


**For 2025-2026**

**For Adhoc Assistant Professor /  
Temporary Teaching Assistant**

| For Office Use Only |               |          |              |         |  |
|---------------------|---------------|----------|--------------|---------|--|
| Inward No.          |               | Est. No. |              | Sr. No. |  |
| Date                | ___/___/2025  | Date     | ___/___/2025 |         |  |
| Section             | Establishment |          |              |         |  |

|   |  |
|---|--|
|  | <b>SARDAR PATEL UNIVERSITY</b><br><b>VALLABH VIDYANAGAR-388120</b><br><b>(Dist. ANAND - GUJARAT)</b> |
|---|--|

**Application form for the post of Adhoc Assistant Professor / Temporary Teaching Assistant in (subject)\_\_\_\_\_ the P.G. Department of Law**

|                   |                            |                          |                |  |
|-------------------|----------------------------|--------------------------|----------------|--|
| Advertisement No. | Dated : <u>___/08/2025</u> |                          |                | Affix the<br>3.5 c.m X 3.5 c.m.<br>latest Photograph |
| Demand Draft No.  |                            | Date: <u>___/___/202</u> | Rs. <u>___</u> |  |
| Name of Bank      |                            | Branch                   |                |  |
| Payable at Branch |                            | City                     |                |  |

**IMPORTANT:** Before filling in the form please read the form, instructions and qualifications carefully.

**INSTRUCTIONS TO APPLICANTS :**

- (i) The candidate should come with the **hard copy** of application form with all the self attested documents at interview venue **Place : VC Office, S.P. University Main Office Building** on dated **20-08-2025**.
- (ii) Candidates are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down in the advertisement.
- (iii) The score will be calculated as per the UGC Minimum Qualification Gazette July 2018, Appendix –II Table -3A
- (iv) Separate application is required for each post.
- (v) No correspondence and Phone inquiry will be entertained in respect of advertisement, interview, selection and appointment etc.
- (vi) Those who are already in employment should forward their applications through proper channel.
- (vii) The University reserves the right not to fill up any of the vacancies/ to reject any application and alter the number of posts in any cadre without assigning any reason.
- (viii) If any column is not applicable to the candidate, write **“Not Applicable”**.
- (xii) Incomplete application shall be summarily rejected.
- (x) Applicant has to join the department within the 10 days, if fails to do so, appointment order will be treated as cancelled and next waiting listed applicant will be given appointment.
- (xi) Documents attached with the Application forms must be in sequence as mentioned in application form.

|    |  |  |
|----|--|--|
| 1. | (In Block letters) Name in full : Mr./Mrs./Ms./Dr.             |  |
|    | Father's Name  |  |
|    | Mother's Name  |  |
|    | Spouse's Name (attached Marriage Certificate or Govt. Gazette) |  |

- 2.(i) Please Tick mark (✓) appropriate column. Please enclose Caste Certificate of appropriate authority, if applicable.

| S.C. | S.T. | Baxi Punch / SEBC | EWS | General | Phy. Handi |
|------|------|-------------------|-----|---------|------------|
|      |      |                   |     |         |            |

(Attach a certificate from the competent authority with Caste validity certificate for S.C./S.T./ Socially and Educationally Backward Class (**SEBC**) and non- Creamy-layer Certificate.)

|      |                           |  |            |  |
|------|---------------------------|--|------------|--|
| (i)  | Caste Certificate No.     |  | Issue Date |  |
| (ii) | Name of Issuing Authority |  |            |  |

|    |                    |      |       |      |             |
|----|--------------------|------|-------|------|-------------|
| 3. | Date of Birth      | Date | Month | Year | Age (Years) |
|    | In figures         |      |       |      |             |
|    | In Words (Capital) |      |       |      |             |

(A true copy of the Higher Secondary School Leaving Certificate in which the Birth Date is registered should be enclosed.)

|    |                                  |  |                                |  |               |  |       |  |
|----|----------------------------------|--|--------------------------------|--|---------------|--|-------|--|
| A  | Birth Place                      |  | Tal.                           |  | Dist.         |  | State |  |
| B  | Native Place                     |  | Tal.                           |  | Dist.         |  | State |  |
| C  | Race & Religion                  |  | Nationality                    |  | Mother tongue |  |       |  |
| D  | Blood Group                      |  | Height (cms)                   |  | Weight (Kgs.) |  |       |  |
| E  | Personal Marks of Identification |  |                                |  |               |  |       |  |
| F  | Pan Card No.                     |  |                                |  |               |  |       |  |
| G  | Aadhaar Card No.                 |  |                                |  |               |  |       |  |
| H. | Election Card No.                |  | City/District where Registered |  |               |  |       |  |

