

5. Short listing of Candidates

Only those candidates will be eligible for interview whose result has been declared and who have secured minimum qualification on or before last date of application, as published in advertisement. The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him/her for being called for interview. 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 faculty position shall be screened on the basis of the academic and other related credentials of the candidates through the following criteria:

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

S.NO.	ACADEMIC RECORD	SCORE
1	Graduation.	80% & Above = 21 60% to less than 80% = 19 55% to less than 60% = 16 45% to less than 55% = 10
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.	60% & above = 07 55% to less than 60% = 05
4	Ph.D.	25
5	NET with JRF	10
6	NET	08

	Research Publications (2 marks for each research publications published in UGC-CARE listed Journals)	06
7	Teaching/Post-Doctoral Experience (2 marks for one academic year each/ 1 mark for each completed semester)	10
8	Awards	
	• International/National Level (Awards given by International Organizations /Government of India / Government of India recognized National Level Bodies)	03
	• State-Level (Awards given by State Government)	02

Note:

a)	(i) M.Phil + Ph.D.	Maximum	-	25 Marks
	(ii) JRF/NET	Maximum	-	10 Marks
	(iii) In awards category	Maximum	-	03 Marks
b)	Academic Score		-	84
c)	Research Publications		-	06
d)	Teaching Experience		-	<u>10</u>
	Total Score		-	<u>100</u>

2. For the post of Associate Professor/Professor/Principal, where condition of minimum Research/Academic score has been made applicable by University/UGC/AICTE/State Govt. etc., a scrutiny committee comprising of the Dean of faculty and one subject expert nominated by Dean of College and Principal of the college/nominee will be formed. The committee will examine the documents uploaded by the candidate to calculate and verify the API score claimed by the applicant in various categories in prescribed Performa. . The committee will certify that the candidate fulfils the condition of minimum Research/Academic Score of required points for the appointment to the post as per the

regulations University Grants Commission (Appendix II). Only those candidates who qualify in the Research/Academic score, will be called for the interview. Further reduction in the number of the candidates to be called for the interview will be on the basis of Research/Academic scores.

3. The shortlisting list will be prepared based on the information filled by the applicants and the above shortlisting criteria.
4. The entire onus of the content/authenticity of the information being 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.
5. In case of tie in the marks of two or more candidates, the candidate having the higher/highest marks at the Master's level shall be ranked above the other(s).
6. The marks 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 marks shall be used only for screening/shortlisting purposes.
7. 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.
8. The ratio between the number of vacant posts to be filled and the number of candidates to be called for interview shall not exceed 1:7 and further 3 candidates for each additional post and the minimum ratio shall not be less than 1:3. If three candidates are not available to meet the minimum ratio, the post shall be re-advertised after which the University may take appropriate decision with regard to the selection.