



# National Institute of Pharmaceutical Education and Research, Hajipur

EPIP Campus, Industrial Area, Hajipur, Vaishali, Bihar, Pin-844102  
(Under Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Government of India)

## APPLICATION FORM FOR FACULTY POSITIONS (PROFESSOR AND ASSOCIATE PROFESSOR)

**(FILL UP SEPARATE FORMS FOR EACH POST)**

(Note: Please go through the instructions given in the website [www.niperhajipur.ac.in](http://www.niperhajipur.ac.in) carefully before filling-up the Application Form & Self Assessment API Score Card)

Advt. No .....  
Post applied for.....  
Department.....

Affix here a  
Recent Passport  
size  
Photograph

### SECTION – A: GENERAL

1. Name in full (In Block Letters) Dr./Mr./Mrs/Ms.....

2. Date of Birth ..... (in words).....

3. Father's/Spouse Name.....

4. Mailing Address .....

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..... Pin Code 

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Tel. No (with STD code)..... Mobile..... E-mail ID.....

5. Permanent Address.....

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..... Pin Code 

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6. Marital Status..... 7. Nationality.....

8. State of Domicile ..... 9. Category: SC/ST/OBC/PWD/General.....  
(in case of PWD category, please indicate PH-OH/PH-HH/PH-VH)  
(Please attach attested photocopy of Certificate)

10. Religion: Hindu/Muslim/Sikh/Christian/Buddhist/Zoroastrian(Parsis)/Jain/Neo/Others.....

11. Present Employer.....

**SECTION B**

**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATION ACTIVITIES**

**12. EDUCATIONAL QUALIFICATIONS** (Starting with highest degree obtained):

Sl. No.	Examination/Degree	Name of Board/ College/University	Percentage of Marks/Final Grade	Subject(s)	Year of Passing/ award

(Please attach photocopies in support)

**13. Whether Ph.D. awarded :** Yes  No  If Yes, indicate the year of award.....

**14. Title of Ph.D. thesis awarded**.....  
 .....

**15. Whether qualified UGC/CSIR NET/SLET/SET** Yes  No

(If yes, indicate the year, and details of NET/SLET/SET certificate).....

**16. Details of Employment Experience: (In chronological order starting with the most recent)**  
 (Attach separate sheet if necessary)

Sl. No.	Name of Employer/Status of Institute/University (Govt./Quasi Govt./Autonomous etc.)	Post held/ Designation	Period of Employment		Basic salary last drawn, pay scale and Grade Pay	Nature of duties
			From	To		

**17. Summary of experience/performance**

Teaching Experience	From	To	Total	
			Years	Months
i. Under Graduate				
ii. Post Graduate				
iii.. Total Teaching Experience				
iv. Participation in production of Educational TV				
v. Short term/Continuing Education / Specialist Courses conducted				
<b>Research Experience</b>				
vi. Research Experience other than the period spent for obtaining M.Phil./Ph.D. Research Degree				

**CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

**18. Co-curricular, extension and professional development related activities**

- 1) Student related co-curricula, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling).

Sl No.	Description

- 2) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.

Sl No.	Description

- 3) Professional development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, etc.)

Sl No.	Description

**CATEGORY - III: RESEARCH AND ACADEMIC CONTRIBUTION**

**19. RESEARCH PUBLICATIONS**

(a) **Books- Self authored/co-authored/edited** (Please attach separate sheet, if necessary)

Sl. No.	Title of the Book (s)	Whether Sole Author or Co-author	Name of Publisher (with city/ country)	Month & year of publicati on	Refereed or Non- refereed	ISBN/ ISSN No.

**19. (b) Chapters contributed in edited books** (Please attach separate sheet, if necessary)

Sl. No.	Title of Chapter (s)	Title of the Book(s)	Whether Sole Author/ Co- author	Name of Publisher (with city/ country)	Month & year of Publicati on	Refereed or Non- refereed	ISBN/ ISSN No.

