



Annexure - A

Advt. No.: Recruit./TS/2017

Date of Publication: 01.06.2017

APPLICATIONS FOR THE POST OF ASSISTANT PROFESSORS

Online applications are invited in the prescribed Application Form available at web-link <http://as1.du.ac.in/colrec2017/index.php> from eligible candidates for appointment to the post of Assistant Professor, in the Pay Band-III of Rs. 15600-39100 with Academic Grade Pay of Rs. 6000/- (as per VIth Pay Commission), in various subjects in the College. The last date for receipt of application is 24.06.2017 or within two weeks from the date of publication of the advertisement in the *Employment News*, whichever is later. For details, please visit the College Website: www.shivajicollege.ac.in

Any addendum/ corrigendum shall be posted only on the College Website.

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शिवाजी कॉलेज
(दिल्ली विश्वविद्यालय)
Shivaji College
(University of Delhi)
NAAC ACCREDITED "A" GRADE COLLEGE



**Details regarding teaching positions advertised vide
Advt. No. Recruit./TS/2017 dated 01.06.2017**

Online applications are invited in the prescribed Application Form available at web-link <http://as1.du.ac.in/colrec2017/index.php> from eligible candidates for appointment to the post of Assistant Professor, in the Pay Band-III of Rs. 15600-39100 with Academic Grade Pay of Rs. 6000/- (as per VIth Pay Commission), in various subjects in the College. Persons with Disabilities (PwD) Candidates may approach the help desk set up at the College in case they require any assistance in filling up the application form. The last date for receipt of application is 24.06.2017 or within two weeks from the date of publication of the advertisement in the Employment News, whichever is later.

S.No.	Department/ Subject	Total	UR	OBC	SC	ST	PwD**
1	Botany	03	01	02	-	-	-
2	Chemistry	05	01	01	03	-	-
3	Commerce	15	08	04	02	01*	-
4	Computer Science	05	02	01	01	01	-
5	English	02	02	-	-	-	-
6	Environmental Studies	02	-	02	-	-	-
7	Geography	03	02	-	01	-	-
8	Hindi	10	03	02	02	02	01(OH)
9	History	05	02	02	-	-	01(VH)
10	Mathematics	03	01	01	01	-	-
11	Physical Education	01	01	-	-	-	-
12	Physics	11	06	02	02	01	-
13	Political Science	09	04	03	01	01	-
14	Sanskrit	01	-	01	-	-	-
15	Sociology	01	01	-	-	-	-
16	Zoology	07	06	-	-	01	-

*1 backlog vacancy earmarked for ST category in the Department of Commerce

** PwD candidate of any category i.e. UR/SC/ST/OBC may apply.

Note: UR - Unreserved, OBC - Other Backward Classes, SC - Scheduled Caste, ST - Scheduled Tribe, PwD - Persons with Disabilities, OH - Orthopedically Handicapped, VH - Visually Handicapped.

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Annexure – B

The eligibility criteria and qualifications for Assistant Professors are in accordance with the UGC Regulations, 2010 and their subsequent amendments as adopted by the University of Delhi.

Essential Qualifications for the post of Assistant Professor:

1. Good academic record as defined by the university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
2. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR.

General Note:-

- i) The direct recruitment to the post of Assistant Professors in the Colleges of the University of Delhi shall be on the basis of merit through all India advertisement and selection by the duly constituted Selection Committees.
- ii) The 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) Regulation - 2009, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of Assistant Professor or equivalent positions in University / Colleges / Institutes.

Provided further, the award of degree to candidates registered for the M.Phil. / Ph.D. programme prior to 11 July 2009, shall be governed by the provisions of the then existing Ordinances / Bylaws / Regulations of the Institutions awarding the degree and the Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges / Institutes subject to the fulfillment of the following conditions: -

- a. Ph.D. degree of the candidate awarded in regular mode only;
- b. Evaluation of the Ph.D. thesis by at least two external examiners;
- c. Open Ph.D. viva voce of the candidate had been conducted;
- d. Candidate has published two research papers from / based on his / her Ph.D. work, out of which at least one must be in a referred journal;
- e. Candidate has made at least two presentations in conferences / seminars, based on his / her Ph.D. work.

