# UNIVERSITY OF MUMBAI

**AAQA/ICD/2023-24/954**

## INSTRUCTIONS TO CANDIDATES

* 1. Candidates from all categories can apply.
  2. Candidates having knowledge of Marathi will be preferred.
  3. Candidate shall submit 5 sets of application form in the Mumbai School of Economics & Public Policy, Ranade Bhavan, Vidyanagari Campus, Kalina, Mumbai 400 098 Application must be accompanied by copies of certificates regarding educational qualifications, prescribed experience and age, failing which it will be treated as incomplete and liable to be summarily rejected.
  4. The candidate shall have to submit along-with the application form a declaration in form “A” as per the rules prescribed by the Government of Maharashtra in respect of small family vide Notification No.SRV.2000/CR(17/2000)XII, dated 28thMarch, 2005 and the eligibility of the applicant will be determined as provided under this rule.
  5. Candidates should invariably fill the information regarding Court cases pending, Criminal cases, Disciplinary actions or equivalent etc. in the relevant column of the application Form. Any changes in this information as and when occurred after the submission of application Form till the completion of recruitment process should be brought to the notice of the University by the candidate, failing which the University reserves the right to cancel the candidature and to debar him/her from all selections.
  6. The candidates should possess the required educational qualifications, and experience on or before the Last date of the Application.
  7. Educational qualification, experience etc. mentioned in this advt./notification indicate the minimum eligibility for the relevant posts. However, if the number of prima facie eligible candidates applied for post is disproportionately large in comparison to the number of posts available, suitable criteria may be adopted for short-listing candidates for interview. For adopting criteria candidates having higher qualifications and/or experience will be considered. Criteria so adopted will depend upon the circumstances prevailing on each occasion of recruitment. This may result in non- selection of candidates for interview, though they fulfil requirements prescribed in the Advt. or who were called for interview for the same post on earlier occasion.

…3/-

…3…

* 1. University reserves its right to fill-in and not fill in any of the vacancies advertised. So also University reserves its right to appoint or not to appoint the candidates though recommended by the Selection Committee.
  2. The persons working outside this University should produce “No objection Certificate” from their present employer though the application is received through the proper channel at the time of interview.”
  3. The appointments of Fellow (A) and Fellow (B) are purely on CONTRACUTUAL basis and for a period of 3 (Three) years (an undertaking to the effect that no claim to permanency will be taken from the candidates)

1. Candidates are advised to satisfy themselves before applying that they possess the prescribed qualifications and has to ensure that they possess the prescribed qualifications and are eligible in all respect as per the eligibility Conditions. No inquiry asking for advice as to eligibility will been entertained.
2. Candidate should remit **through Demand draft, the** Application Fee of **Rs. 500/- (Rs. Five Hundred only)for General category candidates and Rs. 250/- (Rs. Two Hundred Fifty Only) for candidates belonging to Reserved category.** Demand Draft is to be drawn on the Name of **“Finance & Accounts Officer, University of Mumbai”**, payable at Mumbai.
3. The fee once paid will not be refunded in any case.
4. Candidate belonging to reserved categories domiciled outside the Maharashtra State will be treated as Open as per G.R.NO.CBC-1084/54577(1813) BCW-5, dated 1st November, 1985 and Circular No. CBC-1688(2829) MAVAK-5, dated 29th July1988.
5. The reservation for Women and Physically challenged person/s is applicable as per rules.
6. Candidates called for interview will have to present themselves at their own expenses.

### Canvassing, direct or indirect will be disqualification.

1. ***Declaration :****I have read all the instructions and terms & conditions, carefully and hereby declare that, all are acceptable tome.*

***Date:*** *Signature of candidate*

***Name :***

**University of Mumbai**

*Notes :****Pls. Read the instructions carefully before filing online form.***

***Fees once paid cannot be refunded, in any case.***

***\* Strike off whichever is not applicable.***

Prescribed Application Format

To,

The Registrar, Advertise No.: AAQA/ICD/2023-24/954

University of Mumbai, Date of Advt.: 10/10/ 2023

Fort, Mumbai -400032.