**19. (c) Research Articles/Papers published in Journals /Periodicals /Conference proceedings/Newspapers** (Please attach separate sheet, if necessary)

Sl. No.	Title of research article / paper(s)	Name of journal (with city/ country)	Whether Sole Author/ Co-author	Month & year of publication, volume, no. & page nos.	Whether Refereed/ non-refereed	ISBN/ ISSN No.	Level (Int./ Nat./ State/ Local)	Impact Factor

**20. Research Projects Undertaken** (other than that for a research degree)

(Please indicate: (a) Major Projects; (b) Minor Projects; (c) Consultancy Projects; (d) Completed Research Projects; (e) Ongoing Research Projects; (f) Whether Outcome/Output of Projects/Policy Document forwarded to Sponsoring/Funding Government Agency(s) etc.)

(Please attach separate sheet, if necessary)

Sl. No.	Title/Subject of Research Project(s)	Whether major or minor project	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether Outcome / Outputs sent to Sponsoring Govt. Agency	Whether final report published as monograph book

**21. Research Guidance:** Number of scholars who have been awarded M.Phil/Ph.D. degree under your supervision both as Guide and/or Co-Guide:

Name of Degree	Submitted	Awarded
(i) M.Phil Degree		
(ii) Ph.D Degree:		

**E TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP/PAPERS**

**22. Refresher Course, Methodology, Workshops, Training, Faculty Development Programs, etc. attended.** (Please attach separate sheet, if necessary)

Sl. No.	Name of Course attended	Sponsoring Institution	Duration From ___ to ___

**23. Papers presented in Regional/National and International Seminars/Conferences / Workshop/ Symposium. Indicate whether the Conference Proceedings are published.** (Please attach separate sheet, if necessary)

Sl. No.	Title/Subject of paper presented	Subject of Conference / Seminar / Symposium / Workshop	Organizing Institution/ and Name of City/ Country	Duration From __ to__	Whether the proceedings published Yes/No

**24. Lecture/Special Lectured in Institutions of repute within the country and outside.** (Please attach a separate sheet if necessary)

Sl. No.	Title/Subject of Lecture delivered	Name and Place of Institution	Date of Lecture	Duration

**OTHER MISCELLANEOUS INFORMATION**

**25.** (a) Membership/Fellowship of other institutions/professional societies:

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(b) Other activities/Responsibilities:

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(c) Any other relevant information, if not given above:

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**26.** (a) Has there been any break in your academic career? If so, give details.

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(b) Have you been punished during your studies at College/University? If so, give details.

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(c) Have you been punished during your services or convicted by a court of law? If so, give details.

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(d) Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? If yes, give details in a separate sheet.

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(e) Do you have any case pending against you in any court of law? If yes, give details.

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27. Are you willing to accept the minimum initial pay in the grade? If not, state reasons for claiming higher starting pay.

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28. If selected for appointment, what notice would you require for joining the post?

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29. Names and Addresses of Two Referees\*:

(i) ..... (ii) .....

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(\*Recommendations from two Referees, not related to the applicants, who are scholars closely acquainted with the applicant's academic training, accomplishment and capabilities, should preferably be obtained in **sealed envelopes** and attached with this application, or they be requested to send the recommendation(s) directly to the Recruitment Cell of the University indicating Advt. Number, Post Number and Post applied for **by post** (not by e-mail)

Please indicate how you fulfill the essential as well as desirable qualifications prescribed in the advertisement

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30. List of Enclosures:


- (a) Copies of Mark-sheets & certificate of educational Qualification & certificate of clearing NET/SLET/SET etc.
- (b) Copies of certificate of Teaching & Research experience.
- (c) List of publications with details, reprints of papers published and acceptance letters (in case accepted papers/articles etc.)
- (d) Copies of other relevant certificate & documents



31.

**DECLARATION TO BE SIGNED BY THE CANDIDATE**

I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. If at any time, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall liable to be summarily rejected/terminated without notice or compensation.

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

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

\_\_\_\_\_  
(Signature of the Applicant)

32 **Forwarding letter from present employer of the applicant.**

Forwarded with the remarks that Shri/Ms. \_\_\_\_\_ is working in this organization in the capacity as \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ and the institution/ organization has no objection to the candidature of the applicant being considered for the post applied for as above.

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

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

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_  
Signature of Head of the Institution

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

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
(Rubber Stamp)

**SECTION – C (Appendix)**

**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**Brief Explanation:** Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75.