4. Please Tick mark (✓) appropriate column
- |         |  |           |  |          |  |       |  |
|---------|--|-----------|--|----------|--|-------|--|
| Married |  | Unmarried |  | Divorced |  | Widow |  |
|---------|--|-----------|--|----------|--|-------|--|
- If married Name of Spouse (A Copy of marriage certificate should be attached)

5. Full Name & Address for correspondence (In Block Letters)

| Present    | Permanent  |
|------------|------------|
|            |            |
|            |            |
| City       | City       |
| Pin Code   | Pin Code   |
| Tal.       | Tal.       |
| Dist.      | Dist.      |
| State      | State      |
| Phone No   | Phone No   |
| Mobile No. | Mobile No. |
| E-Mail     | E-Mail     |

**6. Educational Qualifications: Examinations passed (Self attested copies of all testimonials/ Certificates including Marks, Grade, Certificate should be attached) :**

| Sr. No | Examination Passed    | Principal Subject | Name of the University or Examination Body | Percentage and Class         | Year And Month of Passing | Encl. page No. |
|--------|-----------------------|-------------------|--|------------------------------|---------------------------|----------------|
| 1      | 2                     | 3                 | 4  | 5                            | 6                         | 7              |
| 1.     | S.S.C                 |                   |  |                              |                           |                |
| 2.     | H.S.C.                |                   |  |                              |                           |                |
| 3.     | U.G (Specify Degree)  |                   |  | Consolidated marks           |                           |                |
| 4.     | P.G (Specify Degree)  |                   |  | Consolidated marks           |                           |                |
| 5.     | M.Phil.               |                   |  | Notification number and date |                           |                |
| 6.     | Ph.D.                 |                   |  | Notification number and date |                           |                |
| 7.     | Title of Ph.D. Thesis |                   |  |                              |                           |                |
| 8.     | GSLET                 |                   |  |                              |                           |                |
| 9.     | NET                   |                   |  |                              |                           |                |
| 10.    | Other qualification   |                   |  |                              |                           |                |

**(7) Details of Experience: (Post held in Private and/or Public employment giving details of Work) (Teaching, Laboratory, Industry etc.)**

| Full Name and Address of the Employer where Employed | Designation (Type of work) | Date of joining | Date of Leaving | Total Experience |       | Grant-in Aid/ Self Finance/ Private/ Industry | Full time/ Part time/ Adhoc | Basic Pay and Pay Scale or Fixed pay | Reason for leaving Previous Employment | Encl. page No. |
|--|----------------------------|-----------------|-----------------|------------------|-------|---|-----------------------------|--------------------------------------|--|----------------|
|  |                            |                 |                 | Year             | Month |   |                             |                                      |  |                |
| 1  | 2                          | 3               | 4               | 5                | 6     | 7   | 8                           | 9                                    | 10                                     | 11             |
|  |                            |                 |                 |                  |       |   |                             |                                      |  |                |
|  |                            |                 |                 |                  |       |   |                             |                                      |  |                |

**(8) Present Position**

| Full Name and Address of the Employer where Employed | Designation | Nature of work | Grant-in Aid/ Self Finance/ Private | Full time/ Part time/ Adhoc | Basic Pay or Pay Band and A.G.P. OR Fixed Pay | Date of appointment | Encl. page No. |
|--|-------------|----------------|-------------------------------------|-----------------------------|---|---------------------|----------------|
|  |             |                |                                     |                             |   |                     |                |

**(9) Research /Teaching /Industry Experience**

|                 |             | From | To | Yrs. | Months | Institutions |
|-----------------|-------------|------|----|------|--------|--------------|
| <b>Teaching</b> | U.G.        |      |    |      |        |              |
|                 | P.G.        |      |    |      |        |              |
|                 | M. Phil.    |      |    |      |        |              |
| <b>Research</b> | a) Academic |      |    |      |        |              |
|                 | b) Industry |      |    |      |        |              |

|             |   |                       |
|-------------|---|-----------------------|
| <b>(10)</b> | <b>Information regarding Postgraduate teaching. (Please attach Certificate)</b> | <b>Encl. page No.</b> |
|             | Date of recognition as a Postgraduate teacher                                   |                       |
|             | Name of the University granting the recognition                                 |                       |

**11. RESEARCH PUBLICATIONS**

**(Peer-Reviewed or UGC listed or CARE listed Journals will be considered only)**

**Papers published after July-2019, only UGC CARE listed papers will be considered.**

| Sr. No. | Title | Name of Journal | Vol., PP No. Year | Sr. No. of UGC Care List | Impact Factor | Authorship (Single/ Joint) | Are you the first Author/ Mentor/ Corresponding Author/ Supervisor | Encl. Page No. |
|---------|-------|-----------------|-------------------|--------------------------|---------------|----------------------------|--|----------------|
|         |       |                 |                   |                          |               |                            |  |                |

- Two authors: 70% of total value of publication for each author.
- More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Documents indicating Name of the journal and authors, Volume and page number, ISSN, First page of the article and page indicates Peer Reviewed/ UGC listed/CARE listed must be attached with the application. The impact factor as per Thomson Reuter's list only.

**(A) PUBLICATIONS (OTHER THAN RESEARCH PAPERS)****(A-i) Books authored which are published by International Publishers:**

| <b>Sr. No.</b> | <b>Title of the Book</b> | <b>Author</b> | <b>Co-Author(s)</b> | <b>Name of the Publisher, Month, Year</b> | <b>ISBN</b> | <b>Encl. Page No.</b> |
|----------------|--------------------------|---------------|---------------------|---|-------------|-----------------------|
|                |                          |               |                     |   |             |                       |

**(Note: -** Attach front, index and back pages justifying the claim showing the ISBN.)

**(A-ii) Books authored which are published by National Publishers:**

| <b>Sr. No.</b> | <b>Title of the Book</b> | <b>Author</b> | <b>Co-Author(s)</b> | <b>Name of the Publisher, Month, Year</b> | <b>ISBN</b> | <b>Encl. No.</b> |
|----------------|--------------------------|---------------|---------------------|---|-------------|------------------|
|                |                          |               |                     |   |             |                  |

**(Note: -** Attach front, index and back pages justifying the claim showing the ISBN.)

**(A-iii) Chapter in Edited Book**

| <b>Sr. No.</b> | <b>Title of the Book</b> | <b>Title of the chapter</b> | <b>Author / Co-Author(s)</b> | <b>Name of the Publisher</b> | <b>ISBN</b> | <b>Encl. No.</b> |
|----------------|--------------------------|-----------------------------|------------------------------|------------------------------|-------------|------------------|
|                |                          |                             |                              |                              |             |                  |

**(Note: -** Attach front, index and back pages justifying the claim showing the ISBN.)

**(A - iv) Editor of book by International Publisher**

| <b>Sr. No.</b> | <b>Title of the Book</b> | <b>Co-Editor(s)</b> | <b>Name of the Publisher, Month, Year</b> | <b>ISBN</b> | <b>Encl. Page No.</b> |
|----------------|--------------------------|---------------------|---|-------------|-----------------------|
|                |                          |                     |   |             |                       |

**(Note: -** Attach front, index and back pages justifying the claim showing the ISBN.)

**(A - v) Editor of Book by National Publisher**

| <b>Sr. No.</b> | <b>Title of the Book</b> | <b>Co-Editor (s)</b> | <b>Name of the Publisher, Month, Year</b> | <b>ISBN</b> | <b>Encl. Page No.</b> |
|----------------|--------------------------|----------------------|---|-------------|-----------------------|
|                |                          |                      |   |             |                       |

**(Note: -** Attach front, index and back pages justifying the claim showing the ISBN.)

## 12. AWARDS

### (i) Awards - International/National

(Relevant Documents supporting claims should be closed)

| Sr. No. | Title of the award | Awarding /Certifying Agency | Year of award | Encl. No. |
|---------|--------------------|-----------------------------|---------------|-----------|
|         |                    |                             |               |           |

### (ii) Awards – State Level

(Relevant Documents supporting claims should be closed)

| Sr. No. | Title of the award | Awarding /Certifying Agency | Year of award | Encl. No. |
|---------|--------------------|-----------------------------|---------------|-----------|
|         |                    |                             |               |           |

(13) Name, address and Phone No. of not more than two persons to whom reference can be made:

| No. | Name | Full Address | Phone / Mobile No. | Email ID | Period for which he/she has known to the candidate |
|-----|------|--------------|--------------------|----------|--|
| 1   |      |              |                    |          |  |
| 2   |      |              |                    |          |  |

(14)

|     |   |     |  |
|-----|---|-----|--|
| (1) | Have you ever been arrested/prosecuted/kept in detention/convicted by a court of Law or whether any case is pending against you in a Court of Law?  | Yes |  |
|     |   | No  |  |
|     | If the answer to the above question is "Yes" give details   |     |  |
| (2) | Have you ever been debarred from any examination/rusticated by any University or any other educational institution or whether any case is pending against you in any University or any other educational institution? | Yes |  |
|     |   | No  |  |
|     | If the answer to the above question is "Yes" give details   |     |  |
| (3) | Has any disciplinary action been taken against you by any University/ Institute where you have served?  | Yes |  |
|     |   | No  |  |
|     | If the answer to the above question is "Yes" give details   |     |  |

