

**For Office Use Only**

Application received on .....

Registration Number .....

**MAHARAJA LAKSHMAN MEMORIAL COLLEGE SUNDERNAGAR (HP)**  
**APPLICATION FOR THE POST OF PRINCIPAL**  
 (To be filled in by the candidate)

Advertisement Number:

Name of the College applied for :

M. L. S. M. College Sundernagar (HP)

Demand Draft No. .... Date ..... Amount Rs. 1500/-

Name of Issuing Bank: .....

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**(Do not staple)**

| S. No. | Particulars                                                                            | Details | Proof Encl. No. |
|--------|----------------------------------------------------------------------------------------|---------|-----------------|
| 1      | Name (In capital letters)                                                              |         |                 |
| 2      | Father's / Husband's/Wife's Name                                                       |         |                 |
| 3      | Date of Birth                                                                          |         |                 |
| 4      | Place of Birth                                                                         |         |                 |
| 5      | Age (as on last date of submission of application)                                     |         |                 |
| 6      | Sex (Male / Female)                                                                    |         |                 |
| 7      | Marital Status                                                                         |         |                 |
| 8      | Nationality                                                                            |         |                 |
| 9      | Category ( UR / SC / ST / OBC)                                                         |         |                 |
| 10     | Do you belong to Physically Handicapped category (If yes enclose relevant certificate) |         |                 |
| 11     | Address for correspondence                                                             |         |                 |
|        | Email                                                                                  |         |                 |
|        | Mobile Number                                                                          |         |                 |
| 12     | Permanent Address                                                                      |         |                 |
|        | PIN Code                                                                               |         |                 |
|        | Mobile Number                                                                          |         |                 |

|    |                                                                                                         |                   |                            |                    |                   |           |                            |                        |
|----|---------------------------------------------------------------------------------------------------------|-------------------|----------------------------|--------------------|-------------------|-----------|----------------------------|------------------------|
| 13 | <b>Academic Qualifications (Secondary School Examination onwards)</b>                                   |                   |                            |                    |                   |           |                            |                        |
|    | Examination/ Degree                                                                                     | Board/ University | Subject/<br>Specialization | Year of<br>passing | CGPA /<br>% Marks | Division  | Proof<br><br>Encl. no.     |                        |
|    | High School/<br>Secondary                                                                               |                   |                            |                    |                   |           |                            |                        |
|    | Sr. Secondary                                                                                           |                   |                            |                    |                   |           |                            |                        |
|    | BA/B.Sc.                                                                                                |                   |                            |                    |                   |           |                            |                        |
|    | MA/M.Sc.                                                                                                |                   |                            |                    |                   |           |                            |                        |
|    | PhD                                                                                                     |                   |                            |                    |                   |           |                            |                        |
|    | Other                                                                                                   |                   |                            |                    |                   |           |                            |                        |
| 14 | <b>Detail of experience in academic institution(s)/ research organization (s) [Chronological order]</b> |                   |                            |                    |                   |           |                            |                        |
|    | Post Held                                                                                               | Organization      | Period                     |                    |                   | Pay Scale | Basic Pay<br>or<br>AGP/ GP | Proof<br><br>Encl. no. |
|    |                                                                                                         |                   | From                       | To                 | Duration          |           |                            |                        |
|    |                                                                                                         |                   |                            |                    |                   |           |                            |                        |
|    |                                                                                                         |                   |                            |                    |                   |           |                            |                        |
|    |                                                                                                         |                   |                            |                    |                   |           |                            |                        |
|    |                                                                                                         |                   |                            |                    |                   |           |                            |                        |
| 15 | <b>Detail of industrial/ field experience [Chronological order]</b>                                     |                   |                            |                    |                   |           |                            |                        |
|    | Post Held                                                                                               | Organization      | Period                     |                    |                   | Pay Scale | Basic Pay<br>or<br>AGP/ GP | Proof<br><br>Encl. no. |
|    |                                                                                                         |                   | From                       | To                 | Duration          |           |                            |                        |
|    |                                                                                                         |                   |                            |                    |                   |           |                            |                        |
|    |                                                                                                         |                   |                            |                    |                   |           |                            |                        |
|    |                                                                                                         |                   |                            |                    |                   |           |                            |                        |
|    |                                                                                                         |                   |                            |                    |                   |           |                            |                        |
| 16 | <b>Details of Scholarships/ Awards/ Honour/ with proof (Attach separate sheet if required)</b>          |                   |                            |                    |                   |           |                            |                        |
|    |                                                                                                         |                   |                            |                    |                   |           |                            |                        |
|    |                                                                                                         |                   |                            |                    |                   |           |                            |                        |

