



P.G.D.A.V. COLLEGE (EVE.)

पी.जी.डी.ए.वी. कॉलेज (साध्य)

(UNIVERSITY OF DELHI)

APPLICATION FOR THE POST OF PRINCIPAL

Applications are invited for the post of Principal, PGDAV College (Eve); New Delhi. in the prescribed proforma on payment of Rs. 250/- Cash or by Bank Draft in favour of **DAV College Managing Committee, Chitra Gupta Road, New Delhi-110065** to be obtained from its office or be downloaded from www.davcmc.net.in in the pay band (PB-4) or Rs. 37400-67000/- & AGP Rs. 10,000/- plus usual allowances as applicable from time to time. The last date of receipt of application is 21 days from the date of publication of this advertisement.

For detailed information please visit www.pgdaeve.in and www.du.ac.in under the head work@du.ac.in .

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

CHAIRMAN, GOVERNING BODY



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General Instructions for Candidates

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 College website: www.pgdaevee.in. Any addendum /addendum /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 in exceptional cases on the recommendations of the Selection Committee, subject to the approval of the UGC.
6. Applications once submitted will not be allowed to be withdrawn.
7. Recommendations of the Short listing/ 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.
8. The College reserves the right not to fill up any of the advertised posts.



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9. 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.
10. 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 are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
11. Candidates may be asked to submit documents in support of their qualifications /publications/ experience at any stage, if required.
12. 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.
13. The College reserves the right to withdraw any advertised post(s) at any time without giving any reason.
14. 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.
15. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final.
16. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
17. Canvassing in any form will be a disqualification.
18.
 - a. No interim correspondence shall be entertained from the candidate.



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- b. All correspondence from the College, including interview call, if any, shall be sent to the email address supplied by the candidate.
19. Candidates are requested to send their application in the prescribed form only.
20. All candidates should have fulfilled the minimum eligibility on the date of application.
21. Publications 'under submission' or submitted to referees will not be considered towards points for publication criteria.
22. Candidates called for interview shall do so at their own expenses. No TA/DA shall be paid.
23. Applications completed in all respect in the prescribed form may be sent to the **DAV College Managing Committee, Chitra Gupta Road, New Delhi-110065** only through Speed/Registered post. Please superscribe 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 **DAV College Managing Committee, Chitra Gupta Road, New Delhi-110065** India, through international post/courier.
24. The College shall not be responsible for any delay/loss due to postal or technical reasons.
25. The candidates are instructed to carefully read the eligibility criteria. Application received without complete information shall be rejected.
26. The last date for receipt of applications is 21 days from the date of publication of this advertisement.

Chairmen, Governing Body



Qualifications for the post of Principal

1. The direct recruitment to the posts of Principal of the College shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committee.
2. A Master's degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University.
 - A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their 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.
3. A Ph.D. degree in concerned/allied/relevant discipline(s) in the institution concerned with evidence of published work and research guidance.
4. Associate Professor/Professor with a total experience of fifteen years of teaching/research/administration in Universities, Colleges and other institutions of higher education.
5. 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/Colleges.
6. 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 as amended from time to time.



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APPLICATION FORM FOR THE POST OF PRINCIPAL

Date: _____	Application No.: _____
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-----Please do not write anything above this line-----

Application Fee:

Name & Branch of issuing Bank: _____	Draft No: _____	Amount: _____
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Application Form for the Post of Principal

Please Paste
Recent Passport
Size Photograph.

General Details

Post Applied For : PRINCIPAL

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



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

Educational Qualification

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

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

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



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Post-Doctoral Research Experience

Name of University/College/Institution	Post held/Designation	From	To	Experience (in years & month (s))

Full-time Teaching Experience

Name of University/College /Institution	Designation	Status (Permanent /Temporary /Ad-hoc)	Classes Taught	Course/ Subject	From	To	Experience (in years & month(s))



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Administrative Experience

Name of University/College/ Institution	Designation	Status (Permanent/ Temporary/ Ad-hoc)	From	To	Experience (in years & month(s))

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)

Organization Name _____ Position Held _____

Date of Appointment _____

Status (Permanent/ Temporary/ Ad-hoc) _____



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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 Associate 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.	Refereed or Not	Publisher (city/country) & Year of Publication	Sole/ Co-Author	API Score

Research Publications - Books, Chapters Edited work, Articles etc.

Title with Book(s)	Publication Type	Book/Journal ISSN/ISBN No.	Refereed or Not	Publisher (city/country) & Year of Publication	Sole/ Co-Author	API Score



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Research Projects

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

Outgoing 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 Acceptance (Yes/No)	API Score



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Projects Output (Patent/ Technology Transfer/ Product/ 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)	Thesis Submitted (numbers)	Degree Awarded (numbers)	API Score
M. Phil				
Ph. D.				

Project Guidance at undergraduate level:

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



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Training Courses (Refresher course, 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/ Workshop/ Symposium:

Title/ Subject of paper	Title/ Subject of conference/ seminar/ workshop	Organizing institution (with City & Country)	Conference/ Symposia/ Workshop (National/ International)	Proceedings published (Yes/No)	API Score



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Invited/ Special Lectures or Presentations at Conferences/ Symposia:

Title/ Academic Session/ Subject	Organizing institution (with City & Country)	Conference/ Symposia/ Workshop (National/ International)	Date of Lecture	Duration (in Mins.)	API Score

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

Total API points earned:

Summary of Academic Performance Indicator:

S.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 Paper/ Publications etc.		55%	
2.	Research Projects		20%	
3.	Research Guidance		10%	
4.	Training Courses and Conference/ symposia presentations		15%	
	Total API Score			



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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	Specialized 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



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

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



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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 _____

Where you ever discharged or dismissed form any previous employment? 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.

Date:

Applicant's Signature



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NO OBJECTION CERTIFICATE FROM PRESENT EMPLOYER

Please indicate if NOC is not available: Yes/No

Forwarded with 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 _____