

Pabna University of Science and Technology (PUST)

Instructions to the applicant

(Candidate should use this form while submitting application for teaching position or upgradation at PUST)

1. A forwarding letter is required (through proper channel if necessary).
2. PUST teacher's upgradation or recruitment form-1 shall be used.
3. Provide a list of the enclosed documents and papers in the forwarding letter.
4. If additional sheets are required enclose them with the form in the order in which they would appear.
5. Provide a complete list of publications with copies of all publications as per section 16 of the form separately (Identify those provided in section 16 of the form with asterisks).
6. Provide certified or attested photocopies of all certificates, diplomas, degrees, memberships, fellowships etc. and transcripts of examinations.
7. You may make your own PUST teachers recruitment or upgradation form-1 for preparing the application if you feel so (use of the exact PUST teachers upgradation or recruitment form-1 format and structure is to be ensured)

Pabna University of Science and Technology
Pabna-6600, Bangladesh.

Form No: PUST teachers recruitment or upgradation form-1
(Applicant's statement stating his/her scholastic achievement and experience)

PHOTO

1. APPLICANT'S NAME (In English) _____
(In Bangla) _____

2. Date of birth: _____

3. Position applied for: _____

4. Present Position: _____ Date of appointment : _____

5. Academic Qualifications:

Degree/ Examination	Institution (University / College/ School / Department)	Class/Division / GPA (Percent Marks where applicable)	Year

6. Experiences (start from present):

Position	Organization	Duration

7. Membership / Fellowship of Learned Societies, Professional Institutions and Other Noteworthy Affiliations, etc. :

8. Professional Awards / Honours Received:

9. Professional Work at National and International Levels:

10. Participation in National Commissions, Committees, etc. commissioned by the Government of Bangladesh and Govt. Institution / Organizations:

Information provided below for activities since the last appointment /during last five years

11. Academic qualifications earned after the last appointment _____
12. Teaching activities undertaken (course and laboratory) at undergraduate and graduate levels since last appointment **(last five years)**

Course No. and Title of The Courses Taught	Level	No. of Students	(Lectures Per Week) or (Hours/week)	Year

13. Supervision Thesis/Design Project at undergraduate Level **since the last appointment**

No. of Student	No. of Project		Year
	Thesis	Design	

14. Supervision of Completed Graduate Research Work.

Level (Masters/M.Phil/Ph.D)	Thesis Title	Year

15. Research Grants Received **(last fifteen years)**

Organization Offering the Grant	Project title	Period

16. List of publications **since the last appointment** (Journal / Conference Proceeding/Presentation). List them by mentioning authors, title of the paper, Journal / Conference Presented at, year, vol. No., Issue No., Pages, etc.
 - a) Journal Publications (recognized and refereed journals/proceedings):

b) Conferences (*national and international conferences and seminars*):
i) Proceedings:

ii) Presentations:

c) Text books written for undergraduate / postgraduate levels (*include names of the author / authors, title, year, publisher, etc.*):

d) Research monographs, monographs, patents and other works completed and contributions in standard published books (*include names of the author / authors, title, year, publisher, etc.*):

e) Others (if any):

* PLEASE PROVIDE A COMPLETE LIST OF PUBLICATIONS AS PER SECTION 16 ABOVE SEPARATELY (*IDENTIFY THOSE PROVIDED IN SECTION 16 ABOVE WITH ASTERISKS.*)

17. Contribution to the Department Other Than Teaching and Research already stated above during the period under review (**last five years**):
- a) Curriculum Improvement:

 - b) Laboratory Development:

 - c) Production of Teaching Aids:

 - d) Staff development:

 - e) Organize seminar /workshop:

 - f) Others:
18. Contribution to the University Administration during the period the under review (**last five years**):
- a) Activities Assigned by Universities authorities in addition to own duties (mention period and nature of the duty):

 - b) Hall Administration (mention period including position held):

 - c) Chairman or Member of Committees formed by University Authority, Regent Board, Academic Council, Finance Committee, Committee for Advance Studies & Research, Boards of Studies, etc. (mention period, name of the committee, etc.) :

19. Name and Address of Three References with contact number:

a.

b.

c.

20. Any other extra curriculum activities to be considered worthwhile for this appointment:

21. Personal Information:

- a) Father's / Husband's Name: _____
- b) Nationality: _____
- c) Present Address: _____

- d) Mailing Address: _____

- e) Permanent Address: _____

- f) Contact No.: _____

22. Salary information:

- a) Present pay scale : _____
- b) Basic pay: _____

I certify that the statements made above are correct.

Applicant's signature

COMMENT BY THE CHAIRMAN OF THE DEPARTMENT IF ANY

To be provided separately in a sealed envelope.

Signature of the Chairman of the Department