



RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY
Jhansi-Gwalior Road, Jhansi-284003

Instituted under the Rani Lakshmi Bai Central Agricultural University Act, 2014)

Website : www.rlbcu.ac.in Email- registrar.rlbcu@gmail.com Phone: 0510- 2730555

Advertisement No: RLBCAU/03/2020

Dated: 22 June, 2020

RECRUITMENT FOR VARIOUS POSITIONS

The Rani Lakshmi Bai Central Agricultural University (RLBCAU), Jhansi invites applications from eligible candidates in the prescribed application form in 7th CPC pay matrix for the regular following posts as per following details:

S. No.	Position	Level	Discipline	No. of vacancies
1.	Comptroller	14	On Deputation	01- UR
2.	Dean, Fisheries Sciences	14	Fisheries Sciences	01 - UR
3.	Dean, Veterinary & Animal Sciences	14	Veterinary Sciences	01 - UR
4.	Associate Professor	13 A	Forestry	01 - OBC
5.	Assistant Engineer (Civil)	10	Civil Engineering	01 - UR
6.	Assistant Registrar (Legal)	10	-	01 - UR

QUALIFICATIONS

1. Comptroller:

Pay Scale: Level 14 in 7 CPC Pay Matrix (Rs. 37400-67000 + AGP Rs.10000) + Allowances.

Educational Requirements: Master's degree with at least 55% of marks or its equivalent grade from a recognized University/Institute.

Experience Requirements:

- i) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of service in the AGP of Rs.8000/- and above including as Associate Professor, along with experience in educational administration
or
- ii) Comparable experience in research establishment and / or other institutions of higher education.
or
- iii) 15 years of administrative experience of which 8 years shall be as Deputy Comptroller or an equivalent post).

Desirable Qualifications: Persons possessing Master's degree in Business Administration (Finance)/ Commerce or possessing CA/ ICWA qualification

Maximum Age Limit: Preferably below 57 years. However, the applicant should not be more than 58 years as on 1st July, 2020.

General Information: As per provisions in section 43 (b) of the Rani Lakshmi Bai Central Agricultural University Act-2014, the first Comptroller shall be appointed by the visitor for a term of 3 years, subject to the date of superannuation being 62 years.

2. Dean, Fisheries Sciences:

Pay Scale: Level 14 in 7 CPC Pay Matrix (Rs. 37400-67000 + AGP Rs. 10000) + Allowances

Essential:

- (i) Doctorate degree in the relevant subject including relevant basics sciences.
- (ii) Minimum 15 years' experience of teaching/ research in the subject out of which at least 5 years should be in the rank of Professor or equivalent.
- (iii) Outstanding contributions in research as evidenced by published papers in National/ International journals of repute books on development of technology.

Age: Preferably below 57 years as on 01.07.2020.

Desirable:

- (i) Administrative experience on a responsible position in an Agricultural University/College.
- (ii) Familiarity with latest advances in Agricultural developments.

Note:

- (i) The same qualification will be applicable in case of deputation.
- (ii) The appointment to the post shall be on tenure basis for a period of 05 years or till attaining the age of superannuation (65 years), whichever is earlier.

3. Dean, Veterinary & Animal Science:

Pay Scale: Level 14 in 7 CPC Pay Matrix (Rs. 37400-67000 + AGP Rs. 10000) + Allowances

Essential:

- (i) Recognized veterinary qualification included in first and second schedule in Indian Veterinary Council Act: 1984 and must be registered with a State Veterinary Council/Veterinary Council of India.
- (ii) B.V.Sc. & A.H. with at least 55% marks or its equivalent grade in the point scale.
- (iii) Master's degrees in relevant discipline of Veterinary Science with at least 55% marks or its equivalent grade in the point scale.
- (iv) Doctorate degree in any branch of Animal and Veterinary Science including relevant basics sciences.
- (v) Minimum 15 years' experience of teaching/ research in the subject out of which at least 5 years should be in the rank of Professor or equivalent.
- (vi) Outstanding contributions in research as evidenced by published papers in National/ International journals of repute books on development of technology.

Age: Preferably below 57 years as on 01.07.2020.

Desirable:

- (i) Administrative experience on a responsible position in an Agricultural University/College.
- (ii) Familiarity with latest advances in Agricultural developments.

Note: (i) The same qualification will be applicable in case of deputation.

(ii) The appointment to the post shall be on tenure basis for a period of 05 years or till attaining the age of superannuation (65 years), whichever is earlier. The pay scales are likely to be revised.

4. Associate Professor (Forestry):

Pay Scale: Level 13 A in 7 CPC Pay Matrix + Allowances

Essential:

- (i) Doctoral degree in relevant subject including relevant basic Sciences.

- (ii) 8 years' experience in the relevant subject as Scientist/Lecturer/Extension Specialist or in an equivalent position in the PB-3 of Rs. 15,600-39,100 with Grade Pay of Rs. 5,400/ Rs. 6,000/ Rs. 7,000/ Rs. 8,000.
- (iii) The candidate should have made contribution to Research/ Teaching/Extension Education as evidenced by published work with a minimum of 7 publications as research/policy papers and/or books/innovations and impact.

Age: Preferably below 47 years as on 01.07.2020.

Desirable:

- (i) Adequate experience of teaching and guiding Post- Graduate students.
- (ii) Familiarity with modern tools and applications in scientific technologies in the field.

5. Assistant Engineer (Civil):

Pay Scale: Level 10 in 7 CPC Pay Matrix

Essential:

- i) Bachelor's degree in Engineering (Civil) from a recognized University/ Institute;
- ii) Two years of experience in relevant field as Junior Engineer from CPWD/State Government PWD services or similar organized services/Statutory or Autonomous organizations/University System/reputed private organizations.

OR

Diploma in Engineering (Civil) from a recognized University/ Institute with at least five years' experience in relevant field in CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization University System/ reputed private organizations.

Age: 40 years as on 01.07.2020

Desirable: Working knowledge of AUTOCAD, other relevant software.

6. Assistant Registrar (Legal)

Pay Scale: Level 10 in 7 CPC Pay Matrix

Essential: Degree in Law with at least 55% of the marks or its equivalent grade along with a good academic record.

Age: Preferably below 40 years as on 01.07.2020.

Desirable: Experience in handling court cases in Central/State Government/University/Autonomous organization

Section 10: Relaxation of age and experience

- i) *The statutory provision for relaxing of age, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC/PwD or any other category will be made applicable to them as per UGC/ Govt. of India norms. A certificate to this effect in the format as prescribed by the Govt. of India issued from the competent authority should be attached with the prescribed application form. Wherever, relaxation of qualification including percentage of marks is permitted under the UGC/ Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee as per relevant Govt. of India rules.*
- ii) *In addition to above, Board of Management may relax age limit and experience in respect of women*

candidates, employees of Rani Lakshmi Bai Central Agricultural University, Employees of the Central Government/ State Government/ Agricultural Universities / Central autonomous bodies/ organizations/ Institutions/ Public Sector Undertakings etc.

- iii) Period spent on working against any post in the project/scheme or on contract in Rani Lakshmi Bai Central Agricultural University, Agricultural Universities / Central Government/ State Government/Central autonomous bodies/ organizations/ Institutions/ Public Sector Undertakings etc. including broken period of service rendered as indicated above up to a maximum period of five years may also be taken into account for the purpose of age relaxation/experience for appointment in regular establishment provided that one stretch of such service is for more than six months in an academic session.*

Closing date for receipt of applications will be **20 August, 2020**. In case of candidates residing and posted in Lahaul&Spiti Distt &Pangi sub division Chamba Distt of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep, Minicoy and Amindivi Islands, States/Union Territories in the North-Eastern Region, Laddakh Division of J&K State, Sikkim, last date will be **31August, 2020**.



RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY

Jhansi-Gwalior Road, Jhansi-284003

(Established under the Rani Lakshmi Bai Central Agricultural University Act, 2014)

Website : www.rlbcu.ac.in Email- registrar.rlbcu@gov.in

A. GENERAL INSTRUCTION TO CANDIDATES

1. The candidate must be a citizen of India.
2. A separate application form must be submitted for each post/item in the advertisement.
3. Applicants must apply on the prescribed application form available on University Website (www.rlbcu.ac.in). Applications received in any other form will be rejected.
4. **Before filling-up the Application Form, the candidates are advised to read General/Special Instructions, Essential Information and other important conditions carefully.**
5. Application Form, downloaded from the University website www.rlbcu.ac.in, complete in all respects and duly supported with attested copies of all certificates/testimonials obtained by the candidate should reach **the Registrar, Rani Lakshmi Bai Central Agricultural University, Gwalior Road, Jhansi-284003** before last date of receipt. Applicant should necessarily indicate his/her telephone/cell phone number/e-mail address and also invariably intimate to the University about any change in the correspondence or permanent/residential address.
6. Application form must accompany with a **(NON REFUNDABLE) Bank Draft of Rs. 1000/= (Rs.500/= in case of ST/SC/PwD) and drawn in favour of RLBCAU payable at Jhansi.** Women candidates are exempted from payment of prescribed fee. No other means of payment IPO/money orders will be accepted. The date of bank draft should not be prior to the date of issue of the advertisement and the same should be valid for a period of three months. Candidate must write his/her name on the back side of the Bank Draft. The candidate should also indicate Advt. No. & date, his/her name and the name of the post for which applied on the back of the Bank Draft. The application fee once paid will not refunded in any case.
Note: The applicants for the post of First Comptroller need not to pay the prescribed fee.
7. The candidate on deputation/ Foreign Service should get his/her application forwarded from his/her parent office under intimation to office in which he/she is on deputation/Foreign Service.
8. Applicant from abroad may indicate the approximate date of his/her return to India.
9. In case of selection of in-service candidates, their services shall be regulated in accordance with the statutory provisions of the University as are in vogue or as may come into force from time to time.
10. Applications, which are incomplete/not on the prescribed, form/received after the due date/received without the prescribed application fee shall not be considered. The University shall not be responsible for any postal delay or loss in transit.
11. The University reserves the right to fill or not to fill up all or any of the posts without assigning reason thereon.
12. The crucial date for determining the age limit of candidates for each post will be as on **01-07-2020**.
13. Applications should be submitted in the prescribed proforma strictly typed/hand written. Candidates before applying for the post(s) must satisfy that they are eligible to apply and fulfill the criteria / essential qualification / age etc. prescribed for the post (s). Candidates not fulfilling the requisite eligibility requirements prescribed here-in-above, as on the last date of receipt of Application Forms, need not to apply. If any information furnished by the candidates is found false at any stage, his/her appointment will be cancelled.
14. Candidates are advised to send their applications by speed/registered post addressed to **the Registrar, Rani**

Lakshmi Bai Central Agricultural University, Gwalior Road, Jhansi - 284003.

15. Applicants are advised to super-scribe the words (in capital letters) “**APPLICATION FOR THE POST OF _____**” at the top of the envelope containing the Application Form.
16. Closing date for receipt of applications will be **20 August, 2020**. In case of candidates residing and posted in Lahaul&Spiti Distt &Pangi sub division Chamba Distt of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep, Minicoy and Amindivi Islands, States/Union Territories in the North-Eastern Region, Laddakh Division of J&K State, Sikkim, last date will be **31 August, 2020**.
17. RLBCAU is an autonomous organization. The service conditions of the appointee(s) shall be governed in accordance with the Statutes and Rules of the University as are in force with amendments or as may come into force from time to time, together read with the provisions of Government of India Rules.
18. It will be open to the University to consider names of suitable person(s) (who may not have applied for the post in response to this Advertisement) for the posts advertised here-in- above.
19. The University will not be responsible for any postal delay. Applications received after expiry of the last date will not be considered and entertained at all.
20. Persons employed may be posted/transferred to any Institution within the jurisdiction of the RLB Central Agricultural University.
21. Any interim enquiry regarding applications will not be entertained.
22. Candidate is advised to visit the University website www.rlbcu.ac.in regularly for updates (Corrigendum or Addendum or Cancellation to this advertisement). They may also be communicated through their registered e-mail address. No other form of communication will be used.
23. Canvassing in any manner shall lead to disqualification.
24. **The University reserves the right to:**
 - a. Withdraw any advertised post(s) under any category at any time without assigning any reason thereof.
 - b. Draw reserve panel(s) against the possible vacancies in future;
 - c. To fix criteria for screening the applications so as to reduce the number of candidates to be called for interview;
 - d. Relax the age/qualifications/experience at its discretion.
25. Only the candidates short listed by the Screening Committee will be called for interview by determining the ratio between the number of vacancies and number of candidates. The ratio shall not normally exceed 1:20 maximum and minimum ratio shall not be less than 1:3 for each post subject to the condition that a minimum of 60% marks in the screening is secured by the candidate to be eligible for the interview call for all above mentioned posts. The screening will be done on the basis of a score card prescribed for each post (Annexure-I, II,). The weightage to score card marks and interview will be in the ratio of 70: 30 for the post of Dean/Associate Professor.
26. Call letters to attend the interview will be sent to the shortlisted candidates **by e-mail only**. No Correspondence will be made with applicants who are not shortlisted/not called for interview. Therefore, the candidates are advised to check the University Website and their e-mail regularly.
27. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/ suitability of the candidates, mode of selection, and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
28. The following categories of persons shall not be eligible to apply for any position in the University:

- i) Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
- ii) Who has entered into or contracted a marriage with a person having a spouse living;
- iii) Who, having a spouse living, has entered into or contracted a marriage with any person. Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
- iv) Who is not a citizen of India; and
- v) Any other category of person disqualified for appointment by the Government of India/UGC from time to time.

29. Instructions for Completion of Part-B

- a. The candidates are advised to carefully go through the details of Score Card and the "Information for the candidates" relevant to the post applied for.
- b. Part B of the application form should be filled up carefully as it is considered for evaluation and scoring.
- c. Each parameter mentioned in Part-B carries a certain weightage of marks. The Screening Committee will go through the application for evaluation and award of scores. Hence, the candidates are instructed to fill them legibly or even type on separate sheets.
- d. Any other information: May include any significant contribution relevant to the post applied for or not covered elsewhere. In case of candidates dealing with work related to coordination/ facilitation, significant contributions can be given here for evaluation against other parameters explained above.
- e. Providing any false information or claim may render the candidate liable to action as deemed fit by the University including disqualification of candidature

B. SPECIAL INSTRUCTIONS/CLARIFICATIONS

1. **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfill the essential requirements of the post and other conditions as stipulated in the advertisement and are further advised to satisfy themselves, before applying, that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice with respect to minimum eligibility will be entertained.

NOTE-I: The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.

NOTE - II: In the event of number of applications being large, the University will adopt short-listing criteria to restrict the number of candidates to be called for interview to a reasonable number by any or more of the following methods:

- a. On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed;
 - b. On the basis of higher educational qualifications than the minimum prescribed in the advertisement;
 - c. On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement;
 - d. By counting experience before or after the acquisition of essential qualifications; and
 - e. Or any other criteria as Screening Committee decide.
2. The direct recruitment to the above-mentioned posts in the University shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees.
 3. The candidates from Non-Government organizations are required to submit form-16 for claiming their monthly emoluments in support of their claimed experience.
 4. As per act, statutes and rules of the university, the appointing authority for all regular posts is Board of Management of the University.
 5. Candidates applying for a post must ensure that they fulfill all the eligibility criteria on the last date of receipt of application. If on verifications at any time before or after the interview or appointment, it is found that they do not fulfill any of the eligibility criteria or it is found that the information furnished is false or incorrect, their candidature will be cancelled.
 6. All appointments made shall be provisional and subject to verification of certificates through proper channels. The University shall verify the documents and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found at any point of time that any documents / information submitted by the candidate is false or the candidate has suppressed any relevant information, the services of

the selected candidate shall be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Panel Code for production of false certificates.

7. Any type of corrigendum/addendum/amendments/notice/updation etc. related to this advertisement shall be uploaded on University websites www.rlbcau.ac.in only. Further, the university will not send any further information/call letters by post/newspapers. RLBCAU will not be responsible for invalid/wrong e-mail ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their e-mail, SMS and RLBCAU website: www.rlbcau.ac.in for updates.
8. Mere fulfilling eligibility conditions will not entitle any candidate to be called for interview. Stringent criteria will be applied for shortlisting the candidates. The University reserves the right to place reasonable limit on the total number of candidates to be called for interview.
9. This advertisement contains department/discipline wise vacant positions. However, each department/discipline may require a particular specialization, therefore, the university reserves the right to shortlist/select candidates as per requirement of specialization/research area.
10. Candidates who have been awarded Ph.D. from foreign Universities should enclose "Equivalence Certificate", issued by the Association of Indian Universities, New Delhi, without which their candidature will not be considered and application will be rejected. However, the persons who have acquired Ph.D. degree from Foreign University through nomination by MHRD's foreign scholarship programme will be exempted from the Equivalency Certificate.
11. All the qualifications and experience will be counted up to the last date of applications. Any additional qualification and experience acquired after the closing date will not be taken into account at the time of screening/selection.
12. The University reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the university either to fill or not to fill the post and the decision of the university in this regard will be final.
13. The University may increase or decrease number of advertised posts without prior notice.
14. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the applicant.
15. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
16. Higher initial pay may be considered for exceptionally qualified and deserving candidates if recommended by the selection committee.
17. Applicants not found suitable for higher positions may be considered for lower position in the same area of specialization.
18. The reservations/relaxations to SC/ST/OBC/PWD/EWS candidates will be provided as per the existing Govt. of India/UGC rules. The SC/ST/OBC/PWD/EWS candidates must upload and attach the relevant certificate as per format prescribed by the Government of India. OBC certificate (Non Creamy Layer) and EWS certificate should be issued on or after 01.07.2019. If the relevant certificates for respective reserved categories are not uploaded with the application, the application shall be rejected.
19. A candidate belonging to any reserved category who desires to be considered for any unreserved post also besides the posts under reserved category, will have to submit separate forms for unreserved posts and reserved posts.
20. Any candidate belonging to SC/ST/OBC/PWD, who wish to apply for any unreserved post, will not be given any relaxation of marks (10th/12th/Degrees/Diploma/NET etc.) and age etc.
21. In case the applicant wants to claim benefits under the PwD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be attached with the application.
22. The process of selection may be by a presentation/ seminar/interview or a combination thereof.

23. It is the responsibility of the candidate to assess his own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. In case the candidate who do not meet the minimum eligibility criteria and still apply will do so at their own risk and cost. Please note that the university is not responsible for incorrect entries and fee once paid will not be refunded in any circumstances.
24. The University will not send any information by post. RLBCAU will not be responsible for any loss of e-mail sent, due to invalid/wrong email ID mentioned by the candidates or for delay/ non receipt of information related to call letter for document verification/interview etc. Therefore, it is the responsibility of the candidate to provide correct email ID & Mobile No. and regularly check email, SMS and website: www.rlbcu.ac.in from time to time.
25. Separate application (along with application fee) should be filled for each post applied for.
26. Any change of address from the one given in the application form should be communicated to the university.
27. The salary of retired/superannuated persons, if selected, will be fixed as per UGC letter No. F.71-6/2012(CU) Dated 03.04.2013 i.e. after deducting pension from last pay drawn.
28. The applicants serving in Government/Semi-Government organizations/Public Sector Undertakings/Autonomous Organizations submit their application through proper channel. However to avoid delay they may send the advance copy. The candidate who do not apply through proper channel must submit NOC from their employer at time of Interview, failing which their candidature will not be considered.
29. In case of in-service candidates from private sector, relieving letter from the employer at the time of joining must be submitted.
30. The age of the superannuation for all the posts is as per UGC norms.
31. The university employees are covered under "National Pension System" introduced by the Government of India. Those who are appointed on deputation, payment of both leave salary and pension contribution will be as per rules.
32. Candidates shall have to produce original documents at the time of appearing in interview.
33. The University reserves the right to place the curriculum vitae of any person for any post for the consideration of selection committee; to consider "in-absentia" or interview through "Video Conferencing".
34. After the interview in case of selections the appointment will be provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to SC/ST/OBC (non-creamy layer)/PWD/EwS is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.
35. The University will get verified all the certificates in support of qualification, experience etc. submitted by candidates, from the issuing authority. If any document is found to be false/ fake/ incorrect/ malafide at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his/her candidature which shall lead to termination of his/her appointment, if already appointed.
36. The appointment of a fresh candidate will be subject to police verification. In case, the report of the police with regard to his/her conduct, character, antecedent etc. is not found to be satisfactory, the provisional appointment shall be withdrawn/cancelled/terminated forthwith without notice.
37. The candidate shall attend the interview at the designated place and time at his/her own expenses. However, the outstation candidates belonging to the SC/ ST/ PwD categories shall be reimbursed to and fro rail fare (sleeper class) for self only for attending interview. In case any station is not connected by rail, ordinary bus fare (shortest route) shall be paid on production of ticket. However, fare for first 30 KM of the journey shall not be reimbursed. The above mentioned concessions shall not be admissible to those SC/ ST/ PwD candidates who are already in Central/ State Government Service/ or holding any other employment.
38. In case of any disputes, any suites or legal proceedings against the University in regard to this recruitment, the territorial jurisdiction shall be restricted to the Courts in Uttar Pradesh at District Court at Jhansi and High Court at Prayagraj.

Registrar
registrar.rlbcu@gov.in

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/Shrimati/Kumari _____ Son/Daughter of
_____ Village/Town _____ /District/Division*
_____ of the _____ State/Union Territory belongs to the
_____ Caste*/Tribe which is recognised as a Scheduled Caste/Tribe under :

*The Constitution Scheduled Castes Order, 1950.

*The Constitution Scheduled Tribes Order, 1950.

*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;

*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951;

[As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]

The Constitution (Jammu and Kashmir) Scheduled Castes Orders, 1956.

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.

*The Constitution (Pondicherry) Scheduled Castes Order, 1964.

*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.

*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

*The Constitution (Sikkim) Scheduled Castes Order, 1978

*The Constitution (Sikkim) Scheduled Tribes Order, 1978

*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.

