

TATA INSTITUTE OF SOCIAL SCIENCES

SION-TROMBAY ROAD, DEONAR, MUMBAI 400 088

Telegram : FERNSTALK
CHEMBUR
MUMBAI 400 071

Telephone : 25563290
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Guidelines for filling up the form by the candidate:

1. All addresses required in the application form should be written in block letters and should give full details including the pin code. Where possible, mention telephone numbers and area code.
2. The application form should be complete in all respects. Incomplete applications will not be considered and no correspondence entertained.
3. Attested copies of mark/grade sheets, certificate from SSC onwards and testimonials should be attached to this application. Originals of such documents must be produced only at the time of interview.
4. Application should be sent through the present employers, if employed, and by registered post. Although, applicants may send an advance copy, if they so desire, the Selection Committee will not consider it unless it is forwarded through the employer, or accompanied by a no objection certificate.
5. If the space against any item is inadequate, applicants are free to furnish the relevant particulars on separate sheets, indicating therein, the item number to which the information relates.

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APPLICATION FORM

(To be returned to the Assistant Registrar [Personnel], Tata Institute of Social Sciences,
P.B. No. 8313, Deonar, Mumbai 400 088.)

1. Post applied for _____

Attach recent
passport size
photograph

2. Name in full (in block letters) Mr./Mrs./Miss/Ms./Dr./Prof.

(Your first name)

(name of father/spouse)

(last name/family name)

2.1 Short name for communication _____

3.1 Address to which communications should be sent. (Any change of address should be communicated to the Assistant Registrar [Personnel])

Pin code: _____

Phone: (R) _____

E-mail address: _____

(O) _____

3.2 Permanent address, if different from 3.1

Pin code : _____

Phone: (R) _____

4.1 Date of birth _____

4.2 Age (In completed years) _____

5. Sex: Male/Female

6. Place of birth _____
(village/town) (state) (country)

7. Nationality _____

8. Mother tongue _____

9. Marital status: Unmarried/Married/Widowed/Separated/Divorced

10. Religion _____

11. Are you a member of Scheduled Caste/Scheduled Tribe/OBC? Yes/No

If yes, specify _____ and attach a copy of caste/tribe certificate
(name of caste/tribe)

12. Name of father/mother/guardian/spouse: _____

13. Occupation of father/guardian/spouse: _____

14. Address of father/mother/guardian/spouse: _____

15.1 Salary last drawn: (a) Basic Rs. _____ (b) Total Rs. _____

15.2 Minimum salary acceptable: (a) Basic Rs. _____ (b) Total Rs. _____

16. Have you previously applied for any post at this Institute?

If so, please mention the position applied for and approximate date of application

17. Have you any relative among the staff of this Institute? Yes/No

If yes, please give the following particulars.

(name of relative)

(relationship with candidate)

(his/her designation)

18.1 Particulars of all examinations passed from S.S.C./Matriculation upward to Master's Degree (including NET exam and any in-service training leading to a Diploma).
Attach copies of mark/grade sheets and certificates.

No.	Examination	Year of admission	Year of passing	Division/Class	Percentage/Grade	Special subjects or field of specialisation	School/College	University

18.2 Particulars of M.Phil. and doctoral studies.

No.	Degree	Year of registration	Year of award of degree	Area of specialisation	Title of thesis	Name of Guide	Department/College	University

19. Relevant practice/field experience during the programme of training.

No.	Name of organisation	Duration		Nature of work
		From	To	

20. Employment record

20.1 Present position:

20.1.1 Name and address of employer:

20.1.2 Duration of employment : From to

20.1.3 Pay scale : Rs. -----

20.1.4 Present basic pay : Rs. -----

20.1.5 Monthly allowances (gross) : Rs. -----

Total : Rs. -----

20.1.6 Next increment due on : Rs. -----

20.1.7 Your current duties (mention the subjects taught by you and attach copy of syllabi, research undertaken, action projects and other activities).

