University of Delhi

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

As per the provisions of Ordinances XI, & XII & XXIV of the University, all posts of teachers shall be filled after advertisement and by open recruitment.

In order to restrict the number of candidates to be called for interview so as to enable the Selection Committee to have a comprehensive assessment of the candidates, applications received for the teaching posts shall be screened on the basis of the academic and other credentials of the candidates through the following criteria:

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

(I) (a) Academic Qualifications for University Departments - Maximum 47 points

S. No.	Examination	Category I (≥60%)	Category II (≥50% but <60%)
1.	Under-Graduate	10	7
2.	Post-Graduate	15	11 (55% eligibility)
3.	M.Phil.	5*	
4.	Ph.D	17*	
5.	NET/NET-JRF	3/5	

A maximum of 17 points shall be awarded for qualifications at Sr. No. 3 & 4 taken together.
In case of Integrated course/programme, the points shall be awarded for both the degrees covered under the course/programme as per the entitlement above.

(I) (b) Academic Qualifications for Colleges – Maximum 55 points

S. No.	Examination	Category I (≥60%)	Category II (≥50% but <60%)
1.	Under-Graduate	12	9
2.	Post-Graduate	16	12 (55% eligibility)
3.	M.Phil.	10*	
4.	Ph.D.	17*	
5.	NET/NET-JRF	7/10	

A maximum of 17 points shall be awarded for qualifications at Sr. No. 3 & 4 taken together.
In case of Integrated course/programme, the points shall awarded for both the degrees covered under the course/programme as per the entitlement above.

(II) (a)Research Publications (for University Departments) - Maximum 33 points				
(II)(b) Research Publications (for Colleges) – Maximum 25 points				
	Publication Category	Publication Type	First and/ or corresponding or sole author/editor	Co-author/ co-editor
1.	**Research paper/ Review article/ Conference proceeding**	Recognized and Reputed refereed Journal with ISBN/ ISSN numbers	5/paper	3/paper
		Conference proceedings as full length papers, etc. (Abstracts not to be included in related area/subject)	2/paper	1/paper
2.	**Books - Authored**	Subject Books (in related area/subject) by International/ National level publishers/ State and Central Govt. Publications with ISBN/ ISSN numbers.	8/book	6/book
3.	**Books - Edited**	Edited Books/ Journals (in related area/subject) by International/National level publishers/ State and Central Govt. Publications with ISBN/ ISSN numbers	6/book	4/book
4.	**Chapter(s) in books**	Chapters in books (in related area/subject) published by International/National level publishers with ISBN/ ISSN numbers *(Chapter(s) in self-edited book should not be considered).*	4/book chapter	2/book chapter
5.	**Books/ Articles translated and published**	Books/Articles translated and published by International/National level publishers/ State and Central Govt. Publications with ISBN/ ISSN numbers	4/book 2/article	2/book 1/article

6.	**Book review/ Popular article/ Newspaper article (in related area subject)**	Book review/Popular article in newsletter of learned bodies/societies / Newspaper article (all in related area/subject)	2/article	1/article

Post Ph.D Research experience/Teaching experience to be claimed for appointment (the period required to acquire M.Phil. and/or the residency period to acquire Ph.D. degree shall not be considered as teaching experience) – Maximum 20 Points for University Departments or Colleges			
1.	Post Ph.D. research experience as post-doctoral fellow/Research Associate/Research Scientist etc. in recognized University/Institution in India or abroad.	1 point for every 4 months OR 4 points for every 1 year	**Maximum**
2.	Teaching experience (as full-time ad hoc, temporary or permanent) in recognized University/College/ Institution.	1 point for every 4 months OR 4 points for every 1 year	**20 points**
Total points: Academic qualifications + Publications + Teaching/Post Ph.D research experience			**Maximum 100 points**

All the applications 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 (department/subject wise)and points be awarded to all such candidates shall be calculated on the basis of the above criteria:

I. For University Departments:

1. Dean of the Faculty concerned   -   Chairperson
2. Head of the concerned Department
3. Former Head of the Department
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 Disability 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 a Vice-Chancellor's Nominee shall form the quorum.

