

**MAHATMA GANDHI CENTRAL UNIVERSITY**

*(Established by an Act of Parliament)*

**Application Form for the post of Deputy Librarian**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(For office use only)**  **Eligible:** ………………………………………………………….. (Yes / No)  If not Eligible, reason thereof: ………………………………………………………………………………..  ……………………………………………………………………………………………………………………………..  **(Signatures of Screening Committee Members)** | | | | | | | | | | | | | *Paste your recent passport size photograph here and sign across the photo so that part of signature should be on form* | | |
| **Details of Fee Payment** *(Demand Draft of* ***Rs.1000/- only for General and OBC category*** *candidates in favour of Mahatma Gandhi Central University Bihar (MGCUB) payable at Motihari, District – East Champaran, Bihar only. The* ***SC/ST/PWD/Female candidates are exempted*** *from paying the application fees)* | | | | | | | | | | | | | | | |
| **Draft Number** | | **Date of Issue** | | **Amount** | | **Name of the Bank and Issuing Branch** | | | | | **Name of the Bank on which Drawn** | | | | |
|  | |  | |  | |  | | | | |  | | | | |
| **1** | **Name**  **(In Capital Letters)** | | **First Name** | | | | | **Middle Name** | | | | **Surname** | | | |
|  | | | | |  | | | |  | | | |
| **2** | **Date of birth** | | **Day** | | | **Month** | **Year** | **Age as on last date of advertisement** | | | | **Years** | | **Months** | |
|  | | |  |  |  | |  | |
| **3** | **Place of birth** | | ***City/Village*** | | | | | ***State*** | | | | ***Country*** | | | |
|  | | | | |  | | | |  | | | |
| **4** | **Mother's Name** | |  | | | | | | | | | | | | |
| **5** | **Father's Name** | |  | | | | | | | | | | | | |
| **6** | **Address** | | **Correspondence** | | | | | | **Permanent** | | | | | | |
| C/o  **City:**  **District:**  **State:**  **Pin Code:**  **Mobile:**  **Email:** | | | | | | C/o  **City:**  **District:**  **State:**  **Pin Code:**  **Mobile:**  **Email:** | | | | | | |
| **7** | **Nationality** | |  | | | | | | | | | | | | |
| **8** | **Sex** | | Male/ Female/Transgender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
| **9** | **Community/ Category**  **(Please strike out whichever options are not applicable)** | | | | SC/ST/OBC/Other categories give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sl. No. of proof enclosed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| **10** | **Marital status** | | | | Married/Unmarried/Divorced: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If married, name of spouse \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| **11** | **If differently abled, indicate the relevant particulars** | | | | | | | **Yes/ No** | | **Percentage of disability** | | | | | **Sl. No. of proof of enclosure** |
| a. Blindness or low vision: | | | | | | | |  | |  | | | | |  |
| b. Hearing impairment: | | | | | | | |  | |  | | | | |  |
| c. Locomotor disability or cerebral palsy (includes all cases of Orthopedically handicapped) | | | | | | | |  | |  | | | | |  |

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| **12. Educational Qualifications** *(Attach additional pages, if required)* | | | | | | | | | | | | | | | | |
|  | | **Name of course** | **Name of the Board/ University** | **Year passed** | | **Division** | | **CGPA**  **(if grading is applicable)** | | | **% of Marks (pl. indicate equivalent to CGPA also)** | | **Subjects studied** | | **Sl. No. of proof of enclosure** | |
| *(a)* | *(b)* | *(c)* | | *(d)* | | *(e)* | | | *(f)* | | *(g)* | | *(h)* | |
| *10th Class / equivalent* | |  |  |  | |  | |  | | |  | |  | |  | |
| *10+2/Higher Secondary/ equivalent* | |  |  |  | |  | |  | | |  | |  | |  | |
| *Bachelor's degree* | |  |  |  | |  | |  | | |  | |  | |  | |
| *Master's degree* | |  |  |  | |  | |  | | |  | |  | |  | |
| *M. Phil.* | |  |  |  | | Title: | | | | | | | | |  | |
| *Ph. D./D.Phil.* | | **Date of Award:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  | | Title: | | | | | | | | |  | |
| *JRF/NET/SLET/SET for lectureship, if any* | | | **Subject** | | | | | | **Roll No.** | | | | | **Year** | **Sl. No. of Proof of enclosure** | |
|  | | | | | |  | | | | |  |  | |
| *Any other exams passed* | | |  | | | | | |  | | | | |  |  | |
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| **13. Chronological list of Experience** *(starting from current position/ employment)* | | | | | | | | | | | | | | | | | |
| **Designation** | **Scale of pay & present Basic & AGP** | | **Name & address of employer** | | **Period of Experience** | | | | | | | **Nature of work/ duties** | | | | **Sl. No. of proof of enclosure** | |
| **From** | | **To** | | | **No. of Years/ Months (As on date of advertisement)** | |
| *(a)* | *(b)* | | *(c)* | | *(d)* | | *(e)* | | | *(f)* | | *(g)* | | | | *(h)* | |
|  |  | |  | |  | |  | | |  | |  | | | |  | |
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\* *(Add separate sheet if required, to be annexed at relevant Sl. No.)*

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| --- | --- | --- | --- |
| **14. Nature of Experience** | | | |
|  | **No. of Years** | **No. of Months** | **Sl. No. of proof of enclosure** |
| 1. **Teaching** | | | |
| i) Under-Graduate level |  |  |  |
| ii) Post-Graduate level |  |  |  |
| 1. **Post-Doctoral Experience** |  |  |  |
| 1. **Library Experience** |  |  |  |
| 1. **Other experience, if any** |  |  |  |
| **Total Experience** |  |  |  |

\* *(Add separate sheet if required, to be annexed at relevant Sl. No.)*

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| --- | --- | --- | --- | --- | --- |
| **15. Details of Post-Doctoral Experience** | | | | | |
| **Agency** | **Host Institution** | **From** | **To** | **Duration** | **Sl. No. of proof of enclosure** |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Years \_\_\_\_\_\_\_\_\_\_\_\_Months | | | | | |

\* *(Add separate sheet if required, to be annexed at relevant Sl. No.)*

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| **16. Academic Distinctions** | | |
| **Name of the Academic Course/ Body** | **Academic distinction obtained** | **Sl. No. of proof of enclosure** |
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\* *(Add separate sheet if required, to be annexed at relevant Sl. No.)*

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| **17. Names and complete postal addresses of 3 Referees**    ***(The referee should be the last employers of the candidate or any other person having know-how of candidate's experience/ knowledge and should not be related to the applicant)*** | | | |
|  | **Referee - 1** | **Referee - 2** | **Referee - 3** |
| **Name &**  **Complete postal address:** |  |  |  |
| **Email:** |  |  |  |
| **Phone (Landline) with STD code:** |  |  |  |
| **Mobile:** |  |  |  |
| **Fax:** |  |  |  |

18. Have you ever been punished during your studies at College/University? (Yes/No) :

19. Have you ever been punished during your service or convicted by a court of law? (Yes/No) :

20. Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? (Yes/No) :

21. Do you have any case pending against you in any court of law? (Yes/No) :

22. Experience of Administrative work, if any (please furnish details) :

|  |  |  |
| --- | --- | --- |
| **Capacity** | **Nature of work** | **Duration in years** |
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**23. Any other information/qualification relevant to the post applied for:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **24. Declaration** |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ son/daughter of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected before or after the Selection Committee and Executive Council Meetings, my candidature/appointment may be cancelled by the University.    I have never been convicted or contemplated for any unlawful activity.  Signature of the Applicant  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*Name as signed (in BLOCK LETTER)  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *\*Application not signed by the candidate is liable to be rejected* |

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| **25. Endorsement by the EMPLOYER** (for In-Service Applicants) |
| 1. In case of in-service candidates in Government/Semi-Government organizations/Public Sector Undertakings/ Autonomous Organizations, the endorsement form must be signed by the employer. 2. In case of in-service candidates from Private Sector, acceptance of resignation and relieving letter from the employer must be submitted at the time of joining.   **Forwarded to the OSD (Administration), Mahatma Gandhi Central University, Motihari, District – East Champaran, Bihar (INDIA).**  The applicant Dr/Mr./Mrs/Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who has submitted this application for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Mahatma Gandhi Central University, has been in employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in a temporary/contract/permanent capacity with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Scale of Pay of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. He/She is drawing a basic pay of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. His/Her next increment is due on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Further, it is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the Mahatma Gandhi Central University, and in the event of selection, he/she will be relieved to join Mahatma Gandhi Central University, as per rules.  **Signature of the forwarding officer**  Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Academic Performance Indicators (API) Proforma for Other Academic/Non-Teaching Positions based on Performance Based Appraisal System to be submitted by each Applicant for Appointment on the Post of Other Academic Staff as per UGC Regulations, 2010 (and further amended from time to time)**

**Direct Work load and weightage to be given to different levels of Librarians**

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| --- | --- | --- |
|  | **Direct working hours per week** | **Weightage** |
| Assistant Librarian | 40 | 100 |
| Deputy Librarian | 36+4\* | 90 |
| Librarian | 32+8\* | 80 |

Based on the Librarian Cadre’s self-assessment, API scores are proposed for (a) Library resources organization and maintenance of books, journals, reports, Development, organization and management of e-resources; User awareness and instruction programmes (b) ICT and other new technologies’ application for upgradation of library services and (c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. The self-assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation/selection committee. Universities may detail the activities, in case institutional specificities require and adjust the weightages without changing the minimum total API scores required under this category.

