

Post applied for _____ Advertisement No. _____
 आवेदित _____
 पद _____
 Applied under category Gen/SC/ST/OBC/EWS _____ विज्ञापन सं० _____
 श्रेणी जिसके अन्तर्गत आवेदन किया है सामान्य/अनु.जा./अनु.ज.जा./अ.पि.व./आर्थिक रूप से
 पिछड़े _____ Post Code _____
 Field of Specialization (if any) _____
 विशेषज्ञता का क्षेत्र (यदि कोई हो) _____ पद कूट _____
 Deptt./Center _____ विभाग/केन्द्र _____

Tel. No. 0751-2442801 Fax No. 0751-2341768 (Off.) E-mail : Registrar@jiwaji.edu Website: www.jiwaji.edu

JIWAJI UNIVERSITY, GWALIOR



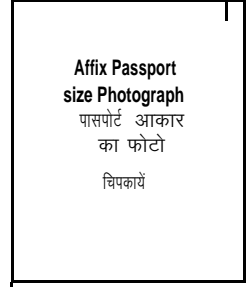
जीवाजी विश्वविद्यालय
 Gwalior (M.P.)-474011 (India)
 ग्वालियर - 474011 (भारत)

APPLICATION FORM FOR Non-TEACHING POSTS. अशैक्षणिक पदों के लिये आवेदन प्रपत्र

Particulars of fee Remitted:

Amount	Bank Draft No.	Date	Issuing Bank
शुल्क का विवरण			
राशि (रु०)	बैंक ड्राफ्ट संख्या	दिनांक	जारीकर्ता बैंक

1 Full Name (in Block Letters) _____
 Underline surname _____
 पूरा नाम हिन्दी में _____
 (उपनाम सहित, साफ अक्षरों में) _____
 2 Fathers's/Husband _____
 Name पिता/पति का नाम _____



3 (a) Address for Correspondence पत्राचार के लिये पता _____

 (b) Permanent Address स्थायी पता _____

 Tel. No. _____ Fax No. _____
 e-mail: _____

4 Date of Birth & Place जन्म तिथि एवं जन्म स्थान _____

 Age on the last date of this application
 इस आवेदन पत्र की अन्तिम तिथि को आयु
 Years वर्ष _____
 Months माह _____
 Days दिन _____

5 (a) Sex: Male/Female लिंग: पुरुष/स्त्री
 (b) Category वर्ग
 SC अ.जा. ST अ.ज.जा.
 OBC अ.पि.वर्ग General सामान्य
 (c) person with disabilities विकलांग होने की दशा में
 Yes हाँ or अथवा No नहीं if Yes यदि हाँ
 VH वी.एच. HH एच.एच. OH ओ.एच.
 Please tick सही का निशान लगाईये।

6 Marital Status : Married/Unmarried वैवाहिक स्थिति :
 विवाहित/अविवाहित _____
 7 Nationality राष्ट्रियता _____

8. Academic Qualification (Commencing with the Intermediate/Senior Secondary Certificate Examination or an equivalent examination. शैक्षणिक योग्यता (इन्टरमीडिएट/सीनियर सेकेंडरी सर्टीफिकेट परीक्षा अथवा समकक्ष परीक्षा से प्रारम्भ करें)

Examination/ Degree परीक्षा/उपाधि	Subject/ Specialization विषय/ विशेषज्ञता	Year वर्ष	Division श्रेणी	%/ Marks/ Grade :/अंक /ग्रेड	No. of Attempts subject wise. विषयानुसार प्रयास संख्या	University/ College/ Board विश्वविद्यालय/ कालेज/ बोर्ड	Distinctions / Scholarship विशिष्टता/ छात्रवृत्ति

Research Degree(s) शोध उपाधियां :

Degree उपाधियां	University विश्वविद्यालय	Specific date of submission of Ph.D. thesis शोध-पत्र जमा करने की तिथि	Specific date of award उपाधियों के प्रदान करने की तिथि	Title of the work शोध-पत्र का शीर्षक
Ph.D./D.Phil./D.Mus. पी एच डी/डी फिल/डी म्यूज				
D.Sc./D.Litt. डी एस-सी/डी लिट				

