

ADITI MAHAVIDYALAYA
(University of Delhi)

APPLICATION FOR THE POST OF PRINCIPAL

Applications are invited from Women Candidates for the post of Principal in the prescribed proforma in the Pay Band (PB-4) of Rs.37400-67000/- & AGP Rs.10,000/- plus usual allowances as applicable from time to time, as per guidelines of the UGC and Delhi University in the matter. The last date for receipt of applications is 21 days from the date of publication of this advertisement.

The term of appointment of the College Principal shall be five years with eligibility for reappointment for another term only after following the due process of selection laid down under Ordinance XVIII of University of Delhi. For details, please see the website of Aditi Mahavidyalaya at www.amv94.org and www.du.ac.in under the head work@du.ac.in.

Any addendum/dedendum/corrigendum shall be posted on the college website only.

CHAIRMAN, GOVERNING BODY

ADITI MAHAVIDYALAYA
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QUALIFICATIONS FOR THE POST OF PRINCIPAL:

1. A Master's degree with atleast 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized university.
2. A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D degree holders who have passed Master's degree prior to 19th September, 1991. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.
2. Ph.D degree in concerned/allied/relevant discipline(s) in the Institution concerned with evidence of published work and research guidance.
3. Associate Professor/Professor with a total experience of fifteen years of teaching/research/administration in Universities, Colleges and other Institutions of higher education.
4. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in the University Ordinances for direct recruitment of Professors in University of Delhi/UGC in the matter from time to time.
5. The above are subject to changes/modifications by the University of Delhi.

Note The terms of appointment of the College Principal shall be five years with eligibility for re-appointment for another term only after following the due process of selection laid down under Ordinance XVIII as amended from time to time.

Applications on prescribed form can be downloaded from the college website www.amv94.org

Duly completed forms accompanied by attested copies of certificates, mark sheets etc. and full details of experience and a detailed bio-data should reach the Chairman, Governing Body, Aditi Mahavidyalaya, at the address given below through proper channels wherever applicable latest by 21 days from the date of publication in the media.

The Chairman
Governing Body
Aditi Mahavidyalaya
Delhi Auchandi Road
Bawana
Delhi-110039

CHAIRMAN

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GENERAL INSTRUCTIONS FOR CANDIDATES APPLYING FOR THE POST OF PRINCIPAL :

1. Candidates must possess the qualifications as prescribed by the University from time to time for the post of Principal. The post carries UGC pay scales plus admissible allowances. Application forms and details regarding prescribed qualifications and eligibility conditions are available at www.amv94.org as well as on www.du.ac.in . Any addendum/dedendum/corrigendum shall be posted on the website of the College only.
2. It will be open to the College to consider names of suitable candidates who might not have applied.
3. Merely fulfilling the minimum qualification or the eligibility criteria does not entitle a candidate to be necessarily considered or called for the interview. More stringent criteria may be applied for short-listing the candidates to be called for interview.
4. The applications received may be screened for short listing and recommending the candidates to be called for interview on the basis of the Screening Guidelines approved by the University. The Screening Guidelines approved by the University are enclosed with the advertisement on the college website.
5. Relaxation, if any, may be made on exceptional cases on the recommendations of the Selection Committee, subject to the approval of the UGC.
6. Recommendations of the Shortlisting/Screening Committee shall be uploaded on the website of the College. Representation, if any, may be submitted to Administrative Officer of the college within 7 working days of posting the recommendations on the website.
7. The College reserves the right not to fill up any of the advertised posts.
8. Candidates already in employment and short-listed for interview are required to submit a “No Objection Certificate” from the employer prior to or on the date of the interview.
9. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents is found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
10. Candidates may be asked to submit documents in support of their qualifications/publications/experience at any stage, if required.
11. The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected at any stage that the documents submitted by the candidates are fake or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the College.

