

	KOKRAJHAR GOVT. COLLEGE Ward No. 6, Kokrajhar-783370, BTR, Assam ☎ : 03661-270245	<i>Applicants must Paste here a recent passport size photograph</i>
	APPLICATION PROFORMA FOR LIBRARIAN POST	
	(Ref.: Advertisement No. _____) <i>(Please read carefully the general conditions / instructions given below before filling in the form)</i>	

To be returned to: <i>The Principal Kokrajhar Govt. College Ward. No.6, Kokrajhar, BTR, Assam-783370</i>	Details of application fee (Pl. see instructions below): 1. Name of the bank: 2. Transaction No. Date 3. Amount: Rs.
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GENERAL CONDITIONS / INSTRUCTIONS

1. Only Indian nationals need to apply.
 2. **For all the posts, where age limit is prescribed, the crucial date for calculating the same will be 1st January 2024.**
 3. The College reserves the right to fill in or otherwise, any or all the advertised posts.
 4. Mere fulfilment of minimum qualification and experience do not entitle a candidate to be called for the interview.
 1. No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of interview and reasons for not being called for the interview.
 However, a soft copy of the duly filled in application form along with the application fee payment details may be sent via email principalkokgc@gmail.com as "Advanced Copy" in order to avoid delay in receipt.
 2. **Persons in employment should submit their applications through proper channel with a forwarding note of the employer in 'Part-C' of the application proforma.**
 3. **Applicants must fill-in all the parts (Part-A, Part-B and Part-C) of the application form.** Incomplete application and application not in the prescribed proforma and application without photocopies of certificates / mark sheets, proof of date of birth, caste certificate, etc. will be rejected.
 4. **List of publications is to be attached** with details of journal (International/ National) / Conference paper. In case of journal papers, impact factor is to be mentioned. A list of enclosures must be furnished as indicated in the application form.
 5. Canvassing in any form will be a disqualification.
 6. Any change of address for correspondence should be communicated to the Principal, Kokrajhar Govt. College, giving reference of the Advertisement and post(s) applied for.
 7. **The filled-in application form should be addressed to "The Principal, Kokrajhar Govt. College, Ward. No.6, College Road, Kokrajhar, BTR, Assam-783370, in an envelope superscribing "APPLICATION FOR THE POST OF, Vacancy No....., Department of"**
- Applicants are advised to give phone numbers and e-mail address for the purpose of communication. If short-listed, all communications regarding interview, etc. will be made through e-mail.
8. Applicants may attach additional sheet(s), wherever necessary, quoting the serial number.

Name in full (in CAPITAL letters):

Post applied for the subject:

Category you belong to
(Please tick ✓):

UR	SC	ST(P)	OBC

Signature of the applicant

(To be returned with the filled in application form)

PART-A
(BRIEF PARTICULARS OF APPLICANT)

1. (a) Advertisement No. & Date:
(b) Post applied for:
(c) Department:
(d) Field of specialisation opted for (out of those specified in the advertisement, if applicable):

2. Name in full (in CAPITAL letters):
(Please **underline the surname**)

3. Father's / Mother's / Spouse's Name:
(Please tick ✓)

4. (a) Marital Status: (b) Gender: (c) Blood Group

5. (a) Correspondence address (in CAPITAL letters): (b) Permanent address (in CAPITAL letters):

M. No.	Email:

6. Date of birth:

Day	Month	Year

7. Age on 01-01-2024:

Years	Months	Days

8. Are you a citizen of India? Write YES or NO. _____

9. Do you belong to Scheduled Caste / Scheduled Tribe / Other Backward Classes?
Write (SC/ST(P)/ST(H)/OBC)

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.

Date: _____ **Signature of the applicant**

Place: _____ **Name in full:**

(Applicants must also fill in the PART-B of the Application Form)

PART-B

1. Give particulars of all examinations passed, all degrees and technical qualifications obtained at a University or higher technical institutions of learning, commencing with High School Leaving (10th standard) / Matriculation examination. Please attach photocopies of certificates and marksheets.

Sl. No.	School / College / Institute	Name of the Board / University / Institution	Degree / Diploma passed / obtained	Distinction / Class / Division	Subject (mention field of specialisation / major, if any)	% of Marks Obtained/ Grade	Date of passing

2. Details of M.Phil. /Ph.D./Post-Doctoral.

Sl. No.	Name of Degree	Year of award	Awarding University	Title of the Thesis/ Dissertation

3. Particulars of GATE, UGC/CSIR NET/SLET/SET clearance:

Name of the Test	Year	Roll No.	Lecturership/ JRF	Subject

4. Details of employment, if any (give here particulars of your past and present employment in chronological order **starting with present employment**):

Sl. No.	Organisation / Institution	Position held	Nature of duties / work	Date of joining	Date of leaving	Length of service	Pay scale	Additional remarks about experience, if any*

* Specify if the position is (i) Pre-Ph.D. (ii) Post-Ph.D. (iii) Concurrently in Ph.D. Further, period of Ph. D should be excluded from experience.

5.	(i) Present Post :	
	(ii) Name of the Office / Institute :	
	(iii) Date of Joining :	
	(iv) Present scale of pay :	
	(v) Present basic pay :	
	(vi) Total emoluments drawn last month :	

6.	(a) Research specialization:	
	<p>On a separate sheet, please describe briefly your research work / Ph. D. work. Also detail the areas of interest with work done in each case (if any).</p>	
	(b) Library experience :	
	<p>On a separate sheet, please describe, in brief, experience in:</p> <p>(i) Knowledge in different library software.</p> <p>(ii) Setting up teaching and research cells in the library</p> <p>(iii) Conducting library courses</p> <p>(iv) Using different types of instruments, systems, computers etc.</p>	

7. Awards received

Sl. No.	Name of Award	Year	Organisation conferring the award	State/National/International

PART-C

1. Additional remarks:
Applicant(s) may mention here any special qualifications or experiences, which have not been included under the heads given above.

2. References:
Please arrange to send minimum two letters of reference from responsible persons not related to you. If you are employed, one referee must be your employer. The reference letters must be sent in confidence by the referees directly to the Principal, Kokrajhar Govt. College.

(i)	Name	:	
	Designation	:	
	Address	:	
	e-mail	:	
	Mobile / Phone No. with STD code	:	
(ii)	Name	:	
	Designation	:	
	Address	:	
	e-mail	:	
	Mobile / Phone No. with STD code	:	
(iii)	Name	:	
	Designation	:	
	Address	:	
	e-mail	:	
	Mobile / Phone No. with STD code	:	

3. List of Publications:

Sl. No.	Title with Page No.	Journal with full reference and ISBN/ISSN No. Whether peer reviewed/UGC CARE Listed	Impact factor, if any	No. of co-authos	Whether youare the mainauthor	API score	API score verified by screening committee
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							

* Additional page(s) may be used, if required.

4. Details of enclosures sent with this application form:

i)	ii)
iii)	iv)
v)	vi)
vii)	viii)
ix)	x)
xi)	xii)
xiii)	xiv)

5. **Declaration:**

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.

Date: _____ **Signature of the applicant**

Place: _____ **Name in full:**

6. **Forwarding note of the Employer (Only for employed applicant):**

Certified that..... has been an employee of (name of the organization) since (date). At present he / she is working as Information given by the employee in **Part-A**, **Part-B** and **Part-C** are correct as per records.

This organization has no objection to his / her applying for the position of at Kokrajhar Govt. College.

Memo No. _____ **Signature:** _____

Date: _____ **Name:** _____

Place: _____ **Designation:** _____

Office Seal: _____ **Name of the organization:** _____