(I) Whether Ph.D. awarded as per UGC Regulation 2009

YES / NO
हाँ / नहीं

क्या शोध उपाधि यूजीसी 2009 रेगुलेशन 2009 के अनुरूप है

(II) Whether qualified NET/SLET राष्ट्रीय/राज्य पात्रता परीक्षा (Indicate the date तिथि दें) :

Conducted by UGC/CSIR/ICAR/State यूजीसी/सीएसआर/आईसीएआर/राज्य द्वारा संचालित:

9. Teaching/Professional/Research Employment (Give particulars in descending order starting with the present post)

अध्यापन/व्यवसायिक /अनुसंधान नियोजन (वर्तमान पद से प्रारम्भ करके अवरोही क्रम में विवरण दें)

Employer नियोक्ता	*Status of Institute/ University संस्था की स्थिति	Post Held पद	**Pay Scale वेतनमान	Basic Pay मूल वेतन	Period of Employment		Nature of Duties/Work कार्यों के स्वरूप
					From/से	To/तक	

* Govt./Quasi Govt./Autonomous/Private. सरकारी/अर्धसरकारी/स्वायत्तशासी/निजी।

**Mention whether revised or unrevised, if relevant. कृपया संशोधित अथवा असंशोधित वेतनमान का उल्लेख करें।

10. Summary of performance

कार्य निष्पादन का संक्षिप्त विवरण

A Teaching Experience	From	To	Total years & Months
अ i ii iii iv	से	तक	कुल वर्ष और महीने
Under Graduate/अनुस्नातक			
Post Graduate/ स्नातकोत्तर			
Total Teaching Experience/ कुल अध्यापन अनुभव			
Participation in production of Educational TV programme			
टी0वी0 शिक्षण कार्यक्रमों के निर्माण में भाग लेने का विवरण।			
अ Short term/ Continuing Education/ Specialist Courses conducted			
अल्पावधि/अनवरत् शिक्षा/विशेषज्ञता पाठ्यक्रमों का आयोजन			
B Course developed (No.)	U.G.	P.G.	
ब पाठ्यक्रमों का विकास (संख्या)	अनुस्नातक	स्नातकोत्तर	
C Publications: (Give numbers) स	Published	Accepted	
प्रकाशन (संख्या दे)	प्रकाशित	स्वीकृत	

- i **Research papers in referred journals**
समीक्षात्मक पत्रिकाओं में शोध पत्र
- ii **Papers in Conferences/Symposia**
- iii **Books/ पुस्तकें**
- iv **Number of Review/ Research/ Design/ Feasibility/Reports:**
समीक्षा/अनुसंधान/अभिकल्प/व्यवहार्यता प्रतिवेदन संख्या
- v **Patents/Technology Transfer:**
एकस्व/प्रौद्योगिकी हस्तान्तरण:

Note: List of publications with details, reprints of papers and acceptance letters (in case of accepted papers) must be enclosed प्रकाशित शोध-पत्रों की सूची और उसकी पुनर्मुद्रित प्रतियों एवं स्वीकृति-पत्रों की छायाप्रतियों को संलग्न करें।

D Number of Thesis Supervised:	Awarded	Submitted	In progress
द i ii iii	प्रदत्त	पूर्ण हुई	प्रगति पर
Ph.D./पीएच.डी.			
M.Phil/ एम.फिल			
M.Tech/M.E./M.Sc.#/एम.टेक/एम.ई./एम.एससी			
E Sponsored Research Consultancy Projects.	Completed	In progress	Amount (Rs. In Lakh)
ई प्रायोजित अनुसंधान/परामर्श परियोजनायें	पूर्ण हुई	प्रगति पर	धनराशि (रु. लाख में)
i Number of Sponsored Research Projects			
प्रायोजित अनुसंधान परियोजनाओं की संख्या			
ii No. of Consultancy Projects.			
परामर्श परियोजनाओं की संख्या			

Refer to 'List of Encloses' and attach relevant enclosure

Postgraduate Dissertation of minimum specialization of One Full semester rest of the details given should be up to the last date of submission of the application.