(a) to (e) as above are to be certified by the Vice-Chancellor/ Pro-Vice Chancellor/ Dean (Academic Affairs)/ Dean (University Instructions).

- iii) NET shall not be required for such Master's Degree Programmes in disciplines for which NET or a similar test accredited by the UGC is not conducted.
- iv) A relaxation of 5% may be provided at the Graduate and Masters level for the Scheduled Castes/ Scheduled Tribes/ Differently-abled (Physically and Visually differently-abled)/ Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic records during direct recruitment to faculty positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
- v) A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September 1991.
- vi) Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.
- vii) The period taken by the candidates to acquire M.Phil. Degree and the residency period prescribed for pursuing Ph.D. shall not be considered as teaching/ research experience to be claimed for appointment to the faculty positions.
- viii) The number of candidates to be called for interview for the faculty position in the University and its Colleges, shall be determined after screening of applications in accordance with the guidelines laid down by the Executive Council in this regard.

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Annexure – C

General Instructions for Applicants

1. Applicants should possess the prescribed qualifications and experience as on the closing date of application, i.e. on 24.06.2017, as prescribed by the University from time to time for the respective posts. All the above posts carry UGC pay scales plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions. The posts are being advertised keeping in view the broad areas of specialization in subjects. However, the College concerned may have specific requirement of specialization.

The applications received shall be screened as per the screening guidelines attached with the advertisement for short listing and recommending the applicants to be called for interview.

Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.

Publications 'under submission' or submitted to referees will not be considered towards calculation of points for publication criteria. Further, all the items for which points are claimed should be strictly in accordance with the screening guidelines attached with the advertisement.

The minimum points requirement for shortlisting of applicants for the post of Assistant Professor will be as indicated in the screening guidelines attached herewith.

2. Application fees and forms are to be submitted as per details given below:
 - Fees for Assistant Professor - Rs. 500/- for UR / OBC category.
 - No application fee will be charged from applicants from SC, ST, PwD and Women Applicants.
 - Fees once paid will not be refunded under any circumstances.

Application forms have to be filled only in online mode, as available on the website of the College/ University along with present advertisement, within the prescribed time limit indicated in the advertisement. No offline forms

would be accepted. Payment should be made online only, through credit card / debit card / net banking.

Applications with incomplete information or without requisite fee shall be rejected.

Applicants applying for more than one post / department must apply separately and pay fees separately.

3. The reservation for applicants from OBC (non-creamy layer), SC, ST and Persons with Disability (PwD) categories will be applicable as per UGC norms. Applicants seeking reservation benefits available for SC / ST / OBC / PwD categories must upload the necessary documents justifying the claim of respective reservation as per Govt. of India lists / rules / norms. The certificate uploaded should be in the format prescribed by the Union Government.

In case the applicant wants to claim benefits under the PwD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.

Applicants applying for the post(s) reserved for OBC must upload certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Union Government in this respect from time to time. Applicants should ascertain that they belong to the reserve categories (caste) enlisted in the Central List.

If the relevant certificates for respective reserved categories are not uploaded with the application, the application shall be rejected and no appeal against its rejection will be entertained.

4. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the University shall process the applications entirely on the basis of information / documents uploaded with the application. In case the information / documents are found to be false / incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for action as per law.

The shortlisted candidates called for interview should report along with all the testimonials/ certificates in original along with photo ID. A set of photocopy of certificates/ testimonials with respect to the qualifications and experience indicated in the online application form, duly certified by the applicant should be submitted at the time of interview.

5. Applicants serving in Government/ Public Sector Undertakings (including Boards/ Autonomous Bodies) are required to submit 'No Objection Certificate' from the

employer, at the time of interview, if not uploaded with the online application earlier.

6. All correspondence from the College including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the online application form.
7. Canvassing in any form will be treated as a disqualification.
8. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected.
9. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material/ information while submitting the online application and uploading self-certified copies / testimonials.
10. The number / category of posts advertised may vary, and the College reserves the right not to fill up some or all the posts advertised.
11. Any consequential vacancies arising at the time of Interview may also be filled up from the available shortlisted candidates.
12. The College shall verify the documents submitted and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/ information submitted by the candidate are false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the University.
13. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issuing of an appointment letter, the College reserves the right to modify/ withdraw/ cancel any communication made to the applicant.
14. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
15. No TA / DA shall be paid to candidates for attending the interview.

16. Last date of submission of application is as indicated in the present advertisement uploaded on the College/ University website.

17. In case of any dispute, legal jurisdiction will be Delhi.

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Annexure – D

Guidelines for Screening / Shortlisting of candidates for appointment to the post of Assistant Professor in the University and its Colleges

As per the provisions of Ordinances XI, XII & XXIV of the University, all posts of teachers shall be filled after advertisement and by open recruitment.

In order to restrict the number of candidates to be called for interview so as to enable the Selection Committee to have a comprehensive assessment of the candidates, applications received for the teaching posts shall be screened on the basis of the academic and other credentials of the candidates through the following criteria:

For the post of Assistant Professor, the criteria for evaluation of the candidates for determining their eligibility for shortlisting shall be on based on a 100 point scale. The distribution of points will be as follows:-

(I) Academic Qualification for Colleges – Maximum 55 points

S.No.	Examination	Category – I	Category – II
1.	Under-Graduate	12	9
2.	Post- Graduate	16	12 (55% eligibility)
3.	M.Phil./ PG Degree in Professional Courses such as L.L.M., M.Tech, M.V.Sc., M.D (in relevant subject)		10*
4.	Ph.D		17*
5.	NET/NET-JRF		7/10

*A minimum of 17 points shall be awarded for qualifications at Sr. No. 3 & 4 taken together.

- In case of Integrated course/ programme, the points shall be awarded for both the degrees covered under the course/ programme as per the entitlement above.

(II) (a) Research Publications (for University Departments) - Maximum 33 points**(II) (b) Research Publications (for Colleges)- Maximum 25 points**

	Publication Category	Publication Type	First and or Corresponding or sole author/ editor	Co- author/ Co-editor
1	Research paper/ review article/ Conference Proceeding	Recognized and Reputed refereed Journal with ISBN/ISSN numbers Conference proceedings as full length papers, etc. (Abstract not to be included in related area/subject)	5/ paper 2/paper	3/paper 1/paper
2	Books-Authored	Subject Books (in related area/ subject) by International/ National Level Publishers/ State & Central Govt. Publications with ISBN/ISSN numbers.	8/book	6/book
3	Books-Edited	Edited books/ Journal (in related area/subject) by International/ National Level Publishers/ State & Central Govt. Publications with ISBN/ISSN numbers.	6/book	4/book
4	Chapter(s) in books	Chapters in books (in related area/subject) published by International/ National Level publishers with ISBN/ISSN numbers. <i>(Chapter(s) in self-edited book should not be considered.)</i>	4/book chapter	2/book chapter
5	Books/ Articles translated and published	Books/Article translated and published by International/ National Level Publishers/ State & Central Govt. Publications with ISBN/ISSN numbers.	4/book 2/article	2/book 1/article
6	Book review/ Popular article/ Newspaper article (in related area/ subject	Book review/ Popular article in Newsletter of learned bodies/ societies/ Newspaper article (all in related area/subject)	2/article	1/article

Post Ph.D. Research experience/ Teaching experience to be claimed for appointment (the period required to acquire M.Phil. and/or the residency period to acquire Ph.D. degree shall not be considered as teaching experience) - Maximum 20 Points for University Departments or Colleges

1	Post Ph.D. research experience as post-doctoral fellow /Research Associate/ Research Scientist etc. in recognized University/ Institution in India or abroad.	1 point for every 4 months OR 4 points for every 1 year.	Maximum 20 points
2	Teaching experience (as full-time adhoc, temporary or permanent) in recognized University/ Colleges/ Institutions)	1 point for every 4 months OR 4 points for every 1 year.	
Total points : Academic Qualifications + Publications + Teaching/ Post Ph.D. research experience			Maximum 100 points

All the applications received shall be scrutinized by a Committee consisting of the following and a list of all the candidates fulfilling the minimum eligibility qualifications shall be prepared (department/ subject wise) and points be awarded to all such candidates shall be calculated on the basis of the above criteria:

For Colleges:

1. Principal of the College- *Chairperson*
2. Two teachers from relevant subject plus one from a related department to be nominated by the Principal.
3. An academician representing SC/ ST/ OBC/ Minority/ Women/ Persons with Disability to be nominated by the Principal, if any of the candidates representing these categories is an applicant and if any of the above members of the Screening Committee does not belong to that category.

At least three members shall form the quorum.

- I. After allocation of points to all the eligible candidates, the Screening Committee will draw a list of all the candidates indicating the points scored by them in descending order i.e. starting from the candidate getting the highest points towards the candidates getting the lower points.
- II. In case of tie in the points of two or more candidates, the candidate having the higher / highest marks at the Master's Level shall be ranked above the other(s).
- III. For appointment in the Colleges, all candidates securing 60 points and above shall be called for interview for posts of Assistant Professors. A minimum of 50 candidates for the first vacancy and 20 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 the points scored by the candidates. In case the minimum number of candidates as specified above is not available, the benchmark of 60 points may be progressively lowered as required, until the minimum eligibility as specified in Ordinance XXIV is reached so that this minimum number of candidates shall be called for interview.
- IV. The points awarded to the candidates during the process of screening of applications shall not have any weightage/ credit or merit during assessment /

interview of the candidates by the Selection Committee as these points shall be used only for screening/ shortlisting purpose.

- V. The period taken by the candidates to acquire M.Phil degree and the residency period prescribed for pursuing Ph.D. shall not be considered as teaching/ research experience to be claimed for shortlisting/ appointment to the teaching positions.
- VI. In case of any dispute with regard to the screening of the applications, the decision of the Screening Committee shall be final.
- VII. The Colleges shall display the criteria for shortlisting/ screening of applications on their respective websites.

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Annexure – E

Frequently Asked Questions

- 1. Can a person apply for more than one Faculty position?**
Yes, separate forms will have to be filled for each faculty positions.
- 2. Which are the mandatory fields in the application?**
Mandatory fields are indicated by a red star (*) adjacent to the name of the field.
- 3. Is it possible to change/ update the information provided by the applicant in the online application form once submitted?**
No
- 4. How can Persons with Disabilities (PwD) access and fill the online application form?**
Such applicants may fill the online application form by using assistive technology. In particular, the visually impaired applicants may use screen reading softwares such as JAWS or NVDA to fill the application form. Those unable to use computer may take human assistance to fill the application form.

PwD applicants can also contact the office of Nodal Officer (PwD) of the College.

The contact details are as under:
Phone No.: 91- 9968997200
E-Mail: drrajneesh1012@gmail.com
- 5. What should be done if the College/ University website link stops or hangs?**
Such a problem might come as a large number of applicants may simultaneously login. However, the information is auto-saved, and you may proceed with filling up of the online application after refreshing the link/re-logging. Kindly retry, in case of any difficulty write a mail to shivajicollege.ac@gmail.com.
- 6. Which date should be considered as the date of award of Degree (M.Phil/L.L.M./Ph.D)?**
The date of notification of the result by the University/Institution may be considered as the date of award Degree (M.Phil/ L.L.M./ Ph.D.).

- 7. What is the Ph.D. residency period?**
This will be taken as 2 years from the date of registration, for the purpose of the present process of recruitment. (**Advt. No.:** - Recruit./TS/2017 **dated** 01.06.2017)
- 8. How is the full-time teaching-cum-research experience counted?**
For applications with overlapping teaching-cum-research experience, either teaching or research period shall be considered as experience.
- 9. The online and print ISSN numbers are different for a particular journal. Which one should be filled?**
For online journals and the articles published online in advance, before the print version is made available by the publisher, the online ISSN number is sufficient.
- 10. Is it necessary to provide the evidence for each and every item/ activity claimed in the application?**
It is mandatory to provide the proof, wherever it has been asked, to proceed with the online completion of application form. The evidence for activities such as extra-curricular activities/miscellaneous information may be presented at the time of interview by the candidates shortlisted for the interview.
- 11. How to pay application fee?**
The payment is accepted by credit card/ debit card/ net banking.
- 12. Should one expect an acknowledgement of submission of application?**
Yes, after the submission of application, the applicant will receive an e-mail intimation. Receipt of acknowledgement implies completion of the application submission process.
- 13. When would the interview be scheduled?**
You will be informed about your interview through e-mail if you are shortlisted. No queries in this regard would be entertained.

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