


ਡਾਇਰੈਕਟੋਰੇਟ ਉਚੇਰੀ ਸਿੱਖਿਆ ਵਿਭਾਗ ਪੰਜਾਬ, ਐਸ.ਏ.ਐਸ.ਨਗਰ।

(ਗ੍ਰਾਂਟ-2 ਸ਼ਾਖਾ)

ਪਿੱਠ ਅੰਕਣ ਨੰ- E467202/202366218 ਮਿਤੀ, ਐਸ.ਏ.ਐਸ. ਨਗਰ 7/3/2023

ਉਪਰੋਕਤ ਸਰਕਾਰ ਦੇ ਮੀਮੇ ਨੰ. HED-EDU10M.L/6/2023-4edu/1/513939/2023 ਮਿਤੀ 20.02.2023 ਦੀ ਕਾਪੀ ਸਮੇਤ ਸਹਿ ਪੱਤਰ ਰਾਜ ਦੇ ਸਮੂਹ ਪ੍ਰਾਈਵੇਟ ਏਡਿਡ ਕਾਲਜਾਂ ਨੂੰ ਭੇਜ ਕੇ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਪ੍ਰਿੰਸੀਪਲਜ਼ ਦੀ ਨਿਯੁਕਤੀ ਲਈ ਇਸ ਪੱਤਰ ਅਨੁਸਾਰ ਕਾਰਵਾਈ ਮੁਕੰਮਲ ਕਰਦੇ ਹੋਏ ਇੰਟਰਵਿਊ ਦੀ ਮਿਤੀ ਨਿਸ਼ਚਿਤ ਕਰਨ ਉਪਰੰਤ ਵਿਭਾਗੀ ਨੁਮਾਇੰਦਾ ਨਾਮਜ਼ਦ ਕਰਨ ਹਿੱਤ ਮੁਕੰਮਲ ਕੇਸ ਇਸ ਦਫਤਰ ਨੂੰ ਇੰਟਰਵਿਊ ਦੀ ਮਿਤੀ ਤੋਂ 15 ਦਿਨ ਪਹਿਲਾਂ ਵਿਭਾਗ ਨੂੰ ਭੇਜਣਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

  
ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ ਗਰਾਂਟਸ।

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ-

1. ਰਾਜ ਦੇ ਸਮੂਹ ਪ੍ਰਾਈਵੇਟ ਏਡਿਡ ਕਾਲਜਾਂ ਦੇ ਪ੍ਰਿੰਸੀਪਲ ਸਹਿਬਾਨ।
2. ਡੀ.ਸੀ.ਐਫ.ਏ. (ਵਿੱਤ ਤੇ ਲੇਖਾ) ਪ੍ਰੀ-ਆਡਿਟ ਸੈੱਲ।
3. ਸੁਪਰਡੰਟ ਗ੍ਰਾਂਟ- 1 ਤੇ ॥ ਸ਼ਾਖਾ।

File No: HED-EDU10M.L/6/2023-4edu

I/513939/2023

ਪੰਜਾਬ ਸਰਕਾਰ  
ਉਚੇਰੀ ਸਿੱਖਿਆ ਅਤੇ ਭਾਸ਼ਾਵਾਂ  
(ਸਿੱਖਿਆ-1 ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

1. ਡਾਇਰੈਕਟਰ ਉਚੇਰੀ ਸਿੱਖਿਆ,  
ਪੰਜਾਬ, ਐਸ.ਏ.ਐਸ. ਨਗਰ।
2. ਵਾਈਸ ਚਾਂਸਲਰ,  
ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ, ਚੰਡੀਗੜ੍ਹ।
3. ਵਾਈਸ ਚਾਂਸਲਰ,  
ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
4. ਵਾਈਸ ਚਾਂਸਲਰ,  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 20.02.2023

ਵਿਸ਼ਾ:- Finalization of template for appointment of Assistant Professors/Associate Professors/Professors and Principals in the Private Aided colleges of State of Punjab as per UGC regulations 2018.

\*\*\*\*\*

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ।

2. ਵਿਸ਼ਾ ਅੰਕਿਤ ਮਾਮਲੇ ਸਬੰਧੀ ਡਾ. ਜਸਪਾਲ ਸਿੰਘ ਸੰਧੂ, ਵਾਈਸ ਚਾਂਸਲਰ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ ਦੀ ਪ੍ਰਧਾਨਗੀ ਹੇਠ ਗਠਿਤ ਕਮੇਟੀ ਵੱਲੋਂ ਰਾਜ ਦੇ ਸਮੂਹ ਪ੍ਰਾਈਵੇਟ ਏਡਿਡ ਕਾਲਜਾਂ ਵਿੱਚ ਅਸਿਸਟੈਂਟ ਪ੍ਰੋਫੈਸਰਜ਼/ਐਸੋਸੀਏਟ ਪ੍ਰੋਫੈਸਰਜ਼/ਪ੍ਰੋਫੈਸਰਜ਼ ਅਤੇ ਪ੍ਰਿੰਸੀਪਲਜ਼ ਦੀ ਨਿਯੁਕਤੀ ਲਈ Standard Operating Procedure/Template (ਕਾਪੀਆਂ ਨੱਥੀ) ਤਿਆਰ ਕੀਤੇ ਗਏ ਹਨ। ਆਪ ਨੂੰ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਹਨਾਂ Templates ਦੀ ਤੁਰੰਤ ਪ੍ਰਭਾਵ ਤੋਂ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