F Prizes /Medals/Awards/Honors

र पुरस्कार / पदक / अवार्ड / सम्मान

G Extra curricular activities- give details, if any, of proficiency acquired in games, sports and part taken in other extra curricular or social activities such as NCC, Public Lectures, Debates, Social Service etc.

ल अन्य गतिविधियों का विवरण— यदि कोई है, खेल कूद, एन.सी.सी., संवाद प्रतियोगिता और समाज सेवा आदि

- **As a student** विद्यार्थी जीवन में
- **After entering into service** / नौकरी में आने के बाद

11 Special Training / Assignment / Any Relevant particulars:

विशिष्ट प्रशिक्षण / अभिहस्ताकन / अन्य प्रासंगिक विवरण

12 (a) Membership/Fellowship of professional societies:

(अ) व्यवसायिक सोसाइटी की सदस्यता/अध्येयता वृत्ति

(b) Other activities/Responsibilities:

(ब) अन्य गतिविधियां/उत्तरदायित्व

(c) Are you willing to accept the initial salary of the grade?

(If no, state what is the minimum salary expectable or expected with justification thereof).

(स) क्या आपको आवेदित वेतनमान का न्यूनतम स्वीकार्य है? (यदि नहीं, कारण सहित स्पष्ट करें कि कितना न्यूनतम मूल वेतन स्वीकार्य/अपेक्षित है)।

(d) if appointed, what period would you require before joining the post?

(द) नियुक्ति होने के स्थिति में कार्य ग्रहण करने से पहले कितने समय की आवश्यकता है?

(e) Any other relevant information, not given above:

(य) आवेदित पद से सम्बन्धित अन्य कोई सूचना

13 (a) Has there been any break in your academic career?

(अ) क्या कभी आपको विद्योपार्जन का क्रम भंग हुआ? यदि हाँ कारण सहित विवरण दें।

(b) Have you been punished during your studies at college/University? If so, give details.

(ब) क्या कभी आपको विद्योपार्जन के दौरान विष्वविद्यालय/कालेज द्वारा दण्ड दिया गया? यदि हाँ विवरण दें।

(c) Have you been punished during your services or convicted by a court of law? If so, give details.

(स) क्या कभी नौकरी के दौरान या किसी न्यायालय द्वारा आपको दोषी प्रमाणित किया गया? यदि हाँ विवरण दें।

(d) Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? If yes, give details in a separate sheet.

(द) क्या कभी आप स्वास्थ्य परीक्षा में अयोग्य घोषित हुये, आपसे त्यागपत्र देने के लिये कहा गया, आपको किसी नौकरी से पदमुक्त या बर्खास्त किया गया ? यदि हाँ पृथक पृष्ठ पर विवरण दें।

(e) Do you have any court cases pending as one of the parties? If yes, give details.

(ध) क्या आपके विरुद्ध कोई न्यायिक मामला विचाराधीन है यदि हाँ विवरण दें।

14 Give names, designations and addressees (Phone/Fax No./e-mail, if any, of three reference not related to you. Refers should be persons with or under whom you have worked, or who have intimate knowledge of your work.

तीन सन्दर्भ व्यक्तियों का नाम, उनके डाक पते (फोन, फ़ैक्स न. यदि है) के साथ। सन्दर्भ वह व्यक्ति हो जिसके साथ या जिसके अधीन अभ्यर्थी ने कार्य किया हो या वह अभ्यर्थी के काम से पूर्णतया: अवगत हो।

i

ii

iii

Note:- Candidate should request the Referees to sent the testimonial under cover directly to the Dena Faculty Affairs of the University

उम्मीदवार को चाहिये कि वह तीन संदर्भ-व्यक्तियों से स्वयं निवेदन करके जमेजपउवदपंस बंद लिफाफे में डीन फैकल्टी अफेयर को सीधे प्रेषित करे।

15 List of Enclosures/ संलग्न प्रलेखों की सूची

(a) Bank Draft & Photograph

बैंक ड्राफ्ट एवं छायाचित्र

(b) Copies of Mark-sheets & Certificates of educational qualifications & NET/SLET/JRF

etc. अंक-पत्रों, शैक्षणिक प्रमाण-पत्रों एवं राष्ट्रीय/राज्य पात्रता परीक्षा/कनिष्क अध्येता की छायाप्रतियाँ

(c) Copies of certificates of experience.

