

## Guidelines for the Applicants

**Kindly read the following points carefully before filling the application form for the post of Vice-Chancellor, University of Kota, Kota Rajasthan carefully:**

- (1) The search committee invites fresh application/nomination from distinguished academicians having a minimum of ten years experience as professor in a university or college or ten years experience in an equivalent position in a Reputed Research and/or Academic Administrative Organization, possessing of highest level of competence, integrity, morals and institutional commitment in the prescribed format for an appointment to the post of Vice-Chancellor in University of Kota, Kota.
- (2) The applications not received in the prescribed Candidate Proforma (standard format for C.V.) provided on the website of the UOK, Kota will be rejected. Incomplete application shall also be rejected and no query in this regard shall be entertained.
- (3) You are requested to fill all the entries carefully and to enclose all the necessary documents.
- (4) The application must be sent to the Registrar, University of Kota, Kota, M.B.S. Marg, Near Kabir Circle, Kota Rajasthan 324005. The applications received from other sources will not be considered.
- (5) The candidate must enclose the proof of experience of a minimum 10 years at the Level of Professor or equivalent required at the time of scrutiny of application. To comply with the same, the candidate must enclose the experience certificate as professor or at equivalent position in professor grade from the Registrar in case of academic Institutions and Head of the organisation in other cases.
- (6) In case of work experience, candidate must enclose proof of the same mentioning the Pay Level/Grade Pay (as per 6th CPC) in the certificate/proof. In the absence of the same, that particular experience will not be considered.
- (7) The candidates must submit both hard copy and soft copy (MS Word File and Signed PDF) of their application in the prescribed Candidate Proforma.
- (8) Soft copy of the application in PDF form must be signed by the candidate.
- (9) It is mandatory to send the soft copy of the Application in MS Word and PDF form to the email ID given for this purpose only, on/before last date of the application as mentioned in advertisement. Applications submitted through E-mail and received after last date/time shall not be considered and will be rejected.
- (10) Soft copy must be sent to the E-mail ID given for this purpose. The applications received through any other E-mail ID shall be rejected and the University shall not be responsible for the same.
- (11) The hard copy received after last date will be considered if the soft copy of the same has been received in time. However, the HARD COPY of the application must reach the University within 7 days from the last date of the submission of the application.
- (12) The envelope containing the duly filled and signed application should be inscribed on top in bold letters "Application for the post of Vice-Chancellor, UOK, Kota and confidential" should be super scribed on the envelope.
- (13) The candidates are required to download the prescribed candidate proforma (standard format of CV) from the University website [www.uok.ac.in](http://www.uok.ac.in). For further details, candidates may visit the University website.