II.   For Colleges:

1.   Principal of the College   -   Chairperson
2.   Two teachers from relevant subject plus one from a related Department to be nominated by the Principal.
3.   An academician representing SC/ST/OBC/Minority/Women/ Persons with Disability 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.

4. After allocation of points to all the eligible candidates, the Screening Committee will draw a list of all the candidates indicating the points scored by them in descending order i.e. starting from the candidate getting the highest points towards the candidates getting the lower points.

5. In case of tie in the points of two or more candidates, the candidate having the higher/highest marks at the Master's level shall be ranked above the other(s).

6. For appointment in the University Departments, all candidates securing 75 points and above shall be called for interview for posts of Assistant Professors. 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 points scored by the candidates. In case the minimum number of candidates as specified above is not available, the benchmark of 75 points may be progressively lowered, as required, until the minimum eligibility as specified in Ordinance XXIV is reached so that this minimum number of candidates shall be called for interview.

7. For appointment in the Colleges, all candidates securing 60 points and above shall be called for interview for posts of Assistant Professors. A minimum of 50 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 points scored by the candidates. In case the minimum number of candidates as specified above is not available, the benchmark of 60 points may be progressively lowered as required, until the

minimum eligibility as specified in Ordinance XXIV is reached so that this minimum number of candidates shall be called for interview.

8. The points 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 points shall be used only for screening/shortlisting purposes.

9. The period taken by candidates to acquire M.Phil degree and the residency period prescribed for pursuing Ph.D. shall not be considered as teaching/research experience to be claimed for shortlisting/appointment to the teaching positions.

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

11. The University and the Colleges shall display the criteria for shortlisting/screening of applications on their respective websites.

REGISTRAR

17.10.2013

Step by Step guide to fill Online Form

UPDATE: Some of the old web browsers may not work properly due to the known **security flaws** and may **not work properly with all the features** of this application and websites, which may result in loss of data. **College shall not be held responsible for any/all loss of data, if you choose to ignore this warning.**

Please update/upgrade your web browser with all latest security patches. This site works best with Firefox 22 or higher, Chrome 27 or higher, Safari 5.0 or higher.

Candidates are required to fill the Online Application Form available on the college website www.knc.edu.in by clicking the link : *Online Application Form for the post of Assistant Professor*.

Each applicant filling the Online Application Form will have to first register himself/herself with both e-mail id and password.
ONLINE PAYMENT ONLY :-Fee payment to be made online only by Credit/Debit card while submitting the application online.

Tab	Column/Options	Details	
Registration		Click on the registration tab to register a fresh, fill in the required details carefully and submit. You will receive an email (also check your Spam/Junk/Bulk folder) containing a link for confirmation. Please click on the confirmation link or use the given URL. You will be redirected to the login page. Fill in your login details to enter.	
General Details	Post Applied for	Already selected as Assistant Professor.	
	Department /Centre	Select the Department from the drop-down menu	
	Name	Please write your First name, Middle Name and Last Name in the space provided. In case, you do not have a middle name, please leave that column blank. The name should be the same as mentioned in the Class X/XII/School leaving certificate	
	Parent's/Spouse Name	Write the name of the Parent as mentioned in the Class XII school leaving certificate. If married, mention the name of the Spouse	
	Date of Birth	Click on the box provided and you can select the date, month and year from the calendar (Upload the proof in the upload section)	

