



BODOLAND UNIVERSITY
A State University, Established under the Bodoland University Act, 2009
KOKRAJHAR – 783370, ASSAM

Advt. No. BU/TS-NTS/2017/01 Dated: 03/01/2017

(A) Applications are invited from the Eligible Candidates for the following Teaching Posts of Bodoland University.

Sl. No.	Department	Name of the Post	No. of Post	Category	Specialization
1	Assamese	Professor	01	UR	Open
2	Bodo	Professor	01	UR	Open
3	English	Professor	01	UR	Open
4	Economics	Professor	01	UR	Open
5	Political Sciences	Professor	01	UR	Open
6	History	Professor	01	UR	Open
7	Mathematical Sciences	Professor	01	UR	Open
8	Management Studies	Professor	01	OBC	Open
9	Biotechnology	Professor	01	UR	Open
10	Computer Science & Technology	Professor	01	OBC	Open
11	Physics	Professor	01	UR	Open
12	Chemistry	Professor	01	OBC	Open
13	Zoology	Professor	01	UR	Open
14	Botany	Professor	01	UR	Open
15	Education	Professor	01	UR	Open
16	Geography	Professor	01	UR	Open
17	Commerce	Professor	01	OBC	Preferably Finance/Accounts/ Management
18	Physics	Associate Professor	02	SC-1,UR-1	Open/High energy physics
19	Chemistry	Associate Professor	02	ST(H)-1,UR-1	Open
20	Zoology	Associate Professor	02	ST(H)-1,UR-1	Open
21	Botany	Associate Professor	02	SC-1,UR-1	Open
22	Education	Associate Professor	02	OBC-1,UR-1	Continuing Education/Development Psychology
23	Geography	Associate Professor	02	OBC-1,UR-1	Open
24	Commerce	Associate Professor	02	OBC-1,UR-1	Preferably Finance/Accounts/ Management
25	Physics	Assistant Professor	01	UR-1	Condensed Matter Physics
26	Chemistry	Assistant Professor	01	UR-1	Inorganic Chemistry
27	Zoology	Assistant Professor	01	UR-1	Fishery
28	Botany	Assistant Professor	01	UR-1	Open
29	Education	Assistant Professor	03	UR-3	Open
30	Geography	Assistant Professor	03	UR-3	(1)Geomorphology (2)Cartography (3)Population Geography
31	Commerce	Assistant Professor	03	UR-3	(1) Finance (2) Accounts(3) Management

(B) Applications are invited from the Eligible Candidates for the following Non Teaching Posts of Bodoland University.

Sl. No.	Department	Name of the Post	No. of Post	Category	Pay Band & Grade Pay
1	Library	Librarian	1	Un-reserved	PB-37,400-67,000, GP-10,000
2	Administration	University Law Officer	1	Un-reserved	PB-12,000-40,000, GP-6,100

REQUIRED QUALIFICATION & EXPERIENCE:

1) Details of Qualification and Experience for Professor

- A. (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.
- (ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- (iii) Contribution to educational innovation, design of new curricula and courses, and technology –mediated teaching learning process.
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out the latest Regulation by the UGC .

OR

- B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

2) Details of Qualification and Experience for Associate Professor :

- (I) Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- (II) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with required specialization.
- (III) A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a university, college or Accredited research institute excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- (IV) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- (V) Minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).

3) Details of Qualification and Experience for Assistant Professor :

- (I) Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with required specialization at Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- (II) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- (III) Notwithstanding anything contained in sub-clauses (i) and (ii) of above, candidates who are, or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment as Assistant Professor or equivalent positions in Universities/Colleges/Institutions.
- (IV) NET/SLET/SET shall also not be required for such Masters programmes in disciplines for which NET/SLET/SET is not conducted.

N.B. : (a) For Qualification and experience for the Department of Computer Science/MCA/MBA: Eligibility for Professor/ Associate Professor /Assistant Professor: As per latest AICTE norms .