*The Constitution (SC) Orders (Amendment) Act, 1990.

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.

*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati* _____ father/mother* _____ of Shri/Shrimati/Kumari _____ of Village/Town* _____ in /District/Division* _____ of the State/Union Territory* _____ who belongs to the _____ Caste*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the Station/Union Territory* issued by the _____ dated _____.

3. Shri/Shrimati/Kumari* and /or* his/her* family ordinarily reside(s) in Village/Town* _____ District/Division* of the State/Union Territory * of _____.

Place _____

Signature _____

Date _____

Designation _____

(with seal of Office)

State/Union Territory _____

* Please delete the words, which are not applicable.

@ Please quote specific Presidential Order

% Delete the Paragraph, which is not applicable

Note : (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The following Officers are authorised to issue caste certificates :

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned.
6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).

**(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)**

This is to certify that Shri/ Smt./ Kumari _____ son/daughter of
_____ of village/town _____ in District/Division
_____ in the State/Union Territory _____ belongs
to the

_____ Community which is recognized as a backward class under the Government of India,
Ministry
of Social Justice and Empowerment's Resolution No. _____ dated
_____.*

Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the
_____ District/Division of the _____ State/Union Territory. This
is

also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the
Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated
8.9.1993**.

District Magistrate: _____

Deputy Commissioner etc.: _____

Dated:

Seal:

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in
which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the
People Act, 1950.

PwD Certificate Proforma

Proforma for Certificate to be obtained by the candidate Coming under the category of Persons with Disabilities

(To be filled by Medical Board notified under PWD Act)

Certificate No :

Date:

This is to certify that Mr./Ms _____
son/daughter of Mr./Mrs. _____
Age _____ male/female, Registration
No. _____ is a case of
_____.

Passport size
photograph

He/She is physically disabled/visual disabled/speech and hearing disabled/having
mental retardation/leprosy cured and has % (_____ per cent) permanent (physical
impairment/visual impairment/speech and hearing impairment etc.) in relation to his/her
_____.

Note: This condition is progressive/not progressive/likely to improve/not likely to improve*. Re-
assessment is not recommended/ is recommended after period of _____ months/years*. *Strike
out whichever is not applicable.

**Signatures of Doctors, Names, Specializations, Seals with degrees
(Member-1, Medical Board) (Member-2, Medical Board) (Member-3, Medical Board)**

**Signature/Thumb impression of Patient Countersigned by the Medical
Superintendent/CMO/Head of Hospital (with seal)**

Information/Guidelines:

1. Disability certificate shall be issued by Medical Board of at least three doctors duly constituted by the State or Central government under PWD Act.(One of the members of the Board should be the specialist in the particular field for assessing Locomotor, Visual disability ,Hearing and Speech disability ,Mental disorder and Leprosy cured)
2. If disability is likely to decrease (temporary type) then, the certificate should be valid up to September 15, 2013.
3. For candidature under persons with disabilities category, candidates with a minimum of 40% disability are eligible.
4. The Medical Board at Reporting Center or Allotted institute will assess the Persons with Disabilities (PD) certificate. Medical Board at Reporting Center/Allotted institute will submit its recommendations regarding the admissibility of the certificate. In case of any doubts regarding the validity of the certificate, clarifications may be sought from the issuing authority.

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post. Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

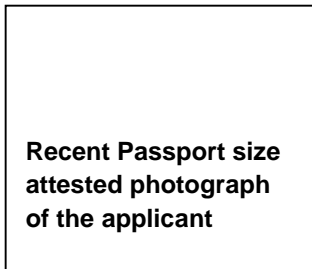
- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____

Name _____

Designation _____



*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 15 years.

***Note 3: The property held by a "Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.



RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY
Jhansi-Gwalior Road, Jhansi-284003

Established under the Rani Lakshmi Bai Central Agricultural University Act, 2014)

Website : www.rlbcu.ac.in Email- vcrlbcu@gmail.com

APPLICATION FORM FOR THE POST OF COMPTROLLER

Advertisement No.....Date Post Applied for	Fix your latest photograph and sign across
---	--

Details of Fee Payment (Demand Draft of Rs.1000/- only for General and OBC category (Rs.500/= in case of ST/SC/PwD) drawn in favour of RLBCAU payable at Jhansi. Women candidates are exempted from payment of prescribed fee.				
Draft Number	Date of Issue	Amount	Name of the Bank and Issuing Branch	Name of the Bank on which Drawn

1. Personal details: Use CAPITAL LETTERS and write clearly

Name						
Date of Birth	Day	Month	Year	Age as on date of advertisement	Year	Month
Place of Birth	City / Village			State	Country	
Father's Name						
Mother's name						
Nationality	Gender			Category		Marital Status
	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender			<input type="checkbox"/> ST <input type="checkbox"/> General		<input type="checkbox"/> Single <input type="checkbox"/> Married

If differently abled, indicate the relevant particulars	Yes/ No	Percentage of disability	Sl. No. of proof of enclosure
a. Blindness or low vision:			
b. Hearing impairment:			
c. Locomotor disability or cerebral palsy (includes all cases of Orthopedically handicapped)			

2. Educational Qualifications: Attach self-attested photocopy of marks sheet & degree of each examination

	Name of the Board /University	Year	Marks Obtained	Maximum marks	%age of marks or CGPA	Division	Subjects studied
Matriculation (10 th)							
Higher Secondary /(10+2)							
Bachelor's degree							
Master's degree							
M.Phil. in							
Ph. D. in							
Any other exam passed							

3. 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. + GP/AGP	Gross Salary p.m.	Employer (Name & address of the Organization)	Experience			Nature of Assignment
					From	To	Total Experience in Years/ Months	

Your important / unique contribution(s) in the previous assignment?

4. Details of the Training Programmes attended:

Name of the Programme	Year	Duration (in days)	Organising Institution

5. Details of the Management Development Programmes attended:

Name of the Programme	Year	Duration (in days)	Organising Institution

6. Details of the Orientation Programmes / Training Programmes / Workshops

Name of the Programme	Year	Duration (in days)	Organising Institution

7. Details of the Refresher Programmes attended:

Name of the Programme	Year	Duration (in days)	Organising Institution

8. Involvement in Research & Publications, if any:

Publications	Number	Publisher/ Journal	Communicated
Books			
Research Papers			
Articles			
Others			
Research Projects undertaken			
Major Research Projects Completed			
Major Research Projects ongoing			
Research Supervisions			
No. of Ph.Ds produced			
No. of Candidates enrolled for Ph.D			
Participations in Seminars / Conferences/ Workshops			
No. of Papers presented in a national Seminars/conferences			
No. of Papers presented in a international Seminars/conferences			

9. Any other Experience of Administrative work, if any (please furnish details) :

Capacity	Nature of work	Duration in years

10. Key Achievements/ any other Information/ Qualifications considered to be relevant to the post applied for:

11. References: Please provide names of three persons who are not related to you and are familiar with your work / professional experience / accomplishment:

	1	2	3
Name and Address			
Contact Address			
Email:			
Phone (landline)			
With STD Code:			
Mobile Phone no.			
Fax with STD code			

12. Have you ever been punished during your studies at College/University? (Yes/No):
13. Have you ever been punished during your service or convicted by a court of law? (Yes/No):
14. Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? (Yes/No) :
15. Do you have any case pending against you in any court of law? (Yes/No) :

16. Contact Details of the Applicant:

Address for Correspondence		Permanent Address	
Name:		Name:	
House No:		House No:	
Street:		Street:	
City:		City:	
State:		State:	
Pin Code:		Pin Code:	
Email:		Email:	
Phone No. (With STD Code)		Phone No. (With STD Code)	

17. Declaration

I, _____ son/daughter of _____ hereby declare that all the particulars given 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 may be cancelled by the university without assigning any reason thereof.

Signature of the applicant

Name in Capital letters

Date: _____

Place: _____

Note:

1. Unsigned application is liable to be rejected and no correspondence will be entertained.
2. The University shall not be responsible, if any column is not filled up properly and legibly.

18. 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, failing which application is liable to be rejected.)

Forwarded to the Rani Lakshmi Bai Central Agricultural University, Jhansi- Gwalior Road, Jhansi - 284003

The applicant Dr./Mr./Mrs/Ms. _____, who has submitted this application for the post of Registrar in the Rani Lakshmi Bai Central Agricultural University, Jhansi, has been working in this organization namely _____ as _____ (name of the post), 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 _____.

Further, it is certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his / her application being considered by the Rani Lakshmi Bai Central Agricultural University, Jhansi.

(Signature of the forwarding officer)

Name: _____

Designation: _____

Place: _____

Date: _____ (Seal)

19. Checklist of Documents Enclosed

Sl. No	Documents	Tick (√)
1.	Matric / Secondary / High School (10 th Class) Marks Sheet	
2.	Matric / Secondary / High School (10 th Class) Certificate	
3.	Sr. Secondary / Intermediate (12 th Class) Marks Sheet	
4.	Sr. Secondary / Intermediate (12 th Class) Certificate	
5.	Bachelor's 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.	Experience Certificate(s) from previous employers:	
13.	Endorsement from the present employer	
14.	DD for the application fees (in original)	
15.	SC / ST / OBC / Handicapped Certificate	
16.	Others, if any:	



**RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY, JHANSI-284 003
NEAR PAHUJ DAM, GWALIOR ROAD**

Sl. No.

(APPLICATION FOR THE POST OF DEAN)

1. (a) Advertisement No.:
- (b) Item No. of the post :
- (c) Name of the post applied for :
- (d) Scale of pay &AGP :
2. (a) DD. No. & Date :.....
- (b) Name of the Bank :
- (c) Amount :
3. Last date for submission of application

Affix
Passport Size
Photograph
(Attested)

For office use only :

Received DD No..... dated..... drawn on
is submitted for deposition to RLB CAU account on

Dealing Asstt.

