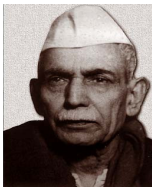

MAKHANLAL CHATURVEDI
RASHTRIYA PATRAKARITA EVAM SANCHAR VISHWAVIDYALAYA

38-B, Vikas Bhawan, Press Complex, M.P. Nagar, Zone-I, Bhopal-462011

Advertisement Dated: 4th June 2015

Last Date of Receipt of Application: 16th June 2015

Application Form for Guest Teaching Posts

Advertisement No.: MP Madhyam/76335/2015 **Date: 04th June 2015** **Post Applied for Guest Faculty in :-** **Media / Mass Communication / Computer / Social Science / English / Hindi /** **Multimedia / Graphic Animation / Management / Accounts / Printing and Packaging**	*Fix your latest photograph and sign across*

1. Personal details : Use CAPITAL LETTERS and write clearly

Name						
Date of Birth	**Day**	**Month**	**Year**	**Age as on date of advertisement**	**Years**	**Months**
Place of Birth	City/Village			State	Country	
Father's Name						
Mother's Name						

Nationality	**Gender**	**Category**	**Marital Status**
	Male	SC ST	Single
	Female	OBC General	Married

If Physically disabled, Indicate relevant particulars	**Type of Disability**	**Percentage of Disability**

2. Educational Qualifications: Attach self-attested photocopies of each examination							
	Name of the Board /University	Year	Marks Obtained	Maximum marks	%age of marks or CGPA	Division	Subjects studied
Matriculation (10th)							
Higher Secondary/ Intermediate(10+2)							
Bachelor's degree ……. (Name of degree)							
Master's degree ……_ (Name of degree)							
M.Phil. in			Topic of the Dissertation:				
Ph.D.			Topic of the Dissertation:				
Any Other							
Details of JRF/NET/SLET	Year Qualified		Subject				
JRF							
NET							
SLET/SET							

3. Present Assignment				
Designation	Name of the Organisation		Date of Joining Date/Month/Year	Nature of Appointment (Adhoc/ Temporary/ Permanent/ Contractual
Basic Pay p.m. (Rs.)	Pay Band (Rs.)	GP/AGP (Rs)	Gross Salary p.m. (Rs.)	Increment Date (Date/Month)
What has been your important/unique contribution(s) in the present assignment:				

4. Past Work Experience (Please start from first appointment to the present position). Add additional rows, if needed.

Post held	Pay Scale/ Band	Basic Pay p.m. (Rs)	Gross Salary p.m.	Employer (Name & address of the Organisation)	Experience			Nature of assignment
					From	To	Total Experience in Years/ Months	

Total Teaching Experience in years on the date of advertisement	Years of Teaching Experience of PG classes only	Years of Teaching Experience of UG classes only	Years of Teaching Experience of UG and PG classes Together

What have been your important/unique contribution(s) in the previous assignment:

5. Research Experience after obtaining Ph.D.:

Position held	Emoluments (per month)	Name of the University/Institution	Period of work		
			From	To	No. of years

6. Research Guidance Experience:

Sr. No.	Course	Number of Candidates	
		Awarded	Under Supervision
1	M.Phil		
2	Ph.D		

7. Details of Publications: (Number of Publications)

Sr. No.	Type of Publications	Published	Accepted	Communicated
1	Reference Books			
2	Text Books			
3	Edited Books			
4	Research Papers in refereed international journals			
5	Research Papers in refereed national journals			
6	Papers in other international journals			
7	Papers in other national journals			
8	Chapters in edited books			
9	Articles in national magazines/newspapers			
10	Articles in regional/local magazines/newspapers			
11	Papers presented in International Seminars/conferences			
12	Papers published in proceedings of international seminars/conference			
13	Papers presented in national seminars/conferences			
14	Papers published in proceedings of national seminars/conference			

- Please furnish details of each publication clearly mentioning the title, co-authors, publisher, journal, volume, issue and year of publication separately.

