ZAKIR HUSAIN DELHI COLLEGE (EVENING)

Advt. No. ZHDCE/Prin./2025/001

Online applications are invited in the prescribed Application Form available at web-link http://rec3.du.ac.in from eligible candidates for appointment to the post of Principal, Zakir Husain Delhi College (Evening) in the Academic Pay Level 14 of 7th Central Pay Commission Pay Matrix, in the College. The last date for receipt of application is two weeks from the date of publication of the advertisement in the Employment News. For details, please visit the College website http://zhdce.ac.in

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

Prof. Surendra Singh
Chairman, Governing Body

Important Note:

The details regarding qualifications, publications, experience, screening guidelines and indicative proforma etc. are available on the College website along with this advertisement. The applicants are required to read these details before filling up the form.

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Annexure – II

ZAKIR HUSAIN DELHI COLLEGE (EVENING)

Procedure for the Appointment of the Principal in College

1. The appointment of the Principal shall be made as per the following procedure:-

   i. The appointment of Principal shall be made after an all India Advertisement, with prior approval of the University.

   ii. All the application 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 and points be awarded to all such candidates shall be prepared and points be awarded to all such candidates shall be calculated on the basis of the criteria notified by the University:

      1. Chairperson, Governing Body – Chairperson
      2. Two Members of the Governing Body (of which at least one should be from the University Representative(s) nominated by the Chairperson Governing Body. (The Teacher Representatives from the College cannot be the part of Screening Committee).
      3. An Academician representing SC/ST/OBC/Minority/Women/Persons with Disability to be nominated by the Chairman, Governing Body, if any of the candidates representing these categories is an applicant and if any of above members of the Screening Committee does not belong to that category.

      At least three members shall form the quorum.

   iii. The Governing Body shall forward a panel of names on the recommendation of a Selection Committee consisting of the following:-

      1. Chairperson of the Governing Body to be the Chairperson.

      2. Two members of the Governing Body of the College to be nominated by the Chairperson of whom one shall be an expert in academic administration.

      3. Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University.

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4. Three Higher Education experts consisting of the Principal of a College, a Professor and an accomplished Educationist not below the rank of a Professor (to be nominated by the Governing Body of the College out of a panel of six experts approved by the Academic Council).

5. Two subject-experts not connected with the College to be nominated by the Chairperson of the Governing Body of the College out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the Academic Council.

6. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee does not belong to that category.

7. Five members, including two experts, shall constitute the quorum.

8. The selection procedure of the selection committee shall be completed on the day/last day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.

2. The list of selected and waitlisted candidates/panel of names in order of merit, duly signed by all members of the Selection Committee shall be forwarded to the University.

The list thus submitted shall be considered by a Selection Committee constituted for the purpose and consisting of the following:-

1. Vice Chancellor
2. Pro-Vice-Chancellor
3. A Nominee of the Visitor
4. Chairman of the Governing Body of the College concerned
5. Two members of the Executive Council nominated by Vice-Chancellor on its behalf.

6. An Academician representing SC/ST/OBC/Minority/ Women/Persons with Disability categories, if any of candidates representing these categories is an applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee does not belong to that category.

On the recommendation of the Selection Committee the University shall transmit to Governing Body a list of persons mentioned in the order of preference whom the University would be prepared to recognize as Principal, or, if none of the applicants are considered suitable, shall refrain from sending a list, in which case the post shall be re-advertised.



The appointment of the Principal shall be made by the Governing Body in accordance with the Ordinance XVII of the University, as amended from time to time.

3. Tenure:

(i) A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a committee appointed by the University.

(ii) Committee for Assessment of College Principal and Professor for Second Term shall have the following composition:

i. Nominee of the Vice-Chancellor.
ii. Nominee of the Chairman, UGC

The nominees shall be nominated from the Principals of the Colleges with Excellence/College with Potential for Excellence/ Autonomous Colleges/ NAAC 'A' accredited Colleges.

4. After the completion of her/his term as Principal, the incumbent shall join back her/his parent organization with the designation as Professor and in the grade of the Professor.

