



ASSAM WOMEN'S UNIVERSITY

(Established by an act XXII of 2013 of State Legislature of Assam as a State University vide Notification LGL. 149/2011/92 dated 21.08.2013)

Rowriah, Assam, Pin-785004

Paste your
Colored
Passport size
Photograph

Application Form

For the Post of Registrar, Finance Officer, Controller of Examination, Academic Registrar, Deputy Controller of Examination, Deputy Registrar and Assistant Librarian (Select appropriate post)

Advertisement No. & Date:

Post Applied for:

Details of application fee paid

Name of the Bank

Demand Draft No.:

Amount paid:

General Conditions/Instructions

1. Applicants should fill up the application form in her/his own handwriting/ typed neatly and clearly.
2. Latest passport size photograph should be pasted at the specified page.
3. Self attested photocopies of all relevant documents must be enclosed with the application form and have to be submitted in a single envelope.
4. Applicant must mention the name of the post applied for on the top of the envelope submitting application.
5. Incomplete application form without prescribed fees and without supporting document would be rejected.
6. Non- refundable application fee of Rs. 2000.00 (Rupees two thousand) for the post of Registrar, Finance Officer, Controller of Examination, Academic Registrar, Deputy Controller of Examination, Deputy Registrar and Assistant Librarian (Rs. 1000 (Rupees one thousand) for SC/ST/PHD candidates only) in the shape of A/C payee Bank Draft of a Nationalized Bank drawn in favour of the "Registrar", AWU payable at Jorhat must be enclosed with the application.
7. Applications should be addressed to "The Registrar, Assam Women's University, Rowriah, Jorhat-785004", and have to be reached before 31st August, 2023.

1. General Information of Applicant

Name(surname underlined)	
Nationality	
Religion, if any	
Date of birth(dd/mm/yyyy)	
Age as on the last date of submission of application(dd/mm/yyyy)	
Gender	
Father's name/ Mother's Name	
Marital status(married/unmarried)	
Category (SC/ST(P)/ST(H)/OBC/PwD/Gen)	
In the case of PwD (Persons with Disability), please state the name of disability as OH(Orthopedically Handicapped), VH(Visually Handicapped) or HH(Hearing Handicapped).	
Address for correspondence	
Permanent address	
Phone No.(Please indicate STD & ISD Wherever applicable)	Mobile No.: Landline No.:
Email ID	
Have you ever been convicted by a court of law for any offence? If so, details thereof	
Have you ever been punished or debarred from services any organization? If so, details thereof	
Whether any disciplinary case pending against you? If any major/minor penalty has been imposed on you.	

2. Educational Qualifications (in Chronological order):

Sl. No.	Course Completed	Board/ University	Name of the Institution	Division/ Class	Total Marks	PC/ CGPA of Marks	Year of Passing

3. Any other academic exposure/ professional qualification/ training etc.

Sl.No.	Post/Assignment	Organization /University	Area of Assignment	Duration		
				From	To	In years & Months

4. Details of proficiency in computer (Enclose certificate):

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5. (a) Employment details (in chronological order from latest to oldest)

Sl.No.	Post held	Pay Scale	Organization	Nature of Duties	Duration		Experience (in years and Months)
					Date of joining	Date of leaving	

5. (b) Participation and contribution in relevant areas in higher education

Particulars	Organization	Area of specialization
Visiting Professor		
Resource Person		
Others(Specify)		

6. Scholarly achievements:

A. Contribution to journals and books

Particulars	Details
Books authored	
Editor in Chief	
Editorships	
Peer reviewer for	
Fellow/Member of the professional bodies/societies	
Patents/Copyrights	
Others(Specify)	

B (i) Publications (kindly provide a list of scholarly publications in recognized professional and /or academic journals)

Total Publications (in numbers in entire career) (in numbers in last 5 years)

Sl.No.	Date	Title	Name of Journal	Referred journal or not

C. Participation and scholarly presentations in conferences:

C(i)National: (numbers) C(ii) International: (numbers)

Important presentations made in the last 5 years (details to be presented in the table below)

Sl.No.	Date	Title of Conference & Institution	Title/Subject of Presentation (if made)	Mode of presentation (oral/ poster)

D. Details of conferences/seminars/ symposia/workshop/training courses organized as Conveners/organizing secretary.

Sl. No.	Title of the event	Duration (from & to)	Venue	Total participants	Approximate expenditure	Funding agencies

7. Research Projects (as principal investigator or Co-investigator)

Sl. No.	Title of the project	Nature of project	Funding agency	Duration of project (from & to)	Total grant (Rupees)

8. Consulting experience(in the last 5years)

Sl. No.	Client/ Organization's Name	Nature of assignment	Duration of assignment

9. Honours/Awards & Fellowships for Outstanding Work

Sl.No.	Name of Award/Fellowship etc.	Elected/Honorary Fellow	Awarded by	Year of Award

10. No. of Research Scholars successfully guided (towards doctoral degree):**(Only list of Ph.D. awarded, under progress not to be included)**

Sl. No.	Title of Research	Date of Award

11. Member ship of professional bodies**12. Additional Information, if any, and not covered above**

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13. Details of Referees, if any (Maximum 3)

1	2
Name:.....	Name:.....
Address:.....	Address:.....
PIN code:.....	PIN code:.....
Email:.....	Email:.....

Declaration

I hereby declare that the information given by me in the Application and the documents enclosed with the application form are true and complete to the best of my knowledge and belief. If at any time, I am found to have concealed/distorted any information or given any false statement, my candidature is liable to be cancelled without notice or compensation and I may be subjected to legal/disciplinary proceedings.

Date: _____

Place: _____

(Signature of the Applicant in full)

Enclosure:

i)

iii)

v)

ii)

iv)

vi)

No Objection Certificate from present employer

Please indicate if NOC is not applicable: Yes/No

Forwarded with the remarks that the facts stated in the above application about Mr./Ms.....have been verified and found to be true and correct and the(institution/ organization) has no objection to the candidature of the applicant being considered for the post applied for.

Place:

Date:

Signature & Seal of the Head of the Institution

Name:

Designation:

Address: