



Guru Gobind Singh Indraprastha University  
Sector- 16-C, Dwarka, New Delhi-110078  
Website: [www.ipu.ac.in](http://www.ipu.ac.in)



F.No. GGSIPU/DAA/TR/Medical/2023/ 5502

Dated: 16/11/ 2023

**CIRCULAR-I**

**Sub: Inviting applications from previously non recognized Teaching Specialists of Medical Colleges/Institutions affiliated to GGSIP University for recognition under Statute 18 of the First Statutes of GGSIP University Act No. 09 of 1998 and other applicable University Regulations.**

Applications are invited from previously non recognized Teaching Specialists of Medical Colleges/Institutions affiliated to GGSIP University for recognition, in the attached Form I-A, from:

- i. All those working as regular Teaching Specialists in Medical Colleges/Institutions affiliated to GGSIP University, who have not been recognized as teachers by the University.
- ii. All candidates, who may have applied earlier but have not received recognition, should apply afresh with all relevant documents.
- iii. The dully filled applications in the prescribed proforma and NMC faculty Declaration form alongwith all the relevant supportive documents, duly considered and forwarded by the Head of the Institution (i.e. Principal/Dean/ Director/Medical Superintendent as the case may be) of the affiliated Medical Colleges/ Institutions, must be submitted in the University latest by 16<sup>th</sup> December, 2023 upto 5:00 P.M at Personnel Branch, Room No. 115, Administrative Block, GGSIP University, Sector-16C, Dwarka, New Delhi-110078.

The University shall not entertain any direct application, from the candidate or application not duly considered and forwarded by the Head of the Institution (i.e. Principal/Dean/Director/ Medical Superintendent as the case may be) of the concerned Medical Colleges/Institutions. Also, incomplete applications as well as applications received after the last date shall not be considered.

**Encl.**

Copy of Application Form I-A & NMC faculty Declaration form

  
(Prof. C. S. Rai)

**Director, Academic Affairs**

**Copy to:**

1. Dean, USM&PMHS, GGSIP University.
2. AR, VC Secretariat for kind information to Hon'ble Vice Chancellor, GGSIP University.
3. AR, Office of Registrar, GGSIP University.
4. Principal/Dean/Director/Medical Superintendent of concerned Medical Colleges /Institutions affiliated to GGSIP University.
5. In-charge, UITS for uploading on University web site.
6. Guard File.



**Guru Gobind Singh Indraprastha University**  
**Sector-16c Dwarka, New Delhi-110078**  
**Personnel Branch**



**Form I-A**

**Application form for those working as regular Teaching Specialists in Medical Colleges/Institutions affiliated to GGSIP University who have *not* been recognized as teacher by the university.**

**(Not applicable to medical officers and non-teaching specialists who have been temporarily placed in teaching cadre by their employers)**

**Designation applied for:** \_\_\_\_\_

Affix a recent passport size photograph of the employee duly signed by the  
Principal/Director/  
Dean of the  
College/Institute

1. (a) Name of Applicant: \_\_\_\_\_
- (b) Date of Birth and Age: \_\_\_\_\_
- (c) Recent passport size photo of the applicant validated by Dean/Principal/Director of the institution
- (d) \*Date of appointment: \_\_\_\_\_ as \_\_\_\_\_
- (e) \*Date of joining present institution/medical college: \_\_\_\_\_  
as \_\_\_\_\_
- (f) \*Date of transfer from other Institution, and if so, the position previously held \_\_\_\_\_  
\_\_\_\_\_
- (g) \*Any break/discontinuity in service? If yes, from: \_\_\_\_\_ to \_\_\_\_\_
- (h) Present CHS/State Govt./ESI Teaching Designation: \_\_\_\_\_ since \_\_\_\_\_
- (i) Department: \_\_\_\_\_
- (j) Name of Medical College where currently working: \_\_\_\_\_
- (k) \*Nature of appointment: Regular / Contractual / Ad-hoc \_\_\_\_\_
- (l) Contact Details: Tel. (Office) \_\_\_\_\_  
Tel. (Residence) \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Mobile Number \_\_\_\_\_