Sir,

I wish to apply for the post of

with \*Subject / Specialization :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*My particulars are given below :*

1. Full Name:

(Beginning with Surname and in Block Letters)

1. Full Address for correspondence:

Pin code

1. Contact Details : Telephone No.(Residence) (Office) Mobile No.: e-mail:
2. Date of Birth: Age as on date: Years Month/s
3. Place of Birth:
4. Sex(Male/Female): 7. Married / Unmarried:

8. Nationality: 9. Domiciled:

1. Whether belongs to:

( Scheduled Caste, Scheduled Tribes, De-notified Tribes, Nomadic Tribes, Other Backward Class, Special Backward Class, Open )

1. Whether Physically Handicapped with minimum 40% disability (Yes/No)

If yes, state nature & percentage of disability: %

Nature of disability:

1. Educational Qualification:

*( Pls attach all relevant Documents )*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Examination | University  / Board | Month & Year of Passing | Subjects | % of Marks obtained | Class / Division/ Grade |
| Higher Secondary  / H.S.C. |  |  |  |  |  |
| UG Degree + |  |  |  |  |  |
|  |
| PG Degree+ |  |  |  |  |  |
|  |
| M. Phil.+ |  |  |  |  |  |
|  |
| Ph.D.+ |  |  |  |  |  |
|  |
| NET / SET / SLET |  |  |  |  |  |
|  |
| Any other Degrees/ Diploma’s |  |  |  |  |  |
| Any other Degrees/ Diploma’s |  |  |  |  |  |

***Note : ( + Pls. state the Faculty )***

1. Account for breaks, (if any) in the academic career\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Teaching / Technical / Professional Experience at UG and PG level ( if any) :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **College / Institution** | **Subject** | **Position held** | **Nature of appointment Prmnt./Temp.** | **Period of Appointment with Dates**  **From To** | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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1. Research work done : *( Pls. Attach separate sheet, if required)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Number of Students successfully guided:
2. (i) No. of Publications in Journals of concerned subject:

(ii) No. of Books: (iii) No. of Articles:

1. Patents, if any : Give details

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1. Pls. State information regarding Court Case / Criminal proceeding / Disciplinary action:
2. (a) Present Position held:

(b) Service :*(Govt./ Aided/ Self Financed/ Private/ Public Sector)*

(c) Name of the Institution employed :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Date of Appointment:
2. (i) Pay Rs. **Pay Band -Rs.** 
   1. AGP Rs.
   2. DA Rs.
   3. HRA Rs.
   4. CLA Rs.
   5. Other Rs. *State the allowances, if any*
   6. **Total Rs**. ***(Attach last pay certificate)***
3. Names and

addresses of three persons from concerned field of studies / profession of candidate to whom references may be made

1.

Contact Nos.

2.

Contact Nos.

3.

Contact Nos.

1. Declarations:
   1. I have read the eligibility criteria for the post, terms & conditions and all the instructions properly. They are all accepted to me and shall abide by them.
   2. I understand that the posts of Fellow (A & B) are contractual posts and I will not claim permanency after completion of my tenure.
   3. The responsibility of producing Caste validity certificate is mine and abide by it.
   4. I understand that no notice period shall be taken of any request for withdrawal of my application /Candidature.
   5. I understand that the fee once paid will not be refunded in any case.
   6. I understand that in the event of any information being found false, incomplete or incorrect my candidature / appointment is liable to be cancelled / terminated without any notice.
   7. I understand that incomplete applications, applications without required enclosures, applications without requisite fee and applications not submitted in the manner and procedure prescribed by the university shall be summarily rejected.
   8. I hereby declare that all statements made by me in this application are true, complete and correct to the best of my knowledge and belief.

Place : \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of candidate*

Date: \_\_\_\_\_\_\_\_\_\_ ***Candidate Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **University of Mumbai**    **SYNOPSIS**  *Notes: 1) To be filled in by the candidate no column/row be deleted*  *2) The information asked is to be furnished on this sheet only & no addition sheet be used in this sheet* | | | | | | | | | | | | | | | | *Passport size Photograph* | | | |
| Candidate‟ Name  *( Beginning with Surname )* | | |  | | | | | | | | | | | | | | | | |
| Post Applied for | | |  | | | | | | | | | | | | | | | | |
| Subject Name | | |  | | | | | | | | | | | Sr. No. of Post | | | | | 01 |
| 1 | Category : SC/ST/DT-NT/OBC/SBC/OPEN *(Pls. specify)* | | | | | | | | | | | | |  | | | | | |
| 2 | Gender |  | | Physically Challenged | | | | |  | | Type of Disability | | | |  | | | | |
| 3 | Application Fee | | | Rs. | | DD No. | | | |  | | | | Date: | | | | | |
| 4 | Name of Bank & Branch: | | | | | | | | | | | | | | | | | | |
| 5 | Date of Birth: / / | | | | | | | Age completed | | | | Years | | | Months | | | Days | |
| 6 | **Educational Qualifications :** | | | | | | | | | | | | | | | | | | |
|  | **Degree** | | | | | | **University** | | | | | | **Passing Year** | | | | **Grade / %** | | |
| a | UG | | | | | |  | | | | | |  | | | |  | | |
| b | PG | | | | | |  | | | | | |  | | | |  | | |
| c | Ph.D. | | | | | |  | | | | | |  | | | |  | | |
| d | NET/SET | | | | | |  | | | | | |  | | | |  | | |
| 7 | **Experience :** | | | | | | | | | | | | | | | | | | |
|  | **College / Institution (Last three)** | | | | | | **Post held** | | | | | | **From** | | | | **To** | | |
| a | Present post | | | | | |  | | | | | |  | | | |  | | |
| b |  | | | | | |  | | | | | |  | | | |  | | |
| c |  | | | | | |  | | | | | |  | | | |  | | |
| 8 | Research Nos. of students successfully guided *(awarded)* | | | | | | | | | | | |  | | | | | | |
| 9 | No. of Research of Publications | | | |  | | No. of Patents registered | | | | | | | | | |  | | |
| 10 | No.of Books published | | | |  | | | | | | | | | | | | | | |