(b) The API score for the Post of Professor/Associate Professor/Assistant Professor will be done as per the UGC Regulations of 2nd Amendment-2013 (13th June'2013) and 3rd Amendment-2016 (4th May'2016).

Pay Band and Academic Grade Pay :

- (i) Professor – PB 5 Rs. 37,400 – 67,000 & AGP – Rs. 10,000
- (ii) Associate Professor – PB 4 Rs. 37,400 – 67,000 & AGP – Rs. 9,000
- (iii) Assistant Professor – PB 3 Rs. 15,600 – 39,100 & AGP – Rs. 6,000

4) Details of Qualification and Experience for Librarian :

- (i) A Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.
- ii. At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.
- iii. Evidence of innovative library service and organization of published work.
- iv. Desirable: A M.Phil./Ph.D. Degree in library science/information science /documentation/achieves and manuscript-keeping.

5) Details of Qualification and Experience for University Law Officer :

- (i) A Bachelor Degree in Law (LLB) from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory Bodies.
 - (ii) Enrolled with the Bar Council with minimum 3 years' active practice as an Advocate; and
 - (iii) 1-2 years of experience as a Law Officer in Educational Institutions/Government Departments/Public Sector Enterprises/Autonomous Bodies of the Central/State Government.
- Desirable:** P.G. Degree in Law from a recognized University.

Application Form : Prescribed Application form(Teaching/Non Teaching), the details of qualifications and others are available in the University Website : www.bodolanduniversity.ac.in

Application Fee: Candidates will be required to pay an amount of Rs. 1,000.00 (in case of ST/SC Rs. 500.00) as an application fee for the post by Demand Draft in favour of **The Registrar, Bodoland University payable at SBI, North Kokrajhar Branch (Code – 7379), Kokrajhar.**

Age: (a) For Assistant Professor: Not above 38 years of age as on **1st January, 2017** (upper Age is relaxable by 5 years for ST/SC candidates) **(b)** University Law Officer: Not above 40 years of age as on **1st January, 2017** (upper Age is relaxable by 5 years for ST/SC candidates) **(c)** For Associate Professor: Not above 50 years of age as on **1st January, 2017** **(d)** For Professor/Librarian: Not above 55 years of age as on **1st January, 2017.**

Last Date: Completed application in the prescribed form along with all necessary enclosures and testimonials must reach: The Registrar, Bodoland University, P.O. Rangalikhata (Debargaon), Dist. Kokrajhar (Assam), PIN-783370, **latest by 31st January' 2017 up to 3.00 P.M.** along with self address (Rs. 5.00) stamp envelope. Those who are willing to apply for more than one post, they must submit separate application form with separate application fees. The name of the post and department must be written on the envelope of the application.

Pension: All recruitment shall be governed by the provision under **New Pension Scheme (NPS)** of Govt. of India with all its amendments, made from time to time, whichever is applicable.

Only Short listed candidates will be called for interview.

Sd/-

Registrar,
Bodoland University

Memo No. BU/Estt/Advt/TS-NTS/2017/09-13

Dated: 03/01/2017

Copy to:-

1. The Director, Higher Education, Govt. of Assam, Kahilipara, Guwahati-19.
2. The Additional Secretary, Higher Education, Govt. of Assam, Dispur-06.
3. The Vice-Chancellor, Bodoland University.
4. All Heads of the Teaching Department, Bodoland University.
5. The System Administrator, B.U., you are directed to upload the same in B.U. Web site.
6. Concerned File.