PART – A

(General information of the Candidate)

1. Full Name (in block letters) :
2. Father's / Husband's Name :
3. (a) Full postal address for correspond-
ence with pin code. Please
mention Telephone No., Fax No.
and e-mail ID :

(Any change in address should be
communicated at once to the
Registrar, Rani Lakshmi Bai Central
Agricultural University, Jhansi-
284003 with full particulars of
previous reference and post applied
for)

Telephone No :

Mobile No :

Fax No :

E-mail :

Pin Code :

- (b) Permanent home address :
-
-
-
-

4. (a) Date of birth :
- (b) Place of birth : Village
- Town..... State
- (c) Sex :Male/Female
5. (a) Nationality :
- (b) Religion :
6. Community (Write SC/ST/ OBC/General).
 A certificate from the concerned authority should be attached in case of SC/ST/OBC :
7. (a) Are you a citizen of India ?
- If so, by birth or by domicile :
- (b) If not domiciled in the Indian Union, have you taken steps to obtain declaration of eligibility from the Govt. of India ?
- (c) If you are abroad, approximate date of return to India:
8. Have you ever been convicted by a court of law for any offence ?
 (If yes, give the circumstances and the sentence)
9. Have you ever been debarred from appearing at any examination/selection by the UPSC / Govt./ University / Board or any Educational Institute / Authority ?(If so, give particulars)
10. Have you ever been punished / dismissed / discharged from any Govt. Department / Public Sector Organization / Quasi-Govt. Organization / University?(If yes, give particulars in detail)
11. If selected, how much time would you require for joining the post ?
12. In case selected for appointment, will you execute a bond to serve this University for a specified period as per RLB CAU norms.
13. If selected, are you prepared to accept the minimum initial pay offered ? If no, state what is the lowest initial pay that you would accept :
14. Give the names, professions and present addresses (in full) of two referees well acquainted (not relatives) with the candidate
- (a) Name in full :
- Designation andPresent address:
-
- (b) Name in full :
- Designation andPresent address:
-

PART – B

1. Academic Qualifications:

Exam/Degree/ Diploma	Division / Class/Grade	% of marks / O.G.P.A.	Year of passing	Subject(s) with Major field of specialization	Board / University	Rank/Medal/ Award, if any
Matriculation or Equivalent						
HS/10+2 or Equivalent						
Bachelor's degree						
Master's Degree or Equivalent						
Doctorate Degree						
NET (For Asstt. Professor) only						
Any other degree / diploma relevant to the post						
Post-Doctoral fellowships (National/ International)						

2. Employment Record & Experience: (Enclose separate sheet (s) if required):

2.1 Employment Record (Starting from present position):

Sl. No.	Designation	Organization	Scale of pay withAGP	Period		Duration (Years, months)	Nature of work
				from	to		
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

2.2 Experience over and above the prescribed essential years stipulated as minimum qualifications:

Attributes	Candidate's Response	For Office Use only
Name of the post _____		
Number of years of service experience over and above the prescribed period for a particular post		

3. Service in Remote areas:

Sl. No.	Designation & Department	Name of Remote area	Period		Duration (Years, months)
			from	to	
1.					
2.					
3.					

4. In-service Award/Recognition:

Sl. No.	Name of the Award/Recognition	Awarding Organization (Place/Country)	Year	National/International/Institution/Professional Society	Additional Information
1.					
2.					
3.					

5. Teaching/Research/Extension/Administration:

Major function (Teaching/Research/ Extension)	
Minor function (Teaching/Research/ Extension)	

Note: Applicant should fill only one major function and one minor function.

5.1 Teaching as Major function:

5.1.1 Teaching:

Course ID & Course Title	Credit Hours	Credit load taken by applicant per year	Year

5.1.2 Designing of course curriculum*:

Sl. No.	Details of the course	Whether new course or revised	The name of the degree programme	Year	Name of the University
1.					
2.					
3.					
4.					
5.					
6.					
7.					

*Please provide supporting evidence from the concerned University/DU.

5.1.3 Innovation in Teaching:

Type of examination (Development of an e-Course, a Module, a Teaching Model, a Case Study, any other).	Details of the activity	Sponsoring agency	Year

OR

5.1 Research as Major function:

Sl. No.	Title of the project	Level of association (PI/Co-PI/Associate)	Period		Sponsoring Organization
			From	To	
1.					
2.					
3.					
4.					
5.					

OR

5.1 Extension Education as Major function:

5.1.1 Technology Application, Demonstration and Adoption:

Activity	Outcome/Impact with Supporting Evidence

5.1.2 Extension Approaches for Technology Dissemination:

Activity	Program Details	Salient Achievement/ Outcome with Supporting Evidence

Note: Applicants are advised to see the details of “Type of program” under 5.1, 5.1.2 in the relevant score card for the post before filling up the application form.

5.2 Minor Function Details (Teaching/Research/Extension):

For any of the teaching, research or extension as the Minor Function the award of marks will be granted as narrated and distributed for Major Function. But the aggregate for minor functions will be multiplied by 0.25 to arrive at the marks for the Minor Function.

6. Experience in Administration and Guiding Students:**6.1 Research guidance as Major Guide/Advisor:**

Name of the Student	Name of the University	Degree Programme	Year of completion of degree

6.2 Administrative Experience:

Sl. No.	Institution	Post held & nature of work	Pay & Grade Pay	Years		Total Experience
				From	To	
1.						
2.						
3.						

7. Monitoring and Research Coordination:

Item	Details of activity	Level of involvement	Amount (Rs. in lakhs) (if applicable)	Period	
				From	To

8. Special Attainments: (Patent, Prototype, Genetic stock, Variety, Process, Concept, Methodology, Innovative Teaching, other achievements)

Sl. No.	Category	Title	Year	Details if any	Any other Information
1.					
2.					
3.					

9. Externally Funded Projects:

Sl. No.	PI/Co-PI/ other	Title	Year of sanction	Amount	Funding Agency	Status of project
1.						
2.						
3.						
4.						
5.						

10. Organization of Winter School/Summer School/Refresher Course/Seminar/Symposium

(Enclose separate sheet (s) if required):

Sl. No.	Funding Agency	Title	Specify role (organizer/chairman/resource person/paper presented etc)	Year	Duration No. of days	Additional Information
1.						
2.						
3.						
4.						

11. International Exposure:

Sl. No.	Country visited	Purpose/Subject title	Year	Duration	Sponsor
1.					
2.					
3.					

12. Institution Building/Service Function:

Sl. No.	Name of the Institution	Contribution made & role	Output	Any other information
1.				
2.				
3.				

13. Inter-Institutional Projects: (Enclose separate sheet (s) if required):

Sl. No.	PI/Co-PI/ other	Title	Institutions	Year of sanction	Duration	Amount	Funding Agency	Status of project
1.								
2.								
3.								
4.								
5.								

14. Publications:

14.1 Identify 15 best research papers published in referred journals for allocation of score according to NAAS journal rating-2019 on a scale of 1 to 20.0 For journals not covered in NAAS but have international impact factor, applicant can indicate score as (6+ impact factor) (Enclose separate sheet (s) if required):

Sl. No.	Author/Authors	Year	Title of paper/Book or Book chapter	Journal or Book	NAAS Journal Code & rating if any
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

14.2. Other publications:

Sl. No.	Author/Authors	Year	Book or Book chapter/Manual with name of publisher	No of pages	ISBN No. if any
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

14.3. Total Number of Publications (Full list to be presented at the time of interview):

Sl. No.	Publication	Nos. only
1.	Full length papers in refereed journals only	
2.	Papers in Conference Proceedings/Book Chapters	
3.	Popular articles/short notes/short communication	
4.	Books published – authored or edited individually or jointly	
5.	Manuals/teaching aids developed	
6.	Research bulletins/extension bulletins	
7.	Others	
	Total	

15. Any other academically related Information:

(Professional trainings/Seminars attended, Radio/T.V. Programmes/Games & Sports/Extra-curricular activities etc.) (Enclose separate sheet (s) if required):

Sl. No.	Item/Programme	Topic	Details of programme	Venue of programme	Any other information
1.					
2.					
3.					

16. List of document attached. (Enclose separate sheet (s) if required):

1.
2.
3.
4.
5.

17. Additional information not mentioned else where:

1.
2.
3.

18. Declaration:

I do hereby declare that the statements made in the application (Part-A & Part-B) are true to the best of my knowledge and belief.

Date :

Place :

Candidate's signature

19. 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, failing which application is liable to be rejected. **S.No. 4**)

Forwarded to the Rani Lakshmi Bai Central Agricultural University, Jhansi - 284003

The applicant Dr./Mr./Mrs/Ms. _____, who has submitted this application for the post of _____ in the Rani Lakshmi Bai Central Agricultural University, Jhansi, has been working in this organization namely _____ as _____ (name of the post), 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 _____.

The entries made in Part-A and Part-B in the application of Dr. _____ have been verified from the records and are found correct. Further, it is also certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant.

There is no objection for his / her application being considered by the Rani Lakshmi Bai Central Agricultural University, Jhansi for the post of _____.

(Signature of the forwarding officer)

Name: _____

Designation: _____

Place: _____

Date: _____

(Seal)



RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY
Jhansi-Gwalior Road, Jhansi-284003

SCORE-CARD GUIDELINES FOR DEAN

	Details	Maximum Score	Sore awarded
A	Academic Qualifications	5 marks	
	One mark for first class or equivalent, ½ mark for second class or equivalent in Undergraduate level. No marks below 50% marks		
	2 marks for first class or equivalent, 1 mark for second class or equivalent in Master's Degree. No marks below 50% marks		
	2 marks for first class or equivalent 1 mark for second class or equivalent in PhD. If there is no class/grading system, he/she will get 2 marks.		
	1 mark for Post-Doctoral Fellowship both National and International, which are competitive e.g., Fellowship awarded by DBT/DST, Fulbright/ Humboldt/ Boyscast/DAAD etc. or any other additional qualification acquired relevant to the post. P.S. Aggregate award under item A is limited to 5 marks		
B	Employment Record and Experience	6 marks	
	Marks are assigned for the number of years of service over and above the prescribed number of years required for a particular post. For Professor is 10 years, with at least 3 years' experience as Senior Scientist or Associate Professor with AGP of 9000 is prescribed with PhD qualification. 10 years of service no marks <ul style="list-style-type: none"> • Every additional year Service 0.5 subject to a maximum of 6 marks. For the post of Dean/Director, minimum 15 years' experience of teaching/ research/extension education in the subject out of which at least 5 years should be in the rank of Professor or equivalent. - No marks <ul style="list-style-type: none"> • Every additional year Service 0.5 subject to aMaximum of 6 marks. 		
C	Service in Remote Areas/ Disadvantageous area	1.5 marks	
	Marks for Service in remote areas namely, the Andaman, Nicobar, Lakshadweep, Minicoy and Amindivi islands; State/ Union Territories in the Northeastern region, Ladakh Division of J&K State, Sikkim, Pangi Sub Division of Chamba, and Lahaul&Spiti districts of Himachal Pradesh. * half mark for each year of Completed Service in a remote area subject to a maximum of 1.5 marks. Marks are assigned for Service rendered in original centre/station in disadvantageous areas (other than those in remote areas). The decision for classification of place of posting shall solely depend on the screening committee in consultation with the VC *0.25 mark for each year of completed service in disadvantageous area. Maximum of 1.5 marks.		
D	In-service Award/Recognition	3.0 marks	
	One mark each for national/international award (recognized) such as by ICAR/CSIR/UGC/ DBT/National Institutes, Ministries of Central Government, FAO of the UN or reputed Foreign countries etc.)		

	<p>*A half mark each for Institutional or recognized professional societies fellow/award/recognition; President/ Chairman/ Member/ Member Secretary of important committees and other decision/ policy making bodies/committees of national level.(excluding official duty/assignment at institutional level); Reviewer for peer-reviewed NASS listed journals; and Conference prize/medal such as best paper or best poster.</p> <p style="text-align: right;">Maximum of 2 marks</p> <p>One marks for Fellowship of any one of the recognized National Academies viz., National Academy of Agricultural Sciences, National Academy of Medical Sciences, Indian Academy of Sciences, Indian National Academy of Engineering, Indian National Science Academy, National Academy of Sciences or equivalent National/ International AcademiesMaximum of 1 marks</p>											
E	Teaching/Research/Extension/	10 marks										
	<p>Identify one primary and one secondary area of work :</p> <table border="1" data-bbox="268 678 1182 853"> <thead> <tr> <th data-bbox="268 678 544 712">Area of Work</th> <th data-bbox="544 678 1059 712">Major and Minor area of function</th> <th data-bbox="1059 678 1182 712">Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="268 712 544 779">A. Teaching/ Research/Extension</td> <td data-bbox="544 712 1059 779">Teaching/ Research/ Extension as major function</td> <td data-bbox="1059 712 1182 779">7.0</td> </tr> <tr> <td data-bbox="268 779 544 853">B.</td> <td data-bbox="544 779 1059 853">Teaching/ Research/ Extension as minor function</td> <td data-bbox="1059 779 1182 853">3.0</td> </tr> </tbody> </table> <p>Note: Scientists devoting more than 75% of time on an activity would be considered as Major Function, and devoting less than 25% of time on an activity would be considered as Minor Function.</p> <p>A.1 Marks for Teaching as Major Function. Maximum 07 marks</p> <ul style="list-style-type: none"> • For teaching as the major function, the candidate must have taught 3 courses with a total 8 credit hr load during each academic year. Half mark for each year of teaching as specified herein. Maximum 5 marks • Designing of course curriculum – new courses added or revised Each programme award 0.5 mark. Maximum 1 mark • Innovation in teaching methods/and development of teaching aids/e-courses. Each programme award 0.5 mark. Maximum 1 mark <p>P.S. Aggregate award under E.A.1 is limited to 07 marks</p> <p>A.2. Marks for Research as Major Function. Maximum 07 marks</p> <p>A.2.1 Research projects:</p> <p>Research project associated with for a minimum period of 3 years as evidenced by research projects completed and reports submitted. One mark for each project completed. Maximum 4.0 marks</p> <p>A.2.2 Leadership in research initiatives</p> <p>One mark for acting as PI of each project, and 0.5 mark for acting as Co- PI for each project. Maximum 3.0 marks</p> <p>A.3. Award of Marks for Extension as Major Function. Maximum 07 marks</p> <p>A.3.1 Technology application, demonstration and adoption</p> <p>One mark for each of the following activities. Marks will be awarded for those activities that are confirmed by successful outcome. Marks shall be awarded, only if there is documentary proof for the matching achievements.</p> <ul style="list-style-type: none"> • involvement in technology application programs through organizing/coordinating activities related to technology assessment and refinement e.g., on farm trials and report on technology refinement, • Extent of adoption of the technology in adopted areas 	Area of Work	Major and Minor area of function	Marks	A. Teaching/ Research/Extension	Teaching/ Research/ Extension as major function	7.0	B.	Teaching/ Research/ Extension as minor function	3.0		
Area of Work	Major and Minor area of function	Marks										
A. Teaching/ Research/Extension	Teaching/ Research/ Extension as major function	7.0										
B.	Teaching/ Research/ Extension as minor function	3.0										

	<ul style="list-style-type: none"> Participatory Rural Appraisal (PRA) and Participatory Technology Development (PTD), (iii) yield gap analysis and impact assessment for providing feedback to research and development in the form of report. Development of innovative extension methodologies, management cases and documentation success stories. New methodology developed or innovation introduced which led to improvement in extension/technology adoption. Maximum 5 marks <p>A.3.2 Extension approaches for technology dissemination</p> <p>Half mark for each of the following function. Marks will be awarded for those functions that are confirmed by successful outcome.</p> <ul style="list-style-type: none"> formation of Formal Village Organizations/Farmer Field Schools/ establishment of Farmers Producer/Commodity Interest Groups, introduction of innovative extension methods and institutional innovations supporting adoption of introduced technologies including commercialization and mass dissemination of technologies, founding of e-linkages/connectivity, creating and use of electronic and web based knowledge portals and products, organization or coordination of interface meetings, demonstrations, farmers meeting/field day/technology week, exhibition, TV & Radio talks and <p>Maximum 2 marks</p>								
	<p>B Teaching/ Research/ Extension as minor function</p> <p>For any of the teaching/research/extension as the Minor Function mentioned by the applicant, the award of marks will be calculated as narrated above and distributed for the major function. Each total thus obtained will be multiplied by 0.25 for awarding marks for the Minor Function limited to 3 marks only.</p> <p>Maximum 3 marks</p>								
F	<p>For Dean/ Director/ Professor post weightage is to be given to experience in administration and guiding Ph.D. students</p> <table border="1"> <tr> <td>Research Guidance for Master's/Doctoral dissertation as major Guide</td> <td>(1 mark for each PhD student and ½ mark for PG guidance subject to a maximum of 4 marks)</td> <td>4.5 marks</td> </tr> <tr> <td>Administrative experience</td> <td>Administrative experience ½ mark each for each year of Administrative experience (subject to a maximum of 3 marks)</td> <td>3.5 marks</td> </tr> </table>	Research Guidance for Master's/Doctoral dissertation as major Guide	(1 mark for each PhD student and ½ mark for PG guidance subject to a maximum of 4 marks)	4.5 marks	Administrative experience	Administrative experience ½ mark each for each year of Administrative experience (subject to a maximum of 3 marks)	3.5 marks	8 marks	
Research Guidance for Master's/Doctoral dissertation as major Guide	(1 mark for each PhD student and ½ mark for PG guidance subject to a maximum of 4 marks)	4.5 marks							
Administrative experience	Administrative experience ½ mark each for each year of Administrative experience (subject to a maximum of 3 marks)	3.5 marks							
G	<p>Monitoring and Research Coordination</p> <ul style="list-style-type: none"> Assistance in project management and coordination Assistance in monitoring(Physical, financial and scientific) targets Preparation of review reports, proceedings and other assigned duties(specify) Participation in institutional activities/meetings Innovation in monitoring and co-ordination methods. <p>Any other relevant contribution not covered above</p> <ul style="list-style-type: none"> One mark for individual effort and a half mark for collaborative effort <p>Maximum of 2.5 marks</p>	2.5 mark							
H	<p>Special Attainments</p> <p>One mark for each novel technology developed (patent, prototype, genetic stock, variety, process, concept, methodology/ new inventions/ gene pool identified etc. Half mark for each success story of technology disseminated or commercialized individual effort carries marks as indicated above, joint effort carries half the marks.</p> <p>Maximum of 2.5 marks</p>	2.5 marks							

I	Externally Funded Projects	6 marks	
	<p>Only those projects supported from external sources on the basis of applicant's competence should be mentioned, such as ICAR Cess Fund Schemes, Competitive Grand Projects (CGP) under World Bank, projects funded from DST, DBT/UGC and national/international organizations/ agencies etc –projects with more than ₹ 20.0 lakhs support alone will be considered.</p> <p>2 marks for Principal Investigator (PI) per project and one mark for Co PI/associated scientist per project. AICRP will not be considered as individual project.</p> <p>Each IRP will carry ½ mark for PI Maximum of 6 marks</p>		
J	Summer/Winter School/Refresher Course and Seminar/Symposium etc.	1.5 marks	
	<p>Half mark for each course organized as Course Director or Course Coordinator (Marks shall be given only for organization of Winter School/Summer School/Refresher Course/ICAR-CAS training of not less than 10 days)</p> <p>One mark for Chairman/Organising Secretary/Convener for organizing Seminar Symposium (Workshop / Trainings organized as part of duty of the post, and simple participation, or delivering lecture or paper presentation will not be considered).</p> <p style="text-align: right;">Maximum of 1.5 marks</p>		
K	International Exposure	1 mark	
	<p>One mark for each one- month experience of working/associating in internationally important organization / laboratory. Period spent abroad towards Masters / PhD/ Post- Doctoral experience will not be considered.</p> <p>Half mark for paper / poster presentation in international event- seminar/Symposium/Conference / Workshop etc. Maximum of 1 marks</p>		
L	Institution Building/Service Functions	3.0 mark	
	<p>Only clearly defined contributions as a leader in institutional building shall be considered.</p> <p>For example, creation of totally new institution, laboratory, field facility etc., that has bearing on improved standards or resource generation can be given. Likewise, in case of adding new equipments, mention can be made as to how many other scientists are benefited by such addition. Similarly, encouraging HRD, plan implementation and/or monitoring of progress to show better results, successful execution of major projects, etc. can be given.</p> <p>Service Functions: Service provided for following miscellaneous tasks by applicant qualify for award of marks:</p> <ol style="list-style-type: none"> i) Preparation of review reports, proceedings and other similar works. ii) Duties performed for at least one year or more as warden, Library I/c, Student Welfare Officer, Animal House I/C, Farm I/C, Common Instruments Lab. I/C, Assistance, PME Cell iii) Assistance at least for one year in coordination and monitoring progress of work of RAC, IMC, QRT, BOM, PME Cell, Academic Council and similar Advisory Committees of the Institute/University. iv) Production and distribution of seeds/seeds/culture/planting materials /diagnostic services/store purchase/maintenance of farms each at least for one year. <p>• 0.50 mark for each of the above criteria. Maximum of 3.0 marks</p>		

M	Inter-Institutional Projects	2 marks	
	Mention only those projects, which are running at more than one institution and candidate, as PI or CoPI is associated in project planning, review and progress of the work of all the centres in different institutions. Projects with more than ₹ 10.00 lakhs support will be considered. *One mark for each project. Maximum of 2 marks		
N	Publications (Referred Articles)(NAAS 2019)	12 marks	
	Identify 15 best research papers published in referred journals for allocation of score according to NAAS journal rating on a scale of 1 to 20.0. The NAAS score for each publication will be added and the sum divided by 15 to get average marks. For research publications where NAAS Journal ID is not available, the Screening Committee shall be empowered to give marks not more than 0.2 for each publication For journals not covered in NAAS but have international impact factor, applicant can indicate score as (6 + impact factor) Maximum of 12 marks		
O	Other Publications	5 marks	
	<ul style="list-style-type: none"> • Two marks to first author and one mark to co-authors for each book/monographs of minimum 100 pages published-authored/edited. (Maximum of 3 marks) • One mark to first author and a half mark for co-authors for each book chapters and training manual (Maximum of 1 marks) • Half mark for each conference proceeding paper/popular article/ bulletin/short communication (Maximum of 1 mark) Maximum of 5 marks (3+1+1)		
P	Any Other academically relevant information	1 mark	
	TOTAL (A to P)	70	
	INTERVIEW	30	
	GROSS TOTAL	100	



RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY

Near Pahuj Dam, Gwalior Road, JHANSI-284 003

Sl. No.