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12. The College reserves the right to withdraw any advertised post(s) at any time without giving any reason.
 13. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the College reserves the right to modify/withdraw/cancel any communication made to the candidates.
 14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final.
 15. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
 16. Canvassing in any form will be a disqualification.
 17.
 - a. No interim correspondence shall be entertained from the candidate.
 - b. All correspondence from the College, including interview call, if any, shall be sent to the email address supplied by the candidate.
 18. Candidates are requested to send their application in the prescribed form only.
 19. All candidates should have fulfilled the minimum eligibility on the date of application.
 20. Publications 'under submission' or submitted to referees will not be considered towards points for publication criteria.
 21. Candidates called for interview shall do so at their own expenses. No TA/DA shall be paid.
 22. **Applications** completed in all respect in the prescribed form may be sent to the Chairman, Governing Body, Aditi Mahavidyalaya (University of Delhi), Delhi Auchandi Road, Bawana, Delhi-110039, ONLY through Speed/Registered Post. Please super scribe the post applied (in bold) for on the envelope. Please note, that application forms shall not be accepted in person or through courier or any other post.
- From outside India,** completed application in the prescribed form may be sent to the Chairman, Governing Body, Aditi Mahavidyalaya (University of Delhi), Delhi Auchandi Road, Bawana, Delhi, India through international post/courier.
23. The College shall not be responsible for any delay/loss due to postal or technical reasons.
 24. The candidates are instructed to carefully read the eligibility criteria. Application received without complete information shall be rejected.
 25. The last date for receipt of applications is 21 days from the date of issue of advertisement.

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GUIDELINES FOR SCREENING/SHORTLISTING OF CANDIDATES FOR THE POST OF PRINCIPAL

As per the provisions of Ordinances XI, XII & XXIV of the University, all posts of teachers, including Principal shall be filled after advertisement and by open recruitment.

In order to restrict the number of candidates to be called for interview so as to enable the Selection Committee to have a comprehensive assessment of the candidates, applications received for the post of Principal be screened on the basis of the academic and other credentials of the candidates through the following criteria :

1. The Screening/shortlisting of candidates/applications for the post of Principal shall be based on the following criteria :
 - a. The Screening/shortlisting of the candidates applications for the post of Principal shall be done by a Screening Committee constituted for the purpose as also detailed under the head Procedure for Appointment of Principal'.
 - b. Academic Performance Indicator (API) score for the post of Principal is 400, which to be calculated as per the details given below :

API Score Card

Guidelines for calculating API score for research and academic contribution as per UGC Regulations, 2010 (Category III)

For Principal (Minimum requirement : 400 API score)

S.No.	APIs	Faculties of Engineering/Agriculture/Veterinary/Medical Sciences/Science	Faculties of Languages Arts/Humanities/Social Sciences/Library/Physical Education/Management	Max. Points for University and college teacher position
III A	Research Papers/ Review Article	Research papers (in related area/subject) published in recognized and reputable journals and periodicals, having ISBN/ISSN numbers	Research papers (in related area/subject) published in recognized and reputable journals and periodicals, having ISBN/ISSN numbers	15/ publication
	Conference proceedings	Conference proceedings (in related area/subject) as full papers, etc. (Abstracts not to be included)	Conference proceedings (in related area/subject) as full papers, etc.	10/ publication

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			(Abstracts not to be included)	
III B	Research Publications Authored : Text/Subject or Reference Books	Text Subject or Reference Books (in related area/subject) published by International/National publishers/State and Central Govt. Publications with an established peer review system and ISBN/ISSN numbers	Text Subject or Reference Books (in related area/subject) published by International/National publishers/State and Central Govt. Publications with an established peer review system and ISBN/ISSN numbers	40/ sole author 30/ co-author. Text Subject or Reference book author
	Edited : Text/Subject or Reference Books/ Journals	Text/Subject or Reference Books/ Journals Edited (in related area/subject) and published by International/National publishers/State and Central Govt. Publications with an established peer review system and ISBN/ISSN numbers	Text/Subject or Reference Books/ Journals Edited (in related area/subject) and published by International/National publishers/State and Central Govt. Publications with an established peer review system and ISBN/ISSN numbers	20/ sole editor; 10/ co-editors
	Chapters in Books	Chapters in Text/ Subject or Reference Books (in related area/subject) or in edited knowledge based volumes published by International/ National publishers/ States and Central Govt. Publications with an established, peer review system of learned societies and ISBN/ISSN numbers (Chapter in self-edited Volume should not be considered)	Chapters in Text/ Subject or Reference Books (in related area/subject) or in edited knowledge based volumes published by International/ National publishers/ States and Central Govt. Publications with an established,	10/ chapter