  
ਉਪ ਸਕੱਤਰ ਉਚੇਰੀ ਸਿੱਖਿਆ 20/2/2023

Standard Operating Procedure to be followed for appointment of Assistant Professors on regular basis in the Private Aided Colleges of State of Punjab

1. Online applications on the prescribed format shall be invited from the eligible candidates for the posts of Assistant Professors through an open advertisement to be published in newspapers.
2. The applicants will be required to fill up the Score Card Proforma (as per Annexure-II),
3. The shortlisting committee will be constituted by the University / Government which will be having the following members:
  - (a) Dean College Development Council of the respective University (Chairman)
  - (b) Principal of the Concerned College
  - (c) Senior Most teacher of the concerned college of Concerned subject
  - (d) Dean Faculty of the concerned University / Senior Most teacher of the University of the Concerned subject
  - (e) Nominee of the Director Higher Education Punjab ( Subject Expert)

The Process of Shortlisting of the candidates will be completed in the office of the Dean College Development Council of the respective University .

(Note: In Case of regular appointments in the Government Colleges of the State , the procedure of shortlisting of the candidates will be decided by the Punjab Public Service Commission)

4. After receipt of applications, shortlisting of the applications shall be done by the shortlisting committee (as per the criteria specified in Annexure-I) to check the documents as well as eligibility of the applicants.
5. The shortlisting committee will verify the marks claimed by the applicant in the Score Card and prepare a merit-list based on the Verified Score Card.
6. The shortlisting committee shall also send recommendation to invite 8 candidates for each first vacancy and 4 candidates for every additional vacancy for the interview as per the order of the merit list.
7. The constitution of the Selection Committee shall be as per UGC Regulations 2018 under Clause 5.0 and sub clause 5.1(V) for appointments on regular basis. At least four members, including two external subject experts shall constitute the quorum.
8. The final Selection of the candidates will be made by the Selection Committee considering the following parameters as per Annexure-II(a):
  - a) Academic Record and Research Performance and Teaching Experience/Post Doctoral Experience and Awards - [as per score card attached at Annexure – II, the marks secured by applicant as per annexure-II will be calculated for 60% weightage of 100 marks by applying the formula =  $\frac{\text{Marks secured}}{\text{Maximum marks}} \times 60$
  - b) Assessment of domain knowledge by external experts (in a simulated class room set up) - 20 % weightage
  - c) Interview - 20% weightage

*PSH*

**Annexure-I**

Criteria for short-listing of candidates for interview for the Post of Assistant Professors In the Private Aided Colleges of State of Punjab

S.N.	Academic Record	Score			
1.	Graduation	80% & Above=21	60% to less than 80%=19	55% to less than 60%=16	45% to less than 55%=10 In case of SC/ ST/ OBC (non-creamy layer)/ PWD) 50% to less than 55% = 10 (in case of General Category)
2.	Post-Graduation	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.	M.Phil.	60% & above=07	55% to less than 60%=05		
4.	Ph.D.	25			
5.	NETwithJRF	20			
	NET	15			
	SLET/SET	10			
	M.Phil+Phd	25			
	SET/SLET+PhD	30			
	NET+PhD	33			
	NET+JRF+PhD	35			
Maximum Score of 3,4, and 5 will not exceed= 35					
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals) Maximum 6 Marks	06			
7.	Teaching/Post Doctoral Experience (2marks for one year each)#	10			
8.	Awards				
	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			
Total (100 Marks)					
60% weightage of 100 marks as per formula = $\frac{\text{Marks secured}}{\text{Maximum marks (100)}} \times 60$					

\* In the relevant subject

#However, if the period of teaching(as full time adhoc/contractual or permanent), approved courses in recognized university/college /Post-doctoral experience is less than one academic year then the marks shall be reduced proportionately.

Notes:

(A)	(i)	M.Phil+Ph.D	Maximum-25 Marks
	(ii)	SET/SLET + Ph.D	Maximum-30 Marks
	(iii)	NET + Ph.D	Maximum-33Marks
	(iv)	NET + JRF +Ph.D	Maximum-35 Marks
	(v)	In awards category	Maximum-03Marks

Note : The total sum of marks awarded against Sr. 3, 4 & 5 shall not exceed 35 marks.