|    |                                                                                        |  |
|----|----------------------------------------------------------------------------------------|--|
| 17 | <b>Details of Academic achievements with proof (Attach separate sheet if required)</b> |  |
|    |                                                                                        |  |
|    |                                                                                        |  |
|    |                                                                                        |  |
| 18 | <b>Administrative experience with proof.</b>                                           |  |
|    |                                                                                        |  |
|    |                                                                                        |  |
| 19 | <b>Finance/Accounts Experience, and /or Finance Administration with proof.</b>         |  |
|    |                                                                                        |  |
|    |                                                                                        |  |
|    |                                                                                        |  |
|    |                                                                                        |  |

**ANNEXURE II, Table 2**  
**Methodology for Calculating Academic/ Research Score**

| S. No | Academic/Research Activity                                                                                                  | Faculty of Sciences<br>'Engineering/<br>Agriculture<br>Medical /<br>Veterinary<br>Sciences & other<br>related disciplines | Faculty of Languages,<br>Humanities /Arts<br>/Social Sciences/<br>Library /Education/<br>Physical Education /<br>Commerce/Managem<br>ent & other related<br>disciplines | Research<br>Score | Proof<br>Encl.<br>no |
|-------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------|
| 1     | Research Papers in Refereed/ Peer-Reviewed or UGC listed Journals                                                           | 08 per paper                                                                                                              | 10 per paper                                                                                                                                                            |                   |                      |
| 2     | Publications(other than Research papers)                                                                                    |                                                                                                                           |                                                                                                                                                                         |                   |                      |
|       | (a) Books authored which are published by;                                                                                  |                                                                                                                           |                                                                                                                                                                         |                   |                      |
|       | International publishers                                                                                                    | 12                                                                                                                        | 12                                                                                                                                                                      |                   |                      |
|       | National Publishers                                                                                                         | 10                                                                                                                        | 10                                                                                                                                                                      |                   |                      |
|       | Chapter in Edited Book                                                                                                      | 05                                                                                                                        | 05                                                                                                                                                                      |                   |                      |
|       | Editor of Book by International Publisher                                                                                   | 10                                                                                                                        | 10                                                                                                                                                                      |                   |                      |
|       | Editor of Book by National Publisher                                                                                        | 08                                                                                                                        | 08                                                                                                                                                                      |                   |                      |
|       | (b) Translation works in Indian and Foreign Languages by qualified faculties                                                |                                                                                                                           |                                                                                                                                                                         |                   |                      |
|       | Chapter or Research paper                                                                                                   | 03                                                                                                                        | 03                                                                                                                                                                      |                   |                      |
|       | Books                                                                                                                       | 08                                                                                                                        | 08                                                                                                                                                                      |                   |                      |
| 3     | Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula |                                                                                                                           |                                                                                                                                                                         |                   |                      |
|       | (a) Development of Innovative pedagogy                                                                                      | 05                                                                                                                        | 05                                                                                                                                                                      |                   |                      |
