

# **M.P. Bhoj(Open) University, Bhopal**

## **GENERAL INSTRUCTIONS FOR CANDIDATES**

**Candidates are requested to read this notification carefully before submission of application.**

- 1.1 Number of teaching posts can be increased or decreased and the university reserves its Right to fill or not to fill the post advertised.
- 1.2 Reservation to Persons with disability will be provided as per M.P. Govt. rules.
- 1.3 Reservation to women candidates will be provided as per M.P. Govt. rules.
- 1.4 Reservation to Persons with disability will be provided as per M.P. Govt. rules. (iv) Applicants belonging to PWD (Persons with disabilities) should submit authentic certificate regarding disability issued by competent officer of the M.P. Govt.
- 1.5 Reservation to SC/ST/OBC category will be provided only to candidates having M.P. Domicile
- 1.6 Applicants belonging to reserved category should submit certified copy of their cast certificate issued by competent authority of M.P. Govt.
- 1.7 API score will be calculated as per the UGC Regulations 2018 regarding API for direct recruitment on teaching posts in Universities.
- 1.8 Applicants should mention their API score and submit the papers/evidences in support of their claim.
- 1.9 If Departmental employees have the prescribed eligibility, then they can submit the application along with the No-Objection Certificate of their Departmental officers.
- 1.10 If any criminal case is registered or under contemplation against an applicant in any Honorable Court or if case regarding any offence has been registered against the applicant in the police, then it will be mandatory for the applicant to furnish full details and information regarding the current status or decision of the Honorable Court in the affidavit.
- 1.11 After the date 26 jan.2001, the applicant who will have more than two children then he/she will be ineligible for appointment, the information regarding number of alive children and their date of birth will have to be furnished on a notarized affidavit.
- 1.2 Candidates are required to apply according to the prescribed format given on our website <http://mpbou.edu.in>
- 1.3 The last date for submission of applications by the Candidates is **05/05/2022**.
- 1.4 Abbreviations : SC = Scheduled Caste; ST = Scheduled Tribe; OBC = Other Backward Classes; UR = Unreserved.
- 1.5 The qualifications and other conditions prescribed in the present advertisement are in accordance to the **UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018** published in the Gazette of India, on 18 July 2018 and are subject to future regulations/norms, including amendments in the present regulations, stipulated by the MHRD/UGC/AICTE/NCTE and RCI applicable to such recruitments. For details of the regulation

please visit UGC web site [www.ugc.ac.in](http://www.ugc.ac.in). and the websites of the concerned regulatory bodies (AICTE/NCTE /RCI)

2 In accordance to the “**UGC regulations 2018, candidates applying for the post of Assistant Professor must submit a certificate from the concerned University to the effect that their Ph.D. degree is compliant of UGC Regulations 2009 for award of Ph.D. degree**” if they have not qualified in NET or equivalent eligibility test, in the format given in **Annexure-I**.

2.3 Candidates who have been awarded Ph.D. from foreign Universities should enclose “Equivalence Certificate” issued by Association of Indian Universities, New Delhi, without which their candidature will not be considered and applications will be rejected.

2.4 **Application Fee** : A crossed Demand Draft of **Rs. 1,000/-**(Rupees One thousand only)from any nationalized bank (**Rs. 500/- for SC, ST, OBC candidates**) drawn in favour of **Registrar, M.P. Bhoj (Open) University**, payable at **Bhopal**, should be sent along with the application. The DD should be placed/tagged at top of the application.

Only fees in the form of **Demand Draft** will be accepted. Fee sent through Money order, IPO, Crossed Cheques, Currency notes, recruitment stamps etc. will not be accepted by the University and such application will be treated as without fee and will be summarily rejected. Please write name of the post applied for with subject, application no. and applicants name with full address on the back of the DD without fail.

1.11 Applicants are advised to submit the application to the University well in advance, without waiting till last date, to avoid postal delay or any other unforeseen problems. The University will not be responsible for any postal delay at any stage.

1.12 The application should be signed by the applicant. The application along with enclosures in support of caste, educational qualification, work experience, research activities etc. should be forwarded to the Registrar, M.P. Bhoj (Open) University, Bhopal on or before **05/05/2022**.

**2. The envelope must be super scribed as Application for the post of “Name of the Post” and ‘Category’**. Application may be rejected if the envelope is not super scribed.

