

**C.M.K National PG College, Sirsa**

(Near Durga Mandir, B Block, Sirsa, Ph. 01666 240289)

ACCREDITED: B++ by NAAC

Managed by: SIRSA EDUCATION SOCIETY, SIRSA

Affiliated to: Chaudhary Devi Lal University, Sirsa

Applications are invited for the sanctioned post of **PRINCIPAL** on regular basis. Eligibility, Pay Scale (Rs. 1,44,200 - 2,18,200 academic level-14), Selection criteria will be as per rules and regulations of UGC/DGHE Haryana notification dated 11.11.2022, 12.12.2022 & 18.04.2023 & CDLU Sirsa.

Application form can be obtained from college or downloaded from website [www.cmksirsa.com](http://www.cmksirsa.com). Apply within 21 days from date of publication alongwith NOC, self-attested photocopies of all certificates/testimonials with a D.D. of Rs. 1000/- in favour of "**Principal, CMK National PG College, Sirsa**". Send a copy to Dean of Colleges, CDLU, Sirsa. Incomplete application or applications received after due date will not be considered.

**Arvind Bansal**  
Chairman**Suresh Goyal**  
General Secy.**C.M.K. National PG College, Sirsa**

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Chairman**Suresh Goyal**  
General Secy.

# C.M.K. National P.G. College, Sirsa

## APPLICATION FOR THE POST OF PRINCIPAL

Sr. No.....

Receipt No. \_\_\_\_\_

Receipt Date \_\_\_\_\_

### Instructions (Please read carefully):

- This application form contains two sections: Section A: Bio-data, Section B: Score Sheet as per criteria for selection of Principals in the Govt. Aided Private Colleges in Haryana.
- This application form should be properly filled in and submitted in sealed envelope.
- All pages must be numbered, signed with date and indexed.
- Attested copies of all certificates/testimonials should be attached. Original documents will have to be present at the time of interview.
- This application should be accompanied by Demand Draft of Rs. 1000/- drawn in favour of the Principal, C.M.K. National P.G. College, payable at Sirsa.
- Person in employment should send their application through their employer. They may, however, send a copy in advance, but it must be on the prescribed form and accompanied by the Demand Draft, copies of certificates/testimonials etc. A copy of the application on the prescribed form complete in all respects along with all enclosures must be sent to the Dean of Colleges, Chaudhary Devi Lal University, Sirsa.
- Application received after the due date or found incomplete shall not be considered.
- Please use separate sheet wherever required.

### SECTION-A (BIO-DATA)

1. Post applied for (Give the full name of the Post) \_\_\_\_\_  
Advt. No. (if any) \_\_\_\_\_
2. Name in full ( in block letters) \_\_\_\_\_
3. Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_
4. Present Postal Address (in block letters) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Contact No. \_\_\_\_\_ Email Address \_\_\_\_\_
6. Permanent Home Address \_\_\_\_\_  
\_\_\_\_\_ Pin Code \_\_\_\_\_
7. (a) Nationality \_\_\_\_\_  
(b) Whether belongs to S.C./S.T/B.C. \_\_\_\_\_ If yes, please attach attested copy of certificate  
(c) Marital Status \_\_\_\_\_  
(d) Are you physically handicapped? \_\_\_\_\_ If yes, please attach attested copy of certificate
8. (a) Date of Birth (DD/MM/YYYY) \_\_\_\_\_  
(b) Place of Birth \_\_\_\_\_
9. Present Designation \_\_\_\_\_ Pay Scale \_\_\_\_\_  
Whether promoted under CAS or Direct Recruitment \_\_\_\_\_

10. References: These should be professionally competent persons who are well acquainted with some aspects of the applicant's training accomplishment, capabilities and the character but must not be in relations. Two referees should be listed and at least one of them should be citizen of India. For applicants having done Post-Graduate or Post-Doctoral research, the research supervisors must be listed.

i. Name: \_\_\_\_\_  
Occupation & Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Contact No: \_\_\_\_\_

ii. Name: \_\_\_\_\_  
Occupation & Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Contact No: \_\_\_\_\_

11. Have you attached a Demand Draft for the prescribed fee? If so, state details: Amount \_\_\_\_\_  
DD No. \_\_\_\_\_ Dated \_\_\_\_\_ Bank Name: \_\_\_\_\_

12. Have you ever been prosecuted, kept under detention, bound down, fined, convicted by a Court of Law for any offence or debarred/ disqualified by any university, Public Service Commission from appearing at its examination/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. must be given.