Sd/-

Registrar,
Bodoland University

Part – A

BODOLAND UNIVERSITY
RANGALIKHATA (DEBARGAON) KOKRAJHAR, ASSAM – 783370, INDIA

APPLICATION FORM FOR NON-TEACHING POSTS

(Please read carefully the general conditions/instructions given below before filling the application form)

GENERAL CONDITIONS/INSTRUCTIONS

Paste Passport Size
Photograph (Self
Attested)

1. Indian nationals only need to apply.
2. Applicants should fill particulars in his/her own handwriting neatly and clearly.
3. Latest Passport Size Photograph should be pasted at specified place.
4. Self Attested photo copies of all relevant certificates, degrees, mark sheets, testimonials, etc. in support of age, qualifications, caste, experience must be enclosed with the application.
5. Candidate belonging to/applying under any reserved category SC/ST(P)/ST(H)/OBC & MOBC/PWD(OH/VH/HH) must enclose photo copy of caste/category certificate, issued by the competent authority.
6. Applicants in employment should get their application endorsed from their employer.
7. The envelope containing application form should be superscribed as :
“ Application for the post of(Name of the post)”.
8. Applications should be addressed to: **The Registrar, Bodoland University, Rangalikhata (Debargaon), Kokrajhar, Assam – 783370, along with self address (Rs. 5.00) stamp envelope.**
9. Only short listed candidates will be called for interview.
10. The University reserves the right to fill or not to fill any or all of the posts advertised.
11. No correspondence whatsoever will be entertained from the candidates regarding postal delay, conduct & result of interview and reasons for not being called for the interview.
12. Canvassing in any form will be a disqualification.
13. Applicant must fill in all the particulars of Part – A and Part – B(I-II).
14. No TA/DA will be given for Written Test and Interview.
15. Incomplete application form/without prescribed fee/without supporting documents (as per Sl. 4), application would be rejected.
16. Application fee must be submitted to **The Registrar, Bodoland University**, in the form of Demand Draft, Payable at **SBI, North Kokrajhar Branch (Code – 7379)**, Kokrajhar.

Post applied for :

Advertisement No. and Date. :

Name of the applicant :

Signature of Applicant.

→ Part – B(I)

Part – B(I)

1. Name of the Applicant (Capital Letter):.....
2. Father’s Name :.....
3. Date of Birth :

D	D	M	M	Y	Y	Y	Y
4. Age as on (01/01/2017):..... Yearsmonths.....days.
5. Whether applying under any :.....(Yes/No)
reserved category as per
advertisement if yes, name of the category :.....
SC / ST / OBC / PWD (OH / VH / HH)
6. Employment Exchange Registration No. (Copy enclose) :.....
7. (a) Address for Communication :.....
.....
Phone No.....Mobile No.....
Email.....
- (b) Permanent Address :.....
.....
.....
Phone No.....Mobile No.....
8. Sex :.....(Male/ Female)
9. Nationality :.....
10. Marital Status :.....(Married/Unmarried)

11. Education Qualifications (HSLC onwards) : [Attach additional sheet if required]

Exam Passed/Degree obtained	Board/ University	Institute	Passing Year	Class/Division	% of marks obtained

12. Professional/Technical/Other Qualification(s) : (if any)

Degree/Diploma obtained	Board/ University	Institute	Passing Year	Class/Division	% of marks obtained

→ Part – B(II)

Part – B(II)

13. Details of Past Employment (Works Experience if any) :

Organisation/Institute	Position held	Date of Joining	Date of Leaving	Length of Service	Nature of duties	Salary/Pay Scale

14. Do you have computer proficiency :.....(Yes/No)
If yes, state which you know and work with confidence:.....

15. Special interest if any :

16. Indicate the time you will require to join if selected:.....

17. Any other Information:.....

[Attach additional sheet if required]

18. Details of fee paid/ attached : a) Amount of fee
b) Draft No.....Date
c) Name of Bank

I hereby declare that information given by me in this application form is complete and correct in all respects to the best of my knowledge and belief. I understand that I shall be liable for furnishing any wrong information in this application form and competent authority can take appropriate action against me at any stage.

Date : Signature of the applicant

Place : Name in Full.....

