

TIKA RAM GIRLS COLLEGE, SONEPAT

(Affiliated to M.D., University, Rohtak)

Website : www.trgc.edu.in

email : principal.trgc@gmail.com

Sr. No. _____

To

The General Secretary
Tika Ram Education Society (Regd.)
Add: Tika Ram Model School
West Ram Nagar, Sonapat-131001

Latest
Photograph

Subject: Application for the post of _____

Category _____

With reference to your advertisement in _____

I request you to consider my application for above said post. My biodata is given below:

- Name : _____
- Father's Name : _____
- Date of Birth : _____
- Permanent Address (With Pin Code) : _____
- Correspondence Address (With Pin Code) : _____
- Contact no : (1) _____ (2) _____
- Email- ID : _____
- Present Employer : _____
(Submit NOC in attached format)

SCORE SHEETS**(As supplied from DGHE vide dated 18.04.2023-Attached with this form in last)****1. Academic Record: Maximum 20 marks**

S.No.	Particulars	Marks	Self-appraisal Marks	Marks awarded
1.	Above 55% marks in Master's degree	0.5 marks for each percentage (maximum 5 marks)		
2.	Above 55% marks in Graduation	0.4 marks for each percentage (maximum 5 marks)		
3.	Above 55% marks in 10+2/Prep.	0.3 marks for each percentage (maximum 5 marks)		
4.	Above 55% marks in Matriculation	0.2 marks for each percentage (maximum 5 marks)		

2. Teaching Experience and Assessment of Administrative Skill: Maximum 35 marks**A. Teaching Experience: Maximum 10 marks**

S.No.	Particulars	Marks	Self-appraisal Marks	Marks awarded
1.	Above 15 years teaching experience	1 mark for each year		

B. Assessment of Administrative Skill: Maximum 25 marks**(i) Experience of Administrative Responsibilities**

S.No.	Particulars	Marks	Self-appraisal Marks	Marks awarded
1.	Experience as Joint/Deputy/Assistant Director in Directorate of Higher Education	1 mark for each year		
2.	Experience as Registrar or any other Administrative post in any University	1 mark for Each year		
3.	Experience as Head of the Higher Education Institution i.e. Principal, Officiating Principal/DDO	1 mark for each year		

(ii) Experience of Key responsibilities in colleges

S.No.	Particulars	Marks	Self-appraisal Marks	Marks awarded
1.	Staff Representative or V.C. Nominee in Managing Committee of any College	1mark for each year maximum upto 3 Marks		
2.	Co-ordinator or Organizing Secretary of International/National/State Conference/Event	1mark for each year maximum upto 3 marks		
3.	Bursar	1mark for each year maximum upto 3 Marks		
4.	NSS Programme Officer	1 mark for each year Maximum upto 3 marks		
5.	YRC Counsellor	1 mark for each year maximum upto 3 Marks		
6.	Hostel Warden	1 mark for each year Maximum upto 3 marks		
7.	Member of any Statutory Body of University	1 mark for each year Maximum upto 2 marks		
8	Experience as Associate NCC Officer in HEI (s)	1 mark for each year Maximum upto 3 marks		

(iii) Experience of Committees in College

S.No.	Particulars	Marks	Self-appraisal Marks	Marks awarded
1.	Co-ordinator IQAC	1mark for each academic Year maximum upto 2 marks		
2.	Editor in Chief, College Magazine	1mark for each academic Year maximum upto 2 marks		
3.	Member, College Advisory Council	1mark for each academic Year maximum upto 2 marks		
4.	Convener, University Work Committee	1mark for each academic Year maximum upto 2 marks		
5.	Convener, Cultural Affairs Committee	1mark for each academic Year maximum upto 2 marks		
6.	Convener, Purchase/Procurement Committee	1 mark for each academic year maximum upto 2marks		

7.	Convener, Building/Works Committee	1 mark for each academic year maximum upto 2 marks		
8.	Convener, Sports Committee	1 mark for each academic Year maximum upto 2 marks		
9.	Convener, Discipline Committee	1 mark for each academic Year maximum upto 2 marks		
10.	Convener, Internal (Complaint) Committee	1 mark for each academic Year maximum upto 2 marks		
11.	Convener, Road Safety Club	1 mark for each academic year maximum upto 2 marks		
12.	Convener, Red Ribbon Club	1 mark for each academic Year maximum upto 2 marks		
13.	Convener, Eco Club	1 mark for each academic Year maximum upto 2 marks		
14.	In-charge, Placement Cell	1 mark for each academic Year maximum upto 2 marks		
15.	Incharge, Women Cell	1 mark for each academic Year maximum upto 2 marks		
16.	In-charge, Time-table Committee	1 mark for each academic Year maximum upto 2 marks		
17.	In-charge, SC/BC Committee	1 mark for each academic Year maximum upto 2 marks		

III. Academic/Research Score: Maximum 32.5 marks

S.No.	Particulars	Marks	Self-appraisal Marks	Marks awarded
1.	Research Score above 110 as per The criteria given in Appendix II, Table 2	0.3 mark for each 1 Research Score above 110		
** Attach copies as proof of documents for your calculated API score according to Annexure attached with this form – Table 2, Appendix II (as supplied by DGHE)				

Bank Draft No. _____ Date _____ Amount _____ Name of the Bank _____
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Date :

Yours Faithfully

Place :

(Signature of Applicant)

Copies must be sent to:

- (1) The Dean
College Development Council
M.D. University, Rohtak – 124001
- (2) Director General, Higher Education, Haryana

(Signature of Applicant)

I _____ D/o S/o W/o _____

hereby declare that all the entries made by me in this application from are true and correct to the best of my knowledge and I have attached related proof of documents in form of self attested copies. If anything is found false or incorrect at any stage, my candidature/appointment is liable to be cancelled.

Place:

Date:

(Full Signature of the Candidate)

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Ms./Mrs./Dr. _____ who is at present working as _____ in _____

Department/Organization is forwarded and recommended for consideration. In case he/she is selected in Tika Ram Girls College, Sonapat, he/she will be relieved from his/her present position on _____ notice.

Place: _____

Date: _____

Signature of the Head of
Institute/Organization
(Seal of the office)