\_\_\_\_\_  
\_\_\_\_\_

13. Please mention whether you have been removed or dismissed or any other punishment from service or any disciplinary proceeding from past employments. If yes, please mention details:-

\_\_\_\_\_  
\_\_\_\_\_

14. **Educational Qualification (from Matriculation onwards)**

Exam. Passed	Uni./Board	Roll No.	Year of passing	Division	Max. Marks	Marks obtained with %age	Subjects	Distinction (if any)
Matric								
Hr.Sec./10+2								
Pre-Uni.								
B.A./B.Sc./ B.Com								
M.A./M.Sc./ M.Com.								
M.Phil								
Ph.D.								
NET/SET								
Any other Exam								

15. Topic of M.Phil Dissertation \_\_\_\_\_

16. a) Topic of Research for Ph.D \_\_\_\_\_

b) Field of Specialization \_\_\_\_\_

c) List of Publications: \_\_\_\_\_

Publication	<b>A</b> Published	<b>B</b> In Press	<b>C</b> Accepted for Publication	<b>D</b> Communicated for publication	<b>E</b> Whether books have ISBN/Papers indexed or not
Books	Sole Author Jointly				
Papers	Sole Author Jointly				
Patents	Sole Author Jointly				

(Attach a list of publications in respect of each category mentioned above)

17. Experience:-

Name of Employer	Designation of the Post Held	Duration of Appointment		Total Experience		Basic Pay Allowances Separately	Reasons for leaving
		From	To	Year	Month		

18. Total Experience \_\_\_\_\_

Under Graduate classes \_\_\_\_\_ Post Graduate Classes \_\_\_\_\_

19. Period required for joining the post, if selected .....

20. List below the certificates and testimonials (attested copies) attached.

- 1.
- 2.
- 3.
- 4.
- 5.

I \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_ hereby declare that all the entries made by me in this application form are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature/appointment liable to be cancelled.

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

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

(Signature of the candidate)

**CERTIFICATE FROM THE EMPLOYER**

The application of Dr. \_\_\_\_\_ who is at present working as \_\_\_\_\_ in \_\_\_\_\_ whose pay-scale is \_\_\_\_\_. His/Her application is forwarded and recommended for consideration for the post of \_\_\_\_\_ in the \_\_\_\_\_. In case he/she is selected for employment in the \_\_\_\_\_. He/She will be relieved from his/her present position on \_\_\_\_\_ notice.

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

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

Signature of the Head of the office/  
Organization (Seal of Office)

## **Score Sheet**

**Category:**

Part	Criterion Distribution	Max. marks	Self Appraisal Marks	Marks Awarded
I	Academic Record	20		
II	Teaching Experience and Assessment of Administrative Skill	35		
III	Academic/ Research Score	32.5		
IV	Interview	12.5		
	<b>Total</b>	<b>100</b>		

### **I. Academic Record : Maximum 20 marks**

Sr. No.	Particulars	Marks	Self Appraisal Marks	Marks Awarded
1.	Above 55% marks in Master's degree	0.5 mark for each percentage (maximum 5 marks)		
2.	Above 55% marks in Graduation	0.4 mark for each percentage (maximum 5 marks)		
3.	Above 55% marks in 10+2/Prep.	0.3 mark for each percentage (maximum 5 marks)		
4.	Above 55% marks in Matriculation	0.2 mark for each percentage (maximum 5 marks)		
	<b>Total</b>	<b>20 marks</b>		

### **II. Teaching Experience and Assessment of Administrative Skill : Maximum 35 marks**

#### **A. Teaching Experience: Maximum 10 marks**

Sr. No.	Particulars	Marks	Self-Appraisal Marks	Marks Awarded
1.	Above 15 years teaching experience	1 mark for each year		

#### **B. Assessment of Administrative Skill : Maximum 25 marks**

##### **(i) Experience of Administrative Responsibilities**

Sr. No.	Particulars	Marks	Self-Appraisal Marks	Marks Awarded
1.	Experience as Joint/Deputy/Assistant Director in Directorate of Higher Education, Haryana	1 mark for each year		
2.	Experience as Registrar or any other administrative post in any University	1 mark for each year		
3.	Experience as Head of the Higher Education Institution i.e. Principal, Officiating Principal/DDO	1 mark for each year		

**(ii) Experience of Key responsibilities in colleges**

Sr. No.	Particulars	Marks	Self-Appraisal Marks	Marks Awarded
1.	Staff Representative or V.C. Nominee in Managing Committee of any College	1 mark for each year Maximum upto 3 marks		
2.	Co-ordinator or Organizing Secretary of International/National/State Conference/Event	1 mark for each year Maximum upto 3 marks		
3.	Bursar	1 mark for each year Maximum upto 3 marks		
4.	NSS Programme Officer	1 mark for each year Maximum upto 3 marks		
5.	YRC Counsellor	1 mark for each year Maximum upto 3 marks		
6.	Hostel Warden	1 mark for each year Maximum upto 3 marks		
7.	Member of any Statutory Body of University	1 mark for each year Maximum upto 2 marks		
8.	Experience as Associate NCC Officer in HEI(s)	1 mark for each year Maximum upto 3 marks		

