

Bombay College of Pharmacy (Autonomous)

Kalina, Santacruz (East), Mumbai 400 098

Instructions for filling the Application Form for the post of Professor / Associate Professor/Assistant Professor

- a. The Application Form should be filled by the applicant in BLOCK LETTERS.
- b. No part of the form should be left blank
- c. All the pages of the form should be numbered (bottom right corner)
- d. Attach self-attested photocopy of relevant documents wherever specified
- e. Identify photocopies of each attached document with Annexure No. conspicuously handwritten on the top right corner of the document.
- f. For more than one type of document attached for a particular parameter, identify the document with the Annexure no. followed by alphabet.
e.g for point no.5 in the Application Form
5. Present Employment (*attach photocopy of latest salary slip and appointment letter*); identify latest salary slip as “Annexure 5A and Appointment letter as Annexure 5B. If there is more than one appointment letter mark the same as Annexure 5B (i), Annexure 5B (ii) and so on
- g. Do not change the font, font size or the number sequence in the form
- h. Avoid break up in the tables at the end of the page. Use separate page if necessary
- i. Ensure that the documents are submitted as per the footnotes in the Application Form. A checklist has also been attached at the end of the application form for your perusal.
- j. Before submitting the form, make a tick mark as applicable on the check list
- k. Applicants should take a printout of the duly filled form, sign the declaration, attach checklist followed by the labelled Annexures to make complete set of application.
- l. The complete application set as mentioned above should reach the following address within 15 days i.e on or before Friday, 12th April 2026, 5 PM.

Address: **Chairman-Governing Body**
Bombay College of Pharmacy
Kalina, Santacruz (East),
Mumbai 400098

6. Tick-Mark the appropriate Box (Please attach self-attested photocopy of the documentary proof if not belonging to Open category)

Open SC ST OBC PHDT(A) Sports

7. **Total years of teaching experience:**
(Attach self-attested photocopy of University Approval letter/s for teaching posts)

a. **Approved Experience**

b. **Non-approved Experience**

8. **Total years of industry experience and /or research experience:**
(Attach self-attested photocopy of Experience Certificates/relevant documents)

9. **Subject of Specialization**

10. **Current areas of research**

11. **Academic Record starting with B. Pharm**
(Attach self-attested photocopy of Degree certificates/Marksheets)

Examination	Branch/ Specialization	College/University/ Institute	Year of passing	% of marks/ Grade/ GPA	Distinction/ First Class	For office use
B. Pharm						
M. Pharm						
Ph.D						
Any other						

* Attach proof of Class if not mentioned on the degree certificate

12. **Teaching (particulars of your past position/s in descending order)**
(Attach self-attested photocopy of service/experience certificates)

Name of the Employer	Position held*	Date of joining	Date of leaving/promotion	Basic Pay with scale of pay	For office use
		/ /	/ /		
		/ /	/ /		

#Add rows if necessary

*Indicate, Associate Professor, Assistant Professor, Lecturer etc

a. Please specify if there have been any breaks in your career. If so mention the duration and reason for the same:

b. Have you ever been discharged/suspended from any position? If yes, state reasons.

13. Details of Administrative experience (if any)?

(Attach proof from the appointing authority Principal/Director of the institute/organization)

Sr. No	Industry/Institute/University	Nature of duties	For office use

14. Have you been a M.Pharm research guide? Give details.

(Attach University approval letter for M.Pharm guideship and self-attested photocopy of title/first page of thesis having guideship details)

Sr. No	M. Pharm specialization	University	Date of recognition	List all titles of Thesis of students guided (in separate rows)	Degree awarded in year	For office use

#Add rows if necessary

15. Have you been a Ph.D research guide? Give details.

(Attach University approval letter for Ph.D guideship and self-attested photocopy of title/first page of thesis having guideship details)

Sr. No	Ph.D. specialization	University	Date of recognition	List all titles of Thesis of students guided (in separate rows)	Degree awarded in year	For office use

#Add rows if necessary

16. a) Research Project details (Attach relevant documents)

Sr. No	List of funded Projects	Funding Agency (Govt. or Corporate)	Project Value	Year start	Year end

#Add rows if necessary

b) Details of Patents filed or granted (Attach documentary evidence)

17. Give details of publications (Attach first page of publication)

A) Journals

Sr. No.	Title of Publication	Authors	Journal name, ISSN No: ,Vol. No., Pg. No., Year	Scopus impact factor	Whether the journal is in SCI/AICTE/UGC Care list of approved journals	For office use

#Add rows if necessary

B) Books/Book Chapter (Attach page showing title, authors, name of the book/chapter, editor, Publisher and ISBN no.)

