दिल्ली विश्वविद्यालय
University of Delhi

Ref. No. R&P/017/2024/o27

Date: 03.06.2024

NOTIFICATION

Standard Operating Procedure (SOP), as enclosed, for Conduct of Recruitment Process of Assistant Professors in Colleges of the University are notified herewith, in Compliance of EC Resolution No. 16 Dated 09.06.2023.

This Standard Operating Procedure (SOP) is applicable on the advertisements issued on/after 01.12.2023 and advertisements which have last date of submission of applications forms on/after 01.12.2023.

This issues with the approval of the competent authority.

Joint Registrar
(Recruitment)

Copy to:

1. Deputy Registrar (Colleges) for circulation to the Principals of Colleges.
2. The Director, Delhi University Computer Centre for uploading on the website.
3. Guard file.

Assistant Registrar
(Recruitment)

दिल्ली विश्वविद्यालय
University of Delhi

Standard Operating Procedure (SOP) for Conduct of Recruitment Process of Assistant Professors in Colleges of The University in Compliance of EC Resolution No. 16 Dated 09.06.2023

This document is divided into two sections:

Section A: Process for shortlisting applications received against advertised vacant posts in respective colleges of the University of Delhi.

Section B: Process of final selection, which is to be conducted in two phases:

(a) Assessment through Presentation by the Presentation Assessment Committee.
(b) Final selection through duly constituted Selection Committee as per Ordinances of the University.

(This document is required to be read in conjunction with the relevant Statutes and Ordinances of the University and the guidelines issued by the University for shortlisting of candidates for direct recruitment of Assistant Professor(s) in the Colleges of University of Delhi).

Section A

Shortlisting of candidates:

1. The screening of candidates is to be done by award of points as indicated in the Guidelines for Screening and or Shortlisting of candidates for appointment of Assistant Professors in Colleges issued Notification No. Estab.IV/047/2023 dated 20.07.2023.
2. The publications to be considered for award of marks for deciding eligibility or screening purpose, as indicated in table in Section I of the screening guidelines mentioned above shall be from UGC CARE list or SCOPUS indexed or as decided by the University from time to time.
3. The research papers published before the declaration of UGC CARE list may be considered if the journal in which the publication was included is now UGC CARE listed. Further, the publications after the compilation of UGC CARE list shall be considered only if the respective journal was included in the UGC CARE list at the time of publication or at the time of assessment for shortlisting.

4. As mentioned in Section A para 1, applicants scoring 55 marks and above will only be considered for shortlisting, with a relaxation of 05 marks for applicants belonging to SC/ST/PwBD categories.

5. Shortlisting is to be done category wise. For each category, 40 candidates would be shortlisted for the first vacancy and 20 candidates for every additional vacancy, on the basis of marks scored by the candidates of the respective category as defined in the table given in Section I of the screening guidelines referred above.

6. If 40 candidates are not available, then, the applicability of 55 marks as cut-off may be relaxed till the specified number of candidate are available, subject to a maximum relaxation of upto 5 marks, i.e., 50 marks for UR and 45 for SC/ST/PwBD categories.

7. In case of bunching of candidates at the bottom, candidates securing same marks shall be shortlisted, even if, it increases the number of shortlisted candidates as mentioned in point no. 4.

8. Further, while shortlisting for UR category, all the applicants irrespective of their category shall be considered for shortlisting if they meet the eligibility criteria for UR category.

9. The requisite number of candidates from other categories to be shortlisted would be from the range with the cut off arrived for UR category as the upper limit. Further, the candidates shortlisted as UR, belonging to the other reserved category shall also be considered in their respective category in addition to the candidates shortlisted for the respective category as per the prescribed ratio.

Section B

Conduct of Selection Process

1. As indicated at S.No.2 of Section IV of the screening guidelines, the Selection process of the Assistant Professors will be carried out in two stages:

   First Stage – Assessment through Presentation by candidates before the Presentation Assessment Committee as defined in Section V of the screening guidelines.

   Second Stage – Assessment by a duly constituted Selection Committee as defined in Ordinance XVIII and notified vide notification numbered CNC-II/093/1(12)/2019-20/251 dated 03.10.2019.

2. Conduct of Assessment by Presentation:

2.1 The assessment would be done on various parameters *viz.*, Writing skills; Communication skills; Presentation skills; Organisation of the contents; Subject knowledge; Humility, passion and zeal for teaching.

2.2 To assess the writing skills, the candidates shall be asked to write an essay on the day of the presentation on relevant topic(s).

2.3 The Presentation Assessment Committee shall meet online or offline, a day before the scheduled date of presentation. The topics for essay to assess the writing skills shall be decided in the meeting.

2.4 The essay shall be evaluated by the Committee and the grades so given will be part of writing skill component in the assessment done by the committee.