**\*Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.**

**CATEGORY - I**

**Procurement, organization, and delivery of knowledge and information through Library Services**

|  |  |  |
| --- | --- | --- |
| **Nature of Activity** | **Deputy Librarian** | |
| **Max.**  **Score** | **Actual Score** |
| a) Library resources organization and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. (40 Points) Development, organization and management of e-resources including their accessibility over Intranet / Internet, digitization of library resources, e-delivery of information, etc. (15 Points) User awareness and instruction programmes (Orientation lectures, users’ training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc. (15 Points) | 60 | Actual hours spent per academic year **÷ 20** |
| b) ICT and other new technologies’ application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management | 15 | Actual hours spent per academic year **÷ 10** |
| c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms | 15 | Actual hours spent per academic year **÷ 10** |

**ACADEMIC PERFORMANCE INDICATORS (API) SCORE SHEET**

**CATEGORY - II**

**PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

Based on the Librarian Cadre’s self-assessment, Category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for direct recruitment of Deputy Librarian and Librarian.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category II** | **Nature of Activity** | **Maximum API Score** | **Actual score** | **Self-Assessed Score** | **Score verified by Screening Committee** |
| 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-incharge/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 spent per academic year ÷ 10 |  |  |

**CATEGORY - III**

**RESEARCH AND ACADEMIC CONTRIBUTIONS**

Based on the self-assessment, API scores are proposed for research and library contributions. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for direct recruitment of Deputy Librarian.

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| --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Activity** | **University Librarian** | **Maximum score** | **No. of Research Papers** | **Self-Assessed Score** | **Score verified by Screening Committee** |
| III (A) | Research Publications 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 number | 30 per Book for Single Author |  |  |  |
| Subject Books, published by **National level publishers**, with ISBN number or State / Central Govt. Publications | 20 per Book for Single Author |  |  |  |
| Subject Books, published by Other **local publishers**, with ISBN number | 15 per Book for Single Author |  |  |  |
| Chapters in Books, published by **National and International level** publishers, with ISBN number | International – 10 per Chapter National – 5 per Chapter |  |  |  |
| **III (C) RESEARCH PROJECTS** | | | | | | |
| III (C) (i) | Sponsored Projects | (a) Major Projects with grants above Rs.5 lakhs | 20 per Project |  |  |  |
| (b) Major Projects with grants above Rs.3 lakhs up to Rs.5 lakhs | 15 per Project |  |  |  |
| (c) Minor Projects with grants above Rs.1 lakh up to Rs.3 lakhs | 10 per Project |  |  |  |
| III (C) (ii) | Consultancy Projects | Amount mobilized with a minimum of Rs.2 lakhs | 10 for every Rs.2 lakhs, respectively |  |  |  |
| III (C) (iii) | Projects Outcome / Outputs | Major Policy document prepared for International Bodies like WHO/UNO/ UNESCO/UNICEF etc. Central/State Government/Local Bodies prepared | Major policy document of International bodies - 30  Central Government – 20;  State Govt. – 10;  Local bodies –5 |  |  |  |
| **III (D) RESEARCH GUIDANCE** | | | | | | |
| III(D) (i) | M.Phil. | Degree awarded | 5 per candidate |  |  |  |
| III(D) (ii) | Ph.D. | Degree awarded | 15/10 per candidate |  |  |  |
| **III (E) AWARDS/FELLOWSHIPS/INVITED LECTURES DELIVERED/PAPERS PRESENTED IN CONFERENCES/SEMINARS** | | | | | | |
| III(E) (i) | Awards / Fellowships | 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 Award/Fellowship from academic bodies/associations | 5 Per Award |  |  |  |
| III(E) (ii) | Invited lectures / papers presented | 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 (E) (iii) | Development of e-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.*

**IMPORTANT NOTE:**  *Candidates are advised to carefully go through the Regulations related to Academic Performance Indicators (API) as notified from time to time by the University Grants Commission, New Delhi in the Gazette of India. In case of any ambiguity/discrepancy, the Regulations prescribed by University Grants Commission shall prevail.*

**Please tick the enclosures attached**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.** | **Check List** | **Sl. No. of enclosure** | **No. of Sheets** |
|  | Matric/Secondary/High School (10th Class) Marks Sheet |  |  |
|  | Matric/Secondary/High School (10th Class) Certificate |  |  |
|  | Sr. Secondary/Intermediate (12th Class) Marks Sheet |  |  |
|  | Sr. Secondary/Intermediate (12th Class) High School Certificate |  |  |
|  | Bachelor's Degree Final Year Marks Sheet |  |  |
|  | Bachelors' Degree |  |  |
|  | Master's Degree Final Year Marks Sheet |  |  |
|  | Master's Degree |  |  |
|  | M. Phil. Degree Mark Sheet |  |  |
|  | M. Phil. Degree |  |  |
|  | Ph.D./D.Phil. Degree |  |  |
|  | D.Litt., D.Sc., L.L.D. Degree |  |  |
|  | JRF/NET/SET/SLET Certificate |  |  |
|  | Caste Certificate issued by the Competent Authority |  |  |
|  | Experience Certificate(s) from previous employer(s) |  |  |
|  | Endorsement from the present employer |  |  |
|  | DD for the application fees (in original) |  |  |
|  | **Academic Performance Indicators (API) Score Sheet** |  |  |
|  | Any other |  |  |

Total number of sheets enclosed \_\_\_\_\_\_\_\_\_ (please give sequential number to each sheet and signature with date).