	Age (as on date)	Automatically calculate when you fill the Date of Birth	
	Category	Select the category you belong to from the drop-down menu (Upload the Certificate in case of SC/ST/OBC/PWD in the Upload Section)	
	Gender	Select the appropriate gender from the drop-down menu	
	Nationality	Select from the drop-down menu whether you are an Indian citizen, Overseas Citizen of India or Person of Indian Origin	
	Telephone No.	Select the country you live in from the drop down menu, area code of the area you live in and your landline number in the box for phone number. e.g. a candidate living in Delhi with phone number 11111111 will select India as Country code, 11 as area code and 11111111 as Phone number.	
	Mobile Number	Type your ten digit mobile number	
	Email	Automatically fills in the Email ID you have used as User name	
	Address for Correspond ence	Type in your house no, locality etc in the address line; name of City, State and Postal Code in boxes provided for the purpose. Select the country from the drop-down menu.	
	Permanent Address	Click on the box 'Same as above' if your permanent address is same as the Address for Correspondence otherwise fill in the permanent address according to the instructions given in the address for correspondence	
Academic Qualific ations	Qualification Pattern	Select the pattern of your qualification from the drop-down menu	
		After selecting the qualification pattern, the appropriate page opens up. For example, in non-integrated qualifications, you have to fill in relevant details of the Bachelor's, Master's, M.Phil and Ph.D. Degree.	
	Year	You have to mention the year when you passed the degree	

	Overall percentage	You have to mention your overall percentage that you obtained after completion of the degree. In case of CGPA first convert into percentage.	
	Thesis title	Write the Title of the thesis of your Ph.D. in the column.	
	Date of Registration /Award	Mention the Date when you got registered for your Ph.D and the date when you were awarded the Ph.D. This must be as per official records.	
	Other distinctions	Mention the Year of award, Title of the degree/certificate and the details of the distinction mentioned.	
	Whether Qualified for NET/NET-JRF	If you have qualified the UGC/CSIR NET or NET-JRF or similarly accredited test as the eligibility criteria for filling in your form, select the appropriate box. You get no points if you have not cleared NET exam. If you belong to a category that is exempted from the qualification, select 'NET Exempted' option. Please confirm that your PH.D. is in accordinace with RGC Regulation 2009. For information please see the guidelines available at http://www.ugc.ac.in/oldpdf/regulations/ mphilphdclarification.pdf	

Experience	Full-time teaching experience	This column excludes the period of acquiring M.Phil degree / residency period for pursuing Ph.D. degree / Part-time teaching / Guest Lecturer / Contract Position / Teaching Assistantship. Such period will not be considered as teaching / research experience. You must enter the period which has been mentioned in the Teaching Experience Certificate That has been issued to you by the employer.	
	Experience	It will be displayed automatically from the period you have entered	

		and is calculated on quarterly basis.	
	Post Ph.D. Research Experience	This section deals with research experience after Ph.D. which includes positions like Post-doctoral Fellow, Research Associate, Research Scientist etc. This column can be filled in the same way as full-time teaching experience.	
	Present Employment details	If you are not employed at present, click on the box provided for the purpose. If you are employed, fill the name of the institution, position held and the date of appointment. The present status can be selected from the drop-down menu to indicate if you are presently in a permanent, probation, Ad-hoc or temporary position. A certificate from the employer must support these details.	

Research Publications			
	Publications	a. This section deals with publications only in areas related to the post. These include Research papers, review articles, full length papers in conference proceedings, Books, Books edited, Chapters in books, Books translated and published, Articles edited and published, Popular articles and the newspaper articles. b. The details of points automatically calculated for each publication are given at the end of this section.	

		c. The digital or scanned copy of the first page of each publication must be uploaded in the Upload section.	
	Publication type	Select the type from the drop-down section.	
	Title	Write the title of the publication	
	Journal/Publisher/ISSN/ISBN No./Page numbers	This box refers to the name of the journal in which the publication has appeared or the name of the publisher who has published it , its ISSN or ISBN number and the page numbers on which the publication appears.	
	Author	Please select whether you are the first, sole, corresponding or co-author of your publication. According to your selection, the points will automatically be calculated as given below. Please certify that the points claimed on the basis of being the first, sole or corresponding author is based on the convention adopted by the journal/publications.	
	Year	Please enter the year of publication	
	Research Projects	Please mention the major (> Rs10lakhs) and minor (< Rs10 lakhs) research projects awarded to the candidate along	

		with its title, grant received, name of funding agency and outcomes.	

