



प्रशासनिक ब्लॉक / New Administrative Block

नम्बर 204, महाविद्यालय शाखा-2 / Room No. 204 College Branch-II

नॉर्थ कैम्पस, दिल्ली विश्वविद्यालय / North Campus, University of Delhi

दिल्ली- 110007 / Delhi-110007

Tel / दूरभाष: 27666805/Extn.1161,Fax / फेक्स : 27667139,

CB-II/ Circular/Recruit-T/2023/1103

20.11.2023

The Principals/ Directors,  
All the Colleges/Institutes,  
University of Delhi,  
Delhi/ New Delhi.

**Subject:- Guidelines for screening and or shortlisting of candidates through direct recruitment in colleges.**

Dear Sir/ Madam,

I am directed to enclose herewith a notification letter no. Estab.IV/047/2023 dated 20.07.2023 received from the Joint Registrar (Recruitment), University of Delhi on the above cited subject for information and necessary compliance.

Yours faithfully,

Deputy Registrar (Colleges)

Encl: As above.





दिल्ली विश्वविद्यालय  
UNIVERSITY OF DELHI

Ref. No.: Estab. IV/047/2023/

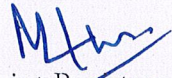
date: 20.07.2023

NOTIFICATION

Subject: Guidelines for Screening and or Shortlisting of candidates through direct recruitment in Colleges.

Following is notified for the information of the stakeholders:

1. Guidelines for Screening and or Shortlisting of candidates for appointment to the post of Assistant Professor in Colleges.

  
Joint Registrar  
(Recruitment)

Copy to :

1. Assistant Registrar (Colleges ) for circulation in the colleges for compliance;
2. Director, Delhi University Computer Centre (DUCC) for uploading on the website of the University; and
3. Guard file.

  
Section Officer  
(Establishment-IV)





UNIVERSITY OF DELHI  
DELHI-110007

**Guidelines for Screening and or Shortlisting of candidates for appointment to the post of Assistant Professor in the Colleges.**

With a need to enable the duly constituted Selection Committee to have a comprehensive assessment of the required number of candidates, who would appear before them, in a time bound manner, applications received for the faculty position shall be screened on the basis of the academic and other related credentials of the candidates through the criteria detailed in this document.

This document is divided into following sections:

- I. Criteria for evaluation of candidates for determining their eligibility for their shortlisting for the interview.
- II. Constitution of Committee for Screening and or Shortlisting.
- III. Shortlisting of candidates: Criteria and Process.
- IV. Important Note.
- V. Constitution of Committee to assist the Selection Committee for assessment through presentation by shortlisted candidates.

**I. Criteria for evaluation of candidates for determining their eligibility for their shortlisting for the interview.**

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 Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Colleges

| <u>S.No.</u> | <u>Academic Record</u> | <u>Score</u>          |                                    |                                       |                                   |
|--------------|------------------------|-----------------------|------------------------------------|---------------------------------------|-----------------------------------|
| 1            | Graduation.            | 80%<br>&Above<br>= 21 | 60% to<br>less<br>than 80%<br>= 19 | 55%<br>to less<br>than<br>60%<br>= 16 | 45%to<br>less<br>than 55%<br>= 10 |
| 2            | Post-Graduation        | 80% &<br>Above=25     | 60% to<br>less                     | 55% (50% in case<br>of SC / ST / OBC  |                                   |

Handwritten signatures and date: 20/7/2023



|   |                                                                                                                                                           |                  |                           |                                                 |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------|-------------------------------------------------|
|   |                                                                                                                                                           |                  | than 80% = 23             | (non-creamy layer) /PwBD) to less than 60% = 20 |
| 3 | M.Phil. / M.Tech. / LLM / M.Ed. or equivalent                                                                                                             | 60% & above = 07 | 55% to less than 60% = 05 |                                                 |
| 4 | Ph.D.                                                                                                                                                     |                  | 25                        |                                                 |
| 5 | NET with JRF                                                                                                                                              |                  | 10                        |                                                 |
| 6 | NET                                                                                                                                                       |                  | 08                        |                                                 |
|   | Research Publications (2 marks for each research publications)                                                                                            |                  | 06                        |                                                 |
| 7 | Teaching/Post Doctoral Experience (2 marks for one year each) #                                                                                           |                  | 10                        |                                                 |
| 8 | Awards                                                                                                                                                    |                  |                           |                                                 |
|   | International/National Level<br>(Awards given by International Organizations /Government of India / Government of India recognized National Level Bodies) |                  | 03                        |                                                 |
|   | State-Level<br>(Awards given by State Government)                                                                                                         |                  | 02                        |                                                 |

# Experience rendered on Temporary/Adhoc/Contractual/Postdoctoral basis shall be taken into account only if the candidate is drawing salary/consolidated pay not less than Minimum Basic Pay as prescribed by UGC plus applicable Dearness Allowance (DA) from time to time. Further, experience as guest faculty shall not be considered.



