

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**Academic year 2020-2021**  
**FACULTY PROFORMA**  
**The Central Law College, Salem, affiliated to TNDALU**

Space for  
Affixing  
Passport Size  
Photograph

1. Application for Appointment as : \_\_\_\_\_
2. Name (in block letter) : \_\_\_\_\_
3. Father's Name (in block letters) : \_\_\_\_\_
4. Present Postal Address (in block letters) : \_\_\_\_\_

Pin code: \_\_\_\_\_

a) Nationality : \_\_\_\_\_

b) CASTE(CLEARLY SPECIFY WHETHER THAT CASTE IS Classified as forwarded or MBC or Backward or SC/ST ) : CASTE \_\_\_\_\_  
 : Classification \_\_\_\_\_

c) Martial Status : \_\_\_\_\_

5. a) Date of Birth/Age : \_\_\_\_\_ / \_\_\_\_\_ Years

b) Mother Tongue : \_\_\_\_\_

6. a) Educational qualification (from Matriculation onwards)

Examination	Univ./ Board	Year & Month of passing	Percentage / Division	Subjects	Position in Univ. & College if any
Matric					
10+2 /Pre.Med./ Pre. Engg.					
BA /B.Sc./B.Com					
M.Com/M.A/M.Sc.					
B.L/B.A B.L.,					
M.L./L.L.M.,					
M.Phil					
Ph.D.(with title)					
UGC (NET/SLET)					
Any other Exam (Please Specify)					

7. Research publication (separate detailed list of publication to be attached as Annexure, for each)

S.NO	PUBLICATIONS	PUBLISHED/Accepted for publication	Nos
1.			
2.			
3.			

8. (a) Have you ever been prosecuted/sentenced by the court of Law, If so give detail? \_\_\_\_\_

(b) Have you ever dismissed from service? If so, give detail \_\_\_\_\_

9. List of previous employment in order (Starting with most recent post held.

Name & Address of College/Institution	Date of Joining /Leaving	Designation	Nature of Job	Basic Pay P M & grade	Reason for leaving

10. Total experience (If any)

11. Present Basic Pay Rs. \_\_\_\_\_

12. Period required for joining the post \_\_\_\_\_

13. Any other relevant information \_\_\_\_\_

14. Certificates submitted at the time of interview for verification:

1. a) statements of marks of basic Degree  
b) Degree Certificate of Basic Degree
2. a) Statements of marks of post graduate degree.  
b) Degree Certificate of the Post graduate Course
3. a) Statements of marks of M.Phil Course  
b) Degree Certificate of M.Phil Course.
4. a) Statements of marks of B.L./LLB Degree  
b) Degree Certificate of B.L./LLB Course
5. a) statement of marks of M.L./LLM Degree  
b) Degree Certificate of M.L./LLM Course
6. a) Statements of Marks of B.L.I.S./M.L.I.S. Degree  
b) Degree Certificate of B.L.I.S./M.L.I.S. Course
7. a) Statements of marks of B.P.Ed./M.P.Ed. Degree  
b) Degree Certificate of B.P.Ed./M.P.Ed. Course
8. S.S.L.C. Book
9. Bar Council Enrolment certificate.
10. Any other Certificate produced.

**Remarks**  
**office use only**

### **CERTIFICATE**

- a) Certified that the contents given in the application forms and the documents attached therewith are true and correct to the best of my knowledge.

Place:

**(Signature of the applicant)**

Dated:

In the event of the Management being pleased to appoint me as a Lecturer of The Central Law College, I will serve the college with loyalty, sincerity and dedication and zeal and abide by any condition the college may impose on me from time to time. DURING MY SERVICE ALL MY QUALIFYING CERTIFICATES IN ORIGINAL SHALL BE DEPOSITED IN THE COLLEGE AND I WILL NOT ASK FOR THEIR RETURN DURING PERIOD AND unless I deposit the certificate I may not be considered for selection.

If, for any unavoidable reason, I am to seek relief from the college before the stipulated period, as I am causing inconvenience to the academic administration depriving the students of the lecture classes which compels the college administration to advertise and call for a new candidate to fill up the vacancy, in all fairness I am to compensate the unnecessary expenditure caused to be borne by administration by reason of my breach of a contractual obligation, In such event, I shall pay damages of one month salary along with the application for the return of my certificates or my relieving.

I agree that my appointment is normally for the academic year 2018-2019 ending with 31<sup>st</sup> April 2019 unless my appointment is terminated earlier on the ground of my inefficiency, indiscipline or any other reason in the interest of the standards of teaching or dignity of the institution in the opinion of the management.

I will take all steps to create a learning climate in the classroom by controlling the class with a dedicated sense of duty, failing which I will have no right to continue in service. In case I receive 3 warnings with regard to my inefficiency or any indiscipline on my part, I agree to the termination of my appointment by the Management without any further notice.

I will neither instigate nor encourage any strike among students at any time by word or deed and I assure the management that I shall not withhold any information from the management, Which might be detrimental to the interests of the Institution, that I might have come to know. The management shall always have my whole hearted co-operation with the administration of the college in maintaining the traditions and tone of the college. During the closure of the college due to any student strike, I am aware that the college shall pay only half of the regular salary during the strike period.

Fully realizing that the grant of casual leave is not a matter of course, I will not avail of it frequently or unnecessarily, Particularly when some members of the staff have got casual leave already sanctioned during those days. Whenever casual leave can be anticipated, I will avail myself of the leave, not more than a day a month, by applying for the same 3days in advance. For everyday of casual leave availed of without sufficient notice, prior sanction or justification, the same may be treated as 2 days leave on loss of pay.

In the event of my being selected, I will execute an agreement with the management as per the requirements of the University.

In case my service is found to be satisfactory and up to the standard expected by the management. I request my service may be continued for the next academic year, and in such event I may be paid the vacation salary as and when I complete twenty continuous months of service.

#### FOR WOMEN CANDIDATES

I will not claim maternity leave with pay until I become a permanent servant and have put in a continuous service for 5years. I will be thankful for any humanitarian consideration on this account, provided the management is pleased to pay me in recognition of my sincere and dedicated service.

SIGNATURE OF THE CANDIDATE.