**2. Teaching designation applied for:** Assistant Professor/ Associate Professor/ Professor (tick one)

*\* Please attach documentary proof for 1d, e, f, g, and k*

3. Academic qualifications:

Qualification	College	University	Year
MBBS			
MD/MS/DNB/ Equivalent ( )			
DM/M.Ch/Dr.NB/ Equivalent ( )			

(Attach self-attested copies of MBBS/MD/MS/DM/M.Ch./DNB degrees)

4. If DNB, and not MD/MS, number of years of experience in 500 or more bedded hospital post DNB:

5. Details of the previous appointments/teaching experience (if needed attach separate sheet)

Designation	Department & Name of Institution	Type of Appointment (Regular/ Contractual/ Adhoc)	From DD/MM/YY	To DD/MM/YY	Total Experience in years & months	Recognition by any other University since
Senior Resident						
Assistant Professor						
Associate Professor						
Professor						
Director Professor						

(Attach self-attested copy of all documents)



## 6. Details of Research Publications

Only list those publications which are acceptable under the NMC regulations applicable on the date the works were published.

S.No.	Title of research paper	Type of paper: Original research/ Review/Case report/ Case Series/Meta- analysis/Letter to Editor	Authorship First / second/ third and/or corresponding	Name of the journal and Name of indexing database service with which it is indexed (attach proof of indexing of the journal form indexing site)	If published, date of publication*	If accepted, date of acceptance*
1.						
2.						
3.						
4.						
5.						

\*The NMC publication regulations which were applicable on the date of publication of the work will apply.

\*\* Please provide the reprints and photocopies of acceptance letters / all research publications stated above. Append two eligible publications if applying for associate professor; and four eligible publications on a cumulative basis if applying for professor, of which minimum of two publications must be published during the tenure of being associate professor.

## 7. Details of Basic Course in Medical Educational Technology from a NMC designated institution (attach proof)

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## 8. Details of Basic Course in Biomedical research from a NMC designated Institution (attach proof)

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### Declaration by the Applicant

1. I, Dr. \_\_\_\_\_ am working as (current post in  
CHS/State Govt./ESI) \_\_\_\_\_ in the Department  
of \_\_\_\_\_ at \_\_\_\_\_  
Medical College and do hereby give an undertaking that I am a full-time teacher and working from \_\_\_\_\_ A.M. to  
\_\_\_\_\_ P.M. daily at this Institute /College.

2. I have provided complete details of my work experience and I have not concealed any information.
3. I hereby declare that each statement in the application form and the contents of declaration and the documents and certificates submitted by me are true and correct. If any statement given in this declaration form is found to be false or incorrect, it will constitute as gross misconduct on the applicant's part and render him/her liable to punitive disciplinary action.

Date:

Place:

**Signature of the Applicant**  
with official stamp

**Endorsement**

1. This endorsement is a certification that the undersigned have satisfied themselves about the correctness and veracity of the facts submitted in the application and that the declarations given by the applicant are true and correct. The copies of the certificates/documents submitted by the candidate have been verified by comparing them with the original certificates/documents as existing on record and they have been found to be correct and authentic.
2. We also confirm that Dr. \_\_\_\_\_ is not practicing or carrying out any other activity during college working hours i.e. from \_\_\_\_\_ A.M. to \_\_\_\_\_ P.M. since the date he/she has joined the Institute
3. **In the event any declarations given by the applicant turn out to be incorrect or false, it is understood and accepted that the undersigned shall also be responsible for any such misdeclaration**

Date:

Place:

