

APPLICATION FORM 'A'

For Administrative Posts -Advt. No.4/2021

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, HISAR

(Established by Legislature Act No. 7 of 2010)

FOR TEACHING AND ADMINISTRATIVE POSTS

Affix the latest coloured passport size photograph (Not more than 3 months old) with signature. Date on which photo has been taken should be mentioned on the bottom of the photograph

Instructions for Filling of Application Form

- The application should either be filled neatly in the candidates' own hand or type written.
- Attach summary sheet (10 copies at the end of application)
- Do not change the format, sequence and numbering of the information asked in the form.
- Please reply each item clearly, completely and legibly, and use extra sheets, if necessary.
- The eligibility and suitability of a candidate shall be considered based on the information provided in the application form.
- Qualifications, age and other aspects such as experience, publications, academic awards etc. will be determined with regard to the last date fixed for receipt of applications.
- Application should be complete in all respect as on the date of submission. Any additional documents/certificates/records etc. will not be accepted after the last date for submission of filled-in application.
- All claims mentioned in the application should be supported by relevant and authenticated documents only, and such documents/records will be taken into consideration for award of marks.
- Certificates for prescribed qualifications must have been obtained from Competent Authority on or before the last date of submission of application.
- Incomplete applications are liable to be rejected
- No point should be omitted. If a point is not applicable to a candidate, 'Not applicable' may be written against it.
- Every page of the application form and enclosures must be signed by the candidate at the bottom of the page in the space provided.
- Every page of the application form, including enclosures, must be numbered and total number of pages must be mentioned in the given space.
- All the enclosures must be self- attested by the candidate with date. Originals must not be enclosed with the application form. The candidate will have to produce the original copies of all certificates and documents attached at the time of interview for verification.
- Whole text of publication need not be enclosed. Attach only first page/ pages showing the necessary details of publication like title, author(s), date/year of publication and name of Journal/publication.
- Persons already in service must apply through proper channel. However, to avoid delay, an advance copy of the application along with the application processing fee should be submitted so as to reach within the time limit.
- Presentation should be from the field of subject/specialization of the candidate but not of any research findings.
- The University reserves the right to withhold or withdraw the post at any stage before appointment.

Post Applied for	
Advertisement No.	
Date	
Subject/Discipline	

Demand Draft Details:

Bank Draft No.		Dated	
Amount (Rs.)		Name and Branch of the issuing Bank	

This application contains _____ pages (Total number of pages).

Signature of the Candidate

1.	Name of the Post applied for (Give full name of the post)	
2.	Name in full (In Block Letters)	Dr./Mr./Mrs./Ms.
3.	Father's Name	
4.	Mother's Name	
5.	Spouse Name	
6.	Gender (Male/Female)	
7.	Date of Birth	
8.	Age (As on closing date)	Years Months
9.	Place of Birth	
10.	Nationality	
11.	Mother Tongue	
12.	Have you passed Hindi or Sanskrit upto Matric standard or higher education (attach proof)	
13.	Other languages which you can read, write or speak	
14.	Marital Status	
15.	Telephone No. (With STD Code)/Mobile No.	
16.	E-mail Address	
17.	Aadhaar Number	
18.	Present Mailing Address with Pin Code	
19.	Permanent Home Address with Pin Code	
20.	State of permanent domicile	
21.	Do you belong to SC, BC, Ex-serviceman or Person with Disabilities category? If so, please attach a certificate in support thereof	
22.	Are you an ex-serviceman?	
23.	If you are employed, your present designation	

Signature of the Candidate

24.	Name and Designation of your present employer, if any(<i>Person, office, institution</i>)	
25.	Have you obtained the permission of your present employer for submitting this application (if not, you should bring a 'No Objection Certificate' from your employer at the time of interview)	
26.	Present Pay (Total)	
	I. Scale of pay+grade pay/ Pay Matrix level as per 7 th CPC , if any	
	II. Present basic pay	
	III. NPA, if applicable	
	IV. Allowances excluding house rent and CCA	
	V. Date of next increment	
27.	If selected, please state when you can join	
28.	Minimum pay acceptable	

29. Academic Qualifications

Examination Passed	Matriculation	Senior Secondary (10+2)	Graduation	Post Graduation	Doctorate	Post Doctorate
Name of School / College						
Date of joining						
Date of passing						
Name of the Board / University						
Year of passing						
Maximum Marks						
Marks Obtained						
Percentage of Marks						
OGPA/CGPA						
Division						
Subjects						
Position, Distinction, Prizes, Scholarship etc.						