**(iii) Experience of Committees in College**

Sr. No.	Particulars	Marks	Self-Appraisal Marks	Marks Awarded
1.	Co-ordinator IQAC	1 mark for each academic year Maximum upto 2 marks		
2.	Editor in Chief, College Magazine	1 mark for each academic year Maximum upto 2 marks		
3.	Member, College Advisory Council	1 mark for each academic year Maximum upto 2 marks		
4.	Convenor, University Work Committee	1 mark for each academic year Maximum upto 2 marks		
5.	Convenor, Cultural Affairs Committee	1 mark for each academic year Maximum upto 2 marks		
6.	Convenor, Purchase/Procurement Committee	1 mark for each academic year Maximum upto 2 marks		
7.	Convenor, Building/Works Committee	1 mark for each academic year Maximum upto 2 marks		
8.	Convenor, Sports Committee	1 mark for each academic year Maximum upto 2 marks		
9.	Convenor, Discipline Committee	1 mark for each academic year Maximum upto 2 marks		
10.	Convenor, Internal (Complaint) Committee	1 mark for each academic year Maximum upto 2 marks		
11.	Convenor, Road Safety Club	1 mark for each academic year Maximum upto 2 marks		
12.	Convenor, Red Ribbon Club	1 mark for each academic year Maximum upto 2 marks		
13.	Convenor, Eco Club	1 mark for each academic year Maximum upto 2 marks		
14.	In-charge, Placement Cell	1 mark for each academic year Maximum upto 2 marks		

15.	In-charge, Women Cell	1 mark for each academic year Maximum upto 2 marks		
16.	In-charge , Time-table Committee	1 mark for each academic year Maximum upto 2 marks		
17.	In-charge, SC/BC Committee	1 mark for each academic year Maximum upto 2 marks		
	<b>Total</b>	<b>35 marks</b>		

### **III. Academic/ Research Score: Maximum 32.5 marks**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Marks</b>	<b>Self-Appraisal Marks</b>	<b>Marks Awarded</b>
1.	Research Score above 110 as per the criteria given in Appendix II, Table 2.	0.3 mark for each 1 Research Score above 110		

### **IV. Interview: Maximum 12.5 marks**

Marks of only one experience under Category II B shall be allowed in one academic year. The convenor/In-charge shall be entitled mark (s) allotted to each category of experience. Similarly, the member (s) of Committee shall also be entitled for 0.25 mark for each Committee up to maximum marks allotted above. In case of repetition of any assignment/Committee under Category II (B) (ii) & (iii), the maximum marks allotted above, shall be allowed.

Performance in interview shall be assessed on the basis of above-mentioned criteria. Each member of Selection Committee shall assess candidates and shall assign marks individually in all the three sub-categories mentioned at IV above. For selection, marks obtained by candidates in Categories I to III will be added to the average marks assigned by all members of Selection Committee.

#### **Note:**

- Teaching experience of candidates shall be considered only in case of teaching the concerned subject after acquiring eligibility qualifications determined by the Govt

Table 2

(Appendix II)

**Methodology for University and College Teachers for calculating Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences/ Engineering/ Agriculture/Medical/ Veterinary Sciences	Faculty of Languages/ Humanities/Arts/Social Sciences/Library/ Education/Physical Education/Commerce/ Management & other related disciplines
1.	Research Papers in 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
	Book	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 curricula/course	02 per 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 module/lecture	05	05
	Contentwriter/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

	<b>(d) E-Content</b>		
	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	<b>(a) Research guidance</b>		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	<b>(b) Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	<b>(c) Research Projects Ongoing :</b>		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	<b>(d) Consultancy</b>	03	03
5	<b>(a) Patents</b>		
	International	10	10
	National	07	07
	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10
	National	07	07
	State	04	04
	<b>(c) Awards/Fellowship</b>		
	International	07	07
	National	05	05
6.	<b>*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)</b>		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

**The Research score for research papers would be augmented as follows :**

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i) Paper in refereed journals without impact factor - 5 Points
  - ii) Paper with impact factor less than 1 - 10 Points
  - iii) Paper with impact factor between 1 and 2 - 15 Points
  - iv) Paper with impact factor between 2 and 5 - 20 Points
  - v) Paper with impact factor between 5 and 10 - 25 Points
  - vi) Paper with impact factor >10 - 30 Points
- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

**Note:**

- ☐ Paper presented if part of edited book or proceeding then it can be claimed only once.
- ☐ For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- ☐ \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b): Policy Document and 6: Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- ☐ The research score shall be from the minimum of three categories out of six categories.

*Ans*