Details of Enclosure sent with this application form :

1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

Part – C

**ENDORSEMENT FORM FROM EMPLOYER
(for applicant in employment)**

Certified that has been an employee of (name of the organization) since (date). At present he/she is working as Information given in this application have been verified and found correct as per our record.

This organization has no objection to his/her for applying the post referred in the application.

Memo No.	Signature
Date :	Name :
Place :	Designation :
Office Seal :	Name of the organization :

BODOLAND UNIVERSITY
RANGALIKHATA (DEBARGAON) KOKRAJHAR, ASSAM – 783370, INDIA

APPLICATION FORM FOR TEACHING POSITIONS
(Ref.: Advertisement No. _____)

(Please read carefully the general conditions/instructions given below before filling the application form)

GENERAL CONDITIONS/INSTRUCTIONS

1. Indian nationals only need to apply.
2. Applicants should fill particulars in his/her own handwriting neatly and clearly.
3. Latest Passport Size Photograph should be pasted at specified place.
4. Self Attested photo copies of all relevant certificates, degrees, marksheets, testimonials, etc. in support of age, qualifications, caste, experience must be enclosed with each application.
5. Candidate belonging to/applying under any reserved category SC/ST(P)/ST(H)/OBC & MOBC/PwD(OH/VH/HH) must enclosed photo copy of caste/category certificate, issued by the competent authority.
6. Applicants in employment should get their application endorsed from their employer.
7. The envelope containing application form should be superscribed as :
“ Application for the post of(Name of the post)”.
8. Applications should be addressed to :**The Registrar, Bodoland University, Rangalikhata (Debargaon), Kokrajhar, Assam – 783370, along with self address (Rs. 5.00) stamp envelope.**
9. Only short listed candidates will be called for interview.
10. The University reserves the right to fill or not to fill any or all of the posts advertised.
11. No correspondence whatsoever will be entertained from the candidates regarding postal delay, conduct & result of interview and reasons for not being called for the interview.
12. Canvassing in any form will be a disqualification.
13. Applicant must fill in all the particulars from Page No. 01 to 11.
14. No TA/DA will be given for Interview.
15. Incomplete application form/without prescribed fee/without supporting documents (as per Sl. 4), Application would be rejected.
16. Application fee must be submitted to **The Registrar, Bodoland University**, in the form of Demand Draft, Payable at **SBI, North Kokrajhar Branch (Code – 7379)**, Kokrajhar.
17. Applicants are required to submit three sets of application with all relevant documents in a single envelope.

Post applied for :..... Department.....

Name of the applicant (in CAPITAL letters) :.....

Category you belong to

(Please tick ✓):

GEN	SC	ST(P)/ST(H)	OBC/MOBC	PWD			Ex-Servicemen
				OH	VH	HH	

Date:.....

Signature of Applicant.



BODOLAND UNIVERSITY
KOKRAJHAR-783370, BTC, ASSAM

Tele: 03661-277183 (Office)

Fax: 03661-277183

Debargaon, P.O. Rangalikhata,
 Kokrajhar-783370, B.T.C, Assam

E-mail: ac_bu@yahoo.co.in

APPLICATION FOR THE POST OF
PROFESSOR/ASSOCIATE PROFESSOR/ASSISTANT PROFESSOR
 (Applications in triplicate copies)

Please paste
 recent
 passport size
 photograph

General Details

Post Applied For _____ Advt. No. and Date: _____

Name of Department / Centre: _____

Draft No., Name of Bank and Date: _____

Rs. 1000/-per application for General (UR)/OBC/MOBC

Rs. 500/- per application for SC/ST (P)/ST(H)/PWD

*** For applicants from abroad, please check the 'How to apply' section of the Guidelines.**

(Demand Draft in favour of: Bodoland University, Kokrajhar, B.T.C., Assam)

A. Personal Details

1. First Name: _____ Middle Name: _____ Last Name: _____

2. Parent's/Spouse Name _____

(indicate relationship)

