***Application form for the post of Director***

**WADIA  INSTITUTE  OF  HIMALAYAN  GEOLOGY**

**(An Autonomous Institution of Department of Science & Technology, Govt. of India)**

**33, General Mahadeo Singh Road**

**DEHRA DUN – 248001 (U.A.)**

**FORMAT I**

**APPLICATION**

Please clearly specify the preferred mode of appointment:

By Direct Recruitment/ Deputation / Re-employment [**pl tick preferred mode]**

**Advertisement No. : Recruitment/Director/WIHG/2023-Estt.**

Photo of Applicant

**Post applied for: DIRECTOR**

**(Applicant is requested to type the information**

**in the following format, and can add**

**more lines in the format wherever required).**

**1. GENERAL INFORMATION OF APPLICANT**

|  |  |
| --- | --- |
| **Name in full (In Capital letters)** |  |
| **Father’s/Husband’s Name** |  |
| **Mother’s Name** |  |
| **Date of Birth** |  |
| **Age as on (01.01.2023) in**  **Years, Months & Days** |  |
| **Correspondence Address with pin code** |  |
| **Permanent Address with pin code** |  |
| **Phone/Mobile Number** | **Mobile No.:**    **Landline No.:** |
| **Email ID** |  |
| **Marital Status** |  |
| **Nationality** |  |
| **Caste Category (SC/ST/OBC)** |  |

**2. PRESENT POSITION**

|  |  |
| --- | --- |
| **Designation** |  |
| **Name & Address of Employer/Organization** |  |
| **Ministry under which present organization comes** |  |
| **Pay scale/Level/pay band/Current basic Pay** |  |
| **Date of Appointment to the present post** |  |
| **Nature of Current employment (permanent/deputation/contract)** |  |
| **Total Experience (In Years Months)** |  |

**3. DETAILS OF PREVIOUS EXPERIENCE**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Full name & address of Organiza-tion** | **Post held** | **From** | **To** | **In Years and months** | **Whether permanent/ on probation, deputation/contract** | **Pay Scale/ Basic pay/ Total emoluments** | **Nature of duties** | **Reasons for leaving the post** |
|  |  |  |  |  |  |  |  |  |  |

**4. EDUCATIONAL QUALIFICATIONS (In chronological order from latest to above)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Qualification** | **University/Institution** | **Year** | **Subject/**  **Specialization** | **% of Marks** | **Distinctions, etc.** |
|  |  |  |  |  |  |  |

**5. DETAILS CONTRIBUTION TO JOURNALS, ARTICLES, BOOKS AND PATENTS (In Numbers)**

**(Please furnish details of patents and publications like as Names of authors, Title of papers, Name of Journals, Years, Volume, Paginations, etc. on a separate sheet with mentioning annexures numbers).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of Publications** | **Details of Journals/ books/ patents/ articles** | **Nos.** | **Annexures** |
| Research Papers in Referred Journals | International |  |  |
| National |  |  |
| Papers in Conference/Symposia | International |  |  |
| National |  |  |
| Books edited and chapters in books | International |  |  |
| National |  |  |
| Popular articles | International |  |  |
| National |  |  |
| Patents | International |  |  |
| National |  |  |
| Others | International |  |  |
| National |  |  |

**6. RESEARCH/CONSULTANCY PROJECTS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Client/Organization’s name** | **Nature of Project** | **Duration of project** | **Amount of grant (in Rupees)** |
|  |  |  |  |  |

**7. HONOURS/AWARDS & FELLOWSHIPS FOR OUTSTANDING WORK:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of Award/Fellowship** | **Elected/Honorary Fellow** | **Awarded by** | **Year of Award** |
|  |  |  |  |  |

**8. MEMBERSHIP OF PROFESSIONAL BODIES, SOCIETIES AND THEIR NAMES**

|  |  |
| --- | --- |
| **Sl. No.** | **Membership of Professional bodies, Societies and their names** |
|  |  |

**9. NO. OF RESEARCH SCHOLARS SUCCESSFULLY GUIDED**

|  |  |
| --- | --- |
| **Name of Programme** | **Awarded (Nos.) (Under-progress not to be included)** |
|  |  |

**10. ACADEMIC VISITS ABROAD**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Country Visited** | **Purpose of visit** | **Period** |
|  |  |  |  |

**11. TRAINING/ASSIGNMENT/ANY OTHER RELEVANT PARTICULARS**

|  |  |
| --- | --- |
| **Sl. No.** | **Name of Programme** |
|  |  |

**12. KNOWLEDGE OF LANGUAGES**

|  |  |
| --- | --- |
| **Sl. No.** | **Languages (including foreign languages)** |
|  |  |

**13. OTHER ACTIVITIES/RESPONSIBILITIES**

(Applicant may mention any special qualification/experience which have not been included under the heads given above)

|  |  |
| --- | --- |
| **Sl. No.** | **Details of Activities/Responsibilities** |
|  |  |

**14. STRENGTHS (justification in support of your candidature such as R&D experience in Earth Sciences, specific experience gained and outstanding managerial skills exhibited during your employment which has bearing on duties of the post of Director)  upto 1000 words**

|  |
| --- |
|  |

**15. YOUR VISION FOR THE INSTITUTE (upto 1000 words)**

|  |
| --- |
|  |

**16. DETAILS OF REFEREES (Not more than three)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Referee** | **Post Held by Referee** | **Email ID** | **Mobile No.** |
|  |  |  |  |

**17. ARE YOU WILLING TO ACCEPT THE INITIAL SALARY OF THE GRADE!**

|  |
| --- |
| **(If no, state what is the minimum salary acceptable or expected, with justifications thereof)** |

**18. If appointed, what is the notice period you would require before joining the post.**

|  |
| --- |
| **No. of days -** |

**19. LIST OF ENCLOSURES;**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Name of particulars** | **Annexures (like as I, II , III, etc)** |
|  |  |  |
|  |  |  |
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**Declaration to be signed by the Candidate**

          I hereby certify that the foregoing information is correct to the best of my knowledge and belief.  I have not suppressed any material fact or factual information in the above statements.  In case, I have given wrong information, or suppressed any material fact or factual information, then my services are liable to be terminated without giving any notice or reasons thereof.  I am not aware of any circumstances which might impair my fitness for employment under the Government.

Date   :                                                                    **Signature of applicant**

Place  :

Forwarded with the remarks that the Institute/Organization has no objection to the candidature of the applicant being considered for the post applied for as above.

Dated :                                                       **Signature**

**(Head of the Institution/Organization)**

**Designation**

**Address:**

**Telephone/Fax No.**

**FORMAT II**

(For Short Curriculum Vitae)

(Not to exceed 2-pages of A4 size in Times New Roman font of size 12 in single spacing)

|  |  |
| --- | --- |
| 1. | Name and Address |
| 2. | Date of birth and age in years and months as on 01.01.2023 |
| 3. | Qualifications (mention degree, institution/university and the year awarded) |
| 4. | Present position, Pay level/Basic pay |
| 5. | Experience (indicate the position, institution and dates during which each post was held.  Also, the total number of years of R&D experience after Master’s including the Ph.D. period and total number of years of other experience may be indicated, separately). |
| 6. | Number of publications in refereed journals, books, book chapters, number of Ph.Ds produced, citations received till 01.01.2023, h-index, patents |
| 7. | Honours and Awards |
| 8. | Fellowships of National and International Academics, Memberships of  Professional Societies |
| 9. | Additional relevant information, if any |

Signature of the Candidate

Date:

Place: