

## **INDEX / CHECKLIST OF DOCUMENTS**

| <b>Sr. No.</b> | <b>Item</b>  | <b>Yes / No</b> | <b>Page No.<br/>From TO</b> |
|----------------|--|-----------------|-----------------------------|
| 1              | Application form   |                 |                             |
| 2              | Small Family signed by the applicant   |                 |                             |
| 3              | Verification of Nationality  |                 |                             |
| 4              | Verification of Date of Birth  |                 |                             |
| 5              | Verification of Name   |                 |                             |
| 6              | Educational Qualification  |                 |                             |
| 7              | CGPA / Percentage / Class of passing.  |                 |                             |
| 8              | Caste in case of reserved category candidate   |                 |                             |
| 9              | Non Creamy Layer Category  |                 |                             |
| 10             | Experience Certificate   |                 |                             |
| 11             | No Objection of the present employer<br>(Only for the applicant is on the regular estt.) |                 |                             |
| 12             | Evidence of Published Papers / Popular Articles  |                 |                             |
| 13             | Signature on the application, undertaking,<br>evaluation sheet and Index                 |                 |                             |
| 14             | Self attested Photographs / photocopies of<br>documents                                  |                 |                             |
| 15             | Certificate indicating Marathi Language  |                 |                             |
| 16             | Documents pertaining to desirable qualification<br>for the post of Programme Coordinator |                 |                             |
| 17             |  |                 |                             |
| 18             |  |                 |                             |
|                |  |                 |                             |

**DATE :**

**PLACE :**

Signature of Candidate \_\_\_\_\_



7. Caste and Category of the applicant :- Caste \_\_\_\_\_ Category \_\_\_\_\_  
SC/ST/DT/NT/SBC/OBC/Open/Female.

8. Category of the post to which applied :- \_\_\_\_\_

9. Educational Qualification :-

| Name of the Examination | University | Subjects/ Discipline | Class/Grade/ Percentage | Year of Passing | Subject of Specialization |
|-------------------------|------------|----------------------|-------------------------|-----------------|---------------------------|
|                         |            |                      |                         |                 |                           |

9.(a) Whether possess desirable qualification as mentioned in the advertisement, in case of Programme Coordinator. Yes / No

If yes, give details \_\_\_\_\_

10. Experience including present post :-

| Name of Office/ Division | Post held | <b><u>Work Experience</u></b> |    |       |   |   | Pay Scale | Duties performed in |  |
|--------------------------|-----------|-------------------------------|----|-------|---|---|-----------|---------------------|--|
|                          |           | From                          | To | Total |   |   |           |                     |  |
|                          |           |                               |    | Y     | M | D |           |                     |  |

11. Journals along with attested/self attested Xerox copies or reprints.

12. Academic achievements, Rewards, : \_\_\_\_\_  
Extra Curricular activities etc.  
(Separate sheet be attached/self attested, if required)

13. No. of living children and date of birth : \_\_\_\_\_  
of last child.  
(Necessary undertaking in the prescribed Format "A"  
should be enclosed with the Application)

14. D.D. No. \_\_\_\_\_ Date \_\_\_\_\_ Rs. \_\_\_\_\_ Bank \_\_\_\_\_  
Towards payment of application fees is enclosed herewith. D.D. should be payable at Akola only.

I solemnly declare that, all the particulars furnished in this application are true and correct. I clearly understand that any false and incorrect statement contained herein will render me for appropriate action as may be decided by the University.

Date : \_\_\_\_\_

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

Signature of applicant.

**UNDERTAKING  
FORM "A" (SEE  
RULE-4)**

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I, 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, number of  
Children born after 28<sup>th</sup> March, 2005 is \_\_\_\_\_ (mentioned date(s)  
Of birth, if applicable.)
3. I am aware that if total number of living children are more than two due to the  
children born after 28<sup>th</sup> March, 2005, I am liable to be disqualified for the same  
post.

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

Date : \_\_\_\_\_

Signature of applicant.