#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./M.Tech./LLM/M.Ed. or equivalent+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                                             | – 10               |
| Total Score                                                     | – 100              |

**II. Constitution of Committee for Shortlisting/Screening**

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

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 academicians 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.

**III. Shortlisting of candidates: Criteria and Process**

1. As per the revised guidelines, the number of applicants shortlisted for interview for direct recruitment of Assistant Professor in colleges will be as follows:
  - a. The Screening Committee of the College(s) 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. The applicants securing less than 55 marks for Colleges will not be included in the list of shortlisted candidates. A relaxation of 05 marks be given to candidates belonging to SC/ST/PwBD.



- b. 40 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 for each category as per the table given in Section I for shortlisting of candidates for the post of Assistant Professor in Colleges. All the applicants having score same as the cutoff arrived at for a category shall also be shortlisted for the interview.
- c. If 40 candidates are not available, then, the applicability of 55 marks as cut-off be relaxed till the specified number of candidate are available, subject to a maximum relaxation of upto 5 marks i.e., 50 marks for UR and 45 for SC/ST/PwBD.
2. Further, the applicants who were on the rolls of any department in the University of Delhi or its colleges between 01.01.2022 to 31.03.2022 as adhoc/contract/temporary faculty shall be permitted to appear for interviews conducted for appointment of Assistant Professor in all the colleges, subject to the condition as prescribed in point number III (1) (a) & (1) (c) above, in addition to prescribed number limits as given in III(1) (b).
  3. The publications to be considered for award of marks for the screening purpose, as indicated in the table given above, shall be from UGC CARE list or SCOPUS indexed or as decided by the University on the recommendation of concerned department of the University from time to time.
  4. The time taken by candidates to acquire M.Phil. / M.Tech. / LLM / M.Ed. or equivalent 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 Competent Authority shall be final.
  6. The Colleges shall display the criteria for shortlisting/ screening of applications on their respective websites.
  7. The status of short-listing will be made available to the respective applicants for information.

#### IV. Important Note

1. The revised guidelines shall be applicable to all the advertisements for direct recruitment of Assistant Professor in colleges issued after 01.12.2023.



The preceding guidelines issued vide notification No. Estab. IV/047/2021/192 dated 12.11.2021 will be applicable to the advertisements issued prior to this date.

2. Direct recruitment of Assistant Professor in the colleges after the stage of shortlisting shall be carried out in two stages.

**First Stage** – Assessment by Presentation Assessment Committee as defined at Section V.

**Second Stage** – Assessment by duly constituted Selection Committee as defined in Ordinance XVIII and notified vide notification numbered CNC-II/093/1(12)/2019-20/251 dated 03.10.2019.

3. 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.
4. The College 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.
5. 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.
6. The College 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 College shall be final and binding on the applicant.
7. The Colleges shall advertise the vacancies likely to occur in succeeding six months.

**V. Constitution of Committee to assist the Selection Committee for assessment through presentation by shortlisted candidates**

- (i) Chairman of the Governing Body or A University Representative in the Governing Body nominated by the Chairperson of the Governing Body - Chairperson
- (ii) Principal of the College
- (iii) Teacher-in-Charge of the subject/discipline in the College
- (iv) Two External Subject Expert nominated by Vice-Chancellor  
(In case of Colleges notified/declared as Minority Educational Institutions, the two subject experts shall be nominated by the Chairperson of the College)



Governing Body out the panel of five names, preferably from minority communities, recommended by the Vice Chancellor).

- (v) An academician representing SC/ST/OBC/Minority/Women/ 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 does not belong to that category.

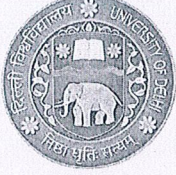
At least four members including Chairperson, one Expert and Principal shall form the quorum.

1. The Committee will assess the shortlisted candidates through presentations, to have a prima facie assessment of the candidates and submit its assessment to Selection Committee, as per prescribed Proforma. The assessment shall be in the form of following grading:
  - A for Excellent
  - B for Very Good
  - C for Good
  - D for Average
  - E for Below Average
2. Assessment made by the above Committee would only be indicative and shall not be a binding on the duly constituted Selection Committee for the Recruitment of Assistant Professors in the Colleges, whose decision shall be final. (Composition of Selection committee for direct recruitment is as defined in Ordinance XVIII and notified vide notification numbered CNC-II/093/1(12)/2019-20/251 dated 03.10.2019).
3. The Proformas for assessment of candidate Shortlisted for direct recruitment of Assistant Professor in the colleges are as follows:
  - a. The proforma for assessment by Presentation Assessment Committee is enclosed as Annexure-I
  - b. The proforma for assessment by Selection Committee is enclosed as Annexure- II