**3. THE FOLLOWING ARE THE ESSENTIAL QUALIFICATIONS FOR THE POSTS OF PROFESSOR/ASSOCIATE PROFESSOR/ASSISTANT PROFESSOR**

**3.1 Essential Qualifications for the post of PROFESSOR**

**A. (i)** An eminent scholar with Ph.D. qualification(s) in the concerned/ allied/ relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and / or research/ policy papers.

(ii) A minimum of ten years of teaching experience in university/ college and / or experience in research at the University/ National level institutions/ industries, including experience of guiding candidates for research at doctoral level.

(iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

(iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in **Appendix III** of UGC Regulations 2018 regarding API for direct recruitment on teaching posts in Universities.

OR

**B.** An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/ allied/ relevant discipline, to be substantiated by credentials.

### **3.2 Essential Qualifications for the post of ASSOCIATE PROFESSOR**

(i) Good academic record with a Ph.D. Degree in the concerned/ allied/ relevant disciplines.

(ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).

(iii) A minimum of eight years of experience of teaching and/ or research in an academic/ research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/ industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/ or research/ policy papers.

(iv) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.

(v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in **Appendix III** of UGC Regulations 2018 regarding API for direct recruitment on teaching posts in Universities.

### **3.3 Essential Qualifications for the post of ASSISTANT PROFESSOR**

(i) Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.

(ii) 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.

(iii) Notwithstanding anything contained in sub-clauses (i) and (ii), candidates, who are, or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009, shall be exempted from the requirement of the minimum eligibility

condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/ Institutions.

(iv) NET/ SLET/ SET shall also not be required for such Masters Programmes in disciplines for which NET/ SLET/ SET is not conducted.

### **Terms & Conditions For Teaching Positions:**

- (1) A relaxation of 5% may be provided at the graduate and Master's level for the SC/ST and Persons with Disabilities (Physical and Visual Disabilities) categories for the purpose of eligibility and for assessing good academic record during direct recruitment on teaching positions.
- (2) A relaxation of 5% may be provided from 55% to 50% of the marks, to the Ph.D. degree holders who have passed their master's degree prior to 19<sup>th</sup> September , 1991.
- (3) A relaxation of minimum marks at the PG level from 55% to 50% for appointment at Assistant Professor may be provided to the candidate who have cleared the JRF examination conducted by UGC/CSIR prior to 1989, when the minimum marks required to appear for JRF examination were 50%.
- (4) B in the 7 point scale with letter grades O, AB, C, D, E& F shall be regarded as equivalent of 55% wherever the grading system is followed.
- (5) Under the term good 'academic record' the candidate must have obtained 50% marks in each of the two examinations/degrees immediately preceding the Master's Degree.
- (6) The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed as decided by duly constituted Screening Committee/s and approved by the Competent Authority. Call letters for attending interview will be sent only to the short-listed candidates by Speed Post or Registered Post or Courier service. No correspondence will be made with applicants who were not short-listed/ not called for interview.
- (7) **(a)** In case a candidate wants to claim benefits under the Persons with Disabilities category, the candidate's relevant disability should be not less than 40 percent. Proof, to this effect, must be enclosed with the application, without which the applications will be treated as 'general (unreserved)'.  
**(b)** Candidate applying for the post(s) reserved for OBC, must submit an attested copy of caste certificate specifically mentioning Creamy Layer-exclusion in the format prescribed by Govt. of Madhya Pradesh, issued by competent authority, without which applications will not be considered. The form of Caste Certificate must be in the format as prescribed by the Govt. of Madhya Pradesh.
10. Candidates applying for the position of Associate Professor and Professor need to fill up the column under research & academic contribution. The detailed API score is available on 'www.ugc.ac.in'. This part is to be

filled as per Appendix III of the UGC Regulations 2018 regarding API for direct recruitment on teaching posts in Universities.

12. The number of vacancies of the posts indicated in this Employment Notification are tentative. The University reserves the right to fill any consequential vacancies, and/ or to increase/ decrease the number of posts and make appointments accordingly.
13. Canvassing in any form on behalf of any candidate will disqualify such candidate.
14. Selection criteria will be on the basis of candidate's performance in interview and his/her Educational record, Research experience, Publications, Teaching experience and Academic contributions. Assessment criteria and methodology will be as per the UGC Regulation 2018 (**Appendix II**) . Selection procedure will be in accordance with the provisions of MPBOU's Act and the relevant Statute.
15. Candidates who are already in service must submit their applications through proper channel. Such in service candidates against whom any departmental enquiry has been constituted or any complaint in lokayukt/EOW/CVC/CBI/CID and police has been filed and any case in the court of law is pending, then they should provide the details of the case and the current status of the same. Such candidates should also give declaration regarding any disciplinary action/penal action taken against them with documentary evidence.
16. All the proofs in support of Research & Academic contribution as claimed in the application must be attached.
17. Experience and qualification will be reckoned as on the preceding-day to the date of employment notification (not the date of publication of the Employment Notification). Self attested Photostat copies of all certificates must be attached with the application.
18. Applications incomplete in any respect will not receive any consideration at all.
19. Applicant must write name of the post/specialization, reserved/ unreserved post, his/her name and full address on the back of the Demand Draft.
20. Applicant will be bound by the provisions of Madhya Pradesh Bhoj (Open) University Act, 1991 and Statutes and Ordinances framed under it.

