**University of Mumbai**



*Notes :* ***Pls. Read the instructions carefully before filing form.***

***Fees once paid cannot be refunded, in any case.***

 ***\* Strike off whichever is not applicable.***

***Prescribed Application Format***

To,

The Registrar, Advertise No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_

University of Mumbai, Date of Advt. : \_\_\_\_\_/\_\_\_\_/ 2018

Fort, Mumbai - 400 032. Serial Number of Post : \_\_\_\_\_\_\_\_

Sir,

I wish to apply for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

with \*Subject / specialization : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*My particulars are given below :*

1. Full Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Beginning with Surname and in Block Letters)

2. Full Address for correspondence : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pin code \_\_\_\_\_\_\_\_\_\_\_

3. Contact Details : Telephone No. (Residence) (Office) \_\_\_\_\_\_\_\_\_\_\_\_

 Mobile No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Date of Birth : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age as on date : Years \_\_\_\_\_\_\_ Month/s

5. Place of Birth : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Sex (Male/Female) : \_\_\_\_\_\_\_\_\_\_\_\_ 7. Married / Unmarried : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Nationality : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. Domiciled : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Whether belongs to : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ( Scheduled Caste, Scheduled Tribes, De-notified Tribes, Nomadic Tribes, Other Backward Class, Special Backward Class, Open )

11. Whether Physically Handicapped with minimum 40% disability (Yes / No) \_\_\_\_\_\_\_\_\_

 If yes, state nature & percentage of disability : % \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Nature of disability : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Educational Qualification :

 *( Pls attach all relevant Documents )*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Examination | University/ Board | Month &Year ofPassing | Subjects | Percentageof Marks obtained | Class /Division / Grade |
| Higher Secondary / H.S.C. |  |  |  |  |  |
| UG Degree + |  |  |  |  |  |
|  |
| PG Degree+ |  |  |  |  |  |
|  |
| M. Phil.+ |  |  |  |  |  |
|  |
| Ph.D.+ |  |  |  |  |  |
|  |
| NET / SET / SLET |  |  |  |  |  |
|  |
| Any otherDegrees/Diploma’s  |  |  |  |  |  |
| Any otherDegrees/Diploma’s |  |  |  |  |  |

***Note : ( + Pls. state the Faculty )***

13. Account for breaks, (if any) in the academic career \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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14. Teaching / Technical / Professional Experience at UG and PG level ( if any ) :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **College / Institution** | **Subject** | **Position held** | **Nature of****appointment****Prmnt./Temp.** | **Period of Appointment with Dates****From To** |
|  |  |  |  |  |  |
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15. Research work done : *( Pls. Attach separate sheet, if required )* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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16. Number of Students successfully guided : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

17. (i) No. of Publications in Journals of concerned subject : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (ii) No. of Books: \_\_\_\_\_\_\_\_\_ (iii) No. of Articles : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

18. Patents, if any : Give details

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

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19. Pls. State information regarding Court Case / Criminal proceeding / Disciplinary action :

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

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|  |  |  |
| --- | --- | --- |
| 20. | (a) | Present Position held : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (b) | Service : *(Govt./ Aided/ Self Financed/ Private/ Public Sector )* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (c) | Name of the Institution employed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  | (d) | Date of Appointment : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (e) (i) |  Pay Rs.  | \_\_\_\_\_\_\_\_\_\_\_\_\_ | **Pay Band - Rs.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  (ii) |  AGP Rs. | \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  (iii) |  DA Rs. | \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  (iv) |  HRA Rs. | \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  (v) |  CLA Rs. | \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  (vi) |  Other Rs. | \_\_\_\_\_\_\_\_\_\_\_\_\_ | *State the allowances, if any* |
|  |  (vii) |  **Total Rs**. | \_\_\_\_\_\_\_\_\_\_\_\_\_ | ***(Attach last pay certificate)*** |

|  |  |  |  |
| --- | --- | --- | --- |
| 21.  | Names and addresses of three persons from concerned field of studies / profession of candidate to whom references may be made | 1. |  |
|  |  |
|  |  |
|  | Contact Nos. |
| 2. |  |
|  |  |
|  |  |
|  | Contact Nos. |
| 3. |  |
|  |  |
|  |  |
|  | Contact Nos. |