अनुभव प्रमाण पत्रों की छायाप्रतियाँ

(d) List of publications with details, reprints of papers and acceptance letters (in case of accepted papers)

प्रकाशित शोध-पत्रों की सूची और उसकी पुनर्मुद्रित प्रतियों एवं स्वीकृति-पत्रों की छायाप्रतियाँ।

(e) Copies of other relevant certificates & documents. अन्य सम्बन्धित प्रमाण पत्रों की छायाप्रतियाँ

16 Declaration to be signed by the candidate

अभ्यर्थी द्वारा हस्ताक्षरित घोषणा पत्र

I hereby declared that the entire in this form are true to the best of my knowledge and belief. If at any time, I am found to have declared any materials/information or given any false details, any appointment shall be liable to be summarily terminated without notice or compensation.

मैं एतद्वारा यह घोषणा करता/करती हूँ कि इस आवेदन में दी गयी सभी सूचनायें मेरे जानकारी एवं पूर्ण विश्वास के साथ सत्य हैं। यदि किसी समय यह पाया गया कि मैंने कोई सूचना छिपायी है अथवा असत्य है तो मेरी नियुक्ति बिना किसी नोटिस अथवा हर्जाने के बर्खास्त कर दी जायेगी।

Place:

स्थान

Signature of Applicant/ अभ्यर्थी के हस्ताक्षर

Name / नाम

)

Dated

दिनांक

17 Forwarded with the remarks that the institutions/organizations has no objections to the candidature of the applicant being considered for the post applied for, as above.

इस आशय के साथ अग्रप्रेषित की अभ्यर्थी के उपर्युक्त पद हेतु आवेदन करने एवं इस पद चयन हेतु विचार होने पर संस्था को कोई आपत्ति नहीं है।

Place:

Telephone

Fax

e-mail

Dated

Signature /हस्ताक्षर

(Head of the Institution/Organisation)

Designation

Address

Remarks/टिप्पणी:

1- Candidate already employed should forward through their employer.

2- नियोजित अभ्यर्थी आवेदन पत्र अपने नियोक्ता के माध्यम से भेजें।

MINIMUM ELIGIBILITY for all advertised posts are according to UGC Regulations 2018 as amended from time to time along with guidelines/regulations of the regulating bodies of concerned subjects.

TERMS AND CONDITIONS:

1. The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor in the University shall be on the basis of merit through all India advertisement, screening and selections by the duly constituted Selection Committees in accordance with the provisions given in the Vishwavidhyalaya Adhiniyam 1973 of M.P. Universities as amended from time to time along with guidelines/regulations of the regulating bodies of concerned subjects and provisions given in the University Act/Statutes/Ordinance/Rules etc.
2. Mere eligibility will not entitle any candidate to be called for interview. The eligibility shall be ascertained strictly on the basis of academic/research score obtained as per Appendix II Table 2 of the UGC Regulations, 2018 subject to fulfilling all the essential eligibility criteria as mentioned for direct recruitment on the post of Professor, Associate Professor and Assistant Professor in the UGC Regulation, 2018. The University reserves the right to decide number of candidates to be called for interview.
3. Candidate must bring all original Degree Certificate and mark sheets, Testimonials Certificates relating to his/her Age, Experience, API Category and Caste etc. at the time of interview. In case the candidate fails to submit the original documents for verification of the certified/photocopies of the enclosures to his/her application, he or she shall not be allowed to appear for the interview and his candidature shall be treated as cancelled without any further communication in this regard.
4. The University may restrict the number of candidates to be called for Interview. A reasonable number shall be decided on the basis of qualification, Experience, higher than the minimum prescribed or by any other condition that it may deem fit. Presence of minimum 3 eligible candidates shall be required to conduct the interview, failing which interview shall be postponed and afresh advertisement shall be issued.
5. The Selection procedure shall be as laid down by the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Others Academic Staff in University and Colleges and Measures for Maintenance of Standards in Higher Education-2018 and Notifications, Notices and Circulars issued by the UGC in this regard from time to time.
6. Relaxation in percentage of marks etc. may be applicable to the candidates belonging to the Schedule Caste (SC), Schedule Tribes (ST) or other reserved categories as per the UGC guidelines. A certificate to this effect issued from the competent authority must be attached with the prescribed application form. If the relevant certificate in case of respective reserved categories are not attached with the application, the application shall be rejected and no appeal will be entertained.
7. Experience, qualification and age will be considered as on the last date of submission of online application.
8. Candidates intending to apply for different posts are required to apply separately with prescribed fee for each post.

