डॉ. हरीसिंह गौर विश्वविद्यालय, सागर (म.प्र.)
DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M. P.)
(केन्द्रीय विश्वविद्यालय / A Central University)

No./DoFA/2024/23 **27 August, 2024**

NOTIFICATION

Subject: Guidelines for Screening and Short-listing of Candidates for Interview for the posts of Assistant Professor in the Vishwavidyalaya.

Following is notified for the information of all concerned:

1. Guidelines for Screening and Short-listing of Candidates for Interview for appointment to the posts of Assistant Professor against Advt.No.DoFA/2024/Asst.Prof.-01 dated 21 Feb. 2024 in the Vishwavidyalaya.

23/8/24
(Director, Faculty Affairs)

Copy to:-

1. **All the Deans of Schools, Heads of the Departments and Members of the Screening Committee.**
2. **I/c IT Cell - for uploading it on the university website.**
3. **PA to VC for information of Hon'ble VC Please.**
4. **PA to Registrar.**
5. **Guard File.**

Guidelines for Screening and Short-listing of the Candidates for Interview for the posts of Assistant Professor in the Vishwavidyalaya.

Applications received for the posts of Assistant Professor shall be screened and short-listed on the basis of the academic and other related credentials of the candidates through the criteria detailed here-in below:

I. The eligibility of Candidate(s) will be decided as per UGC Regulations 2018/AICTE Regulations 2019 and its amendment from time to time and Minimum Qualifications prescribed in the Advertisement.

II. Short-listing of eligible candidates for the interview will be made on the basis of criteria as mentioned in the Table 3A of Appendix II of UGC Regulations 2018:

Short-listing shall be based on a 100 point score. The distribution of marks will be as follows:

S.No.	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
2	Post-graduation	80% & above = 25	60% to less than 80% = 23	55% [50% in case of SC/ ST/ OBC (Non-creamy layer)/ PwBD] to less than 60% = 20	
3	M.Phil./M.Tech./LL.M./ M.Ed. or equivalent	60% & above = 07	55% to less than 60% = 05		
4	Ph.D.	30			
5	NET with JRF	07			
6	NET	05			
	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 Organizations/ Government of India/ Government of India	03			

	recognized National Level Bodies)	
	State-Level (Award given by State Government)	02

***While awarding of 2 marks for each year of teaching experience, Clause 10 of UGC Regulations 2018 shall be taken into account.**

*Experience rendered on Temporary/Adhoc/Contractual basis shall be taken into account only if the candidate is drawing salary/consolidated pay not less than Minimum Basic Pay as prescribed by UGC plus applicable Dearness Allowance (DA) from time to time further, experience as Guest Faculty shall not be considered.

#However, if the period of Teaching/Post-doctoral experience is less than one year, then the marks shall be reduced proportionately.

Note:

(A) (i) M.Phil./M.Tech./LL.M./ M.Ed. or equivalent + Ph.D. Maximum – 30 Marks
(ii) JRF/NET Maximum – 07 Marks
(iii) In awards category Maximum – 03 Marks

(B)	Academic Score	– 80
	Research Publications	– 10
	Teaching Experience	– 10
	Total Score	**– 100**

III. Short-listing of candidates: Criteria and Process:

1. The Screening Committee will draw a list of all the candidates indicating the marks scored by them in descending order i.e. starting from the candidate getting the highest marks towards the candidates getting the lower marks.

2. 30 candidates for the first vacancy and 10 candidates for every additional vacancy shall be called for interview in order of their ranks in the list prepared by the Screening Committee on the basis of marks scored by the candidates for each category. All the applicants having score same as arrived at for a category shall also be short-listed for the interview. **(51st Emergent Meeting of APC Resolutions)**

3. **The marks awarded to the candidates during the process of screening of applications shall not have any weightage/credit or merit during interview of the candidates by the Selection Committee as these marks shall be used only for screening/short-listing purposes.**

4. The time taken by candidate to acquire M.Phil./M.Tech./LL.M./M.Ed. or equivalent and/ or Ph.D. degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further, the period of active service spent on pursuing research degree simultaneously with teaching assignment

without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion. **(Clause 3.11 of UGC Regulations, 2018)**

5. While carrying out the screening of the applications, the Journals that are in the UGC CARE List will be considered as quality journals and a score shall be given thereon as per Table 3A of Appendix II of UGC Regulations 2018. The journals that are not in the UGC CARE List but are peer-reviewed or in the old UGC Approved List of Journals will be examined by the Screening Committee consisting of Subject Experts and upon examination, if the said publication is considered as qualitative, score shall be given thereon as per Table 3A of Appendix II of UGC Regulations 2018. **(50th Emergent Meeting of APC Resolutions)**

6. The decision of Screening Committee is final with regard to screening of the applications and short-listing of candidates for appearing in the interview.

7. The status of short-listing will be made available on the dashboards of CU Chayan Portal of the respective applicants for information.

IV. Important Note:

1. The entire onus of the content/authenticity of the information uploaded in the form of application and its attachments shall exclusively rest with the applicant in terms of eligibility for recruitment and for subsequent selection through due process.

2. The University reserves the right to modify/withdraw/cancel any communication made to the applicant. In case of any dispute arising out of such a situation, the decision of the University shall be final and binding on the applicant.

10.0 Counting of Past Services for Direct Recruitment and Promotion under CAS

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

(a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.

(b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.

(c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.

(d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.

(e) The previous appointment was not as guest lecturer for any duration.

(f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:

(i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be

(ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;

(iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and

(g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

11.0 Period of Probation and Confirmation

11.1 The minimum period of probation of a teacher shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.

11.2 The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.

11.3 Subject to Clause 11 of this Regulation, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.

11.4 The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the Central Government.

11.5 All other Central Government rules on probation and confirmation shall be applicable *mutatis mutandis*.

12.0 Creation and Filling-up of Teaching Posts

12.1 Teaching posts in universities, as far as feasible, may be created in a pyramidal order, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.

12.2 All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

13.0 Appointments on Contract Basis

The teachers should be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid-down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in a College/University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly-appointed teacher. The

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

II. The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.

3.4 A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

I. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

3.5. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to19 September, 1991.

3.6 A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

3.7 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.

3.8 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.

3.9 The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities.

3.10 The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021.

3.11 The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion. Regular faculty members upto twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.

= 3.11

3.12 Qualifications:

No person shall be appointed to the post of University and College teacher, Librarian or Director of Physical Education and Sports, in any university or in any of institutions including constituent or affiliated colleges recognised under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfil the requirements as to the qualifications for the appropriate post as provided in the Schedule I of these Regulations.

4.0 Direct Recruitment

4.1 For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.

I. Assistant Professor:

Eligibility (A or B) :

A.

i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.