



## LAKSHMIBAI COLLEGE

### Qualifications for Assistant Professors in Colleges

**The qualifications for Assistant Professors in Colleges are in accordance with the UGC regulations 2010 and their subsequent amendments as adopted by the University of Delhi**

#### **ASSISTANT PROFESSOR:**

**For Faculties of Applied Social Sciences & Humanities; Arts, Commerce and Business; Inter-disciplinary and Applied Sciences (except Physical Education); Law; Mathematical Sciences; Sciences (except Home Science, Nursing, Physiotherapy, Occupational Therapy, and Pharmacy); and Social Sciences.**

1. Good academic record as defined by the university 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.

2. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR.

(Kindly refer to General Note at the end of this document)

#### **ASSISTANT PROFESSOR: MANAGEMENT STUDIES**

##### **i) Essential:**

First Class Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / accredited by the AICTE / UGC;

**OR**

First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory bodies.

##### **ii) Desirable:**

Teaching, research, industrial and / or professional experience in a reputed organization; Papers presented at Conferences and / or published in refereed journals.

(Kindly refer to General Note at the end of this document)

#### **ASSISTANT PROFESSOR: Music**

1) 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 the relevant subject or an equivalent degree from an Indian/Foreign University.

2) Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR.

**OR**

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should have:

(a) Studied under noted/reputed traditional masters and has thorough knowledge to explain the subject concerned;

(b) A high grade artist of AIR/TV; and

(c) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

(Kindly refer to General Note at the end of this document)

### **ASSISTANT PROFESSOR: Education**

1. In colleges where under graduate programmes i.e. B.Ed. and B.El.Ed. are offered, guidelines given by National Council for Teacher Education (NCTE) shall apply.

a) Master's degree in Sciences / Humanities / Arts/ Commerce with 55% marks and M.Ed. from a recognized University with at least 55% marks.

b) Perspectives in Education or Foundation courses

- For B.Ed.

Master's degree in Social Sciences with 55% marks and M.Ed. from a recognized University with at least 55% marks.

#### **OR**

Post-graduate in Education with minimum 55% marks and B.Ed./B.El.Ed.each with 55% marks.

- For B.El.Ed.

Postgraduate degree in Social Sciences/Humanities/Sciences/Mathematics/ Languages with 55% marks and M.Ed. with 55% marks [except 3(three) positions from Philosophy, Sociology, Psychology, where the faculty qualification shall be post-graduation in any of these three disciplines with 55% marks and B.El.Ed/B.Ed. with 55% marks].

Linguistics: Masters in Linguistics with 55% marks with B.Ed./B.El.Ed.

Desirable: M.Phil./Ph.D. in Education.

c) For Curriculum and Pedagogic Courses.

- For B.Ed.

Master's degree in Science/Mathematics/Social Science/ Languages with minimum 55% marks; and M.Ed. degree with minimum 55% marks.

Desirable: Ph.D. degree in Education with subject specialisations.

[Note: In case of b and c put together, for two faculty positions, a postgraduate degree in Sociology / Psychology / Philosophy with 55% marks, and B.El.Ed. with 55% marks and three years of teaching experience in a secondary school shall be considered].

- For B.El.Ed.

Postgraduate degree in Social Sciences/Humanities/Sciences/Mathematics/ Languages with 55% marks and M.Ed. with 55% marks [except 3(three) positions from Philosophy, Sociology, Psychology, where the faculty qualification shall be post-graduation in any of these three disciplines with 55% marks and B.El.Ed/B.Ed. with 55% marks].

Linguistics: Masters in Linguistics with 55% marks with B.Ed./B.El.Ed.

Desirable: M.Phil./Ph.D. in Education.

d) For Specialised Course in Physical Education for B.Ed./B.P.Ed./ B.El.Ed.

Master of Physical Education (M.P.Ed.) with minimum 55% marks.  
(Training/qualification in yoga education shall be desirable)

For Visual Arts for B.Ed./B.El.Ed.

Post-graduation degree in Fine Arts (MFA) with minimum 55% marks.

For Performing Arts for B.Ed./B.El.Ed.

Post graduate degree in Music/Dance/Theatre Arts with minimum 55% marks.

### **Note:**

1. For those subjects where the NCTE norms for qualifications for posts relating to B.El.Ed. stipulate only M.A./ M.Sc. and PG degree or research in Education, the minimum marks in that discipline should be 55% marks.

2. The National Eligibility Test (NET) shall be in Education for those positions where M.Ed. is a requirement. For those positions which do not require M.Ed., NET shall be in the subject concerned.

### **Assistant Professor - Physical Education**

1. In colleges where under graduate programmes i.e. B.P.Ed. is offered, guidelines given by National Council for Teacher Education (NCTE) shall apply.

M.P.Ed. degree or its equivalent with 55% marks or its equivalent grade i.e. B in the seven point scale of letter grades O, A, B, C, D, E, F as per UGC norms.

**Note:** Any other stipulation prescribed by UGC/University from time to time for the position of Assistant Professor shall be mandatory.

### **GENERAL NOTE:**

(i) The direct recruitment to the posts of Assistant Professors in the Colleges shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committee.

(ii) The 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 for recruitment and appointment of Assistant Professor or equivalent positions in University/ Colleges/Institutes.

Provided further, the award of degree to candidates registered for the M.Phil./Ph.D. programme prior to 11 July 2009, shall be governed by the provisions of the then existing Ordinances/Bylaws/Regulations of the Institutions awarding the degree and the Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutes subject to the fulfillment of the following conditions:-

- a. Ph.D. degree of the candidate awarded in regular mode only;
- b. Evaluation of the Ph.D. thesis by at least two external examiners;
- c. Open Ph.D. viva voce of the candidate had been conducted;
- d. Candidate has published two research papers from/based on his/her Ph.D. work out of which at least one must be in a refereed journal;
- e. Candidate has made at least two presentations in conferences/ seminars, based on his/her Ph.D. work.

(a) to (e) as above are to be certified by the Vice-Chancellor/Pro-Vice-Chancellor /Dean (Academic Affairs)/Dean (University Instructions).

(iii) NET shall not be required for such Master's Degree Programmes in disciplines for which NET or a similar test accredited by the UGC is not conducted.

(iv) A relaxation of 5% may be provided at the Graduate and Masters level for the Scheduled Castes/Scheduled Tribes/Differently-abled (Physically and Visually differently-abled) /Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic records during direct recruitment to faculty positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

- (v) A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degreeholders, who have obtained their Master's Degree prior to 19 September 1991.
- (vi) Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.
- (vii) The period taken by the candidates to acquire M.Phil. degree and the residency period prescribed for pursuing Ph.D. shall not be considered as teaching/ research experience to be claimed for appointment to the faculty positions.
- (viii) The number of candidates to be called for interview for the faculty position in the University and its Colleges, shall be determined after screening of applications in accordance with the guidelines laid down by the Executive Council in this regard.

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## LAKSHMIBAI COLLEGE

### General Instructions for Applicants

1. Applicants should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the University from time to time for the respective posts. All the above posts carry UGC pay scales plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions. The posts are being advertised keeping in view the broad areas of specialization in subjects. However, the College concerned may have specific requirement of specialization.

The applications received shall be screened as per screening guidelines attached with the advertisement for short listing and recommending the applicants to be called for interview.

Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.

Publications 'under submission' or submitted to referees will not be considered towards calculation of points for publication criteria. Further, all the items for which points are claimed should be strictly in accordance with the screening guidelines attached with the advertisement.

The minimum Points requirement for shortlisting of applicants for the post of Assistant Professor will be as indicated in the screening guidelines attached herewith.

2. Application fees and forms are to be submitted as per details given below:
  - Fees for Assistant Professor (if applicable)
    - Rs. 500/- for UR/OBC category.
  - No application fee will be charged from applicants from SC, ST, PwD and Women Applicants.
  - Fees once paid will not be refunded under any circumstances.

**Application forms have to be filled only in online mode, as available on the website of the College/University along with the present advertisement, within the prescribed time limit indicated in the advertisement. No offline forms would be accepted. Payment should be made online only, through credit/debit card/Net Banking.**

Applications with incomplete information or without requisite fee shall be rejected.

Applicants applying for more than one post/department must apply separately and pay fees separately.

3. The reservation for applicants from OBC (non-creamy layer), SC, ST, and Persons with Disability (PwD) categories will be applicable as per UGC norms. Applicants seeking reservation benefits available for SC/ST/OBC/PwD categories must upload the necessary documents justifying the claim of respective reservation as per Govt. of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government.

In case the applicant wants to claim benefits under the PwD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.

Applicants applying for the post(s) reserved for OBC must upload certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Union Government in this respect from time to time. Applicants should ascertain that they belong to the reserve categories (caste) enlisted in the Central List.

If the relevant certificates for respective reserved categories are **not** uploaded with the application, the applications shall be rejected and no appeal against its rejection will be entertained.

4. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the University/College shall process the applications entirely on the basis of information/documents uploaded with the application. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for action as per law.

