

**Proforma for applying for the post of Principal/Associate Professor/Assistant Professor/ in the Private Colleges affiliated to University of Jammu, Jammu**

**Name of the College** \_\_\_\_\_

**Note:-**

- Submit two copies of this form to the concerned college and send one copy to the office of Director, Colleges Development Council, University of Jammu, Jammu 180 006 by registered post.
- Separate application forms must be filled for separate posts.
- Applications received after due date or incomplete are liable to be rejected.

*Paste here your self attested passport size photograph*

**Advertisement No.**.....

**Date:**.....

**Published in (newspaper)**.....

1. Application for the post of \_\_\_\_\_ in \_\_\_\_\_ (subject)

2. Minimum Pay Acceptable \_\_\_\_\_

3. Name (in block letters) \_\_\_\_\_

4. Father's Name(in block letters) \_\_\_\_\_

5. Date of Birth \_\_\_\_\_ (attach self attested document)

6. Age as on last date for submission of application form \_\_\_\_\_

7. Present postal address (in block letter) \_\_\_\_\_

\_\_\_\_\_ Pin Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

8. Nationality \_\_\_\_\_

9. Whether belongs to SC/ST/Ex-servicemen/Handicapped (attach proof)

10. Marital Status \_\_\_\_\_

11. Educational qualification (from Matriculation onwards)

Examination	Univ./ Board	Year & Month of passing	Marks Obtained / Total Marks	Percentage / Division	Subjects	Position in Univ. & College, if any
Matric						
10+2 /Pre.Med./ Pre. Engg.						
BA /B.Sc./B.Com						
M.Com/M.A/M.Sc.						
B.Ed.						
M.Ed.						
M.Phil						



**CERTIFICATE**

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:  
Dated:

**(Name & Signature of the applicant)**

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**For use of CDC Office Only**

**Check List:**

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

Signature of Dealing Official

AR (CDC)

Director- CDC

FREE OF COST

(Name of the college)

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

Dated \_\_\_\_\_

Registered  
Appointment Letter

From: _____ _____ _____ _____	To: _____ _____ _____ _____
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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/ Associate Professor/ Principal 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 : you will be governed according to rules, conditions of service and regulations applicable to affiliated Colleges.

Your appointment is subject to approval of University of Jammu, Jammu.

If the above terms and conditions are acceptable, you should report for duty to the Principal/ Chairperson 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/email 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,

Seal & Signature of Chairperson/ Principal

**(send a copy to the office of Colleges Development Council, University of Jammu by Registered Post)**

To:

The Chairman/ Principal,

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

**Sub: - Joining letter**

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 & Signature

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

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

Signature \_\_\_\_\_  
Chairman/ Principal of the College (with official stamp)

**(send a copy alongwith photocopy of Agreement to the office of Colleges Development  
Council, University of Jammu by Registered Post)**