(Attach self-certified copies of the Detailed Marks Sheets/Cards or Transcripts and Degrees of all the examinations passed)

Signature of the Candidate

30. Details of research work done in fulfillment of the requirements of a degree:

Name of the degree	Post graduation	Doctorate
Institution		
Partly or wholly research		
Name of guide or supervisor		
Field of Research/Specialization		
Title of thesis		
Period spent		
Date of joining		
Date of passing		
No. of publications based on Research during degrees		

31. Details of other research work which is not in fulfilment of the requirements of a degree

(Attach separate sheet, if needed)

Field of Research/Specialization			
Institution			
Period of Research work done	From	To	From To
No. of publications based on Research work done			

32. Details of NET examination passed

Subject	
Date of appearing	
Date of passing	
Date of issue of certificate	
Date upto which valid	

Signature of the Candidate

Conducted by ICAR / ASRB / UGC / CSIR /	
Any other (Specify)	

33. Membership in Veterinary Council (*Attach Evidence*) – only for candidates with B.V.Sc/B.V.Sc & AH degree)

State in which Registered / Veterinary Council of India	Registration No.	Valid up to		
		Day	Month	Year

34. Full list of publications (*attach separate sheet, if needed*)

Sr. No.	Title of Publication	Nature of Publications <i>(original research paper, review article, authored or edited reference or text books, with ISBN/ISSN number, practical manuals, clinical case reports, popular articles, research notes, short communications)</i>	Name of journal, magazine or publisher	NAAS Rating as on the last date of submission of application	Have you attached reprints <i>(If reprints / proof are not attached, no marks for publication will be awarded)</i>

Signature of the Candidate

35. Employment Record

Designation of post(s) held	Period (<i>month and year both should be given</i>)		Duration			Pay drawn (<i>Basic Pay + Grade Pay/Pay Matrix level as per 7th CPC + allowances except HRA and CCA</i>)	Full address of the office/firm or institution	Reason for leaving the post
	From	To	Years	Months	Days			

36. Teaching/Research/Extension experience (*As on the last date of submission of application and period spent on study Leave for Master's/Ph.D. degree should not be included*)

Name of institution / Department (<i>whether Govt./Govt. aided / recognized</i>)	Designation	Nature of Appointment (<i>Ad hoc / Temporary / Permanent</i>)	Date of joining	Date of leaving	Period of working		Reasons for leaving	Nature of work/duty
					Years	Months		

Signature of the Candidate

37. If any period of your life, after you attained the age of 17 is not covered in the details given above, give the information below:

Period		How spent
From	To	

38. Academic Awards/Honours/Recognitions

(List awards including, National awards instituted by Government of India, University medals (Gold Medal/first position), fellowships of National academies, Patent granted/Technology commercialized, National, state awards in NCC/NSS/Dramatics and Literary/Sports)

Sr. No.	Name of Award/Honour	Conferred by (Name of Organization)	Year of Award

39. Details of participation in sports and extra-curricular activities

40. Have you ever been punished debarred or punished for adopting unfair means in any examination by the Institution/College/Board or University? If so, please specify

Signature of the Candidate

41. Have you ever been prosecuted, kept under detention or bound down/fined, convicted by a Court of Law of any offence or debarred/disqualified by any University, Public Service Commission from appearing in 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.

42. Have you applied for any other post in this University? If so, name all the posts including this one, in order of preference.

(i) _____ (ii) _____

(iii) _____ (iv) _____

43. Any other details not mentioned above, which you think, will strengthen your claim for this appointment, if training or experience in a specialized field is one of the essential or desirable qualifications for this post, you may explain here, if you possess the qualification.