**The Shortlisted candidates called for interview should report along with all the testimonials/certificates in original along with photo ID. A set of photocopy of certificates/testimonials with respect to the qualifications and experience indicated in the online application form, duly certified by the applicant should be submitted at the time of interview.**

5. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit 'No Objection Certificate' from the employer, at the time of interview, if not uploaded with the online application earlier.
6. All correspondence from the College including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the online application form.
7. Canvassing in any form will be treated as a disqualification.
8. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected.
9. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the online application and uploading self-certified copies/testimonials.
10. The number/category of posts advertised may vary, and the College reserves the right not to fill up some or all posts advertised.
11. Any consequential vacancies arising at the time of Interview may also be filled up from the available shortlisted candidates.

12. The College shall verify the documents submitted by and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/information submitted by the candidate are false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the University.
13. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the College reserves the right to modify/withdraw/cancel any communication made to the applicant.
14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
15. No TA/DA shall be paid to candidates for attending interview.
16. The College reserves the right to offer the post at a level lower than that advertised/applied, or on contract basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
17. Last date for submission of application is as indicated in the present advertisement uploaded on the University website.
18. In case of any dispute, legal jurisdiction will be Delhi.

**Principal**



## LAKSHMIBAI COLLEGE

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

As per the provisions of Ordinances XI, & XII & XXIV of the University, all posts of teachers shall be filled after advertisement and by open recruitment.

In order to restrict the number of candidates to be called for interview so as to enable the Selection Committee to have a comprehensive assessment of the candidates, applications received for the teaching posts shall be screened on the basis of the academic and other credentials of the candidates through the following criteria:

For the post of Assistant Professor, the criteria for evaluation of the candidates for determining their eligibility for shortlisting shall be on based on a 100 point scale. The distribution of points will be as follows :

#### (I) Academic Qualifications for Colleges - Maximum 55 points

S.No.	Examination	Category I (≥60%)	Category II (≥50% but <60%)
1.	Under-Graduate	12	9
2.	Post-Graduate	16	12 (55% eligibility)
3.	M.Phil./PG Degree in Professional Courses such as LLM., M.Tech, M.V.Sc., M.D. (in relevant subject)	10*	
4.	Ph.D.	17*	
5.	NET/NET-JRF	7/10	

\*A maximum of 17 points shall be awarded for qualifications at Sr. No. 3 & 4 taken together.

- In case of Integrated course/ programme, the points shall be awarded for both the degrees covered under the course/programme as per the entitlement above.

#### (II) (a) Research Publications (for University Departments) - Maximum 33 points

#### (II) (b) Research Publications (for Colleges) - Maximum 25 points

	Publication Category	Publication Type	First and/or Corresponding or sole author/ editor	Co-author/ co-editor
1	Research paper/review article/Conference Proceeding	Recognized and Reputed refereed Journal with ISBN/ISSN numbers	5/paper	3/paper
		Conference proceedings as full length papers, etc. (Abstracts not to be included in related area/subject)	2/paper	1/paper
2	Books-Authored	Subject Books (in related area/ subject) by International/National level publishers/State & Central Govt. Publications with ISBN/ISSN numbers	8/book	6/book

3	<b>Books-Edited</b>	Edited Books/ Journals(in related area/subject) by International/ National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	6/book	4/book
4	<b>Chapter(s)in books</b>	Chapters in books (inrelated area/ subject) published by International/ National level publishers with ISBN/ISSN numbers <i>(Chapter(s) in self-edited book should not be considered).</i>	4/book chapter	2/book chapter
5	<b>Books/Articles translated and published</b>	Books/Articles translated and published by International/National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	4/book 2/article	2/book 1/article
6	<b>Book review/ Popular article/ Newspaper article (in related area/ subject)</b>	Book review/Popular article in newsletter of learned bodies/ societies/Newspaper article (all in related area/subject)	2/article	1/article

**Post Ph.D. Research experience/Teaching experience to be claimed for appointment (the period required to acquire M.Phil. and/or the residency period to acquire Ph.D. degree shall not be considered as teaching experience) -**

**Maximum 20 Points for University Departments or Colleges**

1.	Post Ph.D. research experience as post-doctoral fellow/Research Associate/ Research Scientist etc. in recognized University/ Institution in India or abroad	1 point for every 4 Months OR 4 points for every 1 year	Maximum 20 points
2.	Teaching experience (as full-time ad hoc, temporary or permanent)in recognized University/College/ Institution)	1 point for every 4months OR 4 points for every 1 year.	
<b>Total points : Academic qualifications + Publications + Teaching/ Post Ph.D. research experience</b>			<b>Maximum100 points</b>

All the applications received shall be scrutinized by a Committee consisting of the following and a list of all the candidates fulfilling the minimum eligibility qualifications shall be prepared (department/subject wise) and points be awarded to all such candidates shall be calculated on the basis of the above criteria:

**For Colleges:**

1. Principal of the College - *Chairperson*
2. Two teachers from relevant subject plus one from a related Department to be nominated by the Principal.
3. An academician representing SC/ST /OBC/Minority/Women/ Persons with Disability 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.

