

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR : GUWAHATI-6

Dated Dispur, the 8th November, 2018.

No. AHE.407/2017/44

OFFICE MEMORANDUM

Subject: Guidelines for Selection of Assistant Professors/Librarians in Provincialised Colleges of Assam.

In cancellation of Government O.M. No. AHE-262-2012/13 dated 25-06-2012 and No. AHE.407/2017/23 dated 05-01-2018 or any other previous O.M. in this regard, the Government of Assam in Higher Education Department is pleased to notify the following guidelines for selection of Assistant Professors/Librarians in Provincialised Colleges of Assam.

SELECTION PROCEDURE FOR THE POST OF ASSISTANT PROFESSOR/LIBRARIAN

Qualifications for Direct Recruitment of Assistant Professor: (Reference: Clause 3.0.0-4.0.0-4.40/4.4.1 of the UGC Regulations, 30th June, 2010).

- (i) Good Academic Record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale whenever 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-clause (i) and (ii) to this Clause 4.401, candidates who are, or have been awarded a Ph.D. Degrees in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulation, 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 / College Institutions.
- (iv) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.
- (v) A relaxation of 5% may be provided at the graduate and master's level for the Schedules Caste Schedules Tribe/ Differently-abled (Physically and visually differently abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching/librarian positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale whenever 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 marks (clause- 3.4.1).
- (vi) A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19th September, 1991 (Clause- 3.5.0).
- (vii) The period of time taken by candidates to acquire M. Phil and/or Ph.D. Degree shall not be considered as teaching/ research experience for appointment to the positions (Clause- 3.9.0).

(Contd.-2)

11

SELECTION COMMITTEE: SPECIFICATION FOR ASSISTANT PROFESSOR IN COLLEGES INCLUDING PRIVATE COLLEGES : (Clause- 5.1.0 and 5.1.4).

- (a) The Selection Committee for the post of Assistant Professor in College including Private Colleges shall have the following composition:
1. Chairperson of the Governing Body of the College or his/her nominee from among the members of the Governing Body to be the Chairperson of the Selection Committee;
 2. The Principal of the College;
 3. Head of the Department of the concerned subject of the college;
 4. Two nominees of the Vice-Chancellor of the affiliating university of whom one should be a subject expert. In case of College notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of panel of five names preferably from minority communities, recommended by the Vice Chancellor of the affiliating university from the list of subject experts suggested by the relevant statutory body of the college of whom one should be a subject expert.
 5. Two subject experts not connected with the College to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned in case of colleges notified/declared as minority educational institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the college out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College.
 6. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) To constitute the quorum for the meeting five of which at least two experts from out of the three subject experts shall be present.
- UGC guidelines for standardized marking procedure of all counts in terms of concrete marks against each item is as below:

It is hereby clarified that where the University/ College/Institution declares results in grade points which are on a scale of seven, the following mechanism shall be applied by the Selection Committee for conversion of grade points to equivalent percentages:

Grade	Grade Point	Percentage Equivalent
'O' Outstanding	5.50-6.00	75-100
'A' - Very Good	4.50-5.49	65-74
'B' - Good	3.50-4.49	55-64
'C' - Average	2.50-3.49	45-54
'D' - Below Average	1.50-2.49	35-44
'E' - Poor	0.50-1.49	25-34
'F' - Fail	0-0.49	0-24

DISTRIBUTION OF MARKS:**1) Academic Record (70 marks)**

i) HSLC or equivalent examination (10% of the total percentage of marks)	10 marks
ii) HSSLC or equivalent examination (13% of the total percentage of marks)	13 marks
iii) Degree a) 22% of the total percentage of marks in Hons/Major subjects for Hons/Major students. b) 22% of the total percentage of marks in General course students without Hons/Major	22 marks
iv) Master Degree (25% of the total percentage of marks)	25 marks

2) Research Contribution and Experience (25 marks)

i) Ph.D from the concerned subject from UGC recognized university (Marks will be awarded only if a candidate has Ph.D Degree in addition to eligibility requirement of NET/SLET/SET. Off campus Ph.D. is not recognized as per Govt. of Assam OM No. AHE.293/2008/147,dated 09/07/2012)	9 marks
ii) M. Phil in the concerned subject from UGC recognized university. (Marks will be awarded only if a candidate has M.Phil.Degree in addition to eligibility requirement of NET/SLET/SET. Off campus M.Phil is not recognised as per Govt. of Assam OM No. AHE.293/2008/147,dated 09/07/2012)	3 marks
iii) Research paper/ article in the concerned subject/domain published in journal-Research book-Proceeding volume with ISSN-ISBN-Impact factor (1marks for each publication in ISSN/ISBN documents published in UGC recognized journal subject to maximum of 2 marks)	2 marks
iv) Research paper/article in the concern subject/domain publish in impact factor journal existing in the data base of Scopus, Web of Science/Web of knowledge (2 Marks for each publication subject to maximum of 4 marks)	4 marks
v) 1 Marks for each chapter/article in the concern subject published in research text book with ISBN subject to maximum of 2 marks (In case of text book, the relevant textbook must be approved by a competent academic authority such as University)	2 Marks.
vi) Presentation of research papers in the concerned subject domain in international/national/regional level seminar/workshop. a) 1 marks for each presentation (oral/poster) in international seminar/workshop. b) 0.5 marks for each presentation (oral/poster) in national/regional seminar/workshop) (volume of abstract along with the certificate must be produced to substantiate the claim. As per UGC regulation, if a paper presented in conference/seminar is published in the Proceedings, the marks would accrue for the publication and not under presentation)	2 Marks
vii) Teaching/Library Management Experience in the concern subject/domain (1 marks for each completed year of service after acquiring UGC norms in provincialised /Govt./Affiliated Degree college/libraries of Govt. Institutes subject to Maximum of 03 marks)	3 Marks