Sr. No.	Title of the book Chapter&/orBook	Authors	Edited by	ISBN No: ,Vol. No., Pg. No., Year	Name of Publisher & Place

#Add rows if necessary

18. Special Professional Awards/Honours received, if any? (Attach proof)

Year	Name of award/Honour	Name of organization

#Add rows if necessary

19. Enlist your major contribution/s (if any) which has helped in the growth & development of institute/s where you have served.

Sr. No	Name of the Institute & Place	Your contribution	Awards/Recognitions received by the institute due to your contribution

#Add rows if necessary

20. Co-curricular and extra-curricular professional activities (Attach proof)

Sr. No.	Details	For office Use

#Add rows if necessary

21. Membership of Professional bodies (Attach proof)

Name of the Professional Body	Status of Membership: Life/Annual

#Add rows if necessary

22. Details of two Referees (should be familiar with your recent work)

(Attach Testimonials from Referees)

Name

Occupation or Position

Address

E-Mail:

Phone No. (With STD code)

Mobile No:

I						II					
PIN						PIN					

23. Knowledge of Marathi language (Read/Write/Speak): _____

24. Whether MSCIT (Maharashtra State Certificate in Information Technology qualified? Yes/NO

(Attach proof)

25. Attach CV

26. Statement of objectives (To be filled up in Candidate's own handwriting)

- a. Please indicate as to why you wish to join Bombay College of Pharmacy (Max 200 words)
- b. How in your opinion do you meet the job requirement as advertised? Max 200 words)
- c. A short paragraph about the research/teaching/development projects you would like to undertake and the courses that you would like to handle. (Max 400 words)

DECLARATION

I, _____ hereby, declare that all entries in this form as well as attached sheets are true to the best of my knowledge and belief.

The Application form is from page no 1 to _____. There are _____ attached sheets along with this form.

Date:

Place: _____ (Name & Signature of the applicant)

Check List

Sr. No (as mentioned in application form)	Annexure No	Particulars	Put $\sqrt{\quad}$ / \times / NA	For Office Use Only
5	5A	latest salary slip		
	5B	Appointment letter (Present Appointment)		
7	7	Proof of category (SC/ST/OBC/PH)		
8	8	University Approval Letters		
9	9A	Experience certificate/s (Industry)		
	9B	Experience certificate/s (Research)		
12	12A	B. Pharm marksheet (final year)		
	12 B	B. Pharm Passing Certificate		
	12C	M. Pharm (all marksheets)		
	12D	M. Pharm Passing Certificate		
	12E	Ph. D Degree certificate		
	12 F	Any other Certificates		
	12G	Proof of Class (if not mentioned on the degree certificate)		
13	13A	Experience certificate (Professor)		
	13B	Experience certificate (Associate Professor)		
	13C	Experience certificate ((Assistant Professor)		
	13D	Experience certificate (Lecturer)		
	13E	Experience certificate (Any other)		
14	14	Proof of administrative experience		
15	15A	University Approval Letter (M. Pharm Research Guide)		
	15B	First Page of M.Pharm thesis having guideship details		
16	16A	University Approval Letter (Ph.D Research Guide)		
	16B	First page of Ph.D thesis having guideship details		

17	17A	Govt./Corporate funded Projects		
	17B	Patents filed/granted		
18	18A	First page of Publication (Journal)		
	18B	Page showing title, authors, name of the book/chapter, editor, Publisher and ISBN no		
19	19	Professional Awards/Honours		
21	21	Co-curricular and Extra-curricular Professional activities		
22	22	Membership of Professional bodies		
23	23A	Testimonial from Referee I		
	23B	Testimonial from Referee II		
25	25	MSCIT Certificate		
26	26	CV		
27	27	Any other document		