



दिल्ली विश्वविद्यालय
University of Delhi

Ref. No.: Estab.IV/047/2019/

Dated: 06.08.2019
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OFFICE MEMORANDUM

Subject: Guidelines for Screening of candidates for appointment through direct recruitment.

Following are notified herewith for the information of all the stake holders:-

1. Guidelines for Screening of candidates for appointment through direct recruitment for the post of Assistant Professor as approved by the competent authority on 02.07.2019. (Annexure-I)
2. Guidelines for Screening of candidates for appointment through direct recruitment for the post of Associate Professor and Professor as approved by the competent authority on 15.07.2019. (Annexure-II)


**DEPUTY REGISTRAR
(RECRUITMENT)**

Copy to:

1. Joint Registrar (Colleges) for circulation to the colleges for compliance.
2. Joint Registrar (Establishment-Teaching) for circulation to the Heads of Departments.
3. Director, Delhi University Computer Centre for uploading on the website.
4. Guard File.


**SECTION OFFICER
(ESTABLISHMENT – IV)**



UNIVERSITY OF DELHI
DELHI-110007

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

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 faculty position shall be screened on the basis of the academic and other related credentials of the candidates through the following criteria:

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.	60% & above = 07	55% to less than 60% = 05		
4	Ph.D.	30			
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 (2 marks 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

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	-	30Marks
	(ii) JRF/NET	Maximum	-	07Marks
	(iii) In awards category	Maximum	-	03Marks
(B)	Academic Score		-	80
	Research Publications		-	10
	Teaching Experience		-	<u>10</u>
	Total Score		-	<u>100</u>

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.	60% & above = 07	55% to less than 60% = 05		
4	Ph.D.	25			

M. J.

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 (2 marks 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

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	-	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>

III. Constitution of Committee for Shortlisting/Screening

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

A. 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 Differently Abled 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 - *Chairperson*
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 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.

IV. 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.
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, all candidates securing 75 marks 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 marks scored by the candidates. In case the minimum number of candidates as specified above is not available, the benchmark of 75 marks 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.
4. For appointment in the Colleges, all candidates securing 60 marks 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 marks scored by the candidates. In case the minimum number of candidates as specified above is not available, the benchmark of 60 marks 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.



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. 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 Screening Committee 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.

V. 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.

REGISTRAR





UNIVERSITY OF DELHI
DELHI-110007

Guidelines for Screening of candidates for appointment to the post of Associate Professor and Professor in the University.

Applications received for the faculty positions at the level Associate Professor and Professor shall be screened as per details given below:

I. Methodology for University Teachers (Associate Professor and Professor) for Calculating Academic/ Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering/Agriculture/Medical/Veterinary Sciences & other related disciplines	Faculty of Languages/Humanities/Arts /Social Sciences/Library/Education/Physical Education/Commerce & other related disciplines
1.	Research Papers in Refereed/ Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		

M.L.S.

	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs(developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/paper/e-book	10	10
4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./PG Dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10

	Less than 10 lakhs	05	05
	(b) Research Projects Ongoing:		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(c) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b)*Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures/Resource Person/paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conference and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuter's list):

- i) Paper in refereed journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor > 10 - 30 Points

(a) Two authors: 70% of total value of publication for each author.

- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5 (b) Policy Document and 6 Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

II. Constitution of Committee for Screening

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

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 Differently Abled 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.

III. Screening of candidates: Criteria and Process

1. The Screening Committee will draw a list of all the candidates indicating the research score scored by them in descending order i.e. starting from the candidate getting the highest marks towards the candidates getting the lower marks.

2. For appointment to the post of Associate Professor in the University Departments, there is a requirement of a total research score of Seventy Five (75) as per criteria given in Section I of this document.
3. For appointment to the post of Professor in the University Departments, there is a requirement of a total research score of One Hundred Twenty (120) as per criteria given in Section I of this document.
4. The time taken by candidates to acquire M.Phil. 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 University shall display the criteria for screening of applications on their respective websites.
7. 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/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.

REGISTRAR