3. Date of Birth _____ Age on 1st January, 2017: _____ Y _____ M _____ D

(YYYY/MM/DD)

4. Category (General (UR)/OBC/MOBC/SC/ST(P)/ST(H)): _____

5. If you are differently abled, please specify here _____

6. Nationality _____ Gender _____ Marital Status: _____

7. Telephone No. _____ Mobile No. _____

8. Email _____

9. Personal website address if any _____

10. Postal Address**Permanent Address**

B. Educational Qualifications* :

(Please add additional sheets if required, for teaching/research/publication section in the format as in this form)

Examination Institution	Exam Passed & Year	Subject(s)	Marks (%age) /CGPA+ %age	(School/ College/ University)	Board/Council/ University
Class 10 or Equivalent					
10+2 or Equivalent					
Bachelor's Degree					
Master's Degree					
M Phil					

Please indicate any other information, e.g. Rank, Distinction:

*Attach self-attested copies of all certificates and Mark sheets from the competent authority of the above mentioned qualifications.

Other Degrees (e.g. Post Graduate Diplomas etc.):

Examination	Exam Passed & Year	Subject(s)	Marks (%age)/ CGPA+ %age	Institution	University

Doctoral Degrees:

Degree	University	Subject / Field	Title of Thesis	Year of Award	Duration of Research work for Degree

Whether Qualified UGC/ CSIR NET/ NET-JRF/ SLET/ SET _____

Roll No. _____ Yr. of passing _____

Whether exempted from NET: Yes/ No _____

C. Full-time Teaching Experience*

Name of University /College/Institution	Designation	Status (Permanent/Temporary /Ad-hoc)	Classes Taught (UG/PG/Others)	Course/ Subject	From	To	Experience (in Y-M)

*Attach self-attested copies of certificates from the competent authority of the above mentioned experience.

D. Research Experience*:

Name of University /College/Institution	Post held / Designation	From	To	Experience

*Attach self-attested copies of certificates from the competent authority of the above mentioned experience.

E. Present Employment Details:

Please indicate, whether you are currently employed: Yes/ No (if yes give details and attach self-attested copy of the appointment letter)

Organization Name _____

Position Held _____ Date of Appointment _____

Status (Permanent/ Temporary/ Ad-hoc) _____

Present pay and Allowances	Currency	Scale of Pay	Basic	Allowances (including Grade Pay)	Gross Amount

F. ACADEMIC PROFILE:

(Please add additional sheets if required, for teaching/research/publication section in the format as in this form)

Publications in Relevant Area Only*

API Score is to be calculated in accordance with UGC Guidelines for direct recruitment for all post of teaching faculties. By filling the details, the candidate certifies that the points claimed on the basis of being the first, sole or corresponding author is based on the UGC Guidelines.

1. Research Papers / Review Articles

Title with page nos.	Authors as they appear	Journal Name ISSN/ISBN No.	Mention whether listed in <i>Thomson-Reuters</i> or <i>Scopus</i> or <i>Research Gate</i>	Impact Factor of Journal	API Score

*Attach self-attested copies of the first page/cover page of all publications.

2. Research Publications - Books, Chapters, Edited work, Articles, Conference Proceedings, etc.:

Title	Authors as they appear	Edited Booklet/ Book/Chapter in a book/ Conference Proceedings/ other Articles.	Publisher (city/country) & Year of Publication	Journal/Book; ISSN/ISBN No.	Refereed or Not	API Score

*Attach self-attested copies of the first page/cover page of all publications.

3. Research Projects:

Title	Major/Minor	Period (Months)	Total Grant/Funding received(Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project (Mention publications and patents)	API Score

4. Ongoing Consultancy Projects:

Title	Stream Sciences/Arts/ Humanities etc.	Name of Awarding/ Funding Agency	Amount mobilized in received(Rs.)	API Score

5. Completed Projects:

Title	Major/ Minor	Funding Agency acceptance (Yes/No)	API Score

6. Projects Output:

Title	Project Output Patent/Tech Transfer/Product/Policy Doc.	National/ International	API Score

7. Research Guidance:

Level of Guidance	No. of candidate registered	Thesis Submitted (numbers)	Degree Awarded (numbers)	API Score
M Phil				
Ph. D.				