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			peer review system of learned societies and ISBN/ISSN numbers (Chapter in self-edited Volume should not be considered)	
	Translated Books	Books translated (in related areas/subject) and published by International/ National Publishers/ State and Central Govt. Publications with an established peer review system and ISBN/ISSN numbers.	Books translated (in related areas/subject) and published by International/ National Publishers/ State and Central Govt. Publications with an established peer review system and ISBN/ISSN numbers.	20/ sole translator 10/ co-translator
	Popular article	Popular article (in related area/subject) in proceedings/ Newsletter of learned bodies/societies or Newspaper article in area of interest.	Popular article (in related area/subject) in proceedings/ Newsletter of learned bodies/societies or Newspaper article in area of interest.	10/ article
III C Research Project				
III C	Sponsored Projects carried out/ongoing	Major Projects (as per the UGC project guidelines applicable on the date of sanction)	(a) Major Projects (as per the UGC Project guidelines applicable on the date of sanction)	20/ each Project PI 10/ each to co PI/Joint PI
		Minor Projects (as per UGC project guidelines applicable on the date of sanction)	(a) Minor Projects (as per the UGC Project guidelines applicable on the date of sanction)	15/ each Project PI 8/ each to co

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				PI/Joint PI
III C(ii)	Consultancy Projects routed to concerned Institutions carried out/ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs.2.00 lakh	10/ each
III C(ii i)	Completed projects Quality Evaluation	Completed Project Report (Accepted from funding agency)	Completed Project Report (Accepted by funding agency)	20/ each major project and 10/ each minor or innovative research project
III C(i v)	Project Outcome/ Output	Patent/Technology transfer/Product/ Process	Major Policy document of Govt. Bodies at Central & State Level	30/ each national level output or patent 50/ each for International level
III D Research Guidance				
III D(i)	M.Phil.	Degree awarded only	Degree awarded only	3/ each candidate
III D(ii)	Ph.D.	Degree awarded	Degree awarded	10/ each candidate
		Thesis submitted	Thesis submitted	7/ each candidates
III D(ii i)	Undergraduate Research Project Guidance	Project Completed	Project Completed	2/ year

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III E Training Courses and Conferences/Seminars/Workshop papers				
III E(i)	Refresher courses, Methodology workshop, Training, Teaching- learning Evaluation Technology Programmes, Soft Skills development programmes, Faculty Development Programmes (Max. : 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/ each
		(b) One week duration	(b) One week duration	10/ each
III E(ii)	Papers in Conferences/Seminars/ Workshops	Presentation of Research paper (oral/ Poster) in :	Presentation of Research paper (oral/ Poster) in :	
		(a) International conferences	(a) International conferences	10/ each
		(b) National	(b) National	7.5/ each
		(c) Regional/State level	(c) Regional/State level	5/ each
		(d) Local University/ College level	(d) Local University/ College level	3/ each
III E(ii i)	Invited lectures/ special lecture or presentations for conferences/ symposia	(a) International conference	(a) International conference	10/ each
		(b) National	(b) National	5/ each
		(c) Regional/State level	(c) Regional/State level	3/ each
		(d) Local University/ College level	(d) Local University/ College level	2/ each

**** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication "III(a)" and not under presentation "III E(ii)".**

The parameters in table of Category-III (Research and Academic Contributions) shall have following capping in relation to the total API score claimed by the candidate.

Sub Category	Cap as % of API (for 100%)
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III (A) : Publications including books, research paper etc.	55%
III (B) : Research Projects	20%
III (C) : Research Guidance	10%
III (D) : Training Courses and conference/seminars/workshops etc.	15%

2. After allocation of points to all the eligible candidates, the Screening Committee will draw a list of the candidates indicating the points scored by them in descending order i.e. starting from the candidate getting the highest points towards the candidates getting lower points.
3. In case of tie in the points of two or more candidates, the candidate having the higher/highest marks at the Master's level shall be ranked above the other(s).
4. The points awarded to the candidates during the process of screening of applications shall not have any weightage/credit or merit during assessment/interview of the candidates by the Selection Committee as these points shall be used only for screening/short listing purposes.
5. The period taken by candidates to acquire M.Phil. Degree and the residency period prescribed for pursuing Ph.D. Shall not be considered as teaching/research experience to be claimed for short-listing/appointment to the post of Principal.
6. For appointment to the post of Principal, a maximum of 30 candidates would be invited in order of their ranks in the list prepared by the Screening Committee on the basis of points scored by the candidates.
7. In case of any dispute with regard to screening of the applications, the decision of the Screening Committee shall be final.

CHAIRMAN

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Application for the post of Principal

Date :	Diary No.
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General Details:

Post applied for : **PRINCIPAL**

Please paste
recent passport
size photograph

Personal Details:

First Name..... Middle Name..... Last name.....

Parent's/Spouse Name..... Date of Birth.....

Age (as on today) Y ____ M ____ D ____ Category (Gen/SC/ST/PWD/OH/VH).....

Nationality..... Gender..... Telephone No.....

Mobile No..... Email.....

Postal Address

Permanent Address

.....
.....
.....
.....

(Please add additional sheets if required for teaching/research section in the format as in this form)

Educational Qualifications

Examination	Year	Main Subject/s	Marks(%)	College Attended	University
Bachelor Degree					
Master's Degree					
M.Phil					

Please mention your specific degree in case of integrated course/programme

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Degree	Year of Award	Thesis Title	Date of Registration	University	Date of submission
Ph. D					
Other Distinctions					

Post Doctoral Research Experience

Name of University/ College/ Institution	Post held / Designation	From	To	Experience (In years & months)

Full Time Teaching Experience

Name of University/ college/institution	Designation	Status (Permanent/ Temporary /Ad hoc)	Classes Taught	Course / Subject	From	To	Experience (In years & months)

Administrative Experience

Name of University /College/Institution	Designation	Status (Permanent/ Temporary /Adhoc)	From	To	Experience (In years & months)

Present Employment Details

Please indicate whether you are currently employed. Yes/No (if yes, give details and attach self attested copy of the appointment letter).

Organisation Name..... Position Held.....

Date of appointment.....

Status (Permanent / Temporary / Adhoc).....

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ACADEMIC PROFILE

Publications in Relevant Area only

API Score is to be calculated in accordance with screening / shortlisting guidelines (Category III) for direct recruitment for the post of Assistant Professor and Professor available on the University website.

I certify that the points claimed on the basis of being the first, sole or corresponding author is based on the convention adopted by the journal/other publication.

Research Papers / Review Articles / Conference Proceedings

Title with Page Nos	Publication Type	Journal ISSN/ISBN No.	Referred Or not	Publisher (city) /country & Year of Publication	Sole / Co author	API Score

Research Publication : Books, Chapters, Edited work, Articles etc.

Title with Page Nos	Publication Type	Journal ISSN/ISBN No.	Referred Or not	Publisher (city) /country & Year of Publication	Sole / Co author	API Score

Research Projects

Title	Major / Minor	Period (In years & months)	Total Grant / Funding received (Rs.)	Name of Sponsoring / Funding Agency	Outcome of the Project	API Score

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Ongoing Consultancy Projects

Title	Stream Sciences / Arts/ Humanities etc.	Name of Awarding / Funding Agency	Amount mobilized in received (Rs.)	API Score

Completed Projects

Title	Major/Minor	Funding Agency Accepted (Yes/No)	API Score

Projects output (Patent / Technology Transfer / Project / Policy / Document)

Title	Project Output Patent/Tech. Transfer / Product / Policy Doc.	National / International Level	API Score

Research Guidance :

Level of Guidance	No. of candidate (s) registered	Thesis submitted (Numbers)	Degree Awarded (Numbered)	API Score
M.Phil				
Ph.D				

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Project Guidance at undergraduate level

Level of Guidance	No. of candidate (s) Registered	No. of Years (supervision)	API Score
Undergraduate			

Training Courses (Refresher courses, Methodology, Workshop, Training Teaching Learning Evaluation Technology Programmes, Soft skills development programmes, Faculty Development Programmes):

