



**G.G.D.S.D. COLLEGE, PALWAL**  
**PALWAL-121102**  
**Ph.No.01275-252036, 259021**  
**APPLICATION FORM FOR TEACHING STAFF**

Latest  
Passport size  
Photograph

Post Applied for \_\_\_\_\_

Category      SC       BC       ESM       GEN

**Note :**

- i) Self Attested Copies of certificates, degrees, from Matric to onward, testimonials etc. should be attached with the applications and addressed to the President, GGSDS College, Palwal and originals of all such documents must be produced at the time of interview.
- ii) No T.A./D.A. will be given for attending the interview.
- iii) Applicants in service are advised to send their applications through their present employers through proper channel with (NOC) No Objection Certificate.
- iv) Candidates are also required to send a copy of the application to the Dean, College Development Council, M.D. University, Rohtak.
- v) Weightage/Relaxation will be given as per latest norms/rules to the candidates for Sports/NCC/NSS activities etc (attach certificates) . They will have to furnish an affidavit that they will perform the duties related to such activities.

1. Name (in Block Letters) \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Nationality \_\_\_\_\_
4. Address with Phone Nos.(i) Correspondence.....  
 .....  
 (ii) Permanent Address.....  
 .....
5. Date of Birth..... Age..... Years.....Months (as per Matriculation certificate)
6. Do you belong to Reserve Category, if yes, mention the same (Caste etc.) .....  
 (Attach certificate)

**7. Qualifications:**

**a) Academic**

Examination Passed	University/ Board	Year of Passing	Marks Obtained	Max. Marks	Division/ %age
Matric					
Pre- Uni./10+2					
B.A./B.Com./ B.Sc.					
MA/ M.Com. M.Sc.					
NET/SLET					
M.Phil.					
Ph.D.					

8. Are you Gold Medalist in PG i.e. M.A./ M.Sc./ M.Com./ MBA (Attach Certificate) if, any.

Examination Passed	Univ./ Board	Year of Passing	Marks Obtained	Max. Marks	Division/ %age

9. Languages Known \_\_\_\_\_

**10. EXPERIENCE & PAST EMPLOYMENT : (Attach attested copies)**

Employer's Name & Address	Post Held	Period	Employed		Salary		Name of Post adhoc/ regular
			From	To	Basic	Total	

11. Address of present employer with Telephone No.....

12. Co-curricular Activities:

Have you any position in Co-curricular activities? If yes, please fill details and attach attested copies of certificates.

A)

Sr.No.	Name of the Co-curricular activities	Univ. Youth Festival/ Zonal/ Inter-Zonal/ State Level	Position held Recommended/ commended

B)

1. Have you donated Blood? If yes, how many times (attach certificate).....
2. Have you NCC Certificate? If yes, please mention B or C Certificate).....
3. Have you attended 10/7 days NSS Camp or Scout & Guide (Rajya Puruskar) Yes/No.....
4. Any other activities for which Weightage is claimed.....

13. Have you obtained any position in Sports? If yes, please give details and attach attested copies of certificates.

Sr.No.	Name of Sports	International/ National/ Inter University/ State	Position 1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> Participation
1.			
2.			
3.			

14. Have your publications in referred Journal/ Text/Reference Books in the concerned subject? If yes, please attach proof.....

15. Two references not related to you of which at least one should be holding a responsible position in the line of your occupation.

Sr.No.	NAME	OCCUPATION	Address with Tel.Ph.No.
1.			
2.			

16. How much notice period would you require to join.....

17. Have you been interviewed by us before? If yes, give details).....

**DECLARATION :**

I certify that the information given above is correct to the best of my knowledge and belief and nothing has been concealed therein. If at any time, I am found to have concealed any material information or given false details, my appointment shall be liable to be cancelled.

Date.....

Signature of Applicant

**Recommendation of the Forwarding Authority (In case of employed candidate)**

I recommend and forward the application of Mr./Mrs./Dr.....  
Who is working in our college/institution as .....since..... for the post of Principal, GGSDS College, Palwal.

Signature of Principal/Director  
(With office seal)

\*Candidate must submit own assessment of Criteria with this application.

\*\*Downloaded application should contain a DD/PO of Rs.400/-

## CRITERIA FOR SELECTION OF PRINCIPALS IN GOVT. AIDED PRIVATE COLLEGES IN THE STATE OF HARYANA

<b>Category</b>	<b>Marks</b>
I. Academic Record	20 Marks
II. Teaching Experience and Assessment of Administrative Skill	35 Marks
III. Academic/Research Score	32.5 Marks
IV. Interview	12.5 Marks
<b>TOTAL:</b>	<b>100 Marks</b>

### I. Academic Record: Maximum 20 marks

Sr. No.	Particulars	Marks
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)

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

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

Sr. No.	Particulars	Marks
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
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
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 event 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
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

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

Sr. No.	Particulars	Marks
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: 12.5 marks**

Sr. No.	Particulars	Marks
1	Knowledge of Service rules, financial matters & ICT tools	4 Marks
2	Leadership Qualities and Decision-making power	5.5 Marks
3	Overall Personality	3 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.

*[Handwritten signature]*