(APPLICATION FORM FOR THE POST OF **ASSOCIATE PROFESSOR**)

<p>1. (a) Advertisement No.:</p> <p>(b) Item No. of the post :</p> <p>(c) Name of the post applied for :</p> <p>(d) Scale of pay &AGP :</p> <p>2. (a) DD. No. & Date :</p> <p>(b) Name of the Bank :</p> <p>(c) Amount :</p> <p>3. Last date for submission of application</p>	<p>Affix Passport Size Photograph (Attested)</p>
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<p>For office use only :</p> <p>Received DD No..... dated..... drawn on</p> <p>is submitted for deposition to RLB CAU account on</p> <p style="text-align: right;">Dealing Asstt.</p>

PART – A

(General information of the Candidate)

1.	Full Name (in block letters) :					
2.	Father's / Husband's Name :					
3.	(a) Full postal address for correspondence with pin code. Please mention Telephone No., Fax No. and e-mail ID : (Any change in address should be communicated at once to the Registrar, RLB Central Agricultural University, Near Pahuj Dam, Gwalior Road Jhansi-284003 with full particulars of previous reference and post applied for) <div style="text-align: right;">PIN Code</div>				 Telephone No : Mobile No : Fax No : E-mail :
	(b) Permanent address : PIN Code
4.	(a) Date of birth :					
	(b) Place of birth : Village					
	Town..... State					
	(c) Sex : Male/Female					
5.	(a) Nationality :					
	(b) Religion :					
6.	Community (Write SC/ST/ OBC/General/ EWS). A certificate from the concerned authority should be attached in case of SC/ST/OBC/ EWS:				
7.	(a) Are you a citizen of India ? If so, by birth or by domicile :				
	(b) If not domiciled in the Indian Union, have you taken steps to obtain declaration of eligibility from the Govt. of India ?				
	(c) If you are abroad, approximate date of return to India:				
8.	Have you ever been convicted by a court of law for any offence ? (If yes, give the circumstances and the sentence)				

9.	Have you ever been debarred from appearing at any examination/selection by the UPSC / Govt./ University / Board or any Educational Institute / Authority ?(If so, give particulars)
10.	Have you ever been punished / dismissed / discharged from any Govt. Department / Public Sector Organization / Quasi-Govt. Organization / University?(If yes, give particulars in detail)
11.	If selected, how much time would you require for joining the post?
12.	In case selected for appointment, will you execute a bond to serve this University for a specified period as per RLBCAU norms.
13.	If selected, are you prepared to accept the minimum initial pay offered ? If no, state what is the lowest initial pay that you would accept :
14.	Give the names, professions and present addresses (in full) of two referees well acquainted (not relatives) with the candidate	
	(a) Name in full :
	Designation & present address :
	Present address :

PIN code :

--	--	--	--	--	--

(b) Name in full :

Designation present address :.....

Present address :

PIN code :

--	--	--	--	--	--

PART – B

1. Academic Qualifications:

1.1 Academic Performance:

Exam/Degree/ Diploma	Division / Class/Grade	% of marks / O.G.P.A.	Year of passing	Subject(s) with Major field of specialization	Board / University	Rank/Meda l/Award, if any
Matriculation or Equivalent						
HS/10+2 or Equivalent						
Bachelor's degree						
Master's Degree or Equivalent						
Doctorate Degree						
NET (For Asstt. Professor) only						
Any other degree / diploma relevant to the post						
Post-Doctoral fellowships (National/ International)						
					Candidate's Response	Name of Awarding Agency
National Talent Search Scholarship/INSPIRE or other Scholarship as defined by the Council/ASRB					Yes/No	
Merit Scholarship at the Graduate level					Yes/No	
JRF at the Master's Level/Merit scholarship in the ICAR DUs					Yes/No	
SRF of ICAR or JRF of CSIR/UGC at the Ph.D. level or other national level fellowships, GATE qualified					Yes/No	

1.2 Position in the University

	Candidate's Response	Awarding Agency name
First Position/Gold Medal in the University/IITs/NITs/Institutes of National Importance at the Graduate, Master's and Ph.D. degrees. (Except faculty/college/department Gold medal)	Yes/No	
1.3 Ph.D. Thesis Award. Maximum 2 marks each		
ICAR-Jawaharlal Nehru Award for P.G. Outstanding Doctoral Thesis.	Yes/No	
Best Doctoral Thesis Award given by National/International level Academic Bodies/Institutions/ Universities.	Yes/No	
1.4 Post-Doctoral Fellowships and other Qualifications		

Fellowships, which are competitive and are awarded by International Institutions like Fulbright/Humboldt/DAAD/ FAO/CGIAR/EU/Overseas Universities	Yes/No	
Fellowships awarded by National Institutions like DBT/DST/Boyscast/ CSIR/ICAR/UGC/MHRD/INSA	Yes/No with duration	
PG diploma in Management/Computer Application of MBA	Yes/No	
any other Diploma/Degree relevant to the post (as mentioned in at point no. 1 under Academic Qualification)	Yes/No	

- Note:** 1. Please enclose self-attested photocopies of (i) Date of Birth Certificate (ii) All Qualifications.
2. Provide evidence of Class/Division with appropriate conversion formula of the awarding University and other academic achievements listed above.

2. Employment Record & Experience: (Enclose separate sheet(s) if required):

2.1 Employment Record (Starting from present position):

Sl. No.	Designation	Organization	Scale of pay with AGP	Period		Duration (Years, months)	Nature of work
				from	to		
1.							
2.							
3.							
4.							

2.2 Experience over and above the prescribed essential years stipulated as minimum qualifications:

Attributes	Candidate's Response	For Office Use only
Name of the post _____		
Number of years of service experience over and above the prescribed period for a particular post		

3. Service in Remote areas:

Sl. No.	Designation & Department	Name of Remote area	Period		Duration (Years, months)
			from	to	
1.					
2.					
3.					

4. In-service Award/Recognition:

Sl. No.	Name of the Award/Recognition	Awarding Organization (Place/Country)	Year	National/International/Institution/Professional Society	Additional Information
1.					
2.					
3.					

5. Teaching/Research/Extension/Administration:

(Applicable for the all posts, except for the post of Assistant Professor)

Major function (Teaching/Research/ Extension)	
Minor function (Teaching/Research/ Extension)	

Note: Applicant should fill only one major function and one minor function.

5.1 Teaching as Major function:

5.1.1 Teaching:

Course ID & Course Title	Credit Hours	Credit load taken by applicant per year	Year

5.1.2 Designing of course curriculum* :

Sl. No.	Details of the course	Whether new course or revised	The name of the degree programme	Years	Name of the University
1.					
2.					
3.					

*Please provide supporting evidence from the concerned University/DU.

5.1.3 Innovation in Teaching:

Type of Activity (Development of an e-Course, a Module, a Teaching Model, a Case Study, any other).	Details of the activity	Sponsoring agency	Year

OR

5.1 Research as Major function:

Sl. No.	Title of the project	Level of association (PI/Co-PI/Associate)	Period		Sponsoring Organization
			From	To	
1.					
2.					
3.					
4.					
5.					

OR

5.1 Extension Education as Major function:

5.1.1 Technology Application, Demonstration and Adoption:

Activity	Outcome/Impact with Supporting Evidence

5.1.2 Extension Approaches for Technology Dissemination:

Activity	Program Details	Salient Achievement/ Outcome with Supporting Evidence

Note: Applicants are advised to see the details of "Type of program" under 5.1, 5.1.2 in the relevant score card for the post before filling up the application form.

5.2 Minor Function Details (Teaching/Research/Extension):

For any of the teaching, research or extension as the Minor Function the award of marks will be granted as narrated and distributed for Major Function. But the aggregate for minor functions will be multiplied by 0.25 to arrive at the marks for the Minor Function.

6. Experience in Administration and Guiding Students:

(Applicable for the all posts, except for the post of Assistant Professor)

6.1 Research guidance as Major Guide/Advisor:

Name of the Student	Name of the University	Degree Programme	Year of completion of degree

6.2 Administrative Experience:

Sl. No.	Institution	Post held & nature of work	Pay & Grade Pay	Years		Total Experience
				From	To	
1.						
2.						
3.						

7. Monitoring and Research Coordination:

(Applicable for the all posts, except for the post of Assistant Professor)

Item	Details of activity	Level of involvement	Amount (Rs. in lakhs) (if applicable)	Period	
				From	To

8. Special Attainments: (Patent, Prototype, Genetic stock, Variety, Process, Concept, Methodology, Innovative Teaching, other achievements)

Sl. No.	Category	Title	Year	Details if any	Any other Information
1.					
2.					
3.					

9. Externally Funded Projects:*(Applicable for the all posts, except for the post of Assistant Professor)*

Sl. No.	PI/Co-PI/ other	Title	Year of sanction	Amount	Funding Agency	Status of project
1.						
2.						
3.						
4.						
5.						
6.						

10. Organization of Winter School/Summer School/Refresher Course/Seminar/Symposium*(Enclose separate sheet (s) if required):*

Sl. No.	Funding Agency	Title	Specify role (organizer/chairman/resource person/paper presented etc)	Year	Duration No. of days	Additional Information
1.						
2.						
3.						

11. International Exposure:

Sl. No.	Country visited	Purpose/Subject title	Year	Duration	Sponsor
1.					
2.					
3.					

12. Institution Building/Service Function: *(Applicable for all posts, except for the post of Assistant Professor)*

Sl. No.	Name of the Institution	Contribution made & role	Output	Any other information
1.				
2.				
3.				

13. Inter-Institutional Projects: (Enclose separate sheet (s) if required):

(Applicable for the all posts, except for the post of Assistant Professor)

Sl. No.	PI/Co-PI/other	Title	Institutions	Year of sanction	Duration	Amount	Funding Agency	Status of project
1.								
2.								
3.								
4.								
5.								

14. Publications:

14.1 Identify 15 best research papers published in referred journals for allocation of score according to NAAS journal rating-2019 on a scale of 1 to 20.0 For journals not covered in NAAS but have international impact factor, applicant can indicate score as (6+ impact factor) (Enclose separate sheet (s) if required):

Sl. No.	Author/Authors	Year	Title of paper/Book or Book chapter	Journal or Book	NAAS Journal Code & rating if any
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

13.					
14.					
15.					

14.2. Other publications:

Sl. No.	Author/Authors	Year	Book or Book chapter/Manual with name of publisher	No of pages	ISBN No. if any
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

14.3 Total Number of Publications (Full list to be presented at the time of interview):

Sl. No.	Publication	Nos. only
1.	Full length papers in refereed journals only	
2.	Papers in Conference Proceedings/Book Chapters	
3.	Popular articles/short notes/short communication	
4.	Books published – authored or edited individually or jointly	
5.	Manuals/teaching aids developed	
6.	Research bulletins/extension bulletins	
7.	Others	
	Total	

15. Any other academically relevant information not mentioned elsewhere:

1.
2.
3.

15.1 Games & Sports/Arts/Extra Curricular activities*: (Enclose separate sheet(s) if required)

(Applicable only for the post of Assistant Professor)

Sl. No.	Name of activity/ Programme	Level of participation (District/Inter-University/ State/National)	Details of programme (Date/Year of participation)	Venue of programme	Any other information
1.					
2.					
3.					

15.2 Radio/TV programmes*: (Enclose separate sheet (s) if required)

(Applicable only for the post of Assistant Professor)

Sl. No.	Name of the Programme (TV/Radio)	Topic	Details of programme (Date/Year of broadcast)	Venue of programme	Any other information
1.					
2.					
3.					

