

## **Ordinance regarding the procedure to be followed by the selection committee for appointment of teachers and officers.**

In exercise of the power conferred by section 29(o) of the Act the following ordinance is made to lay down the procedure to be followed by the "selection committee" as required under section 22(e) of the statutes in chapter I.

This ordinance so made may be known as "ordinance regarding the procedure to be followed by the selection committee for appointment of teachers and officers" of the university. This ordinance shall come into force with effect from the date of approval by the state government.

### **1. Objective**

To frame the procedure to be followed by the selection committee for making recommendation to the Executive Council for appointments to teachers and officers (other than Vice-Chancellor, Deans and Proctor) of the university through open advertisement and also for appointments by promotion to the post(s) to which it is applicable as per provision of the Act, Statutes and state government's decisions pronounced from time to time.

### **2. Applicability**

This ordinance shall apply only to the university office, university departments, allied offices of the university and colleges and institutions maintained by the university.

### **3. Procedure for selection by open advertisement**

- 3.1. Application received by the university, in response to its advertisement giving inter alia all the essential information like name of the posts and the attached pay-scale, corresponding qualification and experience as prescribed by the state government from time to time, etc and the number of post(s) reserved for each category as per the current reservation roster of the state government shall be arranged post wise for each category under the supervision of the registrar and entered into a register meant for the purpose.
- 3.2. A table showing the number of valid applications for each category of candidate for every advertised post shall be prepared and placed in the very next meeting of the Executive Council to decide post-wise whether the post shall be filled
  - i. on the basis of interview giving proper weightage to academic qualification, experience, publication, etc. as per the provisions of UGC regulations wherever applicable or
  - ii. on the basis of written test including computer skill test, academic qualification, experience, publication etc. and interview in conformity with the decision of the state government.
- 3.3. **Procedure for selection by interview:-**In case the Executive Council decides to fill the post(s) on the basis as mentioned in clause 3.2. (i) above following scheme of distribution of marks/points shall be followed by the selection committee.

Matric	10+2	Bachelor	Master	Ph.D	Experience related field	Interview
1	2	3	4	5	6	7
75% and above -10 points	75% and above -10 points	75% and above -10 points	75% and above -10 points	Ph.D-04 points	One point for every years of experience subject to maximum-15 points  2 points per paper	35 points
65% or more but less than 75% -8 points	65% or more but less than 75% -8 points	65% or more but less than 75% -8 points	65% or more but less than 75% -8 points	Publication in referred journal 06 points		
55% or more but less than 65% -6 points	55% or more but less than 65% -6 points	55% or more but less than 65% -6 points	55% or more but less than 65% -6 points			
45% or more but less than 55% -4 points	45% or more but less than 55% -4 points	45% or more but less than 55% -4 points	45% or more but less than 55% -4 points			
35% or more but less than 45% -2 points	35% or more but less than 45% -2 points	35% or more but less than 45% -2 points	35% or more but less than 45% -2 points			
More than 25% but less than 35%-0 points	More than 25% but less than 35%-0 points	More than 25% but less than 35%-0 points	More than 25% but less than 35%-0 points			
Max.-10 points	Max.-10 points	Max.-10 points	Max.-10 points	Max.-10 points	Max.-15 points	Max.-35 points

Where academic qualifications of the candidate are in UGC seven point grade system instead numerical the following seven point scale equivalent shall be used.

Grade	Grade point	Equivalent percentage
O= Outstanding	5.5-6.00	75-100
A=Very Good	4.5-5.49	65-74
B=Good	3.5-4.59	55-64
C=Average	2.5-3.49	45-54
D=Below Average	1.50-2.49	35-44
E=Poor	0.50-1.49	25-34
F=Fail	0.00-0.49	0-24

If the candidate's academic qualification is in AICTE 10 point scale the following table shall be used:-

Percentage equivalence of grade points for a ten points scale

GRADE POINT	PERCENTAGE OF MARKS
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

3.4. **Procedure for selection by written test, computer skill test & interview:-**

when the Executive Council resolves to fill the post on the basis of clause 3.2. (ii) above, the following procedure shall be followed.

- i. All the eligible candidates for a particular post shall be required to appear in a written screening test of 2.30 hours duration having questions on the topic as detailed below:-

- |   |           |            |
|---|-----------|------------|
| a. General intelligence   | 50 marks  | 45 minutes |
| b. General awareness  | 50 marks  | 45 minutes |
| c. Hindi & English comprehension (for officer)/<br>concerned subject (for teachers) | 100 marks | 60 minutes |

**Note:-** 10 minutes gap between two paper

- |                        |           |            |
|------------------------|-----------|------------|
| d. Computer skill test | 100 marks | 60 minutes |
|------------------------|-----------|------------|

- ii. The candidates, who secure equal to or more marks than the qualifying marks prescribed for each section of the written test shall be required to appear for computer skill test without exception.

For each component of written and computer skill test minimum qualifying marks shall be as follows:-

- |                          |       |
|--------------------------|-------|
| a. General category      | 40%   |
| b. For backward category | 36.5% |
| c. Extremely background  | 34%   |
| d. For S.C, ST & woman   | 32%   |

Only such candidates who qualifying in the computer skill test shall be allowed to appear in the interview.

**Note:-** The vice-chancellor shall be the sole authority to get the syllabus framed for the written and computer skill test, question-set and evaluation done.

iii. The weightage for different component like academic records, written test & computer skill test, experience and interview shall be as follows

- |                                   |   |
|-----------------------------------|---|
| a. Academic record and experience | 40% [The scheme for award of marks will be the same as in clause (3.3) above] |
| b. Written test                   | 20%   |
| c. Computer test                  | 20%   |
| d. Interview                      | 20%   |

#### **4. Action by the selection committee**

4.1. The candidate wise information for each post about all the candidates for the post, who have qualified in each component of written and computer skill tests, shall be prepared in a tabular form showing the weightage of educational qualification, experience etc. and the marks secured by the candidates in written and computer skill tests, shall be placed before the appropriate "selection committee" constituted as per provisions of section (22) of the statute in chapter I.

4.2. The "selection committee" after verifying the marks awarded for academic qualification, experience and the marks secured by the candidate for tests shall award the marks to each candidate for his/her performance in the interview and prepare a combined merit list for all category of candidates and also prepares separate merit for each of the reserved category.

If any candidate of reserved category finds such a place in the combined merit list that he/she can qualify for appointment against the vacancy meant for general candidate such persons shall not be counted in the reserved category.

**5. Procedure for appointment by promotion**

As per decision of the state government \* certain percentage of different post of officers below the rank of registrar shall be filled by promotion by the persons holding substantive appointment in the immediate lower grade.

- 5.1. In case of promotion minimum qualification shall not be strictly adhered to.
- 5.2. The necessary papers including CCR for preceding three years shall be placed before the concerned "selection committee" in order of seniority in tabular form and the selection committee shall interview the concerned candidates for making recommendation to the Executive Council for appointment by promotion seniority if as a result of promotion gets disturbed reason should be recorded in writing.

**6. General:-**

- 6.1. The merit list for each 'post' prepared by the selection committee consisting of two more names than the number of actual vacancy shall be submitted to the Vice-Chancellor in sealed cover.
- 6.2. The sealed cover shall be opened in the very next meeting of the executive council. To each post the executive council shall make appointment of only such number of persons as the number of vacancy strictly according to merit.
- 6.3. In case the Executive council is not inclined to appoint a person from the merit list and the merit list is consequently disturbed the matter shall be referred to the competent authority assigning the reasons there and the decision of the competent authority shall be final and binding.
- 6.4. A reserved vacancy for a particular category cannot be filled by a candidate not belonging to that in the first instance.
- 6.5. Selection committee reserves the right not to recommend any candidate after assigning the reasons.
- 6.6. Merit list prepared by selection committee shall remain valid for one year.

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