(To be filled in by the office)
Application No. .....
SBI collect Receipt : Yes/No
Signature of Dealing Assistant

THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
AMBEDKAR BHAVAN, 12 L.B. BLOCK, SECTOR-III,
SALT LAKE CITY KOLKATA -700 0106

(To be filled by the applicant)
Details of Applications Fee
Amount Rs. _____
SBI Collect Ref No
_____.
dated _____

Application form for recruitment of Academic & Administrative Positions

PART A

1. Post applied for:.....

2. Name of the Candidate(In block letters): .....

3. Date of Birth:.....

4. Father's Name/Husband's Name :.....

5. Place of Birth: .....

Affix recent Passport Size Photograph with Signature

6. Do you belong to Schedule Caste/Scheduled Tribe/OBC-A/ OBC- B/Physically Handicapped differently able person ?If yes. Please Attach Certificate) .....

7. Sex: Male/Female:.....

8. Marital Status: Married/Unmarried:.....

9. Nationality:.....

10. Address for correspondence (with PIN code):.....

.....

Telephone No. (with STD code):.....Mobile No:.....

E-Mail:.....

11. Permanent Address (with PIN code):.....

.....

Telephone No. (with STD code):..... Mobile No:.....

E-Mail:.....

12. Academic Qualification: (Matriculation onwards)

Examination Passed	Degree	Board/ University	Year of Passing	% of Marks	Division/ Grade	Subject
Secondary						
Intermediate/ HigherSecondary						
Graduation						
LL.B						
LLM./M.Lib						
Post Graduation						
Other Qualifications						
Diploma Course						

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13. Research Degree (s):

Degree	University	Specific Date of submission of Ph.D. Thesis	Specific Date of Award	Title of Work
M.Phil.				
Ph.D./D.Phil.				
LL.D./D.Litt.				

Whether JRF/NET qualified (if yes, indicate the year of qualifying):.....

14. (a) Appointments held (Work Experiencein descending order from the most recent post held):

Posts held, Pay Scale & Basic Pay	Name of Employer/ Institution	Period		Whether contractual/ temporary/ permanent	Nature of Experience i.e. Teaching/ Research/ Training/ Administration field work	Subject Taught (for Teaching Experience only)	Total Emoluments drawn	Reason for Leaving
		From	To					

14.(b) Post held, if any, at the time of sending the application and date of application and date of appointment(mention whether permanent, on probation or temporary)

(c) Name of the Employer, at the time of sending the application

(d) Present Basic Pay and allowance (State Separately)

Scale: Rs.
Pay Band
Grade Pay/Level
Basic Pay

Allowances : Rs.
1. Dearness Allowance
2. House Rent Allowance
3. Transport Allowance
4. Any other Allowance

(e) Date of next increment

(f) Age of retirement in present post :

(g) Minimum basic pay acceptable Rs per month.

(h) Whether the candidate is receiving any pension benefits? If so, the amount of pension and pension equivalent of Gratuity must be indicated

(i) Whether the candidate would be entitled to any pension benefits on his premature retirement from his present post, if selected for appointment in the University, and if so, the amount of pension and the pension benefits may be indicated.

15.(a) Research Experience:.....

Sl.No.	Name of the Organization/University	Research Title/Project	No. of Years Experience	Year of Completion	Name of Principal Investigator	Area of Research

(b) Thesis Supervision

Sl.No	Name	Organization/University	Title of Thesis	Year of Completion	Co-guide (if any)	Ph.D/ M.Phil

(Separate sheet may be enclosed if required)

(c) Sponsored Projects

Period	Sponsoring Organization	Title of Project	Amount of Grant	Co-investigators (if any)	Area of Research

(Separate sheet may be enclosed if required)

(c)Consultancy

Period from – to	Sponsoring Organization	Title of Project	Nature of Work	Co-investigators (if any)

(Separate sheet may be enclosed if required)

(d)Additional Administrative Experience

Period from – to	Name of the organization	Position	Nature of Work

(Separate sheet may be enclosed if required)

16. PUBLICATIONS (enclose reprint of the best papers (about ten) in your judgment)

(a) Books / Journal In-Press or Accepted (list those separately Journal and Book)

S.N.	Name(s) of Author(s)	Year	Title	ISSN/ISBN	Complete Reference of Journal	Complete Reference of Book

(Separate sheet may be enclosed if required)

(b) Papers published in conference proceedings:

S.N.	Name(s) of Author(s)	Year	Title	ISSN/ISBN	Complete Reference of Journal

(Separate sheet may be enclosed if required)

(c) Papers presented in Conferences but not published:

S.N.	Name(s) of Author(s)	Year	Title	Name of Conference	Place

(Separate sheet may be enclosed if required)

(d) Journals &Books: (List those PUBLISHED only):

S.N.	Name(s) of Author(s)	Year	Title	ISSN/ISBN	Publisher	Book/Journal

(Separate sheet may be enclosed if required)

(e) Awards and Recognition:

17.Membership of professional/academic bodies:

Name of the Body with address	Nature of Membership	Period	
		From	To

18. GENERAL .....

a. Experience of organizing .....

Seminars/Workshops/Conferences .....

(give details on separate sheets, if required) .....

b. IT Awareness Level .....

c. Details of Extra Curricular Activities, if any .....

d. Number of literary, cultural or other activities.....
(attainment in sports etc.) in which the applicant
is interested and distinction. If any, obtained .....
in the same.

e. How much time will be required .....
to join the new assignment if .
appointed .....

f. References (From two scholars, not related to the applicant, who are closely acquainted with the applicant's academic training, accomplishments and capabilities. Please indicate their telephone and e-mail contact details::

1.

2.