Name of Course / Programme attended	Sponsoring Institution	Duration	API Score

Papers presented in Conferences / Workshops / Symposium

Title / Subject of paper	Title / Subject of conference / seminar / workshop	Organising Institution (with city & country)	Conference / Symposia / Workshop (National / International)	Proceedings published (Yes/No)	API Score

Invited / Special Lecturers or Presentations at Conferences / Symposia

Title/Academic Session / Subject	Organising Institution (with City & Country)	Conference / Symposia / workshop (National / International)	Date of Lecture	Duration (In months)	API Score

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Summary of Points out of Total API points earned as per Category III

Total API points earned :

Summary of Academic Performance Indicator :

Sl.No.	Criteria	API Score claimed	API Score distribution as per UGC guidelines (in % of total API Score)	API Score applicable as per UGC guidelines
1.	Research Papers / Publications etc.		55%	
2.	Research Projects		20%	
3.	Research Guidance		10%	
4.	Training Courses and Conference / Symposia presentation		15%	
	Total API Score			

Miscellaneous Information

Computer Skills (e.g. word processing, spreadsheet, databases or any other specific software with familiarity level of basic / intermediate / advance).

ICT Usage	Skills	Specialised Packages / softwares	Familiarity

Mention your most significant contribution as a teacher (in about 100 words).

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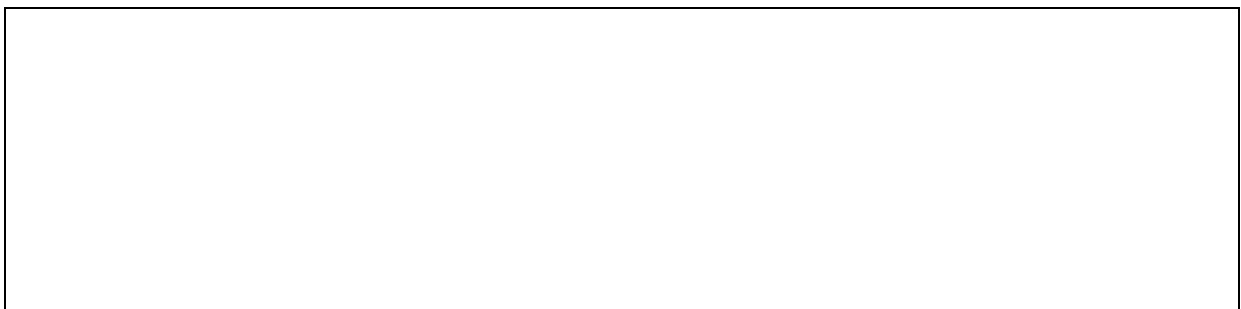
Mention your most significant research contribution in order of preference (in about 100 words)



Honours and Awards Received (Please provide details in the box below) in chronological order



Notable contributions, if any, beyond what has been mentioned above (Please provide details in the box below)



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Membership / Fellowship of Learned Bodies / Societies (Please provide details in the box below)



Participation in Literary, Cultural or other activities (Please provide details in the box below)



Mention your vision for the college for next five years taking into consideration both academic and administrative aspect (in about 100 words)

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Briefly describe your administrative experience including your knowledge of relevant rules (Service Rules, Leave Rules, Disciplinary Rules, General Financial Rules etc.) (in about 100 words)

Disclosure

Have you been debarred or punished for adopting unfair means in any Examination by the Institution / Board or University ? Yes/No

If yes, specify

Have you at any time been convicted by court for any criminal offence ? Yes/No

If yes, specify

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Three Referees Familiar with your Academic work and Administrative work

Full Name	Institutional Affiliation	Designation	Institutional Address	Mobile / Phone No.	Email

Declaration

I declare that the statements made and documents enclosed with the application form are true to the best of my knowledge and belief. If any information is found to be incorrect, my candidature is liable to be cancelled and that I may be subject to legal / disciplinary proceedings.

Applicant's Signature

Date:

No Objection Certificate from present Employer

Please indicate if NOC is not available : Yes/No

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this institution / organization has no objection to the candidature of the applicant being considered for the post applied for.

Name of Head of Institution _____

Designation _____ Signature & Seal of Head of Institution _____

Address _____ Place _____ Date _____