

INSTRUCTIONS TO SUBMIT THE HARDCOPY OF THE APPLICATION

- A.** After the final submission through online, take the printout of the filled application and sign.
- B.** Take the printout of the “Credit Point Summary” sheet given in **Annexure-III** and complete.
- C.** Arrange the Printout of Application form, **Annexure-II**, **Annexure-III** and self-attested photocopy of the certificates/documents/publications/etc. in order as given below.

Note:

In the below table, start the page numbers from Sr. No. 1. For example, the number should start from Valid ID Proof (Aadhar Card) as Page No. 1 and so on. In case of any document not available/not enclosed, then put NA/X in the index for page no.

Sr. No.	Required Documents and Check list	Page No.	
		From	To
	Print out of the Application Form		
	Completely filled Annexure-II		
	Completed Credit Point Summary (Annexure-III)		
1	Valid ID Proof (Aadhar Card)		
2	NOC and vigilance clearance certificate from NIT Raipur		
3	Certificate for age Proof (10 th Mark sheet or Certificate)		
4	Academic records (Marks / Grade Cards and Certificates from Higher secondary (10 th class) onwards up to Ph.D.)		
5	Proof of Post-Doctoral Fellowships		
6	Proof of Post-Doctoral Fellowships Mentored		
7	Certificate of Academic Program Developed		
8	Proof of Honors/Awards/Prize/Medal		
9	Proof /Certificates / documents related to foreign visits		
10	Experience certificate(s) (Teaching), in chronological order from latest with pay scale		
11	Experience certificate (Industry), if any, in chronological order from latest with pay scale		
12	Proof of External Sponsored R & D Projects		
13	Proof of Patent Granted		
14	Proof of Consultancy Projects		
15	Proof of Ph.D.'s Supervised		
16	Proof of Publications in Journals (only first page)		
17	Proof of Publications in Conference (only first page) since the last promotion		

19	Proof of Administrative Contribution – 1 (since the last promotion)		
20	Proof of Administrative Contribution – 2 (since the last promotion)		
21	Proof of Administrative Contribution – 3 (since the last promotion)		
22	Proof of Administrative Contribution – 4 (since the last promotion)		
23	Proof of Workshop / Faculty development program / Short Term courses organized (since the last promotion)		
24	Proof of Conducting national programs like GIAN (since the last promotion)		
25	Proof of Conference organized as Chairman/Secretary (since the last promotion)		
26	Proof for Length of service over and above the relevant minimum teaching experience required for a given cadre		
27	Proof of Establishment of new Lab[s] (since the last promotion)		
28	Proof of Theory teaching over & above 6 credit hrs. course (since the last promotion)		
29	Proof PG Dissertation Guided		
30	Proof of UG Dissertation Guided		
31	Proof of Text/ Reference book published on relevant subjects from reputed international publishers (since the last promotion)		
32	Proof of Text/Reference book Published on relevant subjects from national publishers or in the book chapters in the books published by reputed international publishers (since the last promotion)		
33	Proof of Significant outreach activities (outside institute), since the last promotion		
34	Proof of Fellow of FASc /FNA / FNAE / FNASc		
35	Proof of Placement percentage (only for the placement cell officers/Faculty-in-Charge of Placement), since the last promotion		
36	One page write up regarding innovative techniques you have adopted in your teaching/learning process		
38	One page write up regarding your future plans for improvement in teaching/ research process environment		
39	Any other information		

Signature of Applicant with date