

Appendix-IV
Resolution No. 25
EC dated 29.10.2021



UNIVERSITY OF DELHI
DELHI-110007

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

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 on based on a 100 point scale. The distribution of marks will be as follows:

Table I **Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in the Departments of the University**

<u>S.No.</u>	<u>Academic Record</u>	<u>Score</u>			
1	Graduation.	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05
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. / M.Tech. / LLM / M.Ed. or equivalent	60% & above = 07	55% to less than 60% = 05		
4	Ph.D.	30			

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5	NET with JRF	07
6	NET	05
	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10
7	Teaching/Post Doctoral Experience (2marksforoneyeareach)#	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 salary/consolidated pay not less than Minimum Basic Pay as prescribed by UGC plus applicable Dearness Allowance (DA) from time to time.

#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. / M.Tech. / LLM / M.Ed. or equivalent+Ph.D.	Maximum-	30Marks
(ii)	JRF/NET	Maximum-	07Marks
(iii)	In awards category	Maximum-	03Marks
(B)	Academic Score	-	80
	Research Publications	-	10
	Teaching Experience	-	10
	Total Score	-	100

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

<u>S.No.</u>	<u>Academic Record</u>	<u>Score</u>			
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. / M.Tech. / LLM / M.Ed. or equivalent	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 salary/consolidated pay not less than Minimum Basic Pay as prescribed by UGC plus applicable Dearness Allowance (DA) from time to time.

#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. / M.Tech. / LLM / M.Ed. or equivalent+Ph.D.	Maximum—	25Marks
(ii) JRF/NET	Maximum—	10 Marks
(iii) In awards category	Maximum—	03 Marks
(B) Academic Score	—	84
Research Publications	—	06
Teaching Experience	—	<u>10</u>
Total Score	—	<u>100</u>

II. Constitution of Committee for Shortlisting/Screening

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

A. For University Departments:

– Chairperson

1. Dean of the Faculty concerned
2. Head of the concerned Department
3. Former Head of the Department as nominated by Vice Chancellor
4. One Teacher from the Department to be nominated by the Vice-Chancellor
5. A member from related Department(s) to be nominated by the Vice-Chancellor
6. An academician representing SC/ST/OBC/Minority/Women/Persons with Differently Able to be nominated by the Vice-Chancellor, 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 including the Vice-Chancellor's Nominee shall form the quorum.

B. For Colleges:

1. Principal of the College
2. Two teachers from 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 Able 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

– Chairperson

- At least three members shall form the quorum.

III. Shortlisting of candidates: Criteria and Process

1. 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 65 marks for University Departments and 50 marks for Colleges will not be included in the list of shortlisted candidates.

A relaxation of 05 marks be given to candidates belonging to SC/ST/PwD.

2. 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).
3. For appointment in the University Departments: A minimum of 30 candidates for the first vacancy and 10 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.

4. For appointment in the Colleges: All shortlisted candidates as specified in criteria III(1) be called for interview.
5. 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.
6. 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.
7. In case of any dispute with regard to screening of the applications, the decision of the Competent Authority shall be final.
8. The University and the Colleges shall display the criteria for shortlisting/ screening of applications on their respective websites.
9. The status of short-listing will be made available on the dashboards of the respective applicants for information.

IV. 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 University 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/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.

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

V. Constitution of Committee to assist the Selection Committee for assessment through presentation by shortlisted candidates

1. For the University departments:

- (i) Pro-Vice-Chancellor/Nominee of Vice-Chancellor – *Chairperson*
- (ii) Head of the Department
- (iii) Two experts nominated by Vice-Chancellor
- (iv) Representative of SC/ST/OBC/Minority/Women/Differently-abled to be Nominated by Vice-Chancellor.
(Subject to, if any of the candidate representing above categories is an applicant and if any of the above member of the Committee is not from the same category.)

- At least three members including one Expert and Chairperson shall form the quorum.

2. 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

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

4. In case of the Departments having posts higher than Assistant Professor, the process outlined in Section V shall be applicable.

REGISTRAR

M. J. M.