(Attach separate sheet, if necessary)

44. List of certificates and testimonials (attested copies) attached

(i) _____ (ii) _____

(iii) _____ (iv) _____

(v) _____ (vi) _____

(vii) _____ (viii) _____

IDENTITY CERTIFICATE

Certificate to be signed by any of the following:

- i. Gazetted Officer of Central or State Government;*
- ii. Member of Parliament or State Legislature;*
- iii. Sub-Divisional Magistrate/Officer;*
- iv. Tehsildar or Naib/Deputy Tehsildars authorized to exercise magisterial powers;*
- v. Principals and Headmasters of all recognized institutions;*
- vi. Head of University Departments; and*
- vii. Block Development Officer.*

Certified that I know Dr./Shri/Smt./Kumari _____ son/daughter of
Shri _____ for the last _____

Signature of the Candidate

years _____ months, and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Signature _____

(Name in block letters)

Place: _____

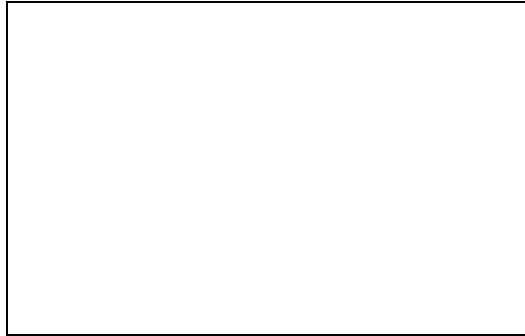
Designation and address _____

Date: _____

DECLARATION

I certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time, it is found that any information is false / concealed / distorted then, my appointment shall be liable to summarily termination without any notice / compensation and criminal case may be initiated against me under the relevant provision of Indian Penal Code and other laws as applicable.

Further, I have gone through the general instructions and conditions mentioned in the advertisement and website of the university before filling the application form and the same are acceptable to me.



(Thumb impression of the candidate)
(Left hand for male and right hand for female)

Place:

Signature of Candidate

Dated:

Signature of the Candidate

CHECK LIST

(The information in this Check List is to be furnished by the Employer in respect of the in-service candidate for the last 10 years and in case the service period is less than 10 years then from the date of joining)

Year	Overall performance	Report about integrity	Report about work and conduct	Punishment awarded, if any	Whether any disciplinary / legal / Vigilance proceedings are pending against the official.

Does he/she fulfil the prescribed qualifications/experience required for the post?

Prescribed qualifications (Yes/No)

Prescribed experience (Yes/No)

It is also certified that the information furnished by the official in his application form is correct as per his service record. Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/Organization has no objection to the candidature of the applicant being considered for the post applied for.

Head of the Institution/Organization with Seal

(Name in block letters) _____

Designation _____

Place: _____

Signature of the Candidate

Date: _____

Signature of the Candidate

SUMMARY OF QUALIFICATIONS FOR FORM – 1A (10 copies) PART-A

Name of post _____ Scale of Pay _____ Grade Pay _____

Particulars	Academic qualifications					Trainings/short term courses attended			
	Examination/Degree	Month and year of passing	University/Board	Total marks Marks obtained Percentage	Division Grade Position	Sr. No.	Particulars	Period	Host institution
a) Name _____									
b) Date of birth _____									
c) Address _____ _____ _____									
d) E-mail address _____									
e) Contact Tel. Number _____									
Major field M.V.Sc./M.Sc./M.Tech _____ Ph.D. _____					Minor field _____ _____				
							Full Signature		
							P.T.O.		

Signature of the Candidate

SUMMARY OF QUALIFICATIONS FOR FORM – 1A (10 copies) PART-B

Name of post _____ Scale of Pay _____ Grade Pay _____

Experience after Post Graduation

Post and Pay scale+ Grade Pay	Nature Permanent/ Temporary/ Adhoc	Teaching/ Research/ Extension Field*	Institution	From	To	Total years	Number of Publications		Any other information /involvement in institutional support activities
							The complete list matching the number be attached with application form		
							Original Research Papers		
							Magazine articles		
							Text Books		
							Monographs		
							Reviews		

Present Post _____

i) Basic Pay+ G.P. _____

ii) Total emoluments _____

Pay acceptable _____

*Here also specify nature of job(s)

Full Signature

Signature of the Candidate

Empty rectangular box for signature or text.

Signature of the Candidate