**Signature of the HOD**  
Official Stamp

**Signature of the Principal/Director**  
Official Stamp

**Enclosures**

S. No.	Documents	Submitted
1.	Recent passport size photo of the Employee, Signed by Dean/Director/Principal of the College/Institute	Yes/No
2.	Certified copies of appointment letter/present appointment order at present Institute/transfer order	Yes/No
3.	Joining report at the present Institute. (Self-attested)	Yes/No
4.	Copies of Degree certificates of MBBS, PG, DM, M.Ch, DNB and other degree. (Self-attested)	Yes/No
5.	Copy of experience certificates for all teaching appointments held before joining present Institute. (Self-attested)	Yes/No
6.	Relieving order from the previous Institution. (Self-attested)	Yes/No
7.	List of publication and copies of published research papers with definitive proof of indexing of the journal from the specific "indexing site" (Self-attested).	Yes/No
8.	Certificate of Basic Course in Medical Educational Technology from a NMC designated Institution.	Yes/No
9.	Certificate of Basic Course in Biomedical research from a NMC designated Institution.	Yes/No

**Signature of the applicant**

Official stamp

Date:

**Signature of the Head of Department**

Official stamp

Date:

**Signature of Principal/ Dean /Director**

Official stamp

Date:

**Please note:** This Application Form will not be accepted and the applicant will not be considered for grant of recognition as a teacher if any of the above documents are not found attached with the application form.



## Faculty Declaration Form (For AY \_\_\_\_\_)

Name of the College: \_\_\_\_\_

Assessment date	__ / __ / ____	<b>Remarks and Signature of Assessor</b>
Accepted	Yes / No	
Assessor's name		

**Note:** It is the responsibility of the Dean to ensure that the submitted Declaration form is ONLY of a Faculty member who is working as a full-time employee and has not appeared for assessment in any other college for any discipline and in any capacity during the stated academic year.

1. Name of Faculty: \_\_\_\_\_

2. Age & Date of birth: \_\_\_\_\_ (Years) \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

3. Photo ID submitted: PAN Card/Aadhar Card/Voter ID/Passport copy

Number: \_\_\_\_\_

Issuing Authority: \_\_\_\_\_

**Note:**

- (i) Declaration forms without a valid government issued Photo ID will NOT be accepted.
- (ii) It is mandatory to produce Original certificates at the time of verification.
- (iii) Only certificates/documents/certified translations in the English language will be accepted.

Attach a recent passport size color photograph with signature and seal of the Principal / Dean across it

4. Present Designation: \_\_\_\_\_

a. Appointment order: Certified copy of order at this institute attached: Yes / No

b. Department: \_\_\_\_\_

c. College/Institute: \_\_\_\_\_

d. City / District: \_\_\_\_\_

- e. Appointment:
- (i) Regular/Contractual/Ad-hoc basis
  - (ii) Full time /Part time
  - (iii) With Private practice / Without Private practice

f. Date of appearance in last MCI/NMC assessment:

i. UG / PG / Any other: \_\_\_\_\_

ii. Name of College: \_\_\_\_\_

iii. Whether appeared and accepted at the same College: Yes / No

iv. Whether appeared and accepted for the same designation: Yes / No

v. Whether retired from Government Medical College: Yes / No

vi. If yes, designation at the time of retirement: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Faculty

\_\_\_\_\_  
Signature & Seal of Dean

5. Complete Residential Address of the employee:

a. Present: \_\_\_\_\_  
 \_\_\_\_\_

b. Permanent: \_\_\_\_\_  
 \_\_\_\_\_

6. Copy of Proof of Residence submitted and original verified: Yes / No

(Only copies of Passport/Aadhar card/Voter ID/Passport/Electricity bill/Landline Phone bill will be considered)

7. Contact details:

a. Office telephone with STD code: \_\_\_\_\_

b. Residence telephone with STD code: \_\_\_\_\_

c. Mobile Phone Number: \_\_\_\_\_

d. Email address: \_\_\_\_\_

8. Date of joining the present institution: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

9. Joining report verified / attached Yes / No

10. Have you attended the 'Basic Course Workshop' for training in MET: Yes / No.

If Yes, give details (strike out whichever is not applicable):

a. at MCI/NMC Regional MET Centre: Yes / No.