**FOLLOWING DOCUMENTS WILL BE CONSIDERED FOR ESTABLISHING  
THE PARTICULARS MENTIONED AGAINST THEM.**

| Sr. No. | Item  | Valid Document  |
|---------|---|---|
| 1       | Verification of Nationality   | Nationality Certificate / UID Card (Adhaar) / Election Card.  |
| 2       | Verification of Date of Birth   | School or College Leaving Certificate / SSC Board Certificate / Certificate of Age / Domicile & Nationality.  |
| 3       | Verification of Name  | Degree / PD Certificate of the Qualifying Examination. If there is a change/variation in name, appropriate gazette or affidavit.                                      |
| 4       | Educational Qualification   | Degree / PD Certificate of the qualifying concerned examination.  |
| 5       | CGPA / Percentage / Class of passing.   | Final Transcript issued by the competent authority.   |
| 6       | Experience  | Certificate issued by the authority not below the rank of Head of Office.   |
| 7       | Caste in case of reserved category candidate  | Caste Certificate issued by the competent authority / Validity Certificate.   |
| 8       | Non Creamy Layer Category   | Certificate issued by the competent authority. Valid on the date of last date of submission of application. The receipt provided by SETU Kendra will not be accepted. |
| 9       | No Objection of the present employer<br>(Only for the applicant working on the regular estt.) | Certificate issued by the present employer (Not below the rank of Head of Office)   |
| 10      | Small Family  | Certificate of Small Family should be signed by the candidate, even if the candidate is unmarried.  |
| 11      | Evidence of Published Papers / Popular Articles   | Photo Copy of the Published Paper in Journal / New Papers / Magazine etc. (Name of the journal, issue No. & date should be indicated on the photo copies.             |

**TABLE 6 (a) of the Appendix-II of MAU Statute 52**

**Evaluation Sheet for the post of Subject Matter Specialist to be filled in by the candidate.**  
**Advertisement No.& Date : BBA/KVK/ADVT./2015 dated 9<sup>th</sup> April, 2015**

**Name :** \_\_\_\_\_

**Post applied for :** \_\_\_\_\_

| Sr. No.   | Particulars  | Maximum Marks       | Page No. | Office Use |
|-----------|--|---------------------|----------|------------|
| <b>1.</b> | <b>Academic Qualifications</b>   | <b>Max.Marks-14</b> |          |            |
|           | M.Sc. / M.Tech. 1 <sup>st</sup> Class  | 04                  |          |            |
|           | M.Sc. / M.Tech. with distinction   | 08                  |          |            |
|           | Ph.D.  | 12                  |          |            |
|           | Additional degree / Diploma in relevant  | 02                  |          |            |
|           | Post Doctoral Fellowship   | 02                  |          |            |
|           | State / National / Professional Society award / Gold Medal / Fellowship  | 02                  |          |            |
|           | NET  | 03                  |          |            |
| <b>2.</b> | <b>Experience</b>  | <b>Max.Marks-10</b> |          |            |
|           | For Masters degree over and above 2 years Every completed year for Ph.D. candidates 2 marks / year   | 02 per year         |          |            |
|           | No. of courses taught or No. of Research Projects or No. of Extension Activities   | 01 marks each       |          |            |
| <b>3.</b> | <b>Service in Remote Areas / Affected areas 01 marks for each completed year service</b>   | <b>Max.Marks-02</b> |          |            |
| <b>4.</b> | <b>Significant Contribution in relevant field and leadership</b>   | <b>Max.Marks-05</b> |          |            |
|           | Patent or release of variety or technology or joint agresco recommendation or design or product or process development or farm development or production of seed or bio-fertilizers or bio-agents or nursery management or livestock management or extension activities or development of teaching aids or practical manuals | 01 mark each / year |          |            |
| <b>5.</b> | <b>Awards / recognition</b>  | <b>Max.Marks-03</b> |          |            |
|           | National & State Level   | 01 mark each        |          |            |
|           | Best Paper or Poster award   | 0.5 mark each       |          |            |
|           | Member of the district or State level committee  | 01 mark each        |          |            |
|           | Member of Professional Society   | 01 mark each        |          |            |
| <b>6.</b> | <b>Summer / Winter School / Refresher Course / Seminar / Symposia</b>  | <b>00 mark</b>      |          |            |
| <b>7.</b> | <b>Publications (1<sup>st</sup> three authors will get marks)</b>  | <b>Max.Marks-15</b> |          |            |
|           | Referred Journal Article   | 02 marks each       |          |            |
|           | Conference / Tech.Publication  | 01 mark each        |          |            |
|           | Folder or Popular articles   | 0.5 mark each       |          |            |
| <b>8.</b> | <b>International Exposure</b>  | <b>Max.Mark-01</b>  |          |            |
|           | International Training or Symposia or seminars or conferences within country or abroad   | 01 mark each        |          |            |
|           | <b>TOTAL</b>   | <b>Max.Marks-50</b> |          |            |

PLACE :

DATE : \_\_\_\_\_ Name & Signature of Candidate \_\_\_\_\_

**For Office Only-**

Marks obtained In Figure \_\_\_\_\_ / 50

In Words \_\_\_\_\_

Signature--- (1)

(2)

(3)

**TABLE 6 (b) of the Appendix-II of MAU Statute 52**  
**Evaluation Sheet for the post of Programme Coordinator to be filled in by the candidate.**  
**Advertisement No.& Date : BBA/KVK/ADVT./2015 dated 9<sup>th</sup> April, 2015.**

**Name :** \_\_\_\_\_

**Post applied for :** \_\_\_\_\_

| <b>Sr. No.</b> | <b>Particulars</b>  | <b>Maximum Marks</b>  | <b>Page No.</b> | <b>Office Use</b> |
|----------------|---|-----------------------|-----------------|-------------------|
| <b>1.</b>      | <b>Academic Qualifications</b>  | <b>Max.Marks-02</b>   |                 |                   |
|                | Ph.D. – Minimum Qualification   | 04                    |                 |                   |
|                | Additional Degree / Diploma in any field from recognized Institution  | 01 Mark each          |                 |                   |
|                | Post Doctoral Fellowship  | 01                    |                 |                   |
|                | State / National / Professional Society award / Gold Medal / Fellowship   | 01 Mark each          |                 |                   |
|                | Fellow of Professional Society  | 01 Mark each          |                 |                   |
| <b>2.</b>      | <b>Experience</b>   | <b>Max.Marks-03</b>   |                 |                   |
|                | 2 marks for every completed year of experience over & above the minimum experience in the cadre of Assistant Professor / Associate Professor or it's equivalent.                                      | 02 per year           |                 |                   |
| <b>3.</b>      | <b>Service in Remote Areas / Affected areas 0.5 marks for each completed year of service (Remote Area/Affected Area) to be defined by the individual University.</b>                                  | <b>Max.Marks-0.5</b>  |                 |                   |
| <b>4.</b>      | <b>Significant Contribution in relevant field and leadership</b>  | <b>Max.Marks-2.5</b>  |                 |                   |
|                | i) Patent or release of variety or technology or joint agresco recommendations or design or product or process development or Farm development-   | 01 Mark each          |                 |                   |
|                | ii) Farm development or Nursery Management or Livestock Management or Production of seed or bio-fertilizer or bio-agents or extension activities or development of teaching aids or practical manuals | 01 Mark each          |                 |                   |
| <b>5.</b>      | <b>Awards / recognition</b>   | <b>Max.Marks-01</b>   |                 |                   |
|                | National & State Level  | 01 mark each          |                 |                   |
|                | Best Paper or Poster award  | 0.5 mark each         |                 |                   |
|                | Member of State / National Level Committee  | 0.5 mark each         |                 |                   |
|                | Member of Professional Society  | 01 mark each          |                 |                   |
|                | Reviewer or Referee of Journal  | 0.5 mark each         |                 |                   |
| <b>6.</b>      | <b>Externally funded Projects / Inter Institutional Projects.</b>   | <b>Max.Marks-1.5</b>  |                 |                   |
|                | Competitive grant Project funded by Agencies other than host University regular programme   | 01 Mark each          |                 |                   |
|                | Joint Projects of the University with State or Center or Public or Private Sectors  | 01 Mark each          |                 |                   |
| <b>7.</b>      | <b>Summer / Winter School / Refresher Course / Seminar / Symposia</b>   | <b>Max.Marks- 01</b>  |                 |                   |
|                | Course Director or Coordinator  | 01 Mark each          |                 |                   |
|                | Resource person   | 0.2 Mark each lecture |                 |                   |

...2.../-

| Sr. No. | Particulars  | Maximum Marks                  | Page No. | Office Use |
|---------|--|--------------------------------|----------|------------|
| 8.      | <b>Publications (Marks will be given for 1<sup>st</sup> three authors)</b>   | <b>Max.Marks-7.5</b>           |          |            |
|         | Articles in NAAS Rated Journals—Marks as per NAAS Rating,  |                                |          |            |
|         | Articles in referred journals other than NAAS  | 01 mark each                   |          |            |
|         | Conference or Tech. Publication  | 0.5 mark each                  |          |            |
|         | Folder or Popular articles   | 0.2 mark each                  |          |            |
|         | Books  | 01 mark each                   |          |            |
| 9.      | <b>Institutional Building</b>  | <b>Max.Mark-0.5</b>            |          |            |
|         | Lab or Farm or Workshop development, Rector or Monitor or NSS Programme Officer or NCC In-charge or Students welfare activities or monitoring or coordinating of teaching or research or extension activities. |                                |          |            |
| 10.     | <b>International Exposure</b>  | <b>Max.Mark-0.5</b>            |          |            |
|         | International Trainings or Symposia or Seminars or Symposia or Workshop or study tour / visiting Professor within country or abroad-conferences within country or abroad                                       | 0.5 mark each                  |          |            |
|         | Experience or working in International Institute within India or abroad-   | 0.5 mark or year of experience |          |            |
|         | <b>TOTAL</b>   | <b>Max.Marks-20</b>            |          |            |
|         | <b>Specialization in implementing extension education programme.</b>   | <b>Desirable</b>               |          |            |

PLACE :

DATE : Name &Signature of Candidate \_\_\_\_\_

**For Office Only-**

Marks obtained In Figure \_\_\_\_\_ / 50

In Words \_\_\_\_\_

Signature--- (1)

(2)

(3)