I, hereby declare that the information furnished above is true and correct to the best of my knowledge and belief and also that I have not concealed any fact or withheld any information regarding my past service and record. If any information is found to be false or incorrect or anything is found to have been concealed, I will be disqualified for selection or if appointed, will be liable to termination without any notice or compensation.

|       |               |
|-------|---------------|
| Place |               |
| Date  | ____/____/202 |

\_\_\_\_\_  
Signature of the Applicant

### **FOR USE OF APPLICANTS IN EMPLOYMENT**

I declare that the above statements made by the applicant are correct to the best of my knowledge and belief. I have "**No Objection**" to his/her applied and selected for the concerned post in your University. He/She will be immediately relieved.

|              |               |
|--------------|---------------|
| <b>Place</b> |               |
| <b>Date</b>  | ____/____/202 |

|                               |  |
|-------------------------------|--|
| <b>Signature of Authority</b> |  |
| <b>Designation</b>            |  |
| <b>Office Stamp</b>           |  |

## **Annexure-I**

### **CHECKLIST OF DOCUMENTS ENCLOSED**

List of self attested documents to be Attached (Applicants are required to maintain the Serial No. in the below mentioned order):

Candidate's Name : \_\_\_\_\_ Advt. No. : \_\_\_\_\_

Application for the Post of : \_\_\_\_\_ Applied Category : \_\_\_\_\_

**Note :** All Copies of Marksheet / Certificates should be self attested, List of enclosures attached by the applicant should be arranged strictly in the following order.

**Please tick (✓)**

| Sr. No. | Details Enclosed with Application Form  | Encl. at Page No. | (✓) |
|---------|---|-------------------|-----|
| 1.      | Online Application form with affix original passport size photograph.   |                   |     |
| 2.      | Annexure—II "Endorsement by the employer".  |                   |     |
| 3.      | Annexure-I "Check List".  |                   |     |
| 4.      | Caste Certificate (If necessary) & SEBC Candidate's also attached Non-Creamy layer Certificate for SEBC Category. |                   |     |
| 5.      | Higher Secondary School Leaving Certificate.  |                   |     |
| 6.      | Pan Card, Aadhaar Card & Election Card Copy   |                   |     |
| 7.      | S.S.C. all Marksheet.   |                   |     |
| 8.      | H.S.C. all Marksheet.   |                   |     |
| 9.      | F.Y. all year Marksheet & Degree Certificate.   |                   |     |
| 10.     | S.Y. all year Marksheet & Degree Certificate  |                   |     |
| 11.     | T.Y. all year Marksheet & Degree Certificate  |                   |     |
| 12.     | Postgraduate's Degree - Previous Year all Marksheet & Degree Certificate.   |                   |     |
| 13.     | Postgraduate's Degree - Final Year all Marksheet & Degree Certificate.  |                   |     |
| 14.     | English Typing Certificate (If any)   |                   |     |
| 15.     | Gujarati Typing Certificate (If any)  |                   |     |
| 16.     | Computer Course Certificate (If any)  |                   |     |
| 17.     | CCC Passing Certificate (If any)  |                   |     |
| 18.     | CCC+ Passing Certificate (If any)   |                   |     |
| 19.     | M.Phil. Marksheet & Notification.   |                   |     |

|     |   |  |  |
|-----|---|--|--|
| 20. | Ph.D. Notification & Degree Certificate.                                |  |  |
| 21. | Ph.D. Equivalent certificate (As Per UGC Guidelines)                    |  |  |
| 22. | GSLET Passing Certificate. (If any)                                     |  |  |
| 23. | NET Passing Certificate. (If any)                                       |  |  |
| 24. | B.Ed./ M.Ed. Previous & Final Year all Marksheet & Degree Certificate   |  |  |
| 25. | Other Qualifications Certificates                                       |  |  |
| 26. | All Experience Certificates (Starting from Latest)                      |  |  |
| 27. | Testimonials Certificates.  |  |  |
| 28. | Other enclosure   |  |  |
| 29. | Publications/ Research Papers/ Articles. (If any)                       |  |  |
| 30. | Workshops/Seminars/Conferences/Symposium attended Certificates (If any) |  |  |

Candidate's signature on every page of supporting document is mandatory.

Date : \_\_\_\_/\_\_\_\_/202

\_\_\_\_\_  
Candidate's Signature