

Annexure - I

Application Form for "Research Associate" on contract basis in TEC

(Applicants should submit only one application)

1. Name:
2. Father/Husband Name:
3. Gender:
4. Date of Birth:
(Please enclose mark-sheet of class 10th as age-proof)
5. Correspondence Address:

Paste latest
Passport Size
Photograph

6. Permanent Address:

7. Contact details:

Email id.:

Phone: (Residence)

Mobile No:

8. Academic Record:

Examination	Branch/ Specialization	Name of Institute / Board	Year of passing	CGPA*	Percentage marks
Bachelor Degree in Engineering/ Technology					
Post- Graduate Degree in Engineering/ Technology					
Any other					

***Applicants with CGPA degree should fill in equivalent percentage marks also and should submit documentary proof of conversion norm of their institute/ university, failing which a CGPA will be multiplied with 9.5 for deriving the equivalent percentage marks.**

9. National Institutional Ranking Framework (NIRF) ranking in engineering category

(please see Note 1 of Annexure-II) of

(i) Engineering Graduation institute:

(ii) Engineering Post-Graduation institute:

10. Work experience (please enclose copy of certificate on the letter head of employer):

11. Internship details (organization & topic):

12. Academic distinction (special achievements), if any:

13. Key projects/ papers/ presentations:

14. Area of interest:

15. Additional information in support of your suitability:

I certify that the above information furnished by me is true to the best of my knowledge and belief. I also agree that in the event of any misrepresentation and/or falsification of information, my engagement shall be liable for termination without notice and without prejudice to any other administrative/legal proceedings that TEC may deem fit to initiate. I shall abide by the terms and conditions specified by TEC.

(Name & Signature of the Candidate)

List of Documents: (Self-attested copies)

1. Mark-sheet of Class 10th
2. Mark-sheet of Engineering Graduation
3. Mark-sheet of Engineering Post-Graduation
4. Documentary proof of CGPA to Percentage conversion norm
5. Work experience/ Internship Certificate
6. Any other document



SELECTION PROCESS

1. All the received application will be scrutinized for eligibility based on essential qualifications, age etc. and applications of ineligible candidates will be rejected summarily.
2. Thereafter, merit list of all eligible candidates will be prepared by the selection committee on the basis of score obtained by each candidate. Score of every candidate will be calculated by adopting following methodology:

Sl. No.	Item	Total marks	Score	
I	Engineering Graduation percentage	50	Percentage marks X 0.5	
II	Engineering Graduation Institute NIRF* ranking	10	NIRF ranking**	Marks
			1-20	10 marks
			21-50	7 marks
			51-100	5 marks
			Others	0
III	Engineering Post-Graduation Institute NIRF* ranking	10	NIRF ranking**	Marks
			1-20	10 marks
			21-50	7 marks
			51-100	5 marks
			Others	0
IV	Experience [as per 2.2 (ii)(a)] OR Internship [as per 2.2 (ii)(b)]	5	5 marks	
V	Sub-total score	75	Sum of (I) to (IV), upto two digits of decimal	
VI	Interview	25		
VII	Total Score	100	Sum of (V) & (VI)	

*Note 1: The National Institutional Ranking Framework (NIRF) is released by the Ministry of Human Resource Development (MHRD), Government of India. This framework ranks various institutions on the basis of their performance against pre-defined parameters. NIRF ranking is a reflection of the institution's standing vis-a-vis other institutions of the similar category. Details about NIRF and rankings are available at <https://www.nirfindia.org/Home>.

**Note 2: The ranking of the institute as applicable on the date of RA notification will be taken into account for granting marks.

3. The merit list will be prepared on the basis of sub-total of scores at 2 (V). If 'N' number of RAs are to be engaged then $3 \times N$ candidates will be short listed, in order of their merit and will be invited for interview.
4. Merely fulfilling of the essential qualifications will not entitle a candidate for being called for interview. TEC reserves the right to shortlist and call a candidate for interview.
5. The selection committee will conduct the interview of short-listed candidates for final selection. Maximum marks allotted for interview is 25.
6. The final merit list will be prepared on the basis of total score at 2 (VII) and the candidates will be selected in the order of the merit.



Performance Report Form of RAs

Year of Report:

Period Fromto

Part-I : Basic Details

Name	
Date of Birth	
Date of joining	
Division	
Reporting Authority (Name & Designation of the Officer)	

Part-II : Performance Appraisal

Brief Description of task	Deliberations	Actual Achievements