Note: Publications under submission or submitted to referees will not be counted towards points.

Points summary and other details	Summary of Points	All the points automatically calculated in the previous sections are automatically entered and addedhere and appear from a total of 100 points out of which academic qualifications are calculated from a maximum of 55 points, teaching and research experience from a maximum of 20 points and research publications from a maximum of 25 points.	
	Miscellaneous Information	This includes all information not covered in previous sections	
	Computer skills	The section reveals the computer skills of the candidate which includes ICT usage, skills like word processing, spreadsheet, specialized software etc. The candidate also selects the level of familiarity with computer skills from advanced, intermediate or basic.	
	Honors and Awards	The candidate can list the honors and awards received	
	Significant contributions not mentioned above	If the candidate feels some important aspects of his career profile have been left out, it can be mentioned in this column	
	Membership/Fello-wship of learned bodies/societies	If the candidate is a Member or Fellow of prestigious organization/society, it can be mentioned here.	

	Literary, Cultural or other activities	All extracurricular achievements and certifications can be mentioned here	
	Disclosure	The candidate must disclose the reasons for any debarment, punishment, conviction or dismissal in the professional life	
	Three Referees familiar with your academic work	Please give the names and institutional affiliation of three professionals in your work area who are familiar with your academic work along with their contact details.	
Uploads	Upload Section	Please choose files of digital or scanned documents that you need to upload in this section as a proof of information filled in the form They consist of a. Photograph (not more than 100kb) **(Format :jpg/jpeg/png/JPG/JPEG)** b. Signature (not more than 100kb) **(Format :jpg/jpeg/png/JPG/JPEG)** **(Under mentioned documents should be self attested copies & size not more than 200kb each and the Format as pdf/doc/docx/jpg/ jpeg/png/JPG/JPEG)** c. Proof of Date of Birth d. Caste Certificate/Non-creamy layer certificate for OBC e. Degrees and their final mark sheets f. Experience Certificates g. Front page of all publications	
Declaration	No Objection Certificate	Upload copy of NOC if available. Please add details of the No objection Certificate from the employer along with details of the employer in this section. In case the NOC is not being attached, this form will be considered as an advance copy with a commitment from you that you will be producing the	

		NOC before or at the time of interview otherwise you will not be allowed to appear for the interview.	
	Declaration	The candidate declares that all the statements made and documents uploaded are true. If any information is found to be incorrect, his candidature is liable to be cancelled and he may be subject to legal/disciplinary proceedings.	
Preview		The entire form appears. There are two options available at the bottom of the page viz. 'Save and Go for Payment' and 'Reset the Form'. In case you think you have not given correct information click to 'Reset' button to fill the complete application form again from starting. If the entries are correct click on the 'Save and Go for Payment', candidate will be redirected for Payment Gateway and after successful payment will get the 'Acknowledgement Page' with option to print the completed form.	

KAMALA NEHRU COLLEGE,
UNIVERSITY OF DELHI

Information on Call for Interview and Selection

Call for Interview

1. Merely fulfilling the minimum eligibility conditions does not entitle the candidates to be called for interview.

2. The applications received shall be screened in accordance with the guidelines laid down by the University in this regard, to restrict the number of candidates.

3. No TA/DA shall be paid to any shortlisted candidate for appearing in the interview.

4. The list of candidates shortlisted for interview will be displayed on the college website after screening.

   a. This link will be activated only after the screening process is complete.
   b. Applicants are advised to visit the website periodically to keep track.
   c. An email and sms text message alert will be sent to shortlisted applicants when this site is activated.
   d. The shortlisted applicants will be able to generate the Call Letter for interview online from the college website.
   e. Since all communication with reference to the recruitment process will be web and mobile based, the applicants are adivsed to ensure that the email id and mobile number provided are correct.

5. The date and time of interview will be displayed on the college website when fixed.

Announcement of Selected Candidates

1. The list of candidates selected after completion of the recruitment process will be Displayed on the college website.

2. The link for the announcement of selected candidates will be activated only after the completion of the necessary administrative processes.