3) Interaction with Selection Committee (5 Marks):

1	a) 5 Minutes presentation in a class room situation using latest technology (ICT)	2 Marks
	b) Very brief interaction in the concerned subject	3 Marks

All candidates must have proficiency in local languages.

Sd/-
(Smti. K. Gohain, IAS)
Secretary to the Govt. of Assam
Higher Education Department.

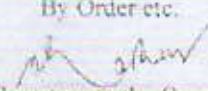
Memo No.AHE.407/2017/44-A

Dated Dispur, the 8th November, 2018.

Copy to :-

1. All Vice- Chancellors of Universities of Assam.
2. The Director of Higher Education, Assam, Kahilipara, Guwahati-19 for information and follow-up action.
3. The Director of Education, BTC, Kokrajhar, BTAD, Assam for information and follow-up action.
4. P.S. to Hon'ble Education Minister, Assam, Dispur, Guwahati-6.
5. P.S. to Principal Secretary, Higher Education Department, Dispur, Guwahati-6.
6. P.S. to Secretary, Higher Education Department, Dispur, Guwahati-6.
7. All Registrars of Universities of Assam.

By Order etc.


Joint Secretary to the Govt. of Assam
Higher Education Department



APPLICATION FOR THE POST OF ASST. PROFESSOR IN PROVINCIALISED COLLEGES

REF. ADVERTISEMENT NO.

Published in the on

To,
The Principal.....College
District.....

Space for photograph
please paste a passport
size photo here.

1.	Name of the College for which application submitted.	
2.	Post for which application submitted.	Asst. Professor Subject.....
3.	Name of the candidate in Block Capital letters	
4.	Name of Father/Mother/ Husband ✓ Tick the appropriate word in regard to relation.	Relation 1.Father 2. Mother 3. Husband.
5.	Category, tick the appropriate serial no.	1. General 2. OBC/MOBC 3. SC 4. STP 5. STH 6. Differently able.
6.	Present Address of the candidate Write your complete address With PIN no	
7.	Permanent address, if permanent and Present address are same write "do"	
8.	Phone No. for contact	
9.	Your mail id which will be used for communication	
10.	Age on 1 st January 2018 attach your HSLC Admit Card (it is must)	YY MM DD
11.	Are you employed? Where? state the organisation and the post you hold there.	
12.	Whether you are applying through NOC from the Present employer? Enclose NOC from Present Employer	
13.	Educational Qualification	Please fill in the Annexure A of this application and attach it. Nothing to be stated here
14.	Teaching Experience in terms of number of years, please attach a certificate to this effect.	
15.	Are you Proficient in Local Language? Tick the appr. column	<input type="checkbox"/> YES <input type="checkbox"/> NO
16.	Are You Indian national, if so how	
17.	Attach Your certificate for the Reserved category from appropriate authority	
18.	Details of Application Fee paid.	

Date.

Certificate: I certify that the particulars stated above are true and nothing has been concealed.

Signature of Candidate in full _____

Annexure A

Details of Educational Qualifications.

Attach this annexure at the top of the testimonials just below the Application Form

With Photocopies. Give a serial no. on the copies and indicate the serial No. in the last column

	Particular	Name of Board/ University	Year of Passing	Division secured	Percentage of Marks obtained by you.	Sl (No. Of the document in the bunch of document submitted by you. (give a serial no. to each document you submit)
1.	High School Leaving Certificate Examination					
2.	Higher Secondary Examination					
3.	BA/BSc /BCom. Examination					
4.	Masters					
5.	Ph.D./ M.Phil		Date of Notification from the University	Not applicable	Not applicable	
6.	NET					
7.	SLET					
8.	Other qualifications					

Details of Chapters/Publications with ISSN and ISBN Nos.

- 1.
- 2.
- 3.
- 4.
- 5.

Teaching Experience.

SL	Name of the Institute	From ----- to Specify period of teaching	Status of the Institute Whether Affiliation from University received or not.
1.			
2.			

Signature of Candidate

NB : Fill up the Form legibly and use CAPITAL letters .