(B)	Academic Score	- 84
	Research Publications	- 06
	Teaching Experience	- 10
	<b>Total</b>	<b>- 100</b>

(C) SLET/SET Score shall be valid for appointment in respective State Universities/Colleges/Institutions only.

*PJA*

Notes :

All the applications received shall be scrutinized by the Shortlisting Committee and a list of all the candidates fulfilling the minimum eligibility qualifications as per "UGC Regulation 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" of 2018, shall be prepared and points be awarded to all such candidates shall be calculated on the basis of the above criteria.

1. After allocation of points to all the eligible candidates , the Shortlisting Committee will draw a list of all candidates indicating the points scored by them in descending order i.e. starting from the candidate getting the highest points.
2. In case of tie in the points of two or more candidates, the candidates having the higher/highest marks at the Master's level shall be ranked above the other(s).
3. For each first vacancy 8 candidates will be called for interview and assessment of Domain Knowledge according to Merit and 4 candidates for every additional vacancy. **In case the required number of applications are not received then the minimum number of applicants to be invited for interview shall be decided by the University/Government.**
4. The Points awarded to the candidates during the process of shortlisting of applications shall be used for selection process and in interview by the Selection Committee.
5. The Period taken by candidates to acquire Ph.D shall not be considered as teaching/research experience to be claimed for shortlisting/appointment.
6. University/Government shall display the criteria for shortlisting of applications on its website.
7. In case of any dispute with regard to shortlisting of applications, the decision of the University/Government shall be final.

\*\*\*\*\*



## Annexure-II

Score card to be filled by the applicants for the Post of Assistant Professors in the Private Aided Colleges of State of Punjab

S.No.	Academic Record	Score				Score Claimed	Score Verified by the Shortlisting Committee
		80% & Above=21	60% to less than 80%=19	55% to less than 60%=16	45% to less than 55%=10 In case of SC/ ST/ OBC(non-creamy layer)/ PWD) 50% to less than 55% = 10 (in case of General Category)		
1.	Graduation *						
2.	Post-Graduation *	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.	M.Phil.	60% & above=07	55% to less than 60%=05				
4.	Ph.D.	25					
5.	NETwithJRF	20					
	NET	15					
	SLET/SET	10					
	M.Phil+Phd	25					
	SET/SLET+PhD	30					
	NET+PhD	33					
	NET+JRF+PhD	35					
<b>Maximum Score of 3,4, and 5 will not exceed= 35</b>							
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	06					
7.	Teaching/PostDoctoral Experience (2marks for one year each)#	10					
8.	Awards						
	International/NationalLevel (Awards given by International Organisations/Government of India/Government of India recognised National Level Bodies)	03					
	State-Level (Awards given by State Government)	02					
Total (100 Marks)							
60% weightage of 100 marks as per formula = $\frac{\text{Marks secured}}{\text{Maximum marks (100)}} \times 60$							

\* In the relevant subject

Note: #However, if the period of teaching(as full time adhoc/contractual or permanent) approved courses in recognized university/college /Post-doctoral experience is less than one academic year then the marks shall be reduced proportionately.

- (A) (i) M.Phil+Ph.D Maximum-25Marks  
(ii) SET/SLET + Ph.D Maximum-30Marks  
(iii) NET + Ph.D Maximum-33Marks  
(iv) NET + JRF + Ph.D Maximum-35Marks  
(v) In awards category Maximum-03Marks

Note : The total sum of marks awarded against Sr. 3, 4 & 5 shall not exceed 35 marks.

*P.M.*

List of Enclosures:

The applicant must produce all the evidentiary documents such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, student's Ph.D. award letter, etc. along with degrees/certificates of educational qualifications.

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given in Annexure-II, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant



Annexure-II (a)SELECTION COMMITTEE CRITERIA FOR INTERVIEW OF CANDIDATES FOR THE POST OF ASSISTANT PROFESSORS IN PRIVATE AIDED COLLEGES OF STATE OF PUNJAB

Total Weightage	(a)	(b)	(c)
	Academic Record, Research Performance, Teaching/Post Doctoral Experience and Awards	Assessment of Domain Knowledge	Interview Performance
100%	60%	20%	20%

The Distribution of Points will be as follows:

a) Academic Record, Research Performance, Teaching/Post Doctoral Experience and Awards  
(60% weightage as per Annexure II)

b) Assessment of Domain Knowledge (20%)

Assessment by outside subject experts in a simulated classroom setup	20% weightage
--	---------------

c) Interview Performance (20%)

Interview before Selection Committee constituted as per UGC Regulations 2018	20% weightage
--	---------------

\*\*\*\*\*

PSA