



St. Xavier's College
(Empowered Autonomous Institute)
Mumbai – 400 001

Sr.
Ad-hoc



APPLICATION FOR TEACHING APPOINTMENT (Degree College)



From:

Dr. /Mr. /Ms. _____
(in Capital letters)

Address _____

Pin Code _____.

Tel: _____ Mobile No. _____

E-mail: _____

PAN No: _____

Aadhar No: _____

To,
The Principal,
St. Xavier's College (Empowered Autonomous Institute),
Mumbai- 400 001.

Sir,

With reference your advertisement in TOI / Maharashtra Times, dated _____, I would like to be considered for a Teaching Post (Ad-hoc) in the **Degree College** at St. Xavier's College (Empowered Autonomous Institute) in the subject of : _____.

Following are the relevant particulars.

I. (a) Academic Qualifications:

| <u>Degree</u> | <u>Subjects offered</u> | <u>Month & Year of passing</u> | <u>Total Marks Class obtained with Percentage Total/Out of</u> | <u>School / College</u> | <u>Board / University</u> |
|------------------------|-------------------------|------------------------------------|----------------------------------------------------------------|-------------------------|---------------------------|
| 1. S.S.C. (X) | | | | | |
| 2. H.S.C. (XII) | | | | | |
| 3. B.A./ B.Sc./ B.Com. | | | | | |
| 4. M.A./ M.Sc./ M.Com. | | | | | |
| 5. M.Phil./ M.Tech. | | | | | |
| 6. Ph.D. | | | | | |
| 7. NET/ SET | | | | | |
| 8. Other Degrees | | | | | |

(b) Other Qualifications if any (Certificates, Diplomas, etc.):

II. Research & Academic Contributions: (Attach separate sheet with details of the following)

| | Yes/No (if yes attach details) |
|--------------------------------------------------|--------------------------------|
| a) Research Papers in refereed Journal: | |
| b) Non-Refereed but with ISBN/ISSN Numbers: | |
| c) Text Books/Reference Books/Chapters in Books: | |
| d) Major Funded Research Projects: | |
| e) Presentation of Paper at Conferences: | |

III. Whether participated in Refresher Course/Orientation Programme: (Attach Certificates)

| Duration | | Name of Institution |
|----------|----|---------------------|
| From | To | |
| | | |
| | | |
| | | |
| | | |

IV. Experience & Extra – Curricular Activities:-

(a) Teaching experience if any: (If with Teaching Experience, attach Copies of University Approvals)

| Institution (College/Univ. Dept) | University | Position held | Nature of appointment Full-time, Part-time, Permanent, Temporary, Visiting, Probationary etc. | Period of appointment with dates | Subjects & Classes taught | Reason for leaving previous appointment |
|----------------------------------------|------------|------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------------------|--------------------------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

(b) Extra-Curricular Activities (As a staff)?

V. Other Details:-

(a) Married or single _____ Age : _____ Date of Birth : _____

Place of Birth: _____ Nationality _____ Religion _____

If Backward Class; give particulars: _____

(b) Professional References: Please provide the details of two responsible individuals (**not related to you**) whom the college may contact for a confidential assessment of you. At least one referee should be your current or most recent employer/reporting officer.

1. Full Name: _____ 2. Full Name: _____

Current Designation: _____ Current Designation : _____

Institution / Organization : _____ Institution / Organization : _____

Affiliation to Applicant : _____ Affiliation to Applicant: _____
(e.g., Ph. D. Guide, Former HOD) (e.g., Ph. D. Guide, Former HOD)

Email : _____ Mobile: _____ Email : _____ Mobile: _____

VI. If belonging to Handicapped Category: Mention nature & % of handicap (Attach relevant certificate):

VII. Enclosures :

| Certified copies of marksheets / Documents | Tick appropriate details | Certified copies of marksheets / Documents | Tick appropriate details |
|----------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------|--------------------------|
| 1. Date of birth (SSC/Matriculate Passing Certificate/Municipal Birth Certificate /School Leaving Certificate) | | 5. M.A./M.Sc./M.Com. Marksheets | |
| 2. SSC (Class X Marksheet) | | 6. NET/SET Certificate | |
| 3. HSC (Class XII Marksheet) | | 7. M.Phil./Ph.D./M.Tech. Marksheets | |
| 4. B.A./B.Sc./B.Com. Marksheets | | 8. Ph.D. Notification & Degree Certificate | |

VIII. Others (if any please mention):

Declaration:

I hereby declare that:

- I am aware of and shall abide by the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act),** and I understand that the institution is committed to maintaining a safe, respectful, and inclusive environment for all staff and students.
- All the information provided by me in this form and the attached documents is true and correct to the best of my knowledge and belief.** I understand that any misrepresentation may lead to appropriate action as per institutional norms.

Yours faithfully,

Date: _____

(Signature)