8. Details of M Phil / Ph D Students:

Student name	Thesis title (State whether M Phil /Ph D)	Year	University/ Institute

9. Project Guidance at undergraduate level:

Student name	Title of Project	No. of Years (supervision)	University / Institution

10. Training Courses:

Name of Course/ Programme attended	Sponsoring Institution	Duration	API Score

11. Papers presented in Conferences/Workshop/ Symposium:

Title /Subject of paper	Title/Subject of conference/seminar/ workshop	Organizing Institution (with City & Country)	Type of Conference/ Seminar/ Workshop	Proceedings published (Yes/No)	API Score

12. Invited Lectures/ Presentations/Chairperson in the Conferences/ Symposia:

Title/Academic Session/ Subject	Organizing Institution (with City & Country)	Type of Conference/ Seminar/ Workshop (National/International)	Date of Lecture	Duration (in min)	API Score

Total API points earned from category-III:

Sl No.	Criteria	API Score Claimed	API Score Distribution as per UGC guidelines (in % of total API score)	API Score applicable as per UGC guidelines (After capping)
1	Research Papers (Journals etc.)		30%	
2	Research Publications (Books etc.)		25%	
3	Research Projects		20%	
4	Research Guidance		10%	
5	Training Courses and Conference/ symposia presentations		15%	
	Total API Score		100%	

Summary of API Score as per PBAS (for the entire period of assessment)

Category	Minimum Score required	Score obtained by the candidate	Verified API Score of the candidate
Category-I			
Category-II			
Category-III			

Miscellaneous Information:

1. Computer Skills

Windows Packages (e.g. MS -Office etc.)	Describe nature of usage (Mention ability to install & program)	Proficiency
Linux based packages (e.g Open office, Libre Office etc.)	Describe nature of usage (Mention ability to install & program)	Proficiency
Scientific packages (e.g. SPSS/ Matlab etc.)	Describe nature of usage (Mention ability to install & program)	Proficiency

2. Mention your most significant contributions as a teacher (in 100 words)

3. Mention your most significant research contributions (in 100 words)**4. Mention your proposed roadmap for teaching and research for next five years (in 100 words)****5. Mention any professional responsibilities you may have taken (e.g. Editorial / Conference organizer etc.)****6. Honours and Awards (Please provide details in the box below)****7. Significant contributions not mentioned above (Please provide details in the box below)**

8. Membership / Fellowship of Learned Bodies / Societies (Please provide details in the box below)**9. Literary, Cultural or other activities (Please provide details in the box below)****10. Mention why you are interested to join in Bodoland University****Disclosure**

Have you been debarred or punished for adopting unfair means in any Examination by the Institution / Board or University? Yes / No

If yes, give details _____

Have you at any time been convicted by a court for any criminal offence? Yes / No

If yes, give details _____

Were you ever discharged/ dismissed/demoted/asked to retire from any previous employment?

Yes / No

If yes, give details _____

Three Renowned Referees Familiar with your Academic Work

Full Name & Designation	Institutional name & Address	Mobile/Phone	No. Email
1			
2			
3			

No Objection Certificate from present employer:

Please indicate if NOC is not available: Yes/ No

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/ Organization has no objection to the candidature of the applicant being considered for the post applied for.

Name of Head of Institution _____

Designation _____ Signature & Seal of Head of Institution _____

Address _____

Place _____ Date _____

Declaration

I declare that the statements made and documents enclosed with the application form are true to the best of my knowledge and belief. If any information is found to be incorrect, my candidature is liable to be cancelled and that I may be subject to legal / disciplinary proceedings.

Place:

Date:

Applicant's Signature in full