**REGISTRAR**

## APPLICATION FORM FOR TEACHING POSTS

Post applied for .....	Advertisement No. ....
आवेदित पद .....	विज्ञापन क्र. ....
Applied under category Gen/SC/ST/OBC/EWS	.....
Field of Specialisation (if any)	.....
Post Code	.....
Deptt./Centre	.....

	<p><b>M.P. Bhoj(Open)University Bhopal,</b>          (State Open University, Government of M.P.)          Kolar Road, Bhopal -462016 (MP)</p> <p><b>म.प्र. भोज(मुक्त)विश्वविद्यालय,</b>          (राज्य मुक्त विश्वविद्यालय, मध्यप्रदेश शासन)          कोलार रोड, भोपाल-462016 (म.प्र.),</p>
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## APPLICATION FORM FOR TEACHING POSTS

Particulars of fee Remitted:

Amount \_\_\_\_\_ Bank Draft No \_\_\_\_\_ Date \_\_\_\_\_ Issuing Bank \_\_\_\_\_

1.	Full Name (in Block Letters)	.....	Affix Passport Size Photograph  पासपोर्ट आकार
	Underline Surname	.....	
	पूरा नाम हिन्दी में (उपनाम सहित, साफ अक्षरों में)	.....	
2.	Father's Husband's Name	.....	
	पिता / पतिकानाम	.....	
3.(a)	Address for Correspondence	(b) Permanent Address	
	पत्राचार के लिये पता	स्थायी पता	
	.....	.....	
	.....	.....	
	Tel. No. .... Fax No. ....	Tel. No. .... Fax No. ....	
	E-mail : .....	E-mail : .....	
4.	Date of Birth जन्मतिथि:.....	5 (a) Sex: Male/Female	
	Place जन्मस्थान: .....	(अ) लिंग : पुरुष/स्त्री	
	Age on last date of this application	(b) Category वर्ग	
	उस आवेदन पत्र की अंतिम तिथि को आयु	SC अ.जा.	ST अ.जा.
	Years वर्ष	OBC अ.पि.वर्ग	General सामान्य
	Months माह	(c) Person with disabilities	थकलांग होने की दशा में
	Days दिन	Yes हाँ	No. नहीं
		VH वी.एच.	HH एच.एच.
		OH ओ.एच.	
6.	Marital Status: Married/Unmarried	7. Nationality	
	वैवाहिक स्थिति : विवाहित/अविवाहित	राष्ट्रीयता	

8. Academic Qualifications (Commencing with the Intermediate Senior Secondary Certificate Exam

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

**Research Degrees शोध उपाधियां :**

Degree	University	Specific Date of Submission of Ph.D Thesis	Specific Date of Award	Title of the work
उपाधियां	विश्वविद्यालय	शोध-पत्र जमा करने की तिथि	उपाधियों के प्रदान करने की तिथि	शोध-पत्र का शीर्षक
Ph.D/D.Phil				
पीएच.डी./डी.फिल				
D.Litt				
डी.लिट्				

(i) Whether Ph.D awarded as per UGC Regulations 2009 Yes/No (Attach Certificate as per Annexure-I)

क्या शोध उपाधि यू.जी.सी. रेग्यूलेशन 2009 के अनुरूप है ? हाँ/नहीं

(ii) Whether qualified NET/SLET (indicate the date तिथि दें)

(iii) राष्ट्रीय/राज्य पात्रता परीक्षा

Yes/No (Attach Certificate)

(iv) Conducted by UGC/CSIR/State Govt. etc

हाँ/नहीं

यू.जी.सी./आई.सी.ए.आर./राज्य द्वारा संचालित :

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

अध्यापन/व्यवसायिक/अनुसाधान नियोजन (वर्तमान पद से प्रारंभ करके अवरोही क्रम में विवरण दें)

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

\* Govt/Quasi Govt Autonomous/Private सरकारी/अर्द्धसरकारी/स्वायत्तशासी/निजी

\*\* Mention whether revised pay scale or unrevised pay scale or Consolidated pay , कृपया संशोधित अथवा असंशोधित वेतनमान का उल्लेख करें।

Note:- Application Should Clearly Mention The Nature of Their Employment Like Adhoc/ Guest Lecturer/Contractual / College Code-28/Autonomous Institution / Semi Govt./Private/State Govt/Central Government.

