

Steps Involved in the Application Process

The candidates are requested to carefully read this document and “General Instructions” before filling up the application form. Candidates are also advised to visit the website (www.allduniv.ac.in) periodically for further information related to the recruitment process.

For Assistant Professor:

1. Download the application form from www.allduniv.ac.in as detailed below alongwith instructions and guidelines. **The application consists of three parts:**
 - (a) Excel sheet earmarked as ‘score sheet for assistant professors.xlsx’
 - (b) Word document earmarked as ‘Application Form for Assistant Professor.docx’
 - (c) Excel sheet earmarked as ‘summary sheet.xlsx’
2. **Payment of Fee:** The requisite fee of Rs. 1000/- for UR & OBC candidates and Rs. 400/- for SC & ST candidates has to be remitted through RTGS/NEFT to State Bank of India, Allahabad University Branch, Allahabad, India on Account No. 36588295362 & IFSC: SBIN0001621. The transaction ID of fee deposition should be clearly mentioned in the application.
3. Complete the excel sheet ‘score sheet for assistant professors.xlsx’. The instructions for filling the excel sheet are as follows:
 - (a) The excel sheet has 5 spread-sheets:
 - (i) publication_journals
 - (ii) publications_books etc
 - (iii) projects_consultancy
 - (iv) fellowships_awards
 - (v) conference_seminar_etc

The candidates are required to fill all of them separately by computing the marks in each of the spread-sheets.

 - (b) The candidates are required to take a printout of each spread-sheet of excel sheet ‘score sheet for assistant professors.xlsx’ [1(a)] separately and enclose it with the printed copy of the application form at 1(b).
4. Fill the application form [Word document earmarked as ‘Application Form for Assistant Professor.docx’] by incorporating the scores computed in Excel sheet earmarked as ‘score sheet for assistant professors.xlsx’ and the transaction ID of fee deposition.
5. Fill the Excel sheet earmarked as ‘summary sheet.xlsx’ on the basis of 1(a) and 1(b). This sheet contains only one spread-sheet. The transaction ID of fee deposition should be clearly mentioned.
6. After filling the details of fee paid in the relevant columns of 1(b) and 1(c) and putting the numbers of enclosures in support of your claims, take the printout of 1(b) and 1(c).

7. The application form completed in all respect [*after taking the printout of 1(a) Excel sheet earmarked as 'score sheet for assistant professors.xlsx'; 1(b) Word document earmarked as 'Application Form for Assistant Professor.docx'; and 1(c) Excel sheet earmarked as 'summary sheet.xlsx'*] alongwith relevant documents and proof of fee submission must reach to "The Registrar, Senate House Campus, University of Allahabad, Allahabad, UP 211002, INDIA" preferably through speed post/registered post **on/before 12/05/2017**.
8. It is mandatory to also submit the soft copy (in word and excel format) of the completed application form [*of 1(a) Excel sheet earmarked as 'score sheet for assistant professors.xlsx'; 1(b) Word document earmarked as 'Application Form for Assistant Professor.docx'; and 1(c) Excel sheet earmarked as 'summary sheet.xlsx'*] to the email address: **online.uoa-up@gov.in**. The enclosures are not required to be sent through email.
9. The '**Name of the Post Applying For:**' must be clearly mentioned on the envelope containing the application and in the '**Subject**' of the email.

For Associate Professor and Professor:

1. Download the application form from www.allduniv.ac.in as detailed below alongwith instructions and guidelines. **The application consists of two parts:**
 - (a) Word document earmarked as 'Application Form for Associate Professor and Professor.docx'
 - (b) Excel sheet earmarked as 'summary sheet.xlsx'
2. **Payment of Fee:** The requisite fee of Rs. 1000/- for UR & OBC candidates and Rs. 400/- for SC & ST candidates has to be remitted through RTGS/NEFT to State Bank of India, Allahabad University Branch, Allahabad, India on Account No. 36588295362 & IFSC: SBIN0001621. The transaction ID of fee deposition should be clearly mentioned in the application.
3. Fill the application form [Word document earmarked as 'Application Form for Associate Professor and Professor.docx'] by giving the transaction ID of fee deposition.
4. Fill the Excel sheet earmarked as 'summary sheet.xlsx' on the basis of 1(a). This sheet contains only one spread-sheet. The transaction ID of fee deposition should be clearly mentioned.
5. After filling the details of fee paid in the relevant columns of 1(a) and 1(b) and putting the numbers of enclosures in support of your claims, take their printout.
6. The application form completed in all respect [*after taking the printout of 1(b) Word document earmarked as 'Application Form for Associate Professor and Professor.docx'; and 1(b) Excel sheet earmarked as 'summary sheet.xlsx'*] alongwith relevant documents and proof of fee submission must reach to "The Registrar, Senate House Campus,

University of Allahabad, Allahabad, UP 211002, INDIA” preferably through speed post/registered post **on/before 12/05/2017**.

7. It is mandatory to also submit the soft copy (in word and excel format) of the completed application form [*of 1(a) Word document earmarked as ‘Application Form for Associate Professor and Professor.docx’; and 1(b) Excel sheet earmarked as ‘summary sheet.xlsx’*] to the email address: **online.uoa-up@gov.in**. The enclosures are not required to be sent through email.

8. The **‘Name of the Post Applying For:’** must be clearly mentioned on the envelope containing the application and in the **‘Subject’** of the email.