates and the same may be sent with the application.
5. Applications should be sent to Registrar, (Teaching Appointments Unit), University of Mumbai, University Buildings, 1st Floor, Room No. 113, Fort, Mumbai 400 032, so as to reach him on or before the last date prescribed. The University reserves the right of accepting/ rejecting applications received after the prescribed last date.
6. Candidate should send with every application a Crossed Demand Draft on a Scheduled/ Nationalised Bank for the amount drawn in favour of Finance and Accounts Officer, University of Mumbai, Payable at Mumbai :-
Rs. 500/- (Rupees Five Hundred only) in the case of candidates belonging to general category and Rs. 300/- (Rupees Three Hundred Only) in case of candidates belonging to reserved category.
7. Candidates who apply for more than one post should send separate application/s alongwith the requisite fee by means of a Crossed Demand Draft.
8. Money Orders or Cheques or Cash will not be accepted by the University.
9. The fee will not be refunded once an application has been received by the University.
10. Any change of address given in column No. 2 of the application form should at once be communicated to the Registrar, Teaching Appointments Unit, University of Mumbai, Mumbai 400 032.
11. Incomplete applications and applications without the requisite fee will not be considered.
12. Candidates are advised to satisfy themselves before applying that they possess the prescribed qualifications and it is for the candidates themselves to ensure that they possess the prescribed qualifications. No inquiry asking for advise as to eligibility will be entertained.
13. Candidates called for interview will have to present themselves at their own expenses.
14. Canvancing direct or indirect will be disqualification.
15. The Performance Based Appraisal System (PBAS) proforma based on Academic Performance Indicator (API) must be filled by the candidate.