Date: \_\_\_/08/2022 Signature of the candidate

***Small family Declaration***

DECLARATION TO BE SUBMITTED BY APPLICANT WITH APPLICATION

FORM --- A (See Rule 4)

Shri/Smt/Kum. Son/Daughter/Wife of Shri Aged years, resident of

Do hereby declare as follows:

1. That I have filled my application for the post of
2. I have (number) living children as on today. Out of which No. of Children born after 28th March, 2005 is1.

2.

(mention dates of birth, if any).

* 1. I am aware that if any total No. of living children are more than two due to the
  2. Children born after 28th March, 2006, I am liable to be disqualified for the same post.

Place: Date: / /

Name :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

# Check list

## (to be filled by candidate)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A | Candidate Name | |  | | | | | | |
| B | Post applied for | |  | | | | | | |
| C | Category ( Pls. mention )  *OPEN / SC / ST / VJNT / OBC / SBC* | | | |  | | | Sr. No. of Post |  |
| D | Gender M / F |  | Physically Challenged Yes / No | | |  | Type of Disability |  | |
| E | Application Fee | | Rs. | | Demand Draft No. & Date | |  | | |
| F | **Documents submitted** | | | | | | | | |
| **No.** | **Particulars** | | | **Yes / No** | | **Remarks by Scrutiny Committee** | | | |
| 1 | HSC Mark-sheet / Passing Certificate | | |  | |  | | | |
| 2 | UG Degree Certificate | | |  | |  | | | |
| 3 | PG Degree Certificate | | |  | |  | | | |
| 4 | Ph.D. Certificate | | |  | |  | | | |
| 5 | NET/SET Certificate | | |  | |  | | | |
| 6 | Valid proof for Birth date | | |  | |  | | | |
| 7 | Caste Certificate ( if applicable ) | | |  | |  | | | |
| 8 | Caste Validity Certificate | | |  | |  | | | |
| 9 | Non Creamy Layer Certificate  ( if applicable ) | | |  | |  | | | |
| 10 | Domicile Certificate | | |  | |  | | | |

**Signature of the candidate**

***Signatures of Scrutiny committee***

**Names :**

# Document List to be attached

*(Whichever Applicable )*

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Particulars** | **Yes / No** | **Remarks by University** |
| 1 | HSC mark sheet |  |  |
| 2 | UG Degree Certificate |  |  |
| 3 | UG Degree Mark sheet ( All Sem./ Years ) |  |  |
| 4 | PG Degree Certificate |  |  |
| 5 | PG Degree Mark sheet ( All Sem./ Years ) |  |  |
| 6 | M.Phil Certificate |  |  |
| 7 | Ph.D. Certificate |  |  |
| 8 | NET/SET/SLET Certificate |  |  |
| 9 | Patents Registration Certificates |  |  |
| 10 | M.Phil./ Ph.D Guide Letter |  |  |
| 11 | Experience Certificates |  |  |
| 12 | Valid proof for Birth date |  |  |
| 13 | Cast Certificate |  |  |
| 14 | Cast Validity Certificate |  |  |
| 15 | Non Creamy Layer Certificate |  |  |
| 16 | Domicile Certificate |  |  |
| 17 | Small family Declaration |  |  |
| 18 | Last pay Certificate |  |  |
| 19 | *Any other* |  |  |
| 20 | *Any other* |  |  |
| 21 | *Any other* |  |  |
| 22 | *Any other* |  |  |