

JAWAHARLAL NEHRU UNIVERSITY

RECRUITMENT CELL

No. RC/57/2017/

26 February, 2018

NOTIFICATION

It is for the information of all concerned that the University had invited online applications for the faculty positions advertised vide Advertisement No. RC/57/2017 with 29th January, 2018 as the last date for submission of online applications.

The Login and password to the Dean/Chairperson of the concerned School/Centre for screening the applications at their end has been forwarded on 23.02.2018. The Proforma (**Appendix I and II attached**) has to be filled in all respects by the Screening Committee as per earlier practice and to forward the same to the Recruitment Cell for further process. In case of any assistance, Recruitment Cell/CIS may be contacted.

It is mentioned here that as per the Office Memorandum No.Misc-14017/15/2015-Estt, (RR) dated 11.1.2016 of Director (E-1), Ministry of Personnel, P.G. & Pensions, Department of Personnel & Training Govt. of India, New Delhi, the entire recruitment process starting from advertisement, conducting written examination or holding of interview may be completed within six months from the date of advertisement for the post under direct recruitment (**Appendix – III**).

Vice Chancellor has desired that screening of applications may be done in three week's time from the date of issue of this Notification, to initiate further recruitment process in order to comply with Govt. Of India instructions. All Schools/Centres concerned are requested to kindly complete the screening process immediately and forward the same to the Recruitment Cell latest by 19th March, 2018.

All Schools/Centres concerned are requested to cooperate in completion of screening/recruitment process within the stipulated time frame.

This may kindly be treated as urgent.



PRAMOD KUMAR
Registrar

To:
All concerned

JAWAHARLAL NEHRU UNIVERSITY
GUIDELINES FOR SHORTLISTING OF APPLICATIONS FOR FACULTY POSITIONS

- Adherence to the minimum qualification as laid down under UGC Regulations and the area of specialization as advertised should be strictly followed.
- Shortlisting criteria should be recorded clearly.
- The composition of the Screening/Shortlisting Committee may be as under:

➤ **For the post of *Professor***

1. Dean of the School /Chairperson of the Centre (if holding the rank of a Professor)
2. At least two Senior Professors of the Centre (in case of non-availability, two senior Professors within the School may be included)
3. An observer from the category for which the post is reserved for

Note: In case of **Special Centres**, if the Chairperson is not holding the rank of a Professor, VC will constitute a Shortlisting Committee.

➤ **For the post of *Associate Professor***

1. Dean of the School /Chairperson of the Centre
2. At least One Senior Professor and one Associate Professor of the Centre (in case of non-availability, a Professor or Associate Professor within the School may be included)
3. An observer from the category for which the post is reserved for

➤ **For the post of *Assistant Professor***

1. Dean of the School/ Chairperson of the Centre
2. At least one Senior Professor and one Associate Professor or Assistant Professor of the Centre (in case of non-availability, a senior Professor or Associate Professor within the School may be included)
3. An observer from the category for which the post is reserved for

Note: Additionally, Dean and Chairperson may also induct faculty member(s) from the Centre/School for facilitating screening/shortlisting of the applications, provided the inducted faculty member is not lower in rank than the position for which shortlisting is being undertaken.

- The criteria adopted for shortlisting should be clearly recorded in the shortlisting proforma - **Appendix I** as well as **Appendix II**.
- The criteria should be quantifiable/measurable to defend, if questioned in the event of any RTI query or a Court Case in future.
- Clear reason/(s) should be recorded for each rejected application in the prescribed proforma (**Appendix-II**).
- As far as possible, Dean of the School may ensure that within the School, different Centres do not follow different yardsticks in fixing the criteria.
- The list of shortlisted candidates is required to be signed by all the members of the Screening/Shortlisting Committee.
- The shortlisted applications and the proformas duly filled may then be sent to the Registrar who will initiate further recruitment process.

Note: In case screening is pending in the School/Centre for a long time and is not done in a time-bound framework, the Vice-Chancellor shall nominate (outside) experts for screening the applications at University level as per “any other matter”, item No. 3 of the Executive Council Meeting held on 30.06.2017.

Proforma for Screening/Shortlisting of Applications for the post of Associate Professor/Professor based on UGC Regulations, 2010

Faculty Position: _____ Advertisement No.: _____ Post No. _____ Reserved/Unreserved _____

School/Centre/Special Centre _____

Criteria fixed by the Screening Committee for shortlisting of applications: _____

S No.	Name of Candidate(s)	Academic Background					Teaching, Learning and Evaluation Related Activities	Co-curricular Extension & Professional Development Related Activities	Research and Academic Contributions	Shortlisted/ Rejected by the Screening Committee of the Centre/ School	Reasons for rejections by the Screening Committee	Shortlisted/ Rejected after the verification of API score by IQA Cell	Remarks by the IQA Cell	
		M.A./ M.SC percentage of marks	M.Phil (Year)	Ph.D. (Year)	NET/ SLET (Year)	Experience (in years)								
						Research (after obtaining Ph.D)	Teaching	Research Guidance	*Total API Score under Category I Appendix III Claimed Verified	*Total API Score under Category II Appendix III Claimed Verified	*Total API Score under Category III Appendix III Claimed Verified			

* For details of the API Score earned by the candidate see Category I, II and III (Appendix III) in the application form.

Signatures of the members of the Shortlisting/Screening Committee with Designation (Please see the guidelines overleaf of shortlisting Proforma at Appendix I).

1. _____ 2. _____ 3. _____ 4. _____

Dated: _____ Chairperson of the Centre (With Rubber Stamp)

Dean of the School (With Rubber Stamp)

Proforma for Screening/Shortlisting of Applications for the post of Assistant Professor based on UGC Regulations, 2010 (Amended from time to time)

Faculty Position: _____ Advertisement No.: _____ Post No. _____ Reserved/Unreserved _____

School/Centre/Special Centre _____

Criteria fixed by the Screening Committee for shortlisting of applications: _____

Academic Record and Research Performance

Sl. No.	Name of the Candidate(s)	M.A./ M.Sc Percentage of Marks	M.Phil (Year)	Ph.D. (Year)	NET/ SLET (Year)	Research Experience (in Years)	Teaching Experience (in Years)	Research Projects Undertaken	Publications			Any foreign travel for academic purpose	Shortlisted/Rejected	Reasons for rejections to be specifically recorded in respect of each Application	Final verification by IQA Cell with remarks	
									No. of Books Published	No. of Chapters in Books published	No. of articles published					

Signatures of the members of the Shortlisting/Screening Committee with Designation (Please see the guidelines overleaf of shortlisting Proforma at Appendix I).

1. _____ 2. _____ 3. _____ 4. _____
 Chairperson of the Centre (With Rubber Stamp) Dean of the School (With Rubber Stamp)

Dated: _____