9. Any corrigendum/changes/updates related to the posts(s) and recruitment process shall be placed on the official website of the Jiwaji University, Gwalior. It is the responsibility of the candidates to check the update (if any) on jiwaji university website.
10. Candidate belonging to SC/ST/OBC/PWD/EWS category should submit prescribed certificate as per the proforma of Govt. of M.P. All supporting documents must be self attested. If at any stage, the said certificate are found incorrect, the services will be terminated without giving any notice.

11. Application Fees:

- (i) Non-Refundable application fees for candidates of UR/OBC/EWS category is Rs. 1000/- (Rupees One Thousand Only)
- (ii) Non-Refundable application fees for candidates of SC/ST/PWD category is Rs. 500/- (Rupees Eight Hundred only)

12. How to Apply:

- (i) Eligible candidates should apply on the prescribed format available on jiwaji university website.
- (ii) Self-attested copies of the certificate of proof of Age, Qualifications, Experience, Caste (in case of reserve categories) and EMS proof and Proof of API application fee details etc.
- (iii) Declaration Form,
- (iv) Endorsement by the Employer and/or NOC (if employed).
- (v) Hard Copy of the application along with self attested photocopies of all relevant documents should reach on or before _____ in a closed cover super cribbing Application for the post of _____ and advertisement No. for the post as prescribed in the advertisement to the following address:

To,

Registrar,

Jiwaji University, Gwalior – 474011

- (vi) Candidates are required to have a valid personal email ID. It should be kept active during the process of recruitment. The Jiwaji university will send call letters for interview through the registered email ID, valid personal email ID, he/she should create his/her new email ID before applying online. The same should be mentioned in the application form.
- (vii) The name of the candidate, Date of Birth and his/her parent's name etc. should be written correctly in the application in BOLD LETTERS as it appears in the classes 10th certificate. Date of birth/ Age cannot be altered subsequently.
- (viii) Any changes/alteration found may disqualify the candidature.

13. OTHER CONDITIONS:

- (i) Mere possession of eligibility conditions shall not entitle a candidate to be called for interview. The date of determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications. In other words, no candidate shall be called for interview if he/she does not possess the minimum qualification and experience etc. as on the last date of submission of online application for a particular post.

- (ii) Candidate who is already in service should submit his/her application through proper channel. However, he/she may send an advance copy of his/her application and must produce a No. Objection Certificate (NOC) and Vigilance Clearance Certificate (in closed cover) from the employer at the time of interview failing which he/she shall not be entertained for the interview.
- (iii) It is the responsibility of the candidate to assess his own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. and submit his/her application duly filled in along with desired information, documents and other supporting materials as per the advertisement. Suppression of factual information, production of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his/her candidature. In case, it is detected at any time of the point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience, etc. which could not be detected at the time of interview due to whatever circumstances, his/her appointment shall be liable to terminated forthwith as per this clause without any notice and also based on the undertaking apart from legal action as per rules.
- (iv) Candidates are advised to visit the University website regularly for updates related to recruitment.
- (v) (a) The University reserves the right to Revise/Reschedule/Cancel/Suspend/ Withdraw (partially/wholly/any post (s) or the recruitment process without assigning any reason. The decision of the University shall be final and no appeal on this regard shall be entertained.
- (vi) (b) The University reserves the right to increase or decrease or withdraw the vacancies according to the circumstance.
- (vii) Interim enquiries shall not be entertained.
- (viii) Canvassing in any form shall disqualify the candidate of the candidate.
- (ix) Candidates desire to apply for more than one post should submit separate application for each post along with requisite application fee.
- (x) The decision of the Screening Committee is final with regard to screening of applications and short listing of the candidates for appearing interview.
- (xi) Salary, terms and conditions of services and superannuation will be according to the UGC/M.P. Govt. norms as amended from time to time. Candidates selected against a post shall be required to sign service agreement as prescribed by the University on joining. However, services can be terminated at any time due to unsatisfactory performance at any time as per evaluation report.
- (xii) Candidates must be in sound health and good character. They must, if selected, be prepared to undergo such medical examination and satisfy such Medical Fitness Certificate duly signed by the competent Medical Board and accepted by the competent authority of the university. On confirmation of probation confirmation shall be made subject to verification of all relevant documents, police report, medical report, etc.
- (xiii) Candidate called for interview are required to produce medical certificate in respect of Covid-19 (negative)