|       | (b) Design of new curricula and courses                                                                                     | 02 per<br>curricula/course                                                                                                | 02 per<br>curricula/course                                                                                                                                              |                   |                      |
|       | (c) MOOCs                                                                                                                   |                                                                                                                           |                                                                                                                                                                         |                   |                      |
|       | Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)         | 20                                                                                                                        | 20                                                                                                                                                                      |                   |                      |
|       | MOOCs (developed in 4 quadrant) per nodule /lecture                                                                         | 05                                                                                                                        | 05                                                                                                                                                                      |                   |                      |
|       | Content writer/subject matter expert for each module of MOOCs (at least one quadrant)                                       | 02                                                                                                                        | 02                                                                                                                                                                      |                   |                      |
|       | Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks /credit)                        | 08                                                                                                                        | 08                                                                                                                                                                      |                   |                      |
|       | (d) E-Content                                                                                                               |                                                                                                                           |                                                                                                                                                                         |                   |                      |
|       | Development of e-Content in 4 quadrants for a complete course/e-book                                                        | 12                                                                                                                        | 12                                                                                                                                                                      |                   |                      |
|       | e-Content (developed in 4 quadrants) per module                                                                             | 05                                                                                                                        | 05                                                                                                                                                                      |                   |                      |
|       | Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)                     | 02                                                                                                                        | 02                                                                                                                                                                      |                   |                      |
|       | Editor of e-content for complete course /paper/e-book                                                                       | 10                                                                                                                        | 10                                                                                                                                                                      |                   |                      |
| 4     | (a) Research guidance                                                                                                       |                                                                                                                           |                                                                                                                                                                         |                   |                      |
|       | Ph. D                                                                                                                       | 10 per degree<br>awarded<br>05 per thesis<br>submitted                                                                    | 10 per degree awarded<br>05 per thesis<br>submitted                                                                                                                     |                   |                      |
|       | M. Phil./PG Dissertation                                                                                                    | 02 per degree<br>awarded                                                                                                  | 02 per degree<br>awarded                                                                                                                                                |                   |                      |
|       | (b) Research Projects Completed                                                                                             |                                                                                                                           |                                                                                                                                                                         |                   |                      |
|       | More than 10 lakhs                                                                                                          | 05                                                                                                                        | 05                                                                                                                                                                      |                   |                      |
|       | Less than 10 lakhs                                                                                                          | 02                                                                                                                        | 02                                                                                                                                                                      |                   |                      |
|       | (b) Research Projects on going                                                                                              |                                                                                                                           |                                                                                                                                                                         |                   |                      |

