



NATIONAL INSTITUTE OF FOUNDRY AND FORGE TECHNOLOGY  
HATIA, RANCHI- 834003.  
(A CENTRALLY FUNDED TECHNICAL INSTITUTE)  
UNDER  
(MINISTRY OF HUMAN RESOURCE DEVELOPMENT)  
APPLICATION FORM  
PART - A

Name of the Post:

Department:

Area of Specialization:

Advertisement No.:

Dated:

01.	Name in Full (Block Letters)					
02.	Father's Name					
03.	Date of Birth					
04.	Marital status					
05.	Nationality					
06.	Permanent address	Address for Correspondence				
07.	Telephone Number					
	Mobile Number					
	Email Id					
08.	Please, state whether you belong to SC/ST/OBC/Person with Disabilities/Gen category.					
09.	Present Post held with Designation & name of the Organization where employed					
10.	Present salary with pay scale					
	Pay Band + AGP	Basic Pay	D.A.	H.R.A	Any Other Allowances	Total Rs.
11.	Nature of Appointment (Permanent/Temporary/Adhoc)					
12.	Were you at any time declared medically unfit, asked to submit your resignation, discharged or dismissed from Government or private service?					
13.	Whether any penalty was imposed on you during the last ten years as a result of disciplinary action by any employer. If, so give details.					

14. Details of educational qualifications: Please give particulars of all examinations passed and degrees obtained commencing with the High School Level (10<sup>th</sup> standard/Matriculation) Examination. Please attach photocopies of certificates and mark sheet duly attested.

Examination	School/College/Institute	Name of the Board/University/Institution	Marks Obtained (with Max. Marks)	Distinction/Class/Division/ Grade	Date of Passing	Duration of course
Matriculation (10 <sup>th</sup> )						
Intermediate (10+2)						
Bachelors degree						
Masters degree						
Ph.D.						

15. Details of employments: Please give particulars of your present and past employments in chronological order, starting with the present one:

Sl. No.	Organization/Institute	Position held	Nature of duties/work	Date of joining	Date of leaving	Last Pay	Scale of Pay	Years of experience/Remark

16.	Research & Development, Project, Publication etc.:								
	(a) Please state the following in the format below:								
	No. of Ph.D. thesis guided		No of PG projects guided		No. of Projects involved in		No. of Patents		
	Completed	On-going			Sponsored	Consultancy			
	(b) Please state, no. of Publications(Published/Accepted) in the format below:								
	In Journals (refereed)			In Conferences				Technical Reports	Bokopik e/Elektronik/In teraktif
	National	International	Refereed		Un-refereed				
			National	International	National	International			
	(For each of the above items, please give full details in the list of publications to be attached with PBAS (Performance Based Appraisal System) at Part-B, enclose reprints of five best referred publications (if applicable) and highlight the same in the list at the appropriate place in PBAS.								
17.	No. of conferences organized/participated								
	Organized				Participated				
	International		National		International		National		
18.	Teaching Experience		No. of Years:		Post Ph.D. experience:		No. of Years:		
	(c) No. of different courses taught : Please give a list of courses taught on a separate sheet with course titles, level (UG/PG) and number of times taught.								
	(d) Areas of specialization								
	(e) Title of your Ph.D. Thesis (enclose abstracts of Thesis)								
	(f) Laboratory Experience: Please describe, in brief on a separate sheet, your experience in (i) Setting up teaching and research laboratories (ii) Conducting laboratory courses (iii) Using different types of instruments, systems, computers etc.								
	19.	Details of the short term courses organized: (Here mention only the short term courses organized. List of short term courses attended by the applicant should be mentioned at appropriate place in PBAS in Part- B.							
Name of the short term course		Duration		Sponsored by		No. of participants			

20.	Membership of Professional Bodies/Societies (Please specify National/International)
21.	Extra-curricular Activities/Administrative Responsibilities handled:-
22.	Any other information in favour of the candidature of the Applicant (If required, details can be mentioned in a supplementary attachment .
23.	References: (At least three names of referees with their clear and complete addresses along with e-mail ID. Referees should be persons with or under whom the candidate has worked and one of the referees should be from the last Organization/Institute served. Referee should not be close relative of the candidate).
	1.
	2.
	3.
24.	Check List(item-wise) documents attached.
	(a). (g). (b). (h). (c). (i). (d). (j). (e). (k). (f). (l).

