

STANDARD OPERATING PROCEDURE (A)

Standard Operating Procedure to be followed for appointment of Assistant Professors on regular basis at the University Campus, its Regional Campuses Constituent and University Colleges

1. Online applications on the prescribed format shall be invited from the eligible candidates for the posts of Assistant Professors through an open advertisement to be published in newspapers as well as posted on the University website (www.gndu.ac.in).
2. The applicants will be required to fill up the Score Card Proforma(as per Annexure-II) duly approved by the Syndicate, available at www.gndu.ac.in.
3. The shortlisting committee will consist of Director Research as a Chairperson and Board of Control of the Concerned Department.
4. After receipt of applications, shortlisting of the applications shall be done by the shortlisting committee(as per the criteria specified in Annexure-I) to check the documents as well as eligibility of the applicants.
5. The shortlisting committee will verify the marks claimed by the applicant in the Score Card and prepare a merit list based on the Score Card.
6. The shortlisting committee shall also send recommendation to invite 6 candidates for each first vacancy and 3 candidates for every additional vacancy (as approved by the Syndicate) for the interview as per the order of the merit list.
7. The constitution of the Selection Committee shall be as per UGC Regulations 2018 under Clause 5.0 and sub clause 5.1(I) for appointments on regular basis. At least four members, including two external subject experts shall constitute the quorum.
8. The final Selection of the candidates will be made by the Selection Committee considering the following parameters as per Annexure-II(a):
 - a) Academic Record and Research Performance and Teaching Experience/Post Doctoral Experience and Awards - [as per score card attached at Annexure – II, the marks secured by applicant as per annexure-II will be calculated for 60% weightage of 100 marks by applying the formula =
$$\frac{\text{Marks secured}}{\text{Maximum marks (100)}} \times 60$$
 - b) Assessment of domain knowledge by external experts(in a simulated class room set up) - 20 % weightage
 - c) Interview - 20% weightage

Annexure I

Criteria for short-listing of candidates for interview for the Post of Assistant Professors in University Campus, its Regional Campuses, Constituent and University Colleges

S.N.	Academic Record	Score			
1.	Graduation *	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05 in case of SC/ ST/ OBC (non-creamy layer)/ PWD) 50% to less than 55% = 05 (in case of General Category)
2.	Post-Graduation *	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ ST/ OBC (non-creamy layer)/ PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	30			
5.	NET with JRF	25			
	NET	20			
	SLET/SET	15			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10			
7.	Teaching / Post Doctoral Experience(2 marks for one year each)#	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			
Total (100 Marks)					
60% weightage of 100 marks as per formula = $\frac{\text{Marks secured}}{\text{Maximum marks (100)}} \times 60$					

* In the relevant subject

#However, if the period of teaching(as full time adhoc/contractual or permanent) approved courses in recognized university/college /Post-doctoral experience is less than one academic year then the marks shall be reduced proportionately.

Notes:

(A)	(i)	M.Phil + Ph.D	Maximum - 30 Marks
	(ii)	SET/SLET + Ph.D	Maximum - 33 Marks
	(iii)	NET + Ph.D	Maximum - 35 Marks
	(iv)	NET + JRF + Ph.D	Maximum - 37 Marks
	(v)	In awards category	Maximum - 03 Marks

Note : The total sum of marks awarded against Sr. 3, 4 & 5 shall not exceed 37 marks.

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(B) Number of candidates to be called for interview shall be decided by the concerned universities.

(C)	Academic Score	-	80
	Research Publications	-	10
	Teaching Experience	-	10
	Total	-	100

(D) SLET/SET Score shall be valid for appointment in respective State Universities/ Colleges/ Institutions only.

Notes :

All the applications received shall be scrutinized by the Shortlisting Committee and a list of all the candidates fulfilling the minimum eligibility qualifications as per "UGC Regulation on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education" of 2018, shall be prepared and points be awarded to all such candidates shall be calculated on the basis of the above criteria.

1. After allocation of points to all the eligible candidates , the Shortlisting Committee will draw a list of all candidates indicating the points scored by them in descending order i.e. starting from the candidate getting the highest points.
2. In case of tie in the points of two or more candidates, the candidates having the higher/ highest marks at the Master's level shall be ranked above the other (s).
3. For each first vacancy 6 candidates will be called for interview and assessment of Domain Knowledge according to Merit and 3 candidates for every additional vacancy. **In case the required number of application are not received then the minimum number of applicants to be invited for interview shall be decided by the Vice- Chancellor.**
4. The Points awarded to the candidates during the process of shortlisting of applications shall be used for selection process and in interview by the Selection Committee.
5. The Period taken by candidates to acquire Ph.D shall not be considered as teaching / research experience to be claimed for shortlisting /appointment.
6. The University shall display the criteria for shortlisting of applications on its website.
7. In case of any dispute with regard to shortlisting of applications, the decision of the University shall be final.

Annexure II

Score card to be filled by the applicants for the Post of Assistant Professors in University Campus, its Regional Campuses, Constituent and University Colleges

S.N.	Academic Record	Score				Score Claimed	Score Verified by the Shortlisting Committee
1.	Graduation *	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05 in case of SC/ ST/ OBC (non- creamy layer)/ PWD) 50% to less than 55% = 05 (in case of General Category)		
2.	Post-Graduation *	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ ST/ OBC (non- creamy layer)/ PWD) to less than 60% = 20			
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05				
4.	Ph.D.	30					
5.	NET with JRF	25					
	NET	20					
	SLET/SET	15					
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10					
7.	Teaching / Post Doctoral Experience(2 marks for one year each)#	10					
8.	Awards						
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03					
	State-Level (Awards given by State Government)	02					
Total (100 Marks)							
60% weightage of 100 marks as per formula = $\frac{\text{Marks secured}}{\text{Maximum marks (100)}} \times 60$							

* In the relevant subject

#However, if the period of teaching(as full time adhoc/contractual or permanent) approved courses in recognized university/college /Post-doctoral experience is less than one academic year then the marks shall be reduced proportionately.

Note:

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|-----|------------------------|--------------------|
| (A) | (i) M.Phil + Ph.D | Maximum - 30 Marks |
| | (ii) SET/SLET + Ph.D | Maximum - 33 Marks |
| | (iii) NET + Ph.D | Maximum - 35 Marks |
| | (iv) NET + JRF +Ph.D | Maximum - 37 Marks |
| | (v) In awards category | Maximum - 03 Marks |

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Note : The total sum of marks awarded against Sr. 3, 4 & 5 shall not exceed 37 marks.

List of Enclosures:

The applicant must produce all the evidentiary documents such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, student's Ph.D. award letter, etc. along with degrees/certificates of educational qualifications.

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| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given in Annexure-I, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

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Annexure II (a)

**SELECTION COMMITTEE CRITERIA FOR INTERVIEW OF CANDIDATES
FOR THE POST OF ASSISTANT PROFESSORS IN UNIVERSITY CAMPUS, ITS
REGIONAL CAMPUSES, CONSTITUENT AND UNIVERSITY COLLEGES**

Total Weightage	(a)	(b)	(c)
	Academic Record, Research Performance, Teaching/Post Doctoral Experience and Awards	Assessment of Domain Knowledge	Interview Performance
100%	60%	20%	20%

The Distribution of Points will be as follows:

a) Academic Record, Research Performance, Teaching/Post Doctoral Experience and Awards (60% weightage as per Annexure II)

b) Assessment of Domain Knowledge (20%)

Assessment by outside subject experts in a simulated classroom setup	20% weightage
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c) Interview Performance (20%)

Interview before Selection Committee constituted as per UGC Regulations 2018	20% weightage
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