(1) Head Computer Centre: (Pay Matrix Level 13 as per VII CPC)

Qualifications:

M. Tech.(CSE) with 5 year experience in computing

OR

B.Tech. .(CSE) with 7 years' experience in computing.

OR

B.Tech.(Non-CSE) with 8 years' experience in computing.,

OR

MSc(Physics Science) with 8 years' experience in computing.,

OR

M.sc with DCA with 7 years' experience in computing.,

OR

MCA with 7 years' experience in computing.,

OR

Ph.D with 5 years' post Ph.D. experience in computing.

Experience of Software, preferably from recognized academic institutions.

(2) System Engineer: (Pay Matrix Level 13 as per VII CPC)

Qualifications:

M. Tech.(CSE) with 5 year experience in computing

OR

B.Tech. .(CSE) with 7 years experience in computing.

OR

B.Tech.(Non-CSE) with 8 years experience in computing.,

Experience of Hardware/Computer Technology preferably from recognized academic institutions.

(3) Programmer: (Pay Matrix Level 12 as per VII CPC)

Qualification: M.C.A or M.Sc. (Computer Science) with First division with proficiency with programming languages. OR M.Sc.(Statistics/Maths/Physics/Applied physics with PG Diploma in Computer Science from a recognized institution/university proficiency with programming languages.

Experience of working as a programmer in an established computer centres/corporate organizations.

(4) Computer Operator: (Pay Matrix Level 7 as per VII CPC)

Qualification: Graduate degree from a recognized university. Possess a certificate of DCA/PGDCA from Govt./University approved Institution.

(5) UNIVERSITY LIBRARIAN : (Pay Matrix Level 14 as per VII CPC)

- i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.
- ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- iii) Evidence of innovative library services, including the integration of ICT in a library.
- iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.
 - (i) The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
 - (ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

(6) UNIVERSITY ASSISTANT LIBRARIAN (Pay Matrix Level 10 as per VII CPC)

- i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)
- ii) A consistently good academic record, with knowledge of computerization of a library.
- iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-

 - a) The Ph.D. degree of the candidate has been awarded in the regular mode
 - b) The Ph.D. thesis has been evaluated by at least two external examiners;
 - c) Open Ph.D. viva voce of the candidate has been conducted;
 - d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;

e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

(7) University Director of Physical Education and Sports :

(Pay Matrix Level 14as per VII CPC)

- i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.
- ii) Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor.
- iii) Evidence of organising competitions and coaching camps of at least two weeks' duration.
- iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.

(8) University Assistant Director of Physical Education and Sports

(Pay Matrix Level 12 as per VII CPC)

Eligibility (A or B) :

A.

- i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55%marks (or an equivalent grade in a point-scale, wherever the grading system is followed)
- ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.
- iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test(NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:

Provided that, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions, subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D. work.

Note: The fulfillment of these conditions (a) to (e) is

- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- v. Passed the physical fitness test conducted in accordance with these Regulations.

OR

- B.** An Asian game or commonwealth games medal winner who has a degree at least at Post graduate level.