8. Research Projects Completed (Insert additional rows, if necessary):				
Title of the Project	Name of the Funding Agency	Amount	Duration	
			From	To

9. Research Projects Ongoing (Insert additional rows, if necessary):				
Title of the Project	Name of the Funding Agency	Amount	Duration	
			From	To

10. Details of the Orientation Programmes /Refresher Courses/ Summer Schools attended (Insert additional rows, if necessary)			
Name of the Programme	**Year**	**Duration (in days)**	**Organising Institution**

11. Details of the Seminars/Conferences/Workshops organised			
Name of the Programme	Year	Duration (in days)	Capacity in which involved

12. Details of Conferences/Seminars/Workshops attended: (Insert additional rows if necessary)					
Name of the Seminar/Conference/ Symposia,etc.	Name of the Organiser	Year	Duration in Days	Presented Paper	Key Note Speaker/ Chaired Session

13. Details of the Special Lectures delivered			
Topic	Year	Event	Place

14. Consultancy Work undertaken (Attach additional sheet if needed):				
Name of the Organisation	Nature of Consultancy	Amount	Duration	
			From	To

15. Membership of Academic Bodies (AC, EC, BOS, etc) of Universities. (Insert additional rows, if necessary)

16. Proficiency in Computing: (on a scale of 1 -10, where 10 =the most proficient)					
Windows based Packages	**Proficiency**	**Others**	**Proficiency**	**Others (Pl. specify)**	**Proficiency**
Word		**SPSS**			
Excel		**MatLab**			
Power Point		**CoralDraw**			
MS-Access		**FCP**			
Outlook		**Photoshop**			

17. Languages Known	Spoken		Written	

18. Details of Foreign Visits:					
Countries visited	Purpose of visit	Duration			Period
		From	To	Total	

19. Membership of Professional Bodies, Societies, etc. (Insert additional rows, if necessary)

20. Awards /Honours/any other academic distinction (Insert additional Rows if necessary)

21. Participation in Extension work/community services (Attach additional sheet if needed):

22. Participation in Corporate Life (Contribution to the institution you served in the matter of co-curricular activities, enrichment of campus life/ Students' welfare, etc.

23. Any other Experience/Achievements/ Qualifications relevant to the post applied for:

24. Administrative Experiences : (In Years)			
Positions	Experience	Positions	Experience
Registrar/Finance Officer		Chief Warden	
Dean of the Faculty/School/Students Welfare		Chief Proctor	
Head of Department		Proctor/Warden	
Director of Centres		Others	

25. References: Please provide names of three persons who are not related and are familiar with the work/professional experience/accomplishments			
Name and address	1	2	3
Contact Address			
Email:			
Phone (landline) With STD Code:			
Mobile Phone no.			
Fax with STD code			

26. Contact Details of the Applicant:			
Address for Correspondence		Permanent address	
Name House No: Street: City: State: Pin Code:		Name House No: Street: City: State: Pin Code:	
Email:	Phone No. (With STD Code)	Mobile No.	Fax No.

27. Declaration

I, _____ _____ _____son/daughter of _____
hereby declare that all the entries made by me in this application are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature / appointment may be cancelled by the university without assigning any reason thereof.

Signature of the applicant

_____

Name in Capital letters

Date:_____ Place_____

(Unsigned application is liable to rejection)

28. Endorsement by the EMPLOYER

(In case of in-service candidates, whether in permanent/contract/temporary capacity, the application must be endorsed/forwarded by the Head of the Department/Employer. Otherwise the application is liable to rejection.)

Forwarded to the Registrar, Makhanlal Chaturvedi National University of Journalism & Communication, B-38 Zone-I, M.P. Nagar Bhopal M.P

The applicant Dr./Mr./Mrs/Ms._____, who has submitted this application for the post of _____ in the Makhanlal Chaturvedi National University of Journalism & Communication, Bhopal, has been working in this organization namely _____ in the post of _____ in a temporary / contract/ permanent capacity with effect from _____ in the Scale of Pay/Pay Band of Rs._____. He /She is drawing a basic pay of Rs._____ His / Her next increment is due on_____.

There is no objection for his/her application being considered by the Makhanlal Chaturvedi National University of Journalism & Communication, Bhopal

(Signature of the forwarding officer)

Name: _____

Designation:_____

Place: _____

Date: _____ (Seal)

29. Checklist of Documents Enclosed

Sl. No	Documents	
1	Matric/ Secondary/High School (10th Class) Marks Sheet	
2	Matric/Secondary/High School (10th Class) Certificate	
3	Sr. Secondary/Intermediate (12th Class) Marks Sheet	
4	Sr. Secondary/Intermediate (12th Class) High School Certificate	
5	Bachelors' Degree Marks Sheet	
6	Bachelors' Degree	
7	Master's Degree Marks Sheet	
8	Master's Degree	
9	M. Phil. Marks Sheet	

10	M. Phil Degree	
11	Ph. D. Degree	
12	NET/SET/SLET Certificate	
13	Experience Certificate(s) from previous employers:	
14	Endorsement from the present employer	
15	API Score Sheet	
16	Any other	

30. Choice of Interview		
Note:- Specify your choice of Interview – Face to Face at Bhopal or Through Video Conference.		
	A. Face to Face Interview ☐ **B. Video Conference** ☐ **If Video Conference, intimate your** ❖ **Skype ID _____** ❖ **WhatsApp ID_____** ❖ **Mobile No _____** ❖ **Email Id _____**	

API Score Sheet

Category-III: Research and Academic Contributions

A. Research Papers (published in Journals)

	Max. Points	No. of Research Papers	Self Assessed score	Score verified by Screening Committee
Refereed Journals with ISBN/ISSN Numbers	15 / Publication			
Non-refereed but recognized and reputable journals and periodicals having ISBN/ISSN numbers	10 / Publication			
Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / Publication			

Note 1: If there are more than one author of Research paper the points will be shared as follows:

- Up to three authors: Points will be shared equally,
- More than three authors; the first/Principal author and the corresponding author/ supervisor/ mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally.

Note 2: The API score for paper in refereed journal would be augmented as follows:

(i) indexed journals – 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 25 points.

Note 3: If a paper presented in Conference/Seminar is published in the form of Proceedings the points would accrue for the publication [III(A)] and not under presentation [III(E)(ii)]

B. Research Publications (Book/Monographs)

	Max. Points	No. of Publications	Self Assessed score	Score verified by Screening Committee
Text or Reference Books Published by International Publishers with an established peer review system	50 / sole author; 10 / chapter in an edited book			
Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25 / sole author, and 5 / chapter in edited book			
Subject Books by other local publishers with ISBN/ISSN numbers	15 / sole author, and 3 / chapter in edited book			
Chapters contributed to edited knowledge based volumes published by International Publishers	10 / Chapter			
Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter			

C. Research Projects

		Max. Points	No. of Projects	Self Assessed score	Score verified by Screening Committee
(i) Sponsored Projects carried out/ongoing	Major Projects amount mobilized with grants above Rs. 5.0 lakhs	20 / each Project			
	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 / each project			
	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10 / each project			
(ii) Consultancy Projects	Amount mobilized with minimum of Rs. 2.00 lakhs	10 per every Rs. 10.0 lakhs and Rs. 2.0 lakhs, for Science and social sciences respectively			
(iii) Completed projects: Quality Evaluation	Completed project report (Accepted by funding agency)	20 / each major project and 10 / each minor project			
(iv) Projects Outcome/ Outputs	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent and 50 / each for International level			

D. Research Guidance

		Max. Points	No. of candidate(s)	Self Assessed score	Score verified by Screening Committee
(i) M.Phil.	Degree awarded only	3 / each candidate			
(ii) Ph.D.	Degree awarded only	10 / each candidate			
	Thesis submitted	7 / each candidate			

E. Training Courses and Conference/Seminar/Workshop Papers Faculties

		Max. Points	No. of Programmes	Self Assessed score	Score verified by Screening Committee
(i) Organizer (President / Chairman/ Coordinator/ Convenor/ Director/ Secretary)/ Participant Refresher courses, research methodology, workshops, training, teaching-learning-evaluation, technology programmes, soft skills development, faculty development programmes etc. (Maximum of 30 Points)	(a) Not less than two weeks duration	20 / each			

(ii) Papers in Conference/ Seminars/ workshops etc.	Participation and Presentation of research papers/chairing of session (oral/poster) in				
	a) International Conference	10 each			
	b) National	7.5 each			
	c) Regional and State Level	5 each			
	d) Local-University/ College level	3 each			
(iii) Resource Person/ invited speakers	a) International	10 each			
	b) National level	5 each			

Signature of the Candidate

Name and Address of the Candidate