

7 Give in chronological order details of your employment:							
Name and address of Institution/office	Post Held	Scale of Pay	Period		Total period in each cadre	Basic Pay & Gross Pay	Regular/Adhoc/ University ratified
			From	To			
1	2	3	4	5	6	7	8
8	Have you published any papers or text books? If so, give particulars and if possible enclose copies of papers/books clearly mentioning the names of International/National Journals in the case of papers published and conferences participated for Presenting papers, names of publishers in the case of Text books (Please see the Instructions Sheet- Point No. 22) Insert here a reference about the sheet attached.						
	Details	National (No.)	International (No.)	Details	National (No.)	International (No.)	
	Journals			Conferences			
	Seminars			Workshops			
	Text Books			Monographs			
9	Membership in professional bodies:						
10	No. of Ph.Ds guided if any (Give details on a separate sheet)						
11	Awards received if any (Give details on a separate sheet)						
12	Languages known:						
13	Details of experience:						
	Teaching to post-graduate classes with details of subjects handled, course, semester, year etc., (Enclose separate sheet if required)						
	Guiding Research						
	Industrial Experience						
Administrative Experience							
14	If appointed what time period would you require for joining the post?						
15	Have you ever been a candidate for any post advertised by the University during the last three years? If yes, give particulars						
16	Additional Remarks: (Applicant may mention here any special qualification acquired or experience gained in organization, administration, teaching, sports, NCC etc. not given above.) (Separate sheet to be enclosed if necessary).						
17	Details of Demand Draft towards Registration Fee: (A crossed DD for Rs.500/- (in case of SC/ST candidates the fees is Rs. 250/-) drawn in favour of Registrar, JNT University Hyderabad must be enclosed. The application not accompanied by the Crossed DD will not be considered.						
	Name of the issuing bank (indicate place, town etc. where the bank is located)			D D No.& Date		Amount	

18	REFEREES (The referees should be persons residing in India holding responsible position and not related to the candidate)			
	S.No.	Name	Occupation or Position	Address
	1			
	2			
	3			
19	Details of Enclosures:			
	a.			
	b.			
	c.			
	d.			
	e.			
	f.			
	g.			
	h.			
	i.			

Date
Place

SIGNATURE OF THE APPLICANT

DECLARATION TO BE SIGNED BY THE APPLICANT

I hereby declare that the statements made in this application are true to the best of my knowledge.

Date:.....

SIGNATURE OF THE APPLICANT

UNDERTAKING

I hereby give an undertaking that if selected I will work in any of the Constituent Units or Constituent Colleges of Jawaharlal Nehru Technological University Hyderabad including JNTUH College of Engineering, Jagityal, Karimnagar District by posting or by transfer while in service.

Date:.....

SIGNATURE OF THE APPLICANT

FOR GOVERNMENT/UNIVERSITY SERVANTS ONLY

Endt. No.

Date:.....

Forwarded to the Registrar, Jawaharlal Nehru Technological University Hyderabad Administrative Block, Kukatpally, Hyderabad – 500 085, Andhra Pradesh.

The applicant is a permanent employee/Approved Probationer/Probationer/Temporary Employee in this Department College. His/Her character as far as is known to me is good and his/her work suggested that he/she would be suitable for appointment. He/She will be relieved from the present post if he/she is selected for the post to which he/she applied.

I certify that all the entries made in the application are correct according to his/her Service Book or records maintained in this Office.

I recommend that his application may be considered

Full Signature

Designation

Office Seal

INSTRUCTIONS TO CANDIDATES FOR RECRUITMENT TO VARIOUS VACANT TEACHING POSTS

1. Applications received late, or incomplete application forms will not be considered.
2. If a candidate had been in employment, he/she should either give his/her present or most recent address of the employer or immediate supervisor as reference, or submit a testimonial from him/her.
3. Canvassing in any form will disqualify the candidate.
4. A Candidate must be in sound in body and health. He/She must be prepared to undergo such medical examination and satisfy such medical authority the University may prescribe.
5. Every successful candidate will be informed of the result of his/her application in due course after approval by the competent authority and any interim enquiries about the result will therefore not be answered.
6.
 - i. Candidates should satisfy themselves that they are eligible to apply before filling up the application form. The conditions prescribed cannot be relaxed.
 - ii. Candidates who are already in service (whether permanent or temporary) should submit their applications through the competent authority of their organization.
 - iii. The application form should be filled up in the candidate's own hand writing and the signature at the end must be in full.
7. A candidate who is found to have knowingly furnished any particulars which are false or to have suppressed material information, will be disqualified and if appointed, will be liable for dismissal without notice.

Note: Candidates are warned that if the application form is incomplete or wrongly filled or is not accompanied by any of the documents wherever necessary, or a reasonable explanation of its absence, it will be summarily rejected and that no appeal against or correspondence regarding its rejection will be entertained.

8. Documents to accompany the application form:
 - A) **ACADEMIC QUALIFICATIONS:** True copies of Degrees/Diploma and other certificates of academic nature attested by Gazetted Officers (other than the applicant) should be attached to the application form. All certificates in original must be produced only at the time of interview and shall not be attached to the application form. If any of the originals are not produced at the time of the interview the candidates are liable to be disqualified.
 - B) **EVIDENCE OF AGE:** The proof of age acceptable. by the University is the age or date of birth entered in the Matriculation Certificate or in the Secondary School Leaving Certificate or the Higher Secondary Certificate or a Certificate recognized by an Indian University as equivalent to Matriculation, or an extract from a Register of Matriculates maintained by the University. The extract must be attested by the proper authority of the University. The Candidates shall satisfy the qualification and age as on the last date of receipt of filled in application form by the University.
 - C) **CHARACTER CERTIFICATE:** Candidate must submit a **CERTIFICATE IN ORIGINAL** together with an attested copy thereof, from some person in authority (e.g. Principal, Head of the Institution etc.) at an educational Institution which the candidate is attending or has attend for atleast one year during the three years immediately preceding the date of his application. The signatory of the certificate should give his designation in full.

NOTE:

 - a. Candidates who have not attended any educational institution for atleast one academic year within three years before the submission of their application may submit a certificate of their character and respectability in **ORIGINAL WITH** an attested Copy **THERE OF FROM A GAZETTED OFFICER IN SERVICE.**
 - b. Only one certificate of character is required.
9. The original certificates if sent with the application will not be returned until the interviews are completed.
10. If any certificate is not submitted with the application, a reasonable explanation of its absence must be given in the application. However, it does not give a right for consideration of application.
11. The filled in application form received after the last date will be summarily rejected.
12. If the applicant is employed, and if he feels that his application will not reach the University in time, if forwarded through proper channel, he may fill in an advance copy of his application on the prescribed form and submit it to the University and get his original application forwarded through the proper channel.

13. Candidates must make arrangements to see that communication addressed to them on the address stated in the applications are redirected, if necessary to their changed address.
14. As a general rule selected candidates will have to produce a Medical certificate from a medical officer not below the rank of civil surgeon that he is in sound in body and health.
15. In the case of Govt. employees the Head of the Department should certify that the Government has agreed to relieve the candidate, if recruited.
16. Candidates in private and semi-government services must attach a letter to indicate that they have applied with the knowledge of their employers, and that they will be relieved by the organisation, if selected.
17. The date of interview will be intimated in due course of time. The office will not be responsible for the late or non-delivery of the intimation posted to candidate.
18. The selected candidates will be required to join duty within a month from the date of issue of orders, unless otherwise instructed in the order of appointment failing which the appointment of the candidates will be treated as cancelled.
19. Candidates belonging to Scheduled Castes/Scheduled Tribes/Backward Class Physically handicapped should enclose attested copy of Community Certificate/medical certificate as the case may be along with the application form.
20. The University will acknowledge the receipt of application provided a self addressed post card duly affixed with postal stamps and attached to the application. No application will otherwise be acknowledged.
21. Wherever necessary the University may prefer conducting a screening/written test and based on the performance in the written test suitable number of candidates will be called for Interview.
22. Please give full particulars on a separate sheet in the following format for **Column No. 8 in the Application Form:**
23. The candidates selected should work in any of the constituent Colleges/ Units of the University including JNTUH College of Engineering, Jagityal, Karimnagar district.

For Journals:

Sl. No.	Name of the Journal etc.	Title of Paper	Month & Year of publication,	National or International
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For Conferences:

Sl. No.	Name of the Conference	Place	Title	Month & Year	National or International
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For Workshops:

Sl. No.	Name of the Workshop	Place	Title	Month & Year	National or International
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For Seminars:

Sl. No.	Name of the Seminar	Place	Title	Month & Year	National or International
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For Text books:

Sl. No.	Name of the Text Books	Name of the Authors	Title	Month & Year	Name of the publisher
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For Monographs:

Sl. No.	Name of the Monographs	Month & Year
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Sd/- x x x

REGISTRAR I/c.