16. List of document attached. (Enclose separate sheet(s) if required)

1.
2.
3.
4.
5.

17. Declaration:

I do hereby declare that the statements made in the application (Part-A & Part-B) are true to the best of my knowledge and belief.

Date :

Place :

Candidate's signature

18. 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, failing which application is liable to be rejected. S.No. 4)

Forwarded to the Rani Lakshmi Bai Central Agricultural University, Jhansi- Gwalior Road, Jhansi - 284003

The applicant Dr./Mr./Mrs/Ms. _____, who has submitted this application for the post of _____ in the Rani Lakshmi Bai Central Agricultural University, Jhansi, has been working in this organization namely _____ as _____ (name of the post), 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 _____.

The entries made in Part-A and Part-B in the application of Dr. _____ have been verified from the records and are found correct.

Further, it is also certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his / her application being considered by the Rani Lakshmi Bai Central Agricultural University, Jhansi for the post of _____.

(Signature of the forwarding officer)

Name: _____

Designation: _____

Place: _____

Date: _____

(Seal)



Annexure II

RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY Jhansi-Gwalior Road, Jhansi-284003

(Established under the Rani Lakshmi Bai Central Agricultural University Act, 2014)

SCORE-CARD GUIDELINES FOR ASSOCIATE PROFESSOR

	Details	Maximum Score	Sore awarded
1	Academic Qualifications	10 Marks	
1.1	Academic Performance Distribution of marks for each of the academic achievements would be as follows:		
	<ul style="list-style-type: none"> From 60% and up to 70% marks or 6 to 7 OGPA on the scale of 10 or equivalent at 10+2 and B Graduate, Master's, Ph.D. degrees. 0.5 marks each 		
	<ul style="list-style-type: none"> >70% and up to 80% marks or 7 to 8 OGPA on the scale of 10 or equivalent at 10+2 and Graduate, Master's, Ph.D. degrees. 0.75 marks each 		
	<ul style="list-style-type: none"> >80% marks or more than 8 OGPA on the scale of 10 or equivalent at 10+2 and Graduate, Master's, Ph.D. degrees. 1 mark each 		
	<ul style="list-style-type: none"> National Talent Search Scholarship/INSPIRE or other Scholarship as defined by the Council/ASRB 1 mark each 		
	<ul style="list-style-type: none"> Merit Scholarship at the Graduate level 1 mark each 		
	<ul style="list-style-type: none"> JRF at the Master's Level/Merit scholarship in the ICAR DUs 1 mark each 		
	<ul style="list-style-type: none"> SRF of ICAR or JRF of CSIR/UGC at the Ph.D. level or other national level fellowships, GATE qualified 1 mark each 		
	PS: Aggregate score for attributes covered under item #1.1 is limited to 8 marks only.		
1.2	Position in the University. Maximum 2 marks each		
	<ul style="list-style-type: none"> Grant 1 mark each for First Position/Gold Medal in the University/IITs/NITs/Institutes of National Importance at the Graduate, Master's and Ph.D. degrees. (Except faculty/college/department Gold medal)Maximum 2 marks each 		
1.3	Ph.D. Thesis Award. Maximum 2 marks each		
	<ul style="list-style-type: none"> Grant 2 marks for the ICAR-Jawaharlal Nehru Award for P.G. Outstanding Doctoral Thesis. 		
	<ul style="list-style-type: none"> Grant 1 mark for the Best Doctoral Thesis Award given by National/International level Academic Bodies/Institutions/ Universities.Maximum 2 marks each 		
1.4	Post-Doctoral Fellowships and other Qualifications. Maximum 3 marks each		
	<ul style="list-style-type: none"> Grants 3 marks for each Fellowships, which are competitive and are awarded by International Institutions, like Fulbright/Humboldt/DAAD/FAO/CGIAR/EU/Overseas Universities 		
	<ul style="list-style-type: none"> Grant marks as explained below for each Fellowships awarded by National Institutions like DBT/DST/Boyscast/CSIR/ICAR/UGC/MHRD/INSA: <ul style="list-style-type: none"> 1.5 marks for fellowship of 3 to < 6 months' duration 2 marks for fellowship of >= 6 months' duration 		
	<ul style="list-style-type: none"> Grants 1 mark each, for PG diploma in Management/Computer Application of MBA or any other Diploma/Degree relevant to the postMaximum 3 marks 		
	<ul style="list-style-type: none"> PS: Aggregate score for attributes covered under item #1 is limited to 10 marks only. 		

2	Employment Record and Experience	5 marks										
	Marks are assigned for the number of years of service over and above the prescribed number of years required for a particular post. For Associate Professor 8 years' experience in the relevant subject as Scientist/Lecturer/Extension Specialist or in an equivalent position in the PB-3 of Rs. 15,600-39,100 with Grade Pay of Rs. 5,400/ Rs. 6,000/ Rs. 7,000/ Rs. 8,000. is prescribed with PhD qualification.8 years of service no marks Every additional year of Service 1.0 marks subject to a maximum of 5 marks.											
3	Service in Remote Areas/ Disadvantageous area	2 marks										
	Marks for Service in remote areas namely, the Andaman, Nicobar, Lakshadweep, Minicoy and Amindivi islands; State/ Union Territories in the Northeastern region, Laddakh Division of J&K State, Sikkim, Pangi Sub Division of Chamba, and Lahaul&Spiti districts of Himachal Pradesh. * half mark for each year of Completed Service in a remote area subject to a maximum of 2 marks. Marks are assigned for Service rendered in original centre/station in disadvantageous areas (other than those in remote areas). The decision for classification of place of posting shall solely depend on the screening committee in consultation with the Vice-Chancellor. *0.25 mark for each year of completed service in disadvantageous area. Maximum of 2 marks.											
4	In-service Award/Recognition	3.0 marks										
	One mark each for national/international award (recognized) such as by ICAR/CSIR/UGC/ DBT/National Institutes, Ministries of Central Government, FAO of the UN or reputed Foreign countries etc.) *A half mark each for Institutional or recognized professional societies fellow/award/recognition; President/ Chairman/ Member/ Member Secretary of important Committees and other decision/ policy making bodies/committees of national level.(excluding official duty/assignment at institutional level); Reviewer for peer-reviewed NASS listed journals; and Conference prize/medal such as best paper or best poster. Maximum of 2 marks One marks for Fellowship of any one of the recognized National Academies viz., National Academy of Agricultural Sciences, National Academy of Medical Sciences, Indian Academy of Sciences, Indian National Academy of Engineering, Indian National Science Academy, National Academy of Sciences or equivalent National/ International Academies Maximum of 1 marks											
5	Teaching/Research/Extension/	10 marks										
	Identify one primary and one secondary area of work : <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Area of Work</th> <th style="width: 50%;">Major and Minor area of function</th> <th style="width: 25%;">Marks</th> </tr> </thead> <tbody> <tr> <td>A. Teaching/ Research/Extension</td> <td>Teaching/ Research/ Extension as major function</td> <td>7.0</td> </tr> <tr> <td>B.</td> <td>Teaching/ Research/Extension as minor function</td> <td>3.0</td> </tr> </tbody> </table> <p>Note:Scientists devoting more than 75% of time on an activity would be considered as Major Function, and devoting less than 25% of time on an activity would be considered as Minor Function.</p> <p>A.1 Marks for Teaching as Major Function.Maximum 07 marks</p> <ul style="list-style-type: none"> For teaching as the major function, the candidate must have taught 3 courses with a total 8 credit hr load during each academic year. Half mark for each year of teaching as specified herein. <p style="text-align: right;">Maximum 5 marks</p>	Area of Work	Major and Minor area of function	Marks	A. Teaching/ Research/Extension	Teaching/ Research/ Extension as major function	7.0	B.	Teaching/ Research/Extension as minor function	3.0		
Area of Work	Major and Minor area of function	Marks										
A. Teaching/ Research/Extension	Teaching/ Research/ Extension as major function	7.0										
B.	Teaching/ Research/Extension as minor function	3.0										

	<ul style="list-style-type: none"> • Designing of course curriculum – new courses added or revised. Each programme award 0.5 mark. Maximum 1 mark. • Innovation in teaching methods/and development of teaching aids/e-courses. Each programme award 0.5 mark.– Maximum 1 mark. <p>P.S. Aggregate award under E.A.1 is limited to 07 marks</p> <p>A.2. Marks for Research as Major Function.</p> <p style="text-align: right;">Maximum 07 marks</p> <p>A.2.1 Research projects: Research project associated with for a minimum period of 3 years as evidenced by research projects completed and reports submitted. One mark for each project completed.</p> <p style="text-align: right;">Maximum 4.0 marks</p> <p>A.2.2 Leadership in research initiatives One mark for acting as PI of each project, and 0.5 mark for acting as Co- PI for each project.</p> <p style="text-align: right;">Maximum 3.0 marks</p> <p>A.3. Award of Marks for Extension as Major Function. Maximum 07 marks</p> <p>A.3.1 Technology application, demonstration and adoption One mark for each of the following activities. Marks will be awarded for those activities that are confirmed by successful outcome. Marks shall be awarded, only if there is documentary proof for the matching achievements.</p> <ul style="list-style-type: none"> • involvement in technology application programs through organizing/coordinating activities related to technology assessment and refinement e.g., on farm trials and report on technology refinement, • Extent of adoption of the technology in adopted areas • Participatory Rural Appraisal (PRA) and Participatory Technology Development (PTD), (iii) yield gap analysis and impact assessment for providing feedback to research and development in the form of report. • Development of innovative extension methodologies, management cases and documentation success stories. • New methodology developed or innovation introduced which led to improvement in extension/technology adoption. <p style="text-align: right;">Maximum 5 marks</p> <p>A.3.2 Extension approaches for technology dissemination Half mark for each of the following function. Marks will be awarded for those functions that are confirmed by successful outcome.</p> <ul style="list-style-type: none"> • formation of Formal Village Organizations/Farmer Field Schools/ establishment of Farmers Producer/Commodity Interest Groups, • introduction of innovative extension methods and institutional innovations supporting adoption of introduced technologies including commercialization and mass dissemination of technologies, • founding of e-linkages/connectivity, creating and use of electronic and web based knowledge portals and products, • organization or coordination of interface meetings, demonstrations, farmers meeting/field day/technology week, exhibition, TV & Radio talks and <p style="text-align: right;">Maximum 2 marks</p> <p>B Teaching/ Research/ Extension as minor function For any of the teaching/research/extension as the Minor Function mentioned by the applicant, the award of marks will be calculated as narrated above and distributed for the major function. Each total thus obtained will be multiplied by 0.25 for awarding</p>		
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	marks for the Minor Function limited to 3 marks only. Maximum 3 marks							
6	Experience in research guidance	5 marks						
	<table border="1"> <tr> <td>Research Guidance for Master's/Doctoral dissertation as major Guide</td> <td>(1 mark for each PhD student and ½ mark for PG guidance subject to a maximum of 4 marks)</td> <td>4.5 marks</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Research Guidance for Master's/Doctoral dissertation as major Guide	(1 mark for each PhD student and ½ mark for PG guidance subject to a maximum of 4 marks)	4.5 marks				
Research Guidance for Master's/Doctoral dissertation as major Guide	(1 mark for each PhD student and ½ mark for PG guidance subject to a maximum of 4 marks)	4.5 marks						
7	Monitoring and Research Coordination	3 marks						
	<ul style="list-style-type: none"> Assistance in project management and coordination Assistance in monitoring(Physical, financial and scientific) targets Preparation of review reports, proceedings and other assigned duties(specify) Participation in institutional activities/meetings Innovation in monitoring and co-ordination methods. <p>Any other relevant contribution not covered above</p> <ul style="list-style-type: none"> One mark for individual effort and a half mark for collaborative effort <p style="text-align: right;">Maximum of 3 marks</p>							
8	Special Attainments	3 marks						
	<p>One mark for each novel technology developed (patent, prototype, genetic stock, variety, process, concept, methodology/ new inventions/ gene pool identified etc.</p> <p>Half mark for each success story of technology disseminated or commercialized individual effort carries marks as indicated above, joint effort carries half the marks.</p> <p style="text-align: right;">Maximum of 3 marks</p>							
9	Externally Funded Projects	5 marks						
	<p>Only those projects supported from external sources on the basis of applicant's competence should be mentioned, such as ICAR Cess Fund Schemes, Competitive Grand Projects (CGP) under World Bank, projects funded from DST, DBT/UGC and national/international organizations/ agencies etc –projects with more than ₹ 20.0 lakhs support alone will be considered.</p> <p>2 marks for Principal Investigator (PI) per project and one mark for Co PI/associated scientist per project. AICRP will not be considered as individual project for claim in this regard. Maximum of 5 marks</p>							
10	Summer/Winter School/Refresher Course and Seminar/Symposium etc.	2 marks						
	<p>One mark for each course organized as Course Director or Course Coordinator (Marks shall be given only for organization of Winter School/Summer School/Refresher Course/ICAR-CAS training of not less than 10 days)</p> <p>One mark for Chairman/Organising Secretary/Convener for organizing Seminar Symposium</p> <p>(Workshop / Trainings organized as part of duty of the post, and simple participation, or delivering lecture or paper presentation will not be considered).</p> <p style="text-align: right;">Maximum of 2 marks</p>							
11	International Exposure	1 mark						
	<p>One mark for each one- month experience of working/associating in internationally important organization / laboratory. Period spent abroad towards Masters / PhD/ Post-Doctoral experience will not be considered.</p> <p>Half mark for paper / poster presentation in international event-seminar/Symposium/Conference / Workshop etc.</p>							