b. at your college under Regional Centre observership: Yes / No

i. Name of Observer: \_\_\_\_\_

11. Educational Qualifications:

Degree	Year	Name of College & University	Registration number with date of registration	Name of State Medical council
MBBS				
MD/MS				
DM/MCh				
PhD				

a. MD/MS subject: \_\_\_\_\_

b. DM/MCh subject: \_\_\_\_\_

c. PhD subject: \_\_\_\_\_

12. Copies of educational qualifications:

- a. Copies of MBBS & PG Degree certificates verified and attached: Yes / No
- b. Copies of MBBS & PG Degree Registration verified and attached: Yes / No

13. Details of Teaching experience till date:

Designation*	Department	Institution	From	To	Total
Junior Resident			__/__/__	__/__/__	__(y)__(m)
Senior Resident			__/__/__	__/__/__	__(y)__(m)
Tutor			__/__/__	__/__/__	__(y)__(m)
Asst. Professor			__/__/__	__/__/__	__(y)__(m)
Assoc. Professor			__/__/__	__/__/__	__(y)__(m)
Professor			__/__/__	__/__/__	__(y)__(m)

\* Write NA (Not Applicable) for the designations not held

To be filled in by personnel from Indian Defense Services ONLY:

Designation	Institution*	From	To	Total
Graded Specialist		__/__/__	__/__/__	__(y)__(m)
Classified Specialist		__/__/__	__/__/__	__(y)__(m)
Advisor		__/__/__	__/__/__	__(y)__(m)

\* Note: Documents in support of each posting to be furnished for verification

14. Have you been considered in UG/PG, MCI/NMC inspection at any other medical college in a teaching or administrative capacity during last 3 years. If yes, please give details:

Designation	Subject	College	Dates

15. Details of employment before joining the present institution:

- a. Name of College/Institution: \_\_\_\_\_
- b. Designation: \_\_\_\_\_ Date on which relieved: \_\_/\_\_/\_\_
- c. Reason for being relieved: Tendered resignation / Retired / Transferred / Terminated
- d. Relieving order issued by previous institution verified and attached: Yes / No



16. PAN Card Number:

17. Aadhar card Number:

18. I have drawn total emoluments from this college in the current financial year as under:

Month	Amount Received	TDS
1. April _____		
2. May _____		
3. June _____		
4. July _____		
5. August _____		
6. September _____		
7. October _____		
8. November _____		
9. December _____		
10. January _____		
11. February _____		
12. March _____		

[Copy of PAN card & Form 16 (downloaded from TRACES) for FY 2019-20 (Assessment Year 2020-21) to be attached]

19. Number of Research articles in Indexed Journals:

- a. International Journals: \_\_\_\_\_
- b. National Journals: \_\_\_\_\_
- c. State / Institutional Journals: \_\_\_\_\_

20. Details of other publications:

- a. Number of Books published: \_\_\_\_\_
- b. Number of Chapters in books: \_\_\_\_\_

## DECLARATION

1. I, Dr. \_\_\_\_\_ am working in the capacity of \_\_\_\_\_ in the Department of \_\_\_\_\_ at \_\_\_\_\_ Medical College and do hereby give an undertaking that I am employed as a full time teaching faculty, working from \_\_: \_\_ A.M. to \_\_: \_\_ P.M. daily at this Institute.
2. I have not made myself available to any other Medical College/Institution in any discipline, in the capacity of a teaching faculty, administrator or advisor in the current academic year for the purpose of NMC/MCI assessments.
3. I do hereby solemnly declare that (tick the applicable clause):
  - a. I state that I am not doing any Private Practice or working in any other hospital during college hours.
  - b. I practice at \_\_\_\_\_ Nursing Home / Clinic / Hospital in the city of \_\_\_\_\_ in \_\_\_\_\_ State and my hours of private practice are from \_\_: \_\_ AM/PM to \_\_: \_\_ AM/PM.
4. I am not working in any other medical/dental college in or outside the State in any capacity: Regular/Contractual/Ad-hoc or Full time/Part time/Honorary.
5. I declare that I have provided all details with regard to my work and teaching experience and no information has been concealed by me.
6. I do solemnly declare that all the details/information furnished by me in this declaration form is absolutely true and correct, and all the documents/certificates that were made available by me for verification or have been submitted by me along with this declaration form are authentic. In the event of any information furnished or statement made in this declaration subsequently turning out to be false/incorrect or any document/s or certificate/s is/are found to be out of order, or it comes to light that there has been suppression of any material information, I understand and accept that it shall be considered as gross misconduct thereby rendering me liable to disciplinary and/or legal proceedings. It might also lead to suspension/cancellation of my Registration with the State Medical Council and/or removal of my name from the Indian Medical Register.