1. After allocation of points to all the eligible candidates, the Screening Committee will draw a list of all the candidates indicating the points scored by them in descending

order i.e. starting from the candidate getting the highest points towards the candidates getting the lower points.

2. In case of tie in the points of two or more candidates, the candidate having the higher/highest marks at the Master's level shall be ranked above the other(s).
3. For appointment in the Colleges, all candidates securing 60 points and above shall be called for interview for posts of Assistant Professors. A minimum of 50 candidates for the first vacancy and 20 candidates for every additional vacancy shall be called for interview in order of their ranks in the list prepared by the Screening Committee on the basis of points scored by the candidates. In case the minimum number of candidates as specified above is not available, the benchmark of 60 points may be progressively lowered as required, until the minimum eligibility as specified in Ordinance XXIV is reached so that this minimum number of candidates shall be called for interview.
4. The points awarded to the candidates during the process of screening of applications shall not have any weightage/credit or merit during assessment/interview of the candidates by the Selection Committee as these points shall be used only for screening/shortlisting purposes.
5. The period taken by candidates to acquire M.Phil degree and the residency period prescribed for pursuing Ph.D. shall not be considered as teaching/research experience to be claimed for shortlisting/ appointment to the teaching positions.
6. In case of any dispute with regard to screening of the applications, the decision of the Screening Committee shall be final.
7. The Colleges shall display the criteria for shortlisting/ screening of applications on their respective websites.

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## LAKSHMIBAI COLLEGE

### Frequently Asked Questions

**1. Can a person apply for more than one Faculty position?**

Yes. Separate forms will have to be filled for each faculty positions.

**2. Which are the mandatory fields in the application?**

Mandatory fields are indicated by a red star (\*) adjacent to the name of the field.

**3. Is it possible to change/update the information provided by the applicant in the online application form once submitted?**

No.

**4. How can Persons with Disabilities (PwD) access and fill the online application form?**

**Such applicants may fill the online application form by using assistive technology. In particular, the visually impaired applicants may use screen reading softwares such as JAWS or NVDA to fill the application form. Those unable to use computer may take human assistance to fill the application form.**

PwD applicants can also contact the office of Nodal Officer (PwD) of the College. The contact details are as under:

Phone Nos.:.....

E-mail: .....

**5. What should be done if the College/University website link stops or hangs?**

Such a problem might come as a large number of applicants may simultaneously login. However, the information is auto-saved, and you may proceed with filling up of the online application after refreshing the link/re-logging. **Kindly retry in case of any difficulty write a mail to -----or -----**

**6. Which date should be considered as the date of award of Degree (M.Phil./LL.M./Ph.D)?**

The date of notification of the result by the University/Institution may be considered as the date of award Degree (M.Phil./LL.M./Ph.D).

**7. What is the Ph.D. residency period?**

This will be taken as 2 years from the date of registration, for the purpose of the present process of recruitment. (Advt. No.-----)

**8. How is the full-time teaching-cum-research experience counted?**

For applicants with overlapping teaching-cum-research experience, either teaching or research period shall be considered as experience.

**9. The online and print ISSN numbers are different for a particular journal. Which one should be filled?**

For online journals and the articles published online in advance, before the print version is made available by the publisher, the online ISSN number is sufficient.

**10. Is it necessary to provide the evidence for each and every item/activity claimed in the application?**

It is mandatory to provide the proof, wherever it has been asked, to proceed with the online completion of application form. The evidence for activities such as extra-curricular activities/miscellaneous information may be presented at the time of interview by the candidates shortlisted for the interview.

**11. How to pay application fee?**

The payment is accepted by credit card/debit card/ Net Banking.

**12. Should one expect an acknowledgement of submission of application?**

Yes. After the submission of application, the applicant will receive an e-mail intimation. Receipt of acknowledgement implies completion of the application submission process.

**13. When would the interview be scheduled?**

You will be informed about your interview through email if you are shortlisted. No queries in this regard would be entertained.

**14. Can an applicant claim points for both empanelment by PrasarBharti and ICCR, with respect to the posts advertised for Music department?**

No.

Points can be scored only for one of these.

**15. What should an applicant for the Music department fill in the column for ISSN/ISBN No., in the case of Cassettes/CD/DVD/Empanelment?**

**Cassettes/CD/DVD:**

Applicants may write the respective S. No. of the Recording Company as indicated in the list provided along with the Screening Guidelines for the department.

**Empanelment:**

Applicants may write 'Not Applicable' in this column while providing the details of Empanelment at the respective column.