22. Declarations :

a) I have read the eligibility criteria for the post, terms & conditions and all the instructions properly. They are all accepted to me and shall abide by them.

b) I understand that the posts of Sr. Resident Fellow & Fellow (B) are contractual posts and I will not claim permanency after completion of my tenure.

c) The responsibility of producing Caste validity certificate is mine and I abide by it.

d) I understand that no notice period shall be taken of any request for withdrawal of my application / Candidature.

e) I understand that the fee once paid will not be refunded in any case.

f) I understand that in the event of any information being found false, incomplete or incorrect my candidature / appointment is liable to be cancelled / terminated without any notice.

g) I understand that incomplete applications, applications without required enclosures, applications without requisite fee and applications not submitted in the manner and procedure prescribed by the university shall be summarily rejected.

h) I hereby declare that all statements made by me in this application are true, complete and correct to the best of my knowledge and belief.

Place :

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

Date: *Signature of candidate*

***Candidate Name :***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **University of Mumbai** |  |  *Passport size Photograph*  |
|  |  |
|  **SYNOPSIS** *Notes: 1) To be filled in by the candidate no column/row be deleted* *2) The information asked is to be furnished on this sheet only*  *& no addition sheet be used in this sheet*  |
| Candidate’ Name*( Beginning with Surname )* |  |
| Post Applied for |  |
| Subject Name |  | Sr. No. of Post |  |
| 1 | Category : SC/ST/DT-NT/OBC/SBC/OPEN *(Pls. specify)* |  |
| 2 | Gender |  | Physically Challenged |  | Type of Disability |  |
| 3 | Application Fee  | Rs.  | Transaction ID  |  | Date: |
| 4 | Date of Birth : (in words)  |
| 5 | Date of Birth : / / | Age completed  | Years | Months | Days |
| 6 | **Educational Qualifications :** |
|  | **Degree** | **University** | **Passing Year**  | **Grade / %**  |
| a | *UG* |  |  |  |
| b | *PG* |  |  |  |
| c | *Ph.D* |  |  |  |
| d | *NET/SET* |  |  |  |
| 7 | **Experience :** |
|  | **College / Institution (Last three)** | **Post held** | **From**  | **To** |
| a | *Present post* |  |  |  |
| b |  |  |  |  |
| c |  |  |  |  |
| 8 | Research Nos. of students successfully guided *(awarded)* |  |
| 9 | No. of Research of Publications  |  | No. of Patents registered  |  |
| 10 | No.of Books published  |  |

Date: / /

Signature of the candidate

*Small family Declaration*

DECLARATION TO BE SUBMITTED BY APPLICANT WITH APPLICATION

FORM --- A (See Rule 4)

Shri/Smt/Kum. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Son/Daughter/Wife of Shri \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Aged \_\_\_\_\_\_\_\_\_\_\_\_\_ years, resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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Do hereby declare as follows:

1) That I have filled my application for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) I have \_\_\_\_\_\_\_\_\_\_\_\_ (number) living children as on today. Out of which No. of

Children born after 28th March, 2005 is 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mention dates of birth, if any).

1. I am aware that if any total No. of living children are more than two due to the
2. children born after 28th March, 2006, I am liable to be disqualified for the same post.

