

Instructions to fill the Application form (PBAS)

1. The format (word file) of application form can be downloaded from the University website www.aukota.org.
2. The candidates should apply only in the application form (PBAS) downloaded from the University website having University's logo as water mark. Don't make any change in the format, otherwise application will not be considered.
3. The relevant score cards along with eligibility and criteria of promotion are available on the website for reference.
4. The candidates should submit the computer typed application form only. The application form filled by hand will not be accepted.
5. Only hard copy of application form along with relevant documentary proofs should be submitted in the prescribed time line.
6. The application has to be submitted through proper channel only.
7. **Candidates are directed to fill information/ attainments pertaining to the assessment period only.**
8. The application forms should be filled carefully along with supported documentary proofs.
9. If the information provided by the candidate is found false at any stage, the candidature of the applicant shall be cancelled and University will initiate strict action against such candidate.
10. The candidates are advised to attach only relevant documents in support of the information provided in the application form. Unnecessary documents should not be attached.
11. In case of proof of research publications/ short notes attach only first page of research paper showing title of paper, authors list, journal's name, month of publication, etc.
12. In case of book/ proceedings of conference/ lab or practical manual/ bulletin attach only cover page and inner page showing publication details, no. of pages, authors/ editors names.
13. As a proof of the PG students guided, enclose only final thesis submission certificate showing name of major/ minor advisor as proof.
14. The candidates are required to submit the 'Experience Certificate' from their present Unit Head/ Head of establishment, indicating –
 - The number of days of "Extra Ordinary Leave" or "Study Leave" availed during the assessment period (if any).
 - "Is there any departmental enquiry pending/ in process?"
15. All the information provided in the application form should be supported by valid proof. Without valid proof, the information will not be considered for granting score.
16. In case of promotion, the arrears of the difference of salary will be paid as per the availability of budget from the funding agency.


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