2.5 The Committee will assess the shortlisted candidates on the basis of Presentation to have a prima facie assessment of the shortlisted candidates and submit its assessment to the Selection Committee.

2.6 The grades/scores shall be awarded by the Committee for every candidate. Only one set of grades/scores duly signed by all the members of the Presentation Assessment Committee shall be submitted in sealed cover to the Selection Committee. The list would include details of all the candidates. The candidates who were absent should be marked as 'ABSENT' in the grades/scores sheet.

2.7 A shortlisted candidate who has not attended the presentation assessment shall not be permitted to appear in interview by the Selection Committee.

2.8 The proforma in which the grades and scores shall be submitted by the Committee is annexed as Annexure - I (a) and I (b).

3. Conduct of Interview for final selection

3.1 The interview process for final Selection Committee shall be carried out by the duly constituted Selection Committee for direct recruitment as defined in Ordinance XVIII and notified vide notification number CNC-II/093/1(12)/2019-20/251 dated 03.10.2019.

3.2 The Selection Committee shall award scores on the parameters of Academic Record, Experience and Research Performance; Assessment of teaching aptitude, ability and Presentation Skills; Assessment of domain knowledge and Interview performance.

3.3. The scores given by the Presentation Assessment Committee shall be part of score card of the selection committee related to Assessment of teaching aptitude, ability and presentation skills. The other scores shall be given by Selection Committee as deemed fit.

3.4 The scores shall be awarded by the Committee for every candidate. Only one set of scores duly signed by all the members of the Selection Committee shall be annexed with the recommendation of the Selection Committee. The list would include details of all the candidates. The candidates who were absent should be marked as 'ABSENT' in the score sheet.

3.5 The proforma in which the scores shall be submitted by the Committee is annexed as Annexure - II.

3.6 There shall be a cut off for each category, to be decided by the Committee, for final selection of candidates.

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University of Delhi

(NAME OF THE COLLEGE)

Advt. No.:

Subject:

Post: Assistant Professor

Vacancy:

Date:

SCORE CARD FOR PRESENTATION ASSESSMENT COMMITTEE
For assessment of Teaching Aptitude and Ability of the candidate

CATEGORY:

Sl. NO.	NAME OF CANDIDATE & FORM NO.	CRITERIA FOR ASSESSMENT					
		WRITING SKILLS	COMMUNICATION SKILLS	PRESENTATION SKILLS	ORGANIZATION OF THE CONTENTS	SUBJECT KNOWLEDGE	HUMILITY, PASSION AND ZEAL FOR TEACHING	OVERALL SCORE
		(A TO E)	(A TO E)	(A TO E)	(A TO E)	(A TO E)	(A TO E)
1.							
2.							
3.							
4.							

Grade   A – for Excellent,   B– for Very Good,   C – for Good,   D – for Average,   E – for Below Average

Score: A – Score of 5,   B – Score of 4,   C – Score of 3,   D – Score of 2,   E – Score of 1

(Prof. _____)   (Prof. _____)   (Prof. _____)

(Prof. _____)   (Prof. _____)   (Prof. _____)

Standard Operating Procedure for Recruitment of Assistant Professors in colleges

दिल्ली विश्वविद्यालय
University of Delhi

(NAME OF THE COLLEGE)

Advt. No.:
Department:
Post: Assistant Professor

SCORE CARD FOR PRESENTATION ASSESSMENT COMMITTEE
<u>For assessment of Teaching Aptitude and Ability of the candidate</u>

CATEGORY:

SL. NO.	NAME OF CANDIDATE & FORM NO.	OVERALL SCORE	(A-E)
1.			
2.			
3.			

Note:

Grade :- A - for Excellent, B - for Very Good, C - for Good, D - for Average, E - for Below Average

Score: A - Score of 25-30, B - Score of 19-24, C - Score of 13-18, D - Score of 07-12, E - Score of 01-06

(Prof. _____)   (Prof. _____)   (Prof. _____)

(Prof. _____)   (Prof. _____)   (Prof. _____)

Standard Operating Procedure for Recruitment of Assistant Professors in colleges

दिल्ली विश्वविद्यालय
University of Delhi

(NAME OF THE COLLEGE)
_____

Annexure - II

Advt. No.

Department:

Post: Assistant Professor

Vacancy:

Date:

SCORE CARD FOR SELECTION COMMITTEE MEETING

CATEGORY:

Cut off _____

Sr. No.	Name of Candidate & Form No.	Academic Record, Experience & Research Performance	Assessment of Teaching Aptitude, Ability & Presentation Skills	Assessment of Domain Knowledge	Interview Performance	Overall Score
		20 Points	30 Points	30 Points	20 Points	100 Points
1.						
2.						
3.						

(Prof. _____)

(Prof. _____)

(Prof. _____)

(Prof. _____)

(Prof. _____)

(Prof. _____)

Standard Operating Procedure for Recruitment of Assistant Professors in colleges