

**GUIDELINES FOR SCREENING AND SHORT-LISTING OF CANDIDATES FOR
FACULTY POSITIONS AFTER THE SIXTH PAY COMMISSION**

1. PREAMBLE

These guidelines aim to help in the screening and short-listing of candidates for the following faculty positions for which the pay scales and essential requirements of qualifications and experience are mentioned below:

- (i) **Professor** Pay structure Pay Band 4 (Rs.37400-67000) with AGP Rs. 10500/-) For direct recruits minimum pay in the PB-4 to be fixed at Rs. 48000/- :
- Qualification & Experience:** Ph.D. with first class or equivalent at the preceding degree in the appropriate branch with a very good academic record throughout and a minimum of 10 years' experience of which at least 4 years should be at the level of Associate Professor in IITs, IISc Bangalore, IIMs, NITIE Mumbai and IISERs.
- (ii) **Associate Professor** Pay structure Pay Band 4 (Rs. 37400-67000 with AGP-Rs.9500/-) For direct recruits minimum pay in the PB-4 to be fixed at Rs. 42800/-
- Qualification & Experience:** Ph.D. with first class or equivalent at the preceding degree in the appropriate branch with a very good academic record throughout and a minimum of 6 years Teaching/Industry/Research experience, of which at least three years should be at the level of Assistant Professor.
- (iii) **Assistant Professor** Pay structure Pay Band 3 (Rs. 15600-39100 with AGP-Rs. 8000/-). For direct recruits minimum pay in the PB-3 to be fixed at Rs. 30,000: On completion of 3 years service as Assistant Professor, shall move to Pay Band-4 (Rs. 37400- 67000) with an AGP of Rs. 9000/-).
- Qualification & Experience:** Ph.D. with first class or equivalent at the preceding degree in the appropriate branch with a very good academic record throughout and a minimum of 3 years industrial/research/teaching experience excluding, however, the experience gained while pursuing Ph.D.
- (iv) **Assistant Professor (On Contract)** Pay structure Pay Band-3 (Rs. 15600-39100 with AGP-Rs. 6000/-) with seven non-compounded advance increments (minimum starting pay of Rs. 20140). On completion of one year service shall move to AGP-of Rs. 7000/-
- Qualification & Experience**
- Ph.D. with first class or equivalent at the preceding degree in the appropriate branch with a very good academic record throughout.

2. SCREENING & SHORT-LISTING OF APPLICATIONS

The screening and short -listing of applications will be done at the following two levels:

- (I) Departmental Level by the Professorial Committee/ Executive Committee of the concerned Department/Centre under the Chairmanship of its Head.
- (II) Institute Level by the Institute Screening Committee, the composition of which is as under:-
 - (i) Director -Chairman
 - (ii) Dy. Director
 - (iii) Dean of Faculty Affairs
 - (iv) Head of concerned Deptt./Centre
 - (v) Three Professors to be nominated by Director

2.1 Screening and Short –listing of Applications at Department al Level

The initial screening and short-listing of applications will be done by the professorial committee/ Executive committee of the concerned Department/ Centre. This committee will carry out the following functions.

A Screening of Applications

- (i) For each position, separate consolidated list of all applicants will be prepared along with the summary of bio-data in the form IITR/ Fac-1. There should be a separate proforma for each position/ post.
- (ii) Applicants who fulfill the minimum requirements of qualifications and experience as per the above clause 1 are screened in first for further processing.
- (iii) Applicants who do not fulfill the minimum requirements of qualifications and experience, need also be scrutinized and if, some of them have exceptionally outstanding credentials, may also be screened in and considered for further selection process giving full justification.

(B) Short- listing of Applicants

- (B-1)** In order to maintain the minimum level of quality of faculty for the entire Institute, the following minimum short listing criteria be followed for each post for short-listing of applicants screened as per A(ii).

S. No.	Position / Post	Ph. D. supervised (awarded/ submitted) (singly/ jointly)	Published/ Accepted Research papers/ Patents (singly / jointly)		Sponsored R&D/ Consultancy Projects completed/ in progress (singly / jointly)
			Refereed Journal	Total Research papers & Patents	
1.	Professor	(i) 03 Ph.D. OR (ii) (02 Ph.D. + 10 PGD)	10	(i)20 RP OR (ii)18 RP+1P OR (iii)16 RP+2P	02
2.	Associate Professor	(i) 02 Ph.D. OR (ii) (01 Ph.D. + 05 PGD)	05	(i)10RP OR (ii)8 RP+1P OR (iii)6RP+2P	01
3.	Assistant Professor	-	02	04	-
4.	Assistant Professor (on contract)	-	-	01	-

PGD = Postgraduate Dissertation of minimum specified duration of one full semester.

RP= Research Paper and P = Patent(s)

Notes:

- (i) A candidate who has submitted his/her Ph.D. may be invited to attend interview. However, if selected, offer of appointment shall be made only on submission of proof of award of Ph.D. degree.
- (ii) The relevant experience before Ph.D. and while doing Ph.D. on part time basis along with the job, will be counted towards total experience required.
- (iii) Period spent during Ph.D. on full time basis will not be counted towards experience.
- (iv) The level of Assistant Professor or Associate Professor is determined by the pay scale of Asstt. Professor or Assoc. Professor respectively. Pay scales are compared on the basis of their maximum of the pay scale/grade pay.

- (v) Sponsored research project should be from established organizations and routine testing shall not be treated as consultancy project. In case criteria in respect of project is not met, any one of the following criteria may be applied with proper justification and documentation for final decision on short-listing:
- (a) has made exceptional research contributions as evidenced by published papers in journals of repute.
- or
- (b) has made exceptional significant contributions to technology/methodology development as evidenced by patents or technology/methodology/transfer to industry etc.
- or
- (c) has consistently exceptional records in teaching as evidenced by students' feed back.
- or
- (d) has made exceptionally significant and long lasting contributions, based on annual performance records, e.g. laboratory development, new courses etc.
- (vi) Patent should be treated at par with two research papers. However, at the most 02 patents may be counted for short-listing based on the minimum laid down criteria for published research papers/patents.
- (vii) If the number of candidates is large, the Professorial Committee may raise the minimum short-listing criteria to the level so as to shortlist 5-6 candidates for one post, with prior approval of the Director.
- (viii) An applicant for a position (say Associate Professor) on short listing can be recommended for a lower position (say Asstt. Professor) provided he/ she meets the minimum short listing criteria for the lower post (say Asstt. Professor)

B-2 Short-listing of Exceptionally Outstanding Applicants

The requirement of qualifications and/ or experience and other requirements may be relaxed in exceptionally outstanding cases. In such cases, the candidates while working in responsible positions in an organization/institution of repute, should have made significant contribution in terms of research, innovation and new concept/ technique/ methodology/ knowledge etc. which are consistent with the academic position for which he /she is being considered for short-listing. Such short-listed applicants should be listed separately, giving full justification with evidence.

2.2 Recommendations by Departmental Professorial Committee

The recommendations of Professorial Committee/ Executive Committee of the concerned Department / Centre in the prescribed proforma should be sent to the Dean of Faculty Affairs.

2.3 Time schedule for screening / short –listing of applications

With a view to expedite the selection process, the concerned Department / Centre should make efforts to complete screening and short –listing of applications in a week’s time after receiving the applications from the office of Dean of Faculty Affairs. Further processing be done by the office of Dean of Faculty Affairs, in about 15 working days after the receipt of screened/ short-listed applications.

3. SCREENING AT THE INSTITUTE LEVEL

The Institute Screening Committee will examine the recommendations of the Professorial Committee/ Executive Committee of the concerned Department/Centre as per criteria for screening and short listing of candidates for various faculty positions. After screening and short listing of applicants, a list of candidates who are recommended to be called for interview (including *in absentia*), for each faculty position be prepared. Likewise, a list of candidates who are not considered suitable for interview be also prepared giving reasons for not calling against the name of each candidate. Similarly, separate list of candidates who are exceptionally outstanding and recommended for interview be prepared after giving justification.

4. REFEREE’S REPORT

The Head of the concerned Department /Centre will obtain the report of referees in the prescribed proforma IITR/Fac-2. in sealed cover and send the same to the Director for the perusal of the Selection Committee.

5. TECHNICAL PRESENTATION

Candidates called for interview will make technical presentation before the professorial Committee / Executive Committee of the concerned Department /Centre, a day before or on the day of interview. The opinion of each Professor about the candidate will be collected on proforma IITR-Fac/3 by Head of the Department/ Centre in confidential covers and sent to the Director in a sealed envelope for perusal of Selection Committee.

6. CANDIDATES *IN ABSENTIA*:

Candidates recommended for consideration *in absentia*, may appear for interview through Audio/Video Conferencing. The Head of the Deptt. after the issue of interview letter, shall contact such candidates and fix the time and date for such conferencing.

7. INTERPRETATION OF GUIDELINES

In case of any doubt in the interpretation of the above mentioned guidelines or anything not covered in these guidelines, the decision of the Director, IIT Roorkee shall be final.