Date:

Place:

\_\_\_\_\_  
(Signature of the Faculty)

## ENDORSEMENT

1. This endorsement is the certification that the undersigned has satisfied herself/himself about the correctness, authenticity and veracity of the content of this declaration form in its entirety and endorsed the above declaration as true and correct. **I have personally verified all the certificates/documents submitted by the teaching faculty with the original certificates and documents that were submitted by her/him to the Institute and confirmed the same with the concerned Institute and have found them to be correct and authentic.**
2. I also confirm that Dr. \_\_\_\_\_ is not indulging in private practice of any kind or carrying out any other professional or other commercial activity during college working hours, from \_\_:\_\_ AM to \_\_:\_\_ PM, since she/he has joined the Institute.
3. In the event of this declaration turning out to be false or incorrect or any part of this declaration subsequently turning out to be false or incorrect or it comes to light that there has been suppression of any material information, it is understood and accepted that the undersigned shall also be equally responsible besides the declarant herself/himself, for the misdeclaration or misstatement.

Date:

Place:

\_\_\_\_\_  
Signature (Head of Dept.)  
with official seal

\_\_\_\_\_  
Signature (Head of Institute)  
with official seal



**CHECKLIST**

SI	Documents	Submitted
1.	Recent Passport size photo of Employee, Signed by Dean/Principal of college	Yes / No
2.	Photo ID proof (Govt. Authority issued): Passport/PAN Card/Voter ID/Aadhar Card	Yes / No
3.	Certified copy of Appointment order of the present Institute.	Yes / No
4.	Proof of Residence: Passport/Voter Card/Electricity/Landline phone bill/ Aadhar Card	Yes / No
5.	Joining report at the present institute.	Yes / No
6.	Copies of MBBS, PG, PhD degrees (as applicable).	Yes / No
7.	Copies of MBBS, PG, PhD degree Registration Certificates (as applicable).	Yes / No
8.	Copy of experience certificates of all teaching appointments before joining present post.	Yes / No
9.	Relieving order from the previous institution/posting.	Yes / No
10.	Copy of PAN Card	Yes / No
11.	Form 16A (downloaded from TRACES) for FY 2019-20 (Assessment Year 2020-21)	Yes / No
12.	Letter head (in case of teachers who are practicing)	Yes / No
13.	Copy of letter from affiliating University recognizing as UG teacher	Yes / No
14.	Copy of letter from affiliating University recognizing as PG teacher (for PG assessment)	Yes / No
15.	Copy of Aadhar Card	Yes / No

\_\_\_\_\_  
Signature of Faculty  
Date:

\_\_\_\_\_  
Signature of the HoD.  
Date:

\_\_\_\_\_  
Signature of Head of Institute  
Date:

\_\_\_\_\_  
Signed & Verified (Assessor)  
Date:

**NOTE**

- I) This Declaration Form will not be accepted and the Faculty member will not be considered as a Teaching Faculty in case any of the documents listed above are not enclosed/attached with the Declaration Form.
- II) The Faculty member will not be considered as a Teaching Faculty if the original Appointment letter, Relieving order, Experience certificates, Government Photo ID, Degrees, Registration Certificates, PAN Card, Aadhar Card, State Medical Council ID (if issued) are not produced for verification at the time of assessment.
- III) Faculty members must submit the revised Declaration form in this format only, Submissions in the old format will be rejected and Faculty members will not be considered as Teaching Faculty.