	Maximum of 1 marks		
12	Institution Building/Service Functions	3.0 mark	
	<p>Only clearly defined contributions as a leader in institutional building shall be considered. For example, creation of totally new institution, laboratory, field facility etc., that has bearing on improved standards or resource generation can be given. Likewise, in case of adding new equipments, mention can be made as to how many other scientists are benefited by such addition. Similarly, encouraging HRD, plan implementation and/or monitoring of progress to show better results, successful execution of major projects, etc. can be given.</p> <p>Service Functions: Service provided for following miscellaneous tasks by applicant qualify for award of marks:</p> <ol style="list-style-type: none"> i) Preparation of review reports, proceedings and other similar works. ii) Duties performed for at least one year or more as warden, Library I/c, Student Welfare Officer, Animal House I/c, Farm I/c, Common Instruments Lab. I/c, Assistance, PME Cell iii) Assistance at least for one year in coordination and monitoring progress of work of RAC, IMC, QRT, BOM, PME Cell, Academic Council and similar Advisory Committees of the Institute/University. iv) Production and distribution of seeds/seeds/ culture/planting materials /diagnostic services/store purchase/maintenance of farms each at least for one year. <ul style="list-style-type: none"> • 0.50 mark for each of the above criteria. <p style="text-align: right;">Maximum of 3.0 marks</p>		
13	Inter-Institutional Projects	2 marks	
	<p>Mention only those projects, which are running at more than one institution and candidate, as PI or CoPI is associated in project planning, review and progress of the work of all the centres in different institutions. Projects with more than ₹ 10.00 lakhs support will be considered.</p> <p>*one mark for each project.</p> <p style="text-align: right;">Maximum of 2 marks</p>		
14.1	Publications (Referred Articles) (NAAS 2019)	10 marks	
	<p>Identify 10 best research papers published in referred journals for allocation of score according to NAAS journal rating on a scale of 1 to 20.0. The sum total of the NAAS score for 10 publications will be multiplied by 0.143 to obtain marks.</p> <p>For research publications where NAAS Journal ID is not available, the Screening Committee shall be empowered to give marks not more than 0.5 for each publication</p> <p>For journals not covered in NAAS but have international impact factor, applicant can indicate score as (6 + impact factor)</p> <p style="text-align: right;">Maximum of 10 marks</p>		
14.2	Other Publications	5 marks	
	<ul style="list-style-type: none"> • Two marks to first author and one mark to co-authors for each book/monographs of minimum 100 pages published-authored/edited. (Maximum of 3 marks) • one mark to first author and a half mark for co-authors for each book chapters and training manual (Maximum of 1 marks) • Half mark for each conference proceeding paper/popular article/ bulletin/short communication (Maximum of 1 mark) <p style="text-align: right;">Maximum of 5 marks (3+1+1)</p>		
15.	Any Other academically relevant information	1 mark	
	TOTAL (1 to 15)	70	
	INTERVIEW	30	

GROSS TOTAL	100
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RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY
Jhansi-Gwalior Road, Jhansi-284003

Established under the Rani Lakshmi Bai Central Agricultural University Act, 2014)

Website : www.rlbcau.ac.in Email- registrar.rlbcau@gmail.com; Phone no.:- 0510- 2730555

APPLICATION FORM FOR THE POST OF
Assistant Engineer (Civil) / Assistant Registrar (Legal)

Advertisement No.....Date	<i>Fix your latest photograph and sign across</i>
Post Applied for	

Details of Fee Payment (Demand Draft of Rs.1000/- only for General and OBC category (Rs.500/- in case of ST/SC/PwD) drawn in favour of RLBCAU payable at Jhansi. Women candidates are exempted from payment of prescribed fee.

Draft Number	Date of Issue	Amount	Name of the Bank and Issuing Branch	Name of the Bank on which Drawn

1. Personal details: Use CAPITAL LETTERS and write clearly

Name						
Date of Birth	Day	Month	Year	Age as on date of advertisement	Year	Month
Place of Birth	City / Village			State	Country	
Father's Name						
Mother's name						
Nationality	Gender			Category	Marital Status	

<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender	<input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> General	<input type="checkbox"/> Single <input type="checkbox"/> Married
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If differently abled, indicate the relevant particulars	Yes/ No	Percentage of disability	Sl. No. of proof of enclosure
d. Blindness or low vision:			
e. Hearing impairment:			
f. Locomotor disability or cerebral palsy (includes all cases of Orthopedically handicapped)			

2. **Educational Qualifications:** Attach self-attested photocopy of marks sheet & degree of each examination

	Name of the Board /University	Year	Marks Obtained	Maximum marks	Percentage or CGPA	Division	Subjects studied
Matriculation (10 th)							
Higher Secondary/(10+2)							
Bachelor's degree (Name of degree)							
Master's degree (Name of degree)							
M.Phil. in							
Ph. D. inTopic:							
Any other exam passed							

3. **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. + GP/AGP	Gross Salary p.m.	Employer (Name & address of the Organization)	Experience			Nature of Assignment
					From	To	Total Experience in Years/ Months	

Your important / unique contribution(s) in the previous assignment?

4. Details of the Training Programmes attended:

Name of the Programme	Year	Duration (in days)	Organising Institution

5. Details of the Management Development Programmes attended:

Name of the Programme	Year	Duration (in days)	Organising Institution

6. Details of the Orientation Programmes / Training Programmes / Workshops

Name of the Programme	Year	Duration (in days)	Organising Institution

7. Details of the Refresher Programmes attended:

Name of the Programme	Year	Duration (in days)	Organising Institution

8. Involvement in Research & Publications, if any:

Publications	Numbers	Publishers / Journals	Communicated
Books			
Research Papers			
Articles			
Others			

Research Projects undertaken			
Major Research Projects Completed			
Major Research Projects ongoing			
Research Supervisions			
No. of Ph.Ds produced			
No. of Candidates enrolled for Ph.D			
Participations in Seminars / Conferences/ Workshops			
No. of Papers presented in a national Seminars/conferences			
No. of Papers presented in a international Seminars/conferences			

9. Any other Experience of Administrative work, if any (please furnish details) :

Capacity	Nature of work	Duration in years

10. Key Achievements/ any other Information/ Qualifications considered to be relevant to the post applied for:

11. References: Please provide names of three persons who are not related to you and are familiar with your work / professional experience / accomplishment:

	1	2	3
Name and Address			
Contact Address			
Email:			
Phone (landline) With STD Code:			
Mobile Phone no.			
Fax with STD code			

12. Have you ever been punished during your studies at College/University? (Yes/No):

13. Have you ever been punished during your service or convicted by a court of law? (Yes/No) :

14. Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? (Yes/No) :

15. Do you have any case pending against you in any court of law? (Yes/No) :

16. Contact Details of the Applicant:

Address for Correspondence		Permanent Address	
Name:		Name:	
House No:		House No:	
Street:		Street:	
City:		City:	
State:		State:	
Pin Code:		Pin Code:	
Email:		Email:	
Phone/ Cell No.(With STD Code)		Phone/ Cell No.(With STD Code)	

17. Declaration

I, _____ son/daughter of _____ hereby declare that all the particulars given 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 may be cancelled by the university without assigning any reason thereof.

Signature of the applicant

Name in Capital letters

Date: _____

Place: _____

Note:

3. Unsigned application is liable to be rejected and no correspondence will be entertained.
4. The University shall not be responsible, if any column is not filled up properly and legibly.

18. 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, failing which application is liable to be rejected.)

Forwarded to the Rani Lakshmi Bai Central Agricultural University, Jhansi- Gwalior Road, Jhansi - 284003

The applicant Dr./Mr./Mrs/Ms. _____, who has submitted this application for the post of _____, in the Rani Lakshmi Bai Central Agricultural University, Jhansi, has been working in this organization namely _____ as _____ (name of the post), 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 _____.

Further, it is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his / her application being considered by the Rani Lakshmi Bai Central Agricultural University, Jhansi.

(Signature of the forwarding officer)

Name: _____

Designation: _____

Place: _____

Date: _____

(Seal)

19. Checklist of Documents Enclosed

Sl. No	Documents	Tick (√)
1.	Matric / Secondary / High School (10 th Class) Marks Sheet	
2.	Matric / Secondary / High School (10 th Class) Certificate	
3.	Sr. Secondary / Intermediate (12 th Class) Marks Sheet	
4.	Sr. Secondary / Intermediate (12 th Class) Certificate	
5.	Bachelor's 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.	Experience Certificate(s) from previous employers:	
13.	Endorsement from the present employer	
14.	DD for the application fees (in original)	
15.	SC / ST / OBC / Handicapped Certificate	
16.	Others, if any:	