**10. Summary of Performance**

कार्य निष्पादन का संक्षिप्त विवरण

A.	Teaching Experience	From	To	Total Years & Month
अ.	अध्यापन अनुभव	से	तक	कुल वर्ष और महीने
i	Under Graduate अनुस्नातक			
ii	Post Graduate स्नातकोत्तर			

	iii	Total Teaching Experience			
		कुल अध्यापन अनुभव			
	iv	Participation in production of Educational TV programme			
		टी.वी. शिक्षण कार्यक्रमों के निर्माण में भाग लेने का विवरण			
	v	Short Term Continuing Education/Specialist Courses conducted/MOOCs/E-content			
		अल्पावधि/अनवरत/शिक्षा/विशेषज्ञता पाठ्यक्रमों का आयोजन			
<b>B.</b>		<b>Course Developed (No)</b>		<b>UG</b>	<b>P.G.</b>
ब.		पाठ्यक्रमों का विकास (संख्या)			
<b>C.</b>		<b>Publications (Give numbers)</b>		<b>Published</b>	<b>Accepted</b>
स.		प्रकाशन (संख्या दे)			
	i	Research papers in referred journals			
		समीक्षात्मक पत्रिकाओं में शोध पत्र			
	ii	Papers in Conferences/Symposia			
		सम्मेलन/संगोष्ठीयों में पेपर			
	iii	Books with ISBN No. पुस्तकें			
		Number of Review/Research Design/			
		समीक्षा/अनुसंधान/अभिकल्प/व्यवहार्यता प्रतिवेदन संख्या			
		Feasibility Reports			
	v	Patents/Technology Transfer:			
		एकस्व/प्रौद्योगिकी हस्तान्तरण :			
Note:		List of publications with details, reprints of papers and acceptance letters having ISSN no., (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।			
<b>D</b>		<b>Number of Thesis Supervised</b>	<b>Awarded</b>	<b>Submitted</b>	<b>In progress</b>
द.		पर्यवेक्षित शोध	प्रदत्त	पूर्ण हुई	प्रगति पर
	i	Ph.D.पीएच.डी.			
	ii	M.Phil.एम.फिल.			
<b>E</b>		<b>Sponsored Research Consultancy projects</b>	<b>Completed</b>	<b>In progress</b>	<b>Amount (In lakh)</b>
ई		प्रयोजित 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 Enclosures and attach relevant enclosures			
		#Post Graduate Dissertation of minimum duration of One full Semester.			
<b>F.</b>		<b>Prizes/Medals/Awards/Honours</b>			
र		पुरस्कार/पदक/अवार्ड/सम्मान			



<b>G.</b>	<b>Extra Curricular activities – give details if any, of Distinguished Achievement Received in games sports and participation in other extracurricular or social activities such as NCC, public Lectures, Debates, Social Services, etc.</b>
ल	अन्य गतिविधियों का विवरण– यदि कोई है, खेलकूद, एन.सी.सी. संवाद प्रतियोगिता और समाज सेवा आदि
	<ul style="list-style-type: none"> <li>As a student विद्यार्थी जीवन में</li> </ul>
	<ul style="list-style-type: none"> <li>After entering into Service नौकरी में आने के बाद</li> </ul>

**10.1 API Score - (As per the Annexure - II )**

<b>11.</b>	<b>Special Training/Assignment/Any Relevant particulars</b>
	विशिष्ट प्रशिक्षण/अभिहस्तांकन/अन्य प्रासंगिक विवरण
<b>12.</b>	<b>(a) Membership/Fellowship of professional societies</b>
	व्यवसायिक सोसाइटी की सदस्यता/अध्येयतावृत्ति
	<b>(b) Other Social/Extension activities/Responsibilities</b>
	अन्य सामाजिक/प्रसार गतिविधियां/उत्तरदायित्व
	<b>(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)</b>
	क्या आपको आवेदित वेतनमान का न्यूनतम स्वीकार्य है ? (यदि नहीं, कारण सहित स्पष्ट करें कि कितना न्यूनतम मूलवेतन स्वीकार्य/अपेक्षित है)।
	<b>(d) Any other relevant information, not given above:</b>
	आवेदित पद से सम्बन्धित अन्य कोई सूचना
<b>13</b>	<b>(a) Has there been any break in your academic career? If yes Give Details With Reason.</b>

