

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.

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).

Photo of Applicant

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)	
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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 Organization	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

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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)

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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)
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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)

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: