गार्गी महाविद्यालय
GARGI COLLEGE
दिल्ली विश्वविद्यालय / University of Delhi
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Guidelines for Screening/Shortlisting of candidates for appointment to the post of Assistant Professor in the College.

With a need to enable the duly constituted Selection Committee to have a comprehensive assessment of the required number of candidates, who would appear before them, in a time bound manner, applications received for the faculty position shall be screened on the basis of the academic and other related credentials of the candidates through the criteria detailed in this document.

This document is divided into following sections:

I. Criteria for evaluation of candidates for determining their eligibility for their shortlisting for the interview.
II. Constitution of Committee for Screening and/ or Shortlisting.
III. Shortlisting of candidates: Criteria and Process.
IV. Important Note.
V. Constitution of Committee to assist the Selection Committee for assessment through presentation by shortlisted candidates.

I. Criteria for evaluation of candidates for determining their eligibility for their shortlisting for the interview.

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

II. Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Colleges of the University

S.No.	Academic Record	Score			
1	Graduation.	80% &Above = 21	60% to less than80% = 19	55% to less than 60% =16	45%to less than55% = 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 Peer-Reviewed or UGC-listed Journals)	06		
7	Teaching/Post-Doctoral Experience (2marks for one year each)#	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		

Experience rendered on Temporary/Adhoc/Contractual/Postdoctoral basis shall be taken into account only if the candidate is drawing the 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 + Ph.D. Maximum - 25 Marks
(ii) JRF/NET Maximum - 10 Marks
(iii) In awards category Maximum - 03 Marks

(B) Academic Score - 84

Research Publications	-	06
Teaching Experience	-	10
Total Score	-	100

II. Constitution of Committee for Shortlisting/ Screening

Applications shall be screened by a Committee consisting of the following:

A. For University Departments:

1. Principal of the College - *Chairperson*
2. Two teachers from the relevant subject to be nominated by the Principal
3. One Teacher from a related Department to be nominated by the Principal
4. An academician representing SC/ST/OBC/Minority/Women/Persons with Differently Abled 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.

III. Shortlisting of candidates: Criteria and Process

1. As per the revised guidelines, the number of applicants shortlisted for interview for direct recruitment of Assistant Professor in college will be as follows:

   a. 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. The applicant securing less than 55 marks will not be included in the list of shortlisted candidates. A relaxation of 05 marks be given to candidates belonging to SC/ST/PwD.

   b. 40 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 marks scored by the candidates for each category as per the table given in Section I for shortlisting of candidates for the post of Assistant Professor in College. All the applicants having score same as the cutoff arrived at for a category shall also be shortlisted for the interview.

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

2. Further, the applicants who were on the rolls of any department in the University of Delhi or its Colleges between 01.01.2022 to 31.03.2022 as Ad-hoc/Contract/ Temporary faculty shall be permitted to appear for interviews conducted for appointment of Assistant Professor in all the Colleges, subject to the condition as prescribed in point number III(1)(a) & 1(c) above, in addition to prescribed number limits as given in III(1)(b).

3. The publications to be considered for award of marks for the screening purpose, as indicated in the table given above, shall be from UGC CARE list or SCOPUS indexed or as decided by the University on the recommendation of concerned department of the University from time to time.

4. The time taken by candidates to acquire M.Phil./M.Tech/LLM/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.

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

6. The criteria for shortlisting/screening of applications shall be displayed by the college on the college website.

7. The status of short-listing will be made available to the respective applicants for information.

IV. Important Note

1. Direct recruitment of Assistant Professor in the Colleges after the stage of shortlisting shall be carried out in two stages.

   First Stage – Assessment by Presentation Assessment Committee.

   Second Stage – Assessment by 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. 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.

3. 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.

4. In case the applicant gets screened/shortlisted/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.

5. 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.

V. <u>Committee to assist the Selection Committee for assessment through presentation by shortlisted candidates</u>

1. The committee will assess the shortlisted candidates through presentations, to have a prima facie assessment of the candidates and submit its assessment to Selection Committee, as per prescribed proforma. The assessment shall be in the form of following grading:

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

2. Assessment made by the Committee would only be indicative and shall not be a binding of the duly constituted Selection Committee for the Recruitment of Assistant Professors in the Colleges, whose decision shall be final.

-Sd-
PRINCIPAL (OFFG.)