25. Details of Draft:

Draft No.:

Date:

(b) Amount:

(c) Payable at:

26. API SCORE CLAIMED:

Declaration: I solemnly declare that:

- I. The foregoing information is complete and correct. I am not aware of any circumstances which may impair my fitness for employment in NIFFT, Ranchi.
- II. I have never been found guilty in plagiarism, and no such case is pending against me.
- III. I have never been disqualified from University work/appearing in any University examination.
- IV. I have never been dismissed either from Govt. or from University, college or other Public or Private Organization service.
- V. I have never been prosecuted, kept under detention or bound down/fined, convicted by the Court of Law for any offence.

Place:

Date:

SIGNATURE OF APPLICANT

Recommendation of the Employer

SIGNATURE OF EMPLOYER  
With official Seal

## PART-B

### (API score on the basis of Performance Based Appraisal System)

**Brief Explanation:** The self-assessment score will be based on verifiable criteria and will be verified by the Screening / Selection committee.

#### 1. GENERAL INFORMATION:

i.	Name of the applicant	
ii.	Designation/post held by the applicant	
iii.	Name of the Department/Centre of University/Institute	
iv.	YEAR OF PERFORMANCE APPRAISAL	

#### 2. CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

CATE-GORY I (A)	ITEM	DETAILS	MAXIMUM SCORE	A.P.I. SCORE OF THE CANDIDATE (To be given by the Candidate)	VERIFIED API SCORE OF THE CANDIDATE
i)	Lectures, Seminars, tutorials, practicals, contact hours undertaken as percentage of those actual allocated	Below 80% : No score 80%-85% : 35 86%-90% : 40 91%-95% : 45 96%- 100% : 50	<b>50</b>		
ii)	Lectures or other teaching duties in excess of the UGC norms	Below 2= No score 2-4= 8 5+ = 10	<b>10</b>		
iii)	(a) Preparation and imparting of knowledge / instruction as per curriculum; (b) Syllabus enrichment by providing additional resources to students	For (a)- 10 For (b)-10	<b>20</b>		
iv)	Use of participatory and innovative teaching-learning methodologies, updating of subject content, course improvement etc.	If used full score	<b>20</b>		
v)	Examination duties (Invigilation; question paper setting, evaluation/ assessment of answer scripts) as per allotment.	[Invigilation: 5 question paper setting – 10 evaluation/ assessment of answer scripts-10	<b>25</b>		
<b>Total score-</b>			<b>125</b>		
<b>Minimum API score required</b>			<b>75</b>		

**CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSION RELATED ACTIVITIES**

Sl. No.	ITEM	DETAILS	MAXIMUM SCORE	A.P.I. SCORE OF THE CANDIDATE (To be given by the Candidate)	VERIFIED API SCORE OF THE CANDIDATE
i)	Student related co-curricular, Extension and field based Activities (such as extension work through NSS/ NCC and other channels, cultural activities, subject related events, advisement and counseling) <i>(Detailed list to be enclosed)</i>	Activities may be in one or more than one particular field (s)	<b>20</b>		
ii)	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities <i>(Detailed list to be enclosed)</i>	Membership of committees 1 : 4 2-3 : 10 4 and above: 15 Dean, Students' Welfare : 15 Dean, R&D / Dean of School (Full term) : 15 Head of the Department : 10	<b>15</b>		
iii)	Professional Development activities (such as participation in seminars, conferences, short term training courses talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below) <i>(Detailed list to be enclosed)</i>	Seminars/ Conferences : 3  Short term training/ talks or Lectures: 3  Membership of associations :3 Dissemination and general articles : 6	<b>15</b>		
<b>Total score</b>			<b>50</b>		
<b>Min API Score Required</b>			<b>15</b>		