20.1.8 Name and designation of your immediate supervisor.

20.1.9 Reasons for wishing to leave the present job.

20.2 Previous employment (please list all jobs held by you).

No.	Name and address of employer	Nature of duties	Designation	Name and designation of your supervisor	Period of employment		Pay scale and total salary		Reason for leaving
					From	To	Beginning	Final	

20.3 Give a list of activities in all your previous jobs, except the last one, including the subjects taught, research undertaken, students guided for M.A/M.Phil./Ph.D., guidance of field practice of students (nature of settings), field action projects guided and administrative experience.

20.4 Describe the nature of consultancy work undertaken by you, for whom, when and where (Add extra sheet if required).

20.5 Give the details of the teaching materials prepared by you and any specific contribution you are making/have made to the training programmes in which you have been involved, the modifications and changes, if any, contributed by you, the reasons for the same, the syllabi you have developed, and anything else which is pertinent to the academic or field training programmes.

21. List the professional societies to which you belong (Add extra sheets, if required).

No.	Name and address of organisation	Category of membership	Positions held	Period	
				From	To

22. Mention your activities in public affairs at the city, state, national or international level, and contribution to organisations, social policy, social action, project planning and development.

23. Details of research work done, excluding those undertaken to meet the requirements of the Degree Programmes.

No.	Title of project	Sponsor and cost	Duration		Your position, the projects and nature of contribution
			From	To	

24. Please attach/enclose four sets of the best three written contributions (as defined by her/him). For the posts of Professor and Reader, please note that this is an essential requirement and hence such copies must be forwarded in advance with the application.

24.1 List all published books.

No.	Title of book	Co-authors, if any	Language	Publisher	Year of publication

24.2. List the books under publication.

No.	Title of book	Co-authors, if any	Language	Publisher

24.3 List all published articles/papers (Attach separate sheet, if required).

No.	Title of articles/papers published	Co-authors, if any	Language	Journal	Vol. No. and Date

24.4 List all articles/papers not published and papers read at seminars/conferences (Attach separate sheet, if required).

No.	Title of articles/papers	Co-authors, if any	Language	Date

25. Give details of the field action projects in which you have been involved.

26. List the seminars/workshops/conferences directed by you (target group, purpose, number of days, etc.).

27. List your membership and position (e.g., Convener, Chairperson) in Committees set up in the academic or other institutions in which you were employed.

28. Describe the contributions made by you as a teacher to student life in co-curricular activities.

29.1 Languages known.

No.	Read	Write	Speak

29.2. Mention languages other than English in which you can teach.

30. Explain your reasons for suitability for this post.

31. Referees: List three persons (not related to you), resident in India and holding responsible positions, and intimately acquainted with your character and work. Where the candidate has been in employment, he/she should give either his/her present employer or immediate supervisor as a referee (or produce a testimonial from him/her in regard to his/her fitness for the post) for which he/she is an applicant.

No.	Name	Full address with telephone nos.	Profession	In what capacity he/she is known to the applicant
1.				
2.				
3.				

32. Have you any objection to our making enquiries with your present employer? Yes/No

If yes, why?

33. Include information regarding any residence or travel outside the country.

No.	Country visited	Purpose of visit	Sponsored by	Duration	
				From	To

34. Have you any disabilities which might limit your performance in your prospective field of work?

35. If selected, what notice would you require for joining the post?

36. Any other information you would like to share:

DECLARATION

I declare that all the statements made in this application and its annexure are true to the best of my knowledge and belief and I understand that willful misrepresentation renders me liable to dismissal if employed.

(place)

(date)

(signature of applicant)

Enclosures (Total no _____)

1. Proof regarding date of birth from matriculation or other recognised certificate.
2. Scheduled Caste/Tribe Certificate (only for SC/ST candidates)
3. Copies of mark/grade sheets and certificates from SSC onwards.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.