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

Date: \_\_\_/\_\_\_/\_\_\_\_\_ (Signature)

 Name:

**INSTRUCTIONS TO CANDIDATES**

1. Candidates are requested to refer the University web-site ***www.mu.ac.in/career*** time to time, as all information like Document scrutiny / Interview dates / results / notices / various schedules, etc. will be displayed on University website, at career page.
2. Candidates are advised to satisfy themselves before applying that they possess the prescribed qualifications and has to ensure that they possess the prescribed qualifications and are eligible in all respect as per the eligibility Conditions. No inquiry asking for advice as to eligibility will be entertained.
3. The fee once paid will not be refunded in any case.
4. The posts reserved for backward class will be filled in by the candidate/s Domiciled in the State of Maharashtra belonging to the particular category only.
5. Candidate belonging to reserved categories domiciled outside the Maharashtra State will be treated as Open as per G.R.NO.CBC-1084/54577(1813) BCW-5, dated 1st November, 1985 and Circular No. CBC-1688(2829) MAVAK-5, dated 29th July 1988.
6. The reservation for Women and Physically challenged person/s is applicable as per rules.
7. Candidates who apply for more than one post should submit separate application/s along-with the separate requisite fee.
8. Candidate should remit **through Demand draft, the** Application Fee of **Rs. 1000/- (Rs. One Thousand only)** **for General category candidates and Rs. 500/- (Rs. Five Hundred Only) for candidates belonging to Reserved category.**  Demand Draft is to be drawn on the Name of Finance & Accounts Officer, University of Mumbai, payable at Mumbai.
9. Candidates called for interview will have to present themselves at their own expenses.
10. ***Canvassing, direct or indirect will be disqualification.***
11. ***Declaration :*** *I have read all the instructions and terms & conditions, carefully and hereby declare that, all are acceptable to me.*

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

***Date:*** *Signature of candidate*

***Name :***

**Check list**

**(to be filled by candidate)**

|  |  |  |
| --- | --- | --- |
| A | Candidate Name  |  |
| B | Post applied for  |  |
| C | Category ( Pls. mention ) *OPEN / SC / ST / VJNT / OBC / SBC*  |  | Sr. No. of Post |  |
| D | GenderM / F |  | Physically ChallengedYes / No |  | Type of Disability |  |
| E | Application Fee  | Rs. | Demand Draft No. & Date |  |
| F | **Documents submitted**  |
| **No.** | **Particulars** | **Yes / No** | **Remarks by Scrutiny Committee**  |
| 1 | HSC Mark-sheet / Passing Certificate |  |  |
| 2 | UG Degree Certificate |  |  |
| 3 | PG Degree Certificate |  |  |
| 4 | Ph.D Certificate |  |  |
| 5 | NET/SET Certificate |  |  |
| 6 | Valid proof for Birth date |  |  |
| 7 | Caste Certificate ( if applicable ) |  |  |
| 8 | Caste Validity Certificate |  |  |
| 9 | Non Creamy Layer Certificate( if applicable ) |  |  |
| 10 | Domicile Certificate |  |  |

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

**Signature of the candidate**

***Signatures of***

***Scrutiny committee***

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

**Names :**

**Document List to be attached**

*(Whichever Applicable )*

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Particulars** | **Yes / No** | **Remarks by University** |
| 1 | HSC mark sheet |  |  |
| 2 | UG Degree Certificate |  |  |
| 3 | UG Degree Mark sheet ( All Sem./ Years ) |  |  |
| 4 | PG Degree Certificate |  |  |
| 5 | PG Degree Mark sheet ( All Sem./ Years ) |  |  |
| 6 | M.Phil Certificate |  |  |
| 7 | Ph.D Certificate |  |  |
| 8 | NET/SET/SLET Certificate |  |  |
| 9 | Patents Registration Certificates |  |  |
| 10 | M.Phil./ Ph.D Guide Letter  |  |  |
| 11 | Experience Certificates |  |  |
| 12 | Valid proof for Birth date  |  |  |
| 13 | Cast Certificate |  |  |
| 14 | Cast Validity Certificate  |  |  |
| 15 | Non Creamy Layer Certificate  |  |  |
| 16 | Domicile Certificate |  |  |
| 17 | Small family Declaration |  |  |
| 18 |  Last pay Certificate  |  |  |
| 19 | *Any other* |  |  |
| 20 | *Any other* |  |  |
| 21 | *Any other* |  |  |
| 22 | *Any other* |  |  |