**CATEGORY-III: RESEARCH AND RELATED CONTRIBUTIONS**

Sl. No.	APIs	Engineering / Agriculture / Veterinary Science / Sciences / Medical Sciences	Faculties of Languages / Arts / Humanities / Social Sciences / Library / Physical Education / Management	Max. points for University and college teacher position	A.P.I. score of the candidate (To be given by the candidate)	verified API score of the candidate
<b>III (A)</b>	Research Papers published in	Refereed Journals *	Refereed Journals*	15/publication		
	<i>(Detail list to be enclosed)</i>	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10/publication		
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/publication		
<b>III (B)</b>	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50/sole author; 10/chapter in an edited book		
	<i>(Detail list to be enclosed)</i>	Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN / ISSN numbers	Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25/sole author, and 5/ chapter in edited books		
		Subjects Books by other local publishers with ISBN / ISSN numbers	Subject Books by Other local publishers with ISBN/ISSN numbers.	15/sole author, and 3 / chapter in edited books		
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter		
		Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories	5 / Chapter		
<b>III (C) RESEARCH PROJECTS</b>						
<b>III(C)(i)</b>	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project		
	<i>(Detail list to be enclosed)</i>	(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project		
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project		
<b>III(C)(ii)</b>	Consultancy Projects carried out / ongoing <i>(Detail list to be enclosed)</i>	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs. 2.0 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively		
<b>III(C)(iii)</b>	Completed projects : Quality Evaluation <i>(Detail list to be enclosed)</i>	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project		

III(C)(iv)	Projects Outcome / Outputs <i>(Detail list to be enclosed)</i>	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International level		
III (D)	<b>RESEARCH GUIDANCE</b>					
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 candidate		
III(E)	<b>TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS</b>					
III(E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points) <i>(Details to be enclosed)</i>	(a) Not less than two weeks duration	(a) Not less than two weeks Duration <i>(Details to be enclosed)</i>	20/each		
		(b) One week duration	(b) One week duration	10/each		
III(E) (ii)	Papers in Conferences/ Seminars/ workshops etc.**  <i>(Details to be enclosed)</i>	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers(oral/poster) in			
		a) International conference	a)International conference	10 each		
		b) National	b) National	7.5 / each		
		c) Regional/State level	c) Regional/State level	5 /each		
III(E)(iii)	Invited lectures or presentations for conferences/ symposia <i>(Details to be enclosed)</i>	(a) International	(a) International	10 /each		
		(b) National level	(b) National level	5		

\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

\*\* 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)).



\*\*\*Minimum Scores for APIs for direct recruitment of teachers in university department/Colleges and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.

	Assistant Professor/equivalent cadres	Associate Professor cadres	Professor cadres
Minimum API Scores	Minimum Qualification as stipulated in these regulations	Consolidated API score requirement of 300 points from category III of APIs	Consolidated API score requirement of 400 points from category III of APIs
Selection Committee criteria/weightages (Total Weightages = 100)	Academic Record and Research Performance (50%) Assessment of Domain Knowledge and Teaching Skills (30%) Interview performance (20%)	Academic Background (20%) Research performance based on API score and quality of publications (40%) Assessment of Domain Knowledge and Teaching Skills (20%) Interview performance (20%)	Academic Background (20%) Research performance based on API score and quality of publications (40%) Assessment of Domain Knowledge and Teaching Skills (20%) Interview performance (20%)

**NOTE:**

The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

**3. Summary of API Score as per PBAS (For the entire period of assessment):**

	Minimum Score required	Score obtained by the candidate	Verified API Score of the Candidate
Category-I			
Category-II			
Category-III			

**4. Any other information the candidate would like to provide:**

**Date:**

**Place:**

**(Full Signature of the applicant)**

5.FORWARDING NOTE OF THE	
Verification by the H.O.D./IQAC/Director on API Score:	Name: Designation: Signature with date:

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