	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.
	क्या कभी आपको विद्योपार्जन के दौरान विश्वविद्यालय/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. If any Disciplinary Action Has Been Taken against You is Under contemplation. If yes Provide Details.
	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 mentally unfit or asked to submit your resignation or discharged or dismissed? If yes, give details in a separate sheet
	क्या कभी आप स्वास्थ्य परीक्षा में अयोग्य घोषित हुये, आप से 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 case pending as one of the parties? If yes, give details
	क्या आपके विरुद्ध कोई न्यायिक मामला विचाराधीन है यदि हाँ विवरण दें।
14.	Give names, designations and addressed (Phone/Fax/email, if any of three reference not related to your. Refer should be persons with or under whom you have worked or who have intimate knowledge of your work
	तीन संदर्भ व्यक्तियों का नाम, उनके डाक पते (फोन, फैक्स न, यदि है) के साथ। संदर्भ 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 Registrar, M.P. Bhoj(Open) University, Bhopal
	उम्मीदवार को चाहिये कि वह तीन संदर्भ-व्यक्तियों से स्वयं निवेदन करके सील बंद लिफाफे में कुलसचिव, भोज (मुक्त) विश्वविद्यालय को सीधे प्रेषित करें।
15.	<b>List of Enclosures</b> संलग्नप्रलेखों की सूची
(a)	Bank Draft & Photograph (2) बैंकड्राफ्ट एवं छायाचित्र (2)
(b)	Copies of mark sheets & Certificates of educational qualifications & NET/SLET/SET अंक-सूची, शैक्षणिक प्रमाण-पत्रों एवं राष्ट्रीय/राज्य पात्रता परीक्षा/कनिष्ठ अध्येता की छायाप्रतियाँ
(c)	Copies of Certificate of experience अनुभवप्रमाण-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 प्रतियाँ एवं स्वीकृति-पत्रों की छाया प्रतियाँ।
(e)	Copies of other relevant certificates & documents. अन्य संबंधितप्रमाणपत्रों की छायाप्रतियाँ।
16.	Declaration to be signed by the Candidate अभ्यर्थी द्वारा हस्ताक्षरित घोषणा-पत्र
	<b>I hereby declare that the entire information furnished by me in this form are true to the best of my knowledge and belief. If at any time, I am found to have concealed any materials/</b>

	<b>information or given any false declaration details, then in that Case my appointment shall be liable to be summarily terminated without notice or any compensation.</b>	
	मैं एतद द्वारा यह घोषणा करता/करती हूँ कि इस आवेदन में दी गयी 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 क्षतिपूर्ति के बर्खास्त कर दी जायेगी।	
	<b>Place स्थान:</b>	<b>Signature of Applicant अभ्यर्थी के हस्ताक्षर</b>
	<b>Dated दिनांक:</b>	<b>Name नाम:</b>
17.	<b>Forwarded with the remarks that the institutions/organisations has no objections to the candidature of the applicant being considered for the post applied for, as above.</b>	
	इस आशय के साथ अग्रप्रेषित कि अभ्यर्थी के उपर्युक्त पद हेतु आवेदन करने एवं इस पद चयन हेतु विचार होने पर संस्था को कोई आपत्ति नहीं है।	
	<b>Place स्थान :</b>	<b>Signature हस्ताक्षर:</b>
	<b>Telephone</b>	<b>(Head of the Institution/Organisation)</b>
	<b>Fax</b>	<b>Designation:</b>
	<b>Email</b>	<b>Address:</b>
	<b>Dated</b>	

Remarks टिप्पणी : Candidate already employed should forward their application through the employer सेवा में नियोजित अभ्यर्थी आवेदन-पत्र अपने नियोक्ता के माध्यम से भेजें ।

*(On the letter head of the University/Institute)*

(7)

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mr..... Reg. No. ....) has successfully completed Ph.D. programme in the Faculty of ..... University during the year ..... The Ph.D. degree awarded by this University is in compliance of UGC Regulation 2009 for the award of Ph.D. degree. As part of the Ph.D. degree, the following course work was done by the candidate.

- a) .....
- b) .....
- c) .....
- d) .....

**IMPORTANT :**

Please note the above certificate should be issued by Registrar of the concerned University. Certificates issued by departments will not be valid.

**Table 1**

**Assessment Criteria and Methodology for University/College Teachers**

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:	Good - Involved in at least 3 activities Satisfactory - 1-2 activities
	<p>(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.</p> <p>(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.</p> <p>(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.</p> <p>(d) Organising seminars/ conferences/ workshops, other college/university activities.</p> <p>(e) Evidence of actively involved in guiding Ph.D students.</p> <p>(f) Conducting minor or major research project sponsored by national or international agencies.</p> <p>(g) At least one single or joint publication in peer-reviewed or UGC list of Journals.</p>	<p>Not-satisfactory - Not involved / undertaken any of the activities</p> <p><b>Note:</b> Number of activities can be within or across the broad categories of activities</p>
<p><b>Overall Grading:</b></p> <p><b>Good:</b> Good in teaching and satisfactory or good in activity at Sl.No.2.</p> <p>Or</p> <p><b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.</p> <p><b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading</p> <p><b>Note:</b> 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 following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.</p>		

**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.	<b>Research Papers in Peer-Reviewed or UGC listed Journals</b>	08 per paper	10 per paper
2.	<b>Publications (other than Research papers)</b>		
	<b>(a) Books authored which are published by ;</b>		
	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>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>		
	Chapter or Research paper	03	03
	Book	08	08
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
	<b>(a) Development of Innovative pedagogy</b>	05	05
	<b>(b) Design of new curricula and courses</b>	02 per curricula/course	02 per curricula/course
	<b>(c) MOOCs</b>		
	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
	<b>(d) E-Content</b>		
	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	<b>(a) Research guidance</b>		
	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>(b) Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	<b>(c) Research Projects Ongoing :</b>		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	<b>(d) Consultancy</b>	03	03
5	<b>(a) Patents</b>		
	International	10	10
	National	07	07

	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10
	National	07	07
	State	04	04
	<b>(c) Awards/Fellowship</b>		
	International	07	07
	National	05	05
6.	<b>*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)</b>		
	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% eac

**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.	<b>Graduation</b>	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05
2.	<b>Post-Graduation</b>	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	<b>M.Phil.</b>	60% & above = 07	55% to less than 60% = 05		
4.	<b>Ph.D.</b>	30			
5.	<b>NET with JRF</b>	07			
	<b>NET</b>	05			
	<b>SLET/SET</b>	03			
6.	<b>Research Publications ( 2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)</b>	10			
7.	<b>Teaching / Post Doctoral Experience (2 marks for one year each)#</b>	10			
8.	<b>Awards</b>				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised 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



	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>(b) Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	<b>(c) Research Projects Ongoing :</b>		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	<b>(d) Consultancy</b>	03	03
5	<b>(a) Patents</b>		
	International	10	10
	National	07	07
	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10
	National	07	07
	State	04	04
	<b>(c) Awards/Fellowship</b>		
	International	07	07
	National	05	05
6.	<b>*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)</b>		
	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) :

- vii) Paper in refereed journals without impact factor - 5 Points
- viii) Paper with impact factor less than 1 - 10 Points
- ix) Paper with impact factor between 1 and 2 - 15 Points
- x) Paper with impact factor between 2 and 5 - 20 Points
- xi) Paper with impact factor between 5 and 10 - 25 Points
- xii) Paper with impact factor >10 - 30 Points
- (c) Two authors: 70% of total value of publication for each author.
- (d) 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.

**GUIDELINES FOR FILLING UP OF APPLICATION :**

- **Enclose the letter of evidences in support of your claim.**
- **Provide % of marks up to second decimal. Give formula for equivalence of CGPA with % of marks, wherever relevant.**
- **Give only completed years of Past Teaching experience.**

It is to be filled out for the recently completed academic year.

The Proforma is to be filled as per these tables and self-assessment scores given. For each category, maximum scores that can be given or carried forward is indicated in the Table

The self-assessment scores are further to be based on the indicators/activities given below.

NB. : The self-assessment scores are subject to verification by the University, and by the Screening cum verification committee or Selection Committee as the case may be.

- **Required number of additional rows can be added in the tables while filling up the proforma.**
- ❖ ***For all clarifications in assessment of API scores on any parameter and for any interpretational operation purpose, the UGC Regulations 2018 and its amendments issued from time to time shall be followed / referred.***

**Registrar**  
**M.P. Bhoj (Open) University, Bhopal**