|                             |                                                                                                                                                                                                                                                  |                                                                                                                           |                                                                                                                                                                         |                   |                      |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------|
|                             | More than 10 lakhs                                                                                                                                                                                                                               | 05                                                                                                                        | 05                                                                                                                                                                      |                   |                      |
|                             | Less than 10 lakhs                                                                                                                                                                                                                               | 02                                                                                                                        | 02                                                                                                                                                                      |                   |                      |
|                             | (d) Consultancy                                                                                                                                                                                                                                  | 03                                                                                                                        | 03                                                                                                                                                                      |                   |                      |
| S. No                       | Academic/Research Activity                                                                                                                                                                                                                       | Faculty of Sciences<br>'Engineering/<br>Agriculture<br>Medical /<br>Veterinary<br>Sciences & other<br>related disciplines | Faculty of Languages,<br>Humanities /Arts<br>/Social Sciences/<br>Library /Education/<br>Physical Education /<br>Commerce/Managem<br>ent & other related<br>disciplines | Research<br>Score | Proof<br>Encl.<br>no |
| 5                           | (a) Patents                                                                                                                                                                                                                                      |                                                                                                                           |                                                                                                                                                                         |                   |                      |
|                             | International                                                                                                                                                                                                                                    | 10                                                                                                                        | 10                                                                                                                                                                      |                   |                      |
|                             | National                                                                                                                                                                                                                                         | 07                                                                                                                        | 07                                                                                                                                                                      |                   |                      |
|                             | (b)*Policy Document (Submitted to an International body/organization like UNO/UNESCO/ World Bank/ international Monetary Fund etc. or Central Government or State Government)                                                                    |                                                                                                                           |                                                                                                                                                                         |                   |                      |
|                             | International                                                                                                                                                                                                                                    | 10                                                                                                                        | 10                                                                                                                                                                      |                   |                      |
|                             | National                                                                                                                                                                                                                                         | 07                                                                                                                        | 07                                                                                                                                                                      |                   |                      |
|                             | State                                                                                                                                                                                                                                            | 04                                                                                                                        | 04                                                                                                                                                                      |                   |                      |
|                             | ( c) Awards / Fellowship                                                                                                                                                                                                                         |                                                                                                                           |                                                                                                                                                                         |                   |                      |
|                             | International                                                                                                                                                                                                                                    | 07                                                                                                                        | 07                                                                                                                                                                      |                   |                      |
|                             | National                                                                                                                                                                                                                                         | 05                                                                                                                        | 05                                                                                                                                                                      |                   |                      |
| 6                           | Invited lectures/Resource Person/paper presentation in Seminars /Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once) |                                                                                                                           |                                                                                                                                                                         |                   |                      |
|                             | International (Abroad)                                                                                                                                                                                                                           | 07                                                                                                                        | 07                                                                                                                                                                      |                   |                      |
|                             | International (within country)                                                                                                                                                                                                                   | 05                                                                                                                        | 05                                                                                                                                                                      |                   |                      |
|                             | National                                                                                                                                                                                                                                         | 03                                                                                                                        | 03                                                                                                                                                                      |                   |                      |
|                             | State/University                                                                                                                                                                                                                                 | 02                                                                                                                        | 02                                                                                                                                                                      |                   |                      |
| <b>TOTAL RESEARCH SCORE</b> |                                                                                                                                                                                                                                                  |                                                                                                                           |                                                                                                                                                                         |                   |                      |

### Declaration by the candidate

I \_\_\_\_\_ hereby declare that the information given by me in this application form is true to the best of my knowledge and belief. If, at any time, I am found to have concealed any material / information or given any false information, my candidature / appointment may be summarily rejected / terminated without any notice or compensation and I am liable for legal action against me.

**Signature of Applicant**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**This certificate is to be issued in the institute / organization / industry's official letter head.**

(This certificate must be signed by the employer in case of the candidate already in service whether in permanent / ad-hoc / temporary capacity)

**CERTIFICATE FROM THE PRESENT EMPLOYER**

Ref No.

Dated:

Forwarded, Sh. / Smt. / Dr. \_\_\_\_\_ bearing the designation of \_\_\_\_\_ holds the post in our institute / organization in permanent / ad-hoc / temporary / contractual capacity.

He / She is drawing the pay in the pay-band / scale \_\_\_\_\_ with AGP / GP \_\_\_\_\_. This institution / organization has no objection to the candidature of the applicant being considered for appointment to the post of Principal in the college.

Signature of the Employer with seal

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Check List of Documents:**

Applicant must enclose the self-attested documents in support of the application in the following sequence:

1. Duly filled and signed application form
2. Proof of Date of Birth
3. Documents (Mark Sheets / Degrees) related to educational qualifications in chronological order
4. Experience certificate(s) in chronological order (Teaching / Research / Industrial/Administrative)
5. Curriculum Vitae (duly signed) including list of research publications and other credentials (medals, honours and awards)
6. Photocopies of research papers published during last five years
7. Photocopies of certificates related to patents.
8. Photocopies of cover page and the page indicating ISBN number of the books/monographs
9. Photocopies of any administrative posts held or administrative experience
10. Any other document(s) not covered above and you deem necessary to be attached

**Note:** Demand Draft (if required) of prescribed application fee must be appended on the top of the application