[Please note that Recommendations of the Referees should preferably be obtained in a sealed envelope and enclosed with this application]

19. Name of post with particulars for which the applicant may have applied and which have not yet been disposed off (particulars of any subsequent application should also be intimated in writing)

20. Details of requisite SBI Collect:

Ref No.: .....

Dated: .....

Deposit Bank/Online :.....

PART B

DECLARATION:

CERTIFIED that -

a. The information given herein above is complete and correct.

b. No disciplinary proceeding is pending or contemplated against me.

c. I have never been dismissed from service nor debarred from holding any future appointment nor convicted for any offence. No Criminal case is pending against me.

d. In case of concealment/suppression of fact(s), which may be detected at any stage in future, my candidature is liable to be cancelled/terminated, as the case may be, without notice.

e. Candidates if selected for appointment, shall have to teach any subjects in the field of law as and when asked by the authority.

I declare that the statements made in this application are true to the best of my knowledge and belief.

Date:..... (Signature of Applicant)

ENDORSEMENT BY THE PRESENT EMPLOYER (IF APPLICABLE)

Name of the Forwarding Authority

(Signature of the Forwarding Authority with seal)

Date:.....

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21. **IMPORTANT:List of Enclosures (please indicate total No. of enclosures):**

The Testimonials/Certificates attached by the applicant should be arranged strictly in the Following order:

1. Application form along with SBI collect receipt.
2. List of Publications mentioning ISBN/ISSN and the year of publication (if any)
3. UGC JRF/NET, SLET/SET, CSIR, GATE Certificate.
4. Educational Certificates along with mark sheets in descending order from Ph.D. to Secondary& previous work experience certificate/s from the employer/s.
5. Proof of Birth indicated in X/XIIthClass certificate.
6. Filled-in form. ***(Applicant for the post of Assistant Professor should fill-in PART A & PART B and Professor/Associate Professor should fill-in Annexure – 1 of the application form).***

7.5 Copies of Précis of the Work Experience & Précis of the Academic Details

Additional Enclosures for Post of Professor/Associate Professor

1. 10 best publications with ISBN/ISSN (5 copies)

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

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Notes

Important instructions to the candidates

1. Photo-copies of the certificates, mark-sheets, testimonials etc. should be attached with the application (self-attested) and the originals must be produced at the time of interview and at the time of joining, if selected.
2. Except where otherwise indicated, applicants appearing for the interview shall do so at their own expense.
3. Applicants who are in employment should route their application through proper channel.
4. University reserves the right to consider candidates of outstanding merit who may not have applied for the post.
5. Academic qualification is as per UGC guidelines. Relaxation of any qualification may be made in exceptional cases on the recommendations of the Selection Committee.
6. Separate application form is required for each post.
7. Applications received without application fee shall not be entertained and is liable to be rejected.
8. (i) Eligibility of a candidate and satisfaction of any short-listing criteria shall be considered as on the last date of the receipt for application.

   (ii) In case of 'Result awaited' for the NET Examination, the candidate must inform the result as and when it is declared failing which it will be presumed that the candidate has not qualified the same which makes him/her ineligible for consideration of his/her candidature for the post of Assistant Professor.

   (iii) Similarly, in case of thesis submitted by a candidate for Ph.D., the candidate must inform about the award of the Ph.D. for the post of applied for (or as the case may be).
9. Applications fees once paid shall not be refunded under any circumstances.
10. Mere eligibility will not entitle any candidate for being called for interview. More stringent criteria may be applied for short listing the candidates to be called for interview.
11. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
12. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
13. The University reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates.
14. Candidates are advised to satisfy themselves before applying they possess at least the minimum essential qualifications laid down for each post, in this advertisement, on or before the last date of the receipt for application.
15. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
16. Canvassing in any form will be disqualification.
18. Application form along with the relevant enclosures should reach the Registrar, The West Bengal National University of Juridical Sciences, Ambedkar Bhavan, 12 L.B. Block Sector –III, Salt Lake City, Kolkata – 700 106 latest by **5 p.m. on 03/07/2023.**



PART A: PRECIS OF THE WORK EXPERIENCE

Application No .....
To be filled by Office

(To be filled in six copies by candidate in a separate sheet)

Name of the Applicant: .....

Post Applied for:.....

Date of Birth .....

Present Basic Pay and allowance Rs. ..... p.m.

Whether belongs to SC/ST/PWD/OBC-A/OBC-B.....

Present Gross emoluments Rs. ..... p.m.

Present employer (Institution) .....

Present Position .....

Total Teaching Experience ..... Year ..... months.Total Research Experience ..... Year .....months.

Total Administrative Experience ..... Year ..... months.

No.	Post held, Pay Scale and Basic pay	Name of the Employer/Institution	Period		Experience		Nature of the Experience i.e. Research/Training/Administration/Field Work	Subject taught (for teaching experience only)	Total emoluments Drawn
			From	To	Years	Months			

Date:.....

(Signature of Applicant)

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PART B. PRECIS OF THE ACADEMIC DETAILS
(To be filled in six copies by candidate in a separate sheet)

Application No .....
To be filled by Office

Name of the Applicant: .....

Post Applied for:.....

Date ofBirth ..... NET/JRF (Yes/No) (Please specify with the subject & year) .....

Ph.D (Please specify with the subject & year) .....

Exam Passed	Board/ University	Year	Pass %	No. of paper presented in Seminar/Conference	No of paper published in Seminar/ Conference	Research NS (No.) Publication		Ph.D. Guided		Teaching(Yrs.)		Research (Yrs.)	
						Inter-national Jour.	National Jour.	Ph.D. awarded under your supervision	Ph.D. in progress in your supervision	From	To	From	To
10th													
12th													
Graduation													
Post Graduation													
Any other Area of Specialization													

Date:.....

(Signature of Applicant)