<b>S. No.</b>	<b>Nature of Activity</b>	<b>Maximum Score</b>	<b>Assigned work</b>	<b>Actual work done</b>	<b>Self-appraisal Score</b>	<b>Verified API Score</b>
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated	50				
2	Lectures or other teaching duties in excess of the UGC Norms	10				
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20				
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20				
5	Examination duties (Invigilation; question paper setting, evaluation/ assessment of answer scripts) as per allotment.	25				
	<b>Total Score</b>	<b>125</b>				
	<b>Minimum API Score Required</b>	<b>75</b>				

**(Signature of the Candidate)**

**CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

**Brief Explanation:** Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

<b>Sr. No.</b>	<b>Nature of Activity</b>	<b>Maximum Score</b>	<b>Self-appraisal Score</b>	<b>Verified API Score</b>
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20		
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15		
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15		
	<b>Total Score</b>	<b>50</b>		
	<b>Minimum API Score Required</b>	<b>15</b>		

**(Signature of the Candidate)**

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

**Brief Explanation:** Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S. No.	APIs	Pharma Science/ Chemical Science / Bio Science/ Biotechnology/Medical Science	Max. points for University and College teacher position	Self-appraisal Score	Verified API Score
<b>III A</b>	Research Papers Published	Refereed Journals <u>25 for A, 15 for B, 10 for C, and 5 for D</u>	25/ Publication		
		Non-refereed but recognized and reputed journals and periodicals, having ISBN/ISSN numbers.	10 / publication.		
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / Publication		
<b>III (B)</b>	Research Publications (book, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	50 / sole author; 10 chapter in an edited book		
		Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25 / sole author, and 5 / chapter in edited books		
		Subject Books by Other local publishers with ISBN/ISSN numbers	15 / sole author and 3 / chapter in edited books		
		Chapters contributed to edited knowledge based volumes published by international publishers	10 / chapters		
		Chapters in knowledge based volumes by Indian / National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / chapter		
<b>III (C)</b>					
<b>(i)</b>	Sponsored Projects carried out/ongoing	20 / each Project			
		15/ each Project			
		10/ each Project			
<b>III (C) (ii)</b>	Consultancy Projects	10 each Rs.10.0 lakhs and above and 5/ each Rs.2.0			

	carried out / ongoing	lakhs respectively			
<b>III(C)</b> <b>(iii)</b>	Completed projects: Quality Evaluation	20 / each major project and 10 / each minor project			
<b>III (C)</b> <b>(iv)</b>	Projects Outcome/ Outputs	30 / each national level output or patent / 50 each for international level			
<b>III(D)</b> <b>(i)</b>	M.Pharm/ M.S. /M.Sc.				
<b>III (D)</b> <b>(ii)</b>	M.Phil/ M.Tech				
<b>III (D)</b> <b>(iii)</b>	Ph.D.				
<b>III</b> <b>(E)</b> <b>(i)</b>	Refresher courses, Methodology workshops, Training, Teaching-Learning Evaluation Technology Programmes, Soft Skills development Programmes, Faculty, Development Programms (Max: 30 points)	(a) Not less than two weeks duration	20 / each		
		(b) One week duration	10 / each		
<b>III(E)</b> <b>(ii)</b>	Papers in Conferences/ Seminars / Workshops etc.*	Participation and Presentation of research papers (oral/poster) in			
		(a) International Conference	10 / each		
		(b) National	7.5 / each		
		(c) Regional / State level	5 / each		
		(d) Local – University / College level	3/ each		
<b>III</b> <b>(E)</b> <b>(iii)</b>	Invited lectures or presentations for conferences / symposia	(a) International	10 / each		
		(b) National level	5 / each		

\* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).

Date :

Place:

**(Signature of the Candidate)**

#### Note

- Candidates are required to provide complete list of publications (in referred journals, recognized and reputable journals and periodicals mentioning names of all authors. ISSN/ISBN numbers of journals and year of publications), list of seminars/symposia/conference/workshop/refresher course/faculty/skill development programmes etc. organized and attended, list of completed/ongoing research and consultancy projects with amount and funding agency, list of Patent/Technology transfer/Product/Process/Major Policy document of Government Bodies at Central State level, list of M.Phil and Ph.D. supervised, list of honours/awards/recognisations.

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2. Candidate are required to enclose documentary evidence in favour of items mentioned above.