M. H. /  
25/7/23

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दिल्ली विश्वविद्यालय  
UNIVERSITY OF DELHI

Advt. No. Estab.IV/291/2021 dated 20.09.2021

Department:

Post: Assistant Professor

Vacancy:

Date:

**SCORE CARD FOR PRESENTATION ASSESSMENT COMMITTEE**  
**For assessment of Teaching Aptitude and Ability of the candidate**

**CATEGORY:**

| SI. NO. | NAME OF CANDIDATE & FORM NO. | OVERALL SCORE | (A-E) |
|---------|------------------------------|---------------|-------|
| 1.      |                              |               |       |
| 2.      |                              |               |       |
| 3.      |                              |               |       |
| 4.      |                              |               |       |
| 5.      |                              |               |       |
| 6.      |                              |               |       |

**Note:**

Grade :- A - for Excellent, B -for Very Good, C - for Good, D - for Average, E - for Below Average

Score: A -Score of 25- 30, B - Score of 19-24, C - Score of 13-18, D - Score of 07-12, E - Score of 01-06

( Prof. \_\_\_\_\_ )

(Prof. \_\_\_\_\_ )

( Prof. \_\_\_\_\_ )

( Prof. \_\_\_\_\_ )

(Prof. \_\_\_\_\_ )

( Prof. \_\_\_\_\_ )

*[Handwritten signature]*  
20/7/2023





दिल्ली विश्वविद्यालय  
UNIVERSITY OF DELHI

Advt. No. Estab.IV/291/2021 dated 20.09.2021

Department:

Post: Assistant Professor

Vacancy :

Date:

SCORE CARD FOR PRESENTATION ASSESSMENT COMMITTEE

For assessment of Teaching Aptitude and Ability of the candidate

CATEGORY:

| Sl. NO. | NAME OF CANDIDATE & FORM NO. | CRITERIA FOR ASSESSMENT |                     |                              |                   |                                                           |                               | OVERALL SCORE |
|---------|------------------------------|-------------------------|---------------------|------------------------------|-------------------|-----------------------------------------------------------|-------------------------------|---------------|
|         |                              | COMMUNICATION SKILLS    | PRESENTATION SKILLS | ORGANIZATION OF THE CONTENTS | SUBJECT KNOWLEDGE | CONDUCT WITH SPECIAL REFERENCE TO HUMILITY AND COMPASSION | PASSION AND ZEAL FOR TEACHING |               |
| 1.      |                              | (A TO E)                | (A TO E)            | (A TO E)                     | (A TO E)          | (A TO E)                                                  | (A TO E)                      | (A TO E)      |
| 2.      |                              |                         |                     |                              |                   |                                                           |                               |               |
| 3.      |                              |                         |                     |                              |                   |                                                           |                               |               |

Grade A - for Excellent,

B - for Very Good,

C - for Good,

D - for Average,

E - for Below Average

Score: A - Score of 5,

B - Score of 4,

C - Score of 3,

D - Score of 2,

E - Score of 1

( Prof. \_\_\_\_\_ )

( Prof. \_\_\_\_\_ )

( Prof. \_\_\_\_\_ )

( Prof. \_\_\_\_\_ )

( Prof. \_\_\_\_\_ )

( Prof. \_\_\_\_\_ )

*W. J. Singh*  
20/7/23





दिल्ली विश्वविद्यालय  
UNIVERSITY OF DELHI

Advt. No. Estab.IV/291/2021 dated 20.09.2021

Department:

Post: Assistant Professor

Vacancy:

Date:

CATEGORY: UR

SCORE CARD FOR SELECTION COMMITTEE MEETING

Cut off \_\_\_\_\_

| Sr. No. | Name of Candidate & Form No. | Academic Record, Experience & Research Performance | Assessment of Teaching Aptitude, Ability & Presentation Skills | Assessment of Domain Knowledge | Interview Performance | Overall Score |
|---------|------------------------------|----------------------------------------------------|----------------------------------------------------------------|--------------------------------|-----------------------|---------------|
|         |                              | 20 Points                                          | 30 Points                                                      | 30 Points                      | 20 Points             | 100 Points    |
| 1.      |                              |                                                    |                                                                |                                |                       |               |
| 2.      |                              |                                                    |                                                                |                                |                       |               |
| 3.      |                              |                                                    |                                                                |                                |                       |               |
| 4.      |                              |                                                    |                                                                |                                |                       |               |
| 5.      |                              |                                                    |                                                                |                                |                       |               |

( Prof. \_\_\_\_\_ )

(Prof. \_\_\_\_\_ )

( Prof. \_\_\_\_\_ )

( Prof. \_\_\_\_\_ )

(Prof. \_\_\_\_\_ )

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