IV. Physical Fitness Test Norms (For the Post of mentioned at Sl.NO. 7 & 8)

- (a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- (b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN

12 MINUTES RUN/WALK TEST

Upto 30 Years 1800 metres	Upto 40 Years 1500 metres	Upto 45 Years 1200 metres	Upto 50 Years 800 metres
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NORMS FOR WOMEN

8 MINUTES RUN/WALK TEST

Upto 30 Years 1000 metres	Upto 40 Years 800 metres	Upto 45 Years 600 metres	Upto 50 Years 400 metres
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(9) Foreman (Mechanical) (Pay Matrix Level 4 as per VII CPC)

Qualification: Diploma in Mechanical Engineering with 5 Years' experience in workshop practice and ability to lead and supervise the work of a group.

*The candidate with additional experience of supervisory work will be preferred.

(10) Glass Blower: (Pay Matrix Level 6 as per VII CPC)

Qualification: ITI certificate with at least three years' experience OR H.Sc./10+2 with 5 year experience in the required trade (in case ITI certificate holders are not available).

(11) Herbarium Keeper: (Pay Matrix Level 7 as per VII CPC)

Qualification: B.Sc. Degree (Bio with Botany).

Desirable Qualification: Post Graduation in Botany, Experience in Herbarium preparation and germ plasma collection and maintenance.

(12) Museum Keeper : (Pay Matrix Level 7 as per VII CPC)

Qualification: A Degree B.Sc. (Bio) from a recognized university, Experience in any Govt. Organization as Museum keeper.

(13) Draft Man (Pay Matrix Level 6 as per VII CPC)

Qualification: Two year Draft man training course certificate/From ITI or Diploma in Civil / Mechanical Engineering from Govt. recognized institute.

(14) Photographer: (Pay Matrix Level 6 as per VII CPC)

Qualification: Graduation with Science and Certificate /Diploma in photography from a recognized Govt. Institute /University.

REGISTRAR

Appendix II

Table 1
Assessment Criteria and Methodology for the post mentioned at S.No. 1, 2, 3, 5 & 7

S. No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-coordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, students seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research projects sponsored by national or international agencies. (g) At least one single or joint publication in peer reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities
<p>Overall Grading: Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2. Not Satisfactory: If neither good nor satisfactory in overall grading Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority regulations and as per the acts, statutes and ordinances of the parent institution.</p>		

Appendix-II

Table 2
Methodology for University and College Teachers 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	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in 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		
	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	08	08

	case of MOOCs of lesser credits 02 marks/credit)		
	(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./P.G 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
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation 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/Conferences 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 Reuters 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.

Table: 3 A
Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities

S.N.	Academic Record	Score			
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 (noncreamy layer)/PWD) 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			
	NET	05			
	SLET/SET	03			
6.	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 Organisations/ 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 - 30 Marks
(ii) JRF/NET/SET Maximum - 07 Marks
(iii) In awards category Maximum - 03 Marks

(B) Number of candidates to be called for interview shall be decided by the concerned universities.

- (C) Academic Score - 80
Research Publications - 10
Teaching Experience - 10
Total - 100

(D) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges/ Institutions only

Table 4

Assessment Criteria and Methodology for Librarians

S.No.	Activity	Grading Criteria
1.	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website 	<p>90% and above – Good</p> <p>Below 90% but 80% and above – Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p>	<p>Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>
3.	<p>If library has a computerized database then OR If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p style="text-align: center;">OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory- 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not upto mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>
4.	<p>Checking inventory and extent of missing books</p>	<p>Good : Checked inventory and missing book less than 0.5%</p> <p>Satisfactory - Checked inventory and missing book less than 1%</p> <p>Unsatisfactory - Did not check inventory</p> <p style="text-align: center;">Or</p> <p>Checked inventory and missing books 1% or more</p>

5.	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading	Good : Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading.	
Note : (1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment. (2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion. (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.		

Table 5
Assessment Criteria and Methodology for Directors of Physical Education and Sports

S. No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.
3.	Institution participating in external competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory - Neither good nor satisfactory.
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	(i)At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition. (ii)Being invited for coaching at state/national level. (iii)Organizing at least three workshops in a year. (iv)Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.	
Note:		
i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.		
ii)The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.		
iii)The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.		