

### APPLICATION FORM FOR THE POST OF ACADEMIC COORDINATOR

- Note:**
1. Fill the application in block letters only or type.
  2. Attach separate page(s) in case of insufficient space in any line/box.
  3. Details of necessary qualifications, conditions of appointment, etc. are available on the AUD website.
  4. Candidates must submit a separate application for each post applied for.

Space for Photograph

1. Position applied for : \_\_\_\_\_

2. a) School : \_\_\_\_\_

b) Area(s) of specialization: \_\_\_\_\_

3. a) Name in full : \_\_\_\_\_

b) Father's/Husband's Name : \_\_\_\_\_

4. Marital status : \_\_\_\_\_ 5. Male/Female: \_\_\_\_\_

6. Permanent residential address: \_\_\_\_\_  
\_\_\_\_\_

7. Address for correspondence: \_\_\_\_\_  
\_\_\_\_\_

8. (a) Tel. no. (with STD code): 

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

(b) Mobile no. : 

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

(c) E-mail address : \_\_\_\_\_

9. Date of birth : 

--	--

 (Day) 

--	--

 (Month) 

--	--	--	--

 (Year)

10. Nationality/citizenship : \_\_\_\_\_

11. Category (SC/ST/Physically Disabled [PD]/Gen.): \_\_\_\_\_

12. Educational qualifications (attach additional pages if necessary):

Examination / Degree	University / Board	Year awarded	Division	Percentage marks / grade	Subjects
Matric./SSC/ 10 <sup>th</sup> Class					
10+2 or equivalent					
BA/BSc/BCom or equivalent					
MA/MSc/MCom/M.Ed/MBA etc. or equivalent					
MPhil (other details in 13. below)					
PhD (other details in 14. below)					
Other					

13. Title of MPhil thesis: \_\_\_\_\_  
\_\_\_\_\_

14. Title of PhD thesis: \_\_\_\_\_  
\_\_\_\_\_

Discipline/area in which awarded: \_\_\_\_\_  
\_\_\_\_\_

Name(s) of the PhD supervisor(s): \_\_\_\_\_  
\_\_\_\_\_

15. Qualification in NET/equivalent test

i) Name of the test: \_\_\_\_\_

ii) Month & year of passing 

--	--

 (Month) 

--	--	--	--

 (Year)

iii) Roll/registration no. : 

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

16. Experience (starting with the most recent, attach additional pages if necessary):

Name of the institution/ organization	Post held	Pay Band	Period (Give Exact Dates)		Nature of work	Last pay drawn (Basic + AGP) (Rs.)
			From	To		

17. Minimum salary acceptable in the Pay Band of the post applied for:

---

18. **Publications:** (Attach one copy each of three publications which you consider most important. Under all subheads below indicate first the *number of publications*. Detailed lists or descriptions should be attached on additional pages)

a. **Books:** with details of authorship (independently/jointly), book title, place of publication, name of publisher and year of publication, ISBN number.

---

b. **Articles/Papers:**

(i) If in an edited book provide details as above for books.

(ii) If in a journal provide title along with journal name, volume, no., year of publication, page no.

---

c. **Abstracts:** provide details similar to those for Articles/Papers above.

---

d. **Official reports, surveys, etc.**

---

e. **Other professional/creative/pedagogical material (e.g., videos/films, learning aids such as workbooks, recordings, websites, etc.), performances or creative expressions, writing for non-academic audiences, etc.**

---

19. Language(s) known (attach additional page if necessary):

Language (s) known (Please tick)	Read	Write	Speak
(i) English			
(ii) Hindi			
(iii)			
(iv)			

20. Details of research supervision. (Attach a list of candidates supervised for PhD)

---

21. Research projects completed. (Provide a list specifying projects titles, funding agencies and years of completion.)

---

---

22. Other relevant information you wish to provide (e.g., membership of professional bodies; editorship; membership of national/international committees; professional credentials; etc.). Attach pages if necessary.

23. Write 500 words on your vision for AUD and how your own professional aspirations fit into this vision.

24. Name, professional affiliation, address, phone no. and email address of two referees.

1.

2.

25. Certified that the information given by me in this form is complete and correct to the best of my knowledge and nothing has been concealed. I have attested the copies of all certificates submitted along with the form. I consent to the University verifying information given in the application.

**Date:**

**Place:**

**Signature of the applicant**

**Additional instructions:**

- I. Attach off prints or pdf copies of at least two of your recent publications.
- II. If additional pages are included in response to the questions/items above, be sure to identify item numbers: e.g., Addendum, Item 18 (Publications) .
- III. Self attested copies of certificates supporting information given under items 11, 12, 15 & 16 must be attached. Candidates submitting applications electronically should attach digital scans of certificates/documents.
- IV. If in regular employment, forwarding letter from the relevant organization/authority should be provided.