

**Format of advertisement**  
**(For the post of Assistant Professor/s)**

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(Name of the College)

Applications on the prescribed Performa, available with the College, are invited for the post/s of Assistant Professor/s on regular basis in the subject/s of \_\_\_\_\_. Eligible candidates in accordance with the qualifications/conditions laid down by the U.G.C./NCTE/State Govt./Punjab University may send their applications to the college within 30 days from the publication of the advertisement through Registered post or in person and a copy of the application be also sent to the Dean, College Development Council, Panjab University, Chandigarh. Reservation for S.C. /S.T. candidates and persons with disabilities will be followed as per the rules of P.U. /Pb. Govt. / U.T. Administration/Govt. of India as the case may be.

**President/Secretary/Principal**

**Format of advertisement**  
**(For the post of Principal in an affiliated College)**

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**(Name of the College)**

Applications on the prescribed Performa, (available with the College), are invited for the post of Principal on regular basis, who are Eligible candidates in accordance with the qualifications/conditions laid down by the U.G.C./ State Govt./ NCTE/Punjab University, through Registered post/speed post or in person so as to reach the college with a copy to the Dean, College Development Council, Panjab University, Chandigarh within 30 days from the publication of the advertisement. The candidates are also required to submit 9 photocopies of the prescribed proforma to the college while sending their application.

**President/General Secretary**  
**Governing Body.**



7. Research publication (separate detailed list of publication to be attached as Annexure, for each)

**Publications Published/Accepted for publication Nos**

|    |  |  |
|----|--|--|
| 1. | Paper in International Journals / Articles     |  |
| 2. | Paper in Indian Journals / Articles            |  |
| 3. | Papers in Conference/Symposium & Seminars etc. |  |
| 4. | Books  |  |

8. (a) Have your ever been prosecuted/sentenced by the court of Law, if so give detail? \_\_\_\_\_

(b) Have you ever dismissed from service? if so, give detail \_\_\_\_\_

9. List of previous employment in order (Starting with most recent post held.

| Name & Address of College/Institution | Date of Joining /Leaving | Designation | Nature of Job | Basic Pay P M & grade | Reason for leaving |
|---------------------------------------|--------------------------|-------------|---------------|-----------------------|--------------------|
|                                       |                          |             |               |                       |                    |
|                                       |                          |             |               |                       |                    |
|                                       |                          |             |               |                       |                    |
|                                       |                          |             |               |                       |                    |

10. Total experience (Attach Annexures for details)

11. (a.) Present Basic Pay Rs. \_\_\_\_\_ (b) Pay Scale Rs. \_\_\_\_\_

(c) Period required for joining the post \_\_\_\_\_

15. Any other relevant information \_\_\_\_\_

16. List of Certificates & testimonials (Attested Copies)

(i) \_\_\_\_\_ (ii) \_\_\_\_\_ (iii) \_\_\_\_\_ (iv) \_\_\_\_\_

(v) \_\_\_\_\_ (vi) \_\_\_\_\_ (vii) \_\_\_\_\_ (viii) \_\_\_\_\_

**CERTIFICATE**

- a) Certified that the contents given in the application forms and the documents attached therewith are true and correct to the best of my knowledge.

Place:

**(Signature of the applicant)**

Dated:

**For College Office Use Only**

**Check List:**

- Does the candidate fulfill essential qualification? Yes/No
- Does the candidate have the required minimum experience? Yes/No
- Eligible/Not Eligible.
- Special remarks (for Non-Eligibility)

**Signature of Dealing Official**

\_\_\_\_\_  
(Name of the college)

No. \_\_\_\_\_

Dated \_\_\_\_\_

Registered  
Appointment Letter

|   |   |
|---|---|
| From:<br>_____<br>_____<br>_____<br>_____ | To:<br>_____<br>_____<br>_____<br>_____ |
|---|---|

Dear Sir/Madam,

With reference to your application dated \_\_\_\_\_ and subsequent interview held on \_\_\_\_\_, I am directed to offer you the appointment of Assistant Professor in the subject of \_\_\_\_\_ in the scale of pay Rs. \_\_\_\_\_ on the terms and conditions mentioned below:-

1. Nature of appointment : \_\_\_\_\_
2. Pay : Rs. \_\_\_\_\_ per mensem in the above

Mentioned scale of pay plus allowances as admissible from time to time.

3. Leave and other conditions of service : you will be governed according to rules, and regulations applicable to affiliated Colleges.

Your appointment is subject to approval of Panjab university/NCTE/DPI (Colleges) Punjab/UT, Chandigarh

If the above terms and conditions are acceptable, you should report for duty immediately to the Principal of the College, in any case not later than one month from the date of issue of this letter.

You are requested to acknowledge receipt of this letter by return of post and inform about the date when you will join the post offered to you. If no reply is received from you within 15 days of the issue of this letter, it will be presumed you are not interested in the offer and the same will stand as finally cancelled.

Yours faithfully,

\_\_\_\_\_

To:

The President/Chairman, Governing Body, / Principal,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: - Joining letter/report.**

Sir/madam,

Kindly refer to appointment letter No..\_\_\_\_\_ Dated \_\_\_\_\_  
regarding my appointment as \_\_\_\_\_.

I am pleased to report myself on duty today dated \_\_\_\_\_  
fore-noon/afternoon) as \_\_\_\_\_ at your college.

I would be kind enough if you allow me to join the duty.

Yours faithfully,

Dated \_\_\_\_\_

(\_\_\_\_\_)

Name \_\_\_\_\_

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

Allowed to join duty today i.e. \_\_\_\_\_ (FN/AN)

Signature \_\_\_\_\_

Of the Principal/President, Governing Body,  
of the College (with official stamp)