SSingh

Prof. Surendra Singh
CHAIRMAN, GOVERNING BODY

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Annexure – III

ZAKIR HUSAIN DELHI COLLEGE (EVENING)

The qualifications for the appointment of Principal (OTHER THAN EDUCATION, PHYSICAL EDUCATION AND MEDICAL COLLEGE) in Colleges are in accordance with the UGC regulations and their subsequent amendments as adopted by the University of Delhi.

(i) Ph.D. Degree.
(ii) Professor/Associate Professor with a total service/ experience of at least fifteen years of teaching/research in universities, Colleges and other institutions of higher education.
(iii) A minimum of 10 research publications in peer-reviewed or UGC -listed journals.
(iv) A minimum of 110 Research Score as per Annexure V.

Prof. Surendra Singh
CHAIRMAN, GOVERNING BODY

Annexure – IV

ZAKIR HUSAIN DELHI COLLEGE (EVENING)

General Instructions for Applicants (Advertisement for Principal)

1. The direct recruitment to the Post of Principal of the College shall be on the basis of the merit through All India advertisement and selections by the duly constituted Selection Committee.

   Application should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the College. Applicants are required to produce specific certificates as per eligibility conditions.

   The applications received shall be screened as per 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, ail 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 Principal 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 Principal: Rs. 2000/-.
   - 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 along with the 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/debit card/Net Banking.

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

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3. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College 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 any omission or commission, the responsibility shall lie solely with the applicant who 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.

4. 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.

5. 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.

6. Canvassing in any form will be treated as a disqualification.

7. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected.

8. Applications 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.

9. The College also reserves the right to consider names of suitable candidates who may not have applied for the post.

10. The College shall verify the documents submitted by 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 college.

11. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the College reserves the right to modify/withdraw/cancel any communication made to the applicant.

12. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicant are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.

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13. No TA/DA shall be paid to the candidates for attending interview.

14. The College reserves the right to offer the post at a level lower than that advertised/applied, or on contract basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.

15. Last date for submission of application is as indicated in the present advertisement uploaded on the College website.

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

SSingh

Prof. Surendra Singh
CHAIRMAN, GOVERNING BODY

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Annexure-V

ZAKIR HUSAIN DELHI COLLEGE (EVENING)

Guidelines for Screening of candidates for appointment to the post of Principal in the College as per UGC Regulations and as adopted by the University of Delhi.

Applications received shall be screened as per details given below:

I. Methodology for Calculating Academic/ Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering/Agriculture/ Medical / Veterinary Sciences & other related disciplines	Faculty of Languages/ Humanities/Arts /Social Sciences/Library/Education/Physical Education / Commerce/Management & other related disciplines
1.	Research Papers in Refereed/ Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications(other than Research papers)		
	(a) Books authored which are published by;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10

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	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4quadrants (4 credit course) (In case of MOOCs of lessercredits05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05

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	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/paper/e-book	10	10
4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M. Phil./PG Dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	Morethan10lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects On going:		
	More than 10 lakhs	05	05
	Less than10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b)*Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c)Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures/Resource Person/paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		

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	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

i)	Paper in refereed journals without impact factor	-	5 Points
ii)	Paper with impact factor less than 1	-	10 Points
iii)	Paper with impact factor between1and 2	-	15 Points
iv)	Paper with impact factor between 2 and 5	-	20 Points
v)	Paper with impact factor between 5 and 10	-	25 Points
vi)	Paper with impact factor >10	-	30Points

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co- supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b) Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- There search score shall be from the minimum of three categories out of six categories.



II. Screening of candidates: Criteria and Process

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

2. For appointment to the post of Principal in the College, there is a requirement of a total research score of One Hundred and Ten (110) as per criteria given in Section I of this document.

3. 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.

4. In case of any dispute with regard to screening of the applications, the decision of the Screening Committee shall be final.

5. The status of short-listing will be made available on the dashboards of the respective applicants for information.

III. Important Note

1. 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.

2. The College shall, in no way, be responsible for any error/omission/commission /suppression of relevant information by the applicant knowingly/unknowingly/overtly/ covertly while filling up the application form and uploading the documents required therein.

3. In case the applicant gets screened/selected/appointed on the basis of the credentials furnished by him/her which are on scrutiny, found to be incorrect/inadmissible/forged/ fabricated/falsified, his/her candidature shall be liable to be cancelled at any stage of the recruitment/at any time during the tenure of the service and appropriate legal action under applicable law shall be initiated against the applicant.

4. The College 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 College shall be final and binding on the applicant.

Prof. Surendra Singh
CHAIRMAN, GOVERNING BODY

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Annexure-VI

ZAKIR HUSAIN DELHI COLLEGE (EVENING)

Frequently Asked Questions

The details regarding qualifications, experience, screening guidelines and indicative proformas etc. are available on the College website http://zhdce.ac.in , along with this advertisement. The applicants are required to read these details before filling up the form.

However, some issues of common concern have been discussed below for the convenience of the applicants.

1. **Which are the mandatory fields in the application?**
   Mandatory fields are indicated by a red star (*) adjacent to the name of the field.

2. **Can only Indian citizens apply for the posts advertised?**

   Besides Indian citizens, those who have acquired the status of Overseas Citizens of India (OCI) and have necessary documents in support of the same can also apply.

3. **What is the application fee for different categories?**

   Application fees are to be submitted as per details given below:

   Fees for Principal (if applicable)
   - Rs.2000/-
   - Fees once paid will not be refunded under any circumstances.
   - No application fee shall be charged from applicants, who had applied for the same post in the preceding advertisement, subject to the condition that interview for the said post had not been conducted. (The applicant shall have to provide the relevant details/proof of his/her having applied for the post against the advertisement referred herein).

   Application forms have to be filled only in online mode, as available on the website of the College along with the 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/debit card/Net Banking.

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

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4. **How to convert GPA into percentage in the Academic Section Tab of the online application?**

The applicants are required to provide their credits/marks of Graduation, Post-graduation, M.Phil. and Ph.D. Degree in percentage only. Those having credits in the form of grade or GPA, would be required to convert the same into percentage as per the conversion formula provided in the guidelines of the University/Institute granting the degree. A copy of the respective guidelines will have to be uploaded along with the concerned degree.

5. **Which date should be considered as the date of award of Degree (M.Phil./Ph.D.)?**

The date of notification of the result by the University/Institution would be considered as the date of award of the Degree (M.Phil./Ph.D).

6. **Does fulfilling the eligibility criteria suffice for getting an interview call?**

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

Mere fulfilment of the required qualification 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 marks 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 score requirement for screening of applicants for the post of Principal is indicated in the screening guidelines attached herewith.

7. **What if the candidate does not get the NOC at the time of filling up the form?**

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. The NOC should also indicate the vigilance clearance from the parent department.

8. **What are the documents required to be submitted by the screened candidates at the time of interview?**

Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College 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.

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The screened candidates called for interview should report along with all the testimonials/certificates in original along with valid photo ID (Aadhaar/Voter Id/Driving License/Passport). A set of self-attested photocopy of certificates/testimonials with respect to the qualifications, experience and category as applicable, indicated in the online application form, duly certified by the applicant should be submitted at the time of interview.

An indicative list of such documents is as follows:

1. Proof of Date of Birth (Class 10th Certificate);
2. Certificates/testimonials for all the academic Degrees/Diplomas/Certificate Courses, as indicated in the online proforma by the applicant;
3. Experience Certificate duly issued by the parent office, which should clearly indicate the break period, if any;
4. NOC from the employer including vigilance clearance if applicable;
5. Any other certificate of academic/research distinction;
6. Research Publications in original etc. as per uploaded or filled in the application form;
7. M.Phil. and Ph.D. dissertations/thesis, if applicable.

9. How will the candidate get the interview call?

The status of screening will be made available on the dashboards of the respective applicants for information. A notice to this effect indicating the schedule for the interview would also be published on the website of the College.

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. The applicants are, therefore, advised to visit the website for updates in this respect. Telephonic queries on this issue shall not be entertained.

10. What should be done if the College website link stops or hangs?

In order to avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicants can mail their problem at the email id zhpge.college@gmail.com

11. 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 screened for the interview.

12. How to pay application fee?

The payment is accepted by credit card/debit card/ Net Banking.

13. Is it possible to change/update the information provided by the applicant in the online application form once submitted?

No. The applicant must take care to ensure that inputs provided by the applicant should be correct and accurate.

