

**INFORMATION BROCHURE  
&  
GUIDELINES**

**FOR FILLING ONLINE APPLICATIONS  
FOR APPOINTMENT TO THE POST OF  
ASSISTANT PROFESSOR**

**MATA SUNDRI COLLEGE FOR WOMEN**

**10-09-2025**



ਮਾਤਾ ਸੁੰਦਰੀ ਕਾਲਜ ਫਾਰ ਵੂਮੇਨ, ਨਵੀਂ ਦਿੱਲੀ  
ਮਾਤਾ ਸੁੰਦਰੀ ਕਾਲਜ ਫਾਰ ਵੂਮੇਨ, ਨਵੀਂ ਦਿੱਲੀ  
MATA SUNDRI COLLEGE FOR WOMEN, NEW DELHI  
ਦਿੱਲੀ ਵਿਸ਼ਵਵਿਦਿਆਲਯ/ਦਿੱਲੀ ਵਿਸ਼ਵ ਵਿਦਿਆਲਯ/ UNIVERSITY OF DELHI

Ref. No. : MSC/ADMN/.....

Dated : .....202.....

Advertisement No. MSC/ADMN/47/2025-Adv01

Dated: 07.08.2025

Online application are invited in prescribed Application Form available at web-Link <http://rec.uod.ac.in> propelled by University of Delhi on the web portal for online submission of application, from the eligible candidates for appointment to the post of Assistant Professor, in the Academic Pay Level-10 with rationalized entry pay of Rs. 57,700/- as per 7<sup>th</sup> CPC pay matrix in addition to other usual allowances. The last date for receipt of application is 30<sup>th</sup> September 2025 or within two weeks from the date of publication of the advertisement in *Employment News*, whichever is later.

The details regarding qualifications, publications, experience, screening guidelines etc. are available on the College website: [www.mscw.ac.in](http://www.mscw.ac.in) under the heading Appointment 2025- Assistant Professor along with the advertisement. The applicants are required to read the details before filling up the form.

Persons with Benchmark Disability (PwBD) candidates may approach the helpdesk setup at the college in case they require any assistance in filling up the application form.

Any amendment / corrigendum shall be posted only on the college website.

*Haymet Kaur*  
Principal





ਮਾਤਾ ਸੁੰਦਰੀ ਕਾਲਜ ਫਾਰ ਵੂਮੇਨ, ਨਵੀਂ ਦਿੱਲੀ  
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Online application are invited in the prescribed Application Form available at web-Link <http://rec.uod.ac.in> from the eligible candidates for appointment to the post of Assistant Professors in the Academic Pay Level 10 with rationalized entry pay of Rs. 57,700/- as per CPC pay matrix in addition to other usual allowances, in various subjects in the College as below. The last date for receipt of application is 30<sup>th</sup> September 2025 or within two weeks from the date of publication of the advertisement in the *Employment News*, whichever is later. The details regarding qualifications, publications, experience, screening guidelines etc. are available on the College website: [www.mscw.ac.in](http://www.mscw.ac.in) under the heading Appointment 2025- Assistant Professor along with the advertisement. The applicants are required to read the details before filling up the form.

Persons with Benchmark Disability (PwBD) candidates may approach the helpdesk setup at the college in case they require any assistance in filling up the application form. In case of any grievance(s) / complaint/ ambiguity regarding advertisement applicant can contact Co-ordinator Dr. Preeti, Assistant Professor in Senior Scale, Department of Mathematics. Her email. ID is [preeti@ms.du.ac.in](mailto:preeti@ms.du.ac.in)

S.No.	Name of the Subject	Assistant Professor	Assistant Professor	Assistant Professor
		Unreserved	Pwd	Total
01	Commerce	04		04
02	English	01		01
03	History	01		01
04	Mathematics	01		01
05	Political Science		01 (MD)	01
06	Psychology	03		03
07	Urdu	01		01
Total		11	01	12

Note.: VI- Visual Impairment, LD- Locomotor Disability, HH- Hard of Hearing and M D - Multiple Disorder

Any amendment / corrigendum shall be posted only on the college website.

*Harpreet Kaur*  
Principal

## **Qualifications for the post of Assistant Professor**

### **ASSISTANT PROFESSOR:**

- I. For the disciplines of Arts, Commerce, Humanities, Social Sciences, Sciences, Languages and Physical Education.\***

### **Eligibility (A or B):**

#### **A.**

- 1) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant /allied 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 or the CSIR (exemption from NET shall be granted in accordance with clause (ii) & (iii) of General Note in the last section of this document).

OR

#### **B**

The Ph.D. degree has been obtained from a foreign University/Institution with a ranking among top 500 in the world University ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) The Times Higher Education (THE) or (iii) The Academic Ranking Of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

**Note:** The academic score as specified in the screening guidelines for the Colleges of the University shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

(Kindly refer to the General Note in the last section of this document)

- **Explanatory Note:** In pursuance of the clause 1.1. (i) of the UGC Regulations 2018, existing qualifications for Assistant Professor, Associate Professor, Professor and Principal have been retained with respect to departments of the University/Colleges where courses related to Teacher Education are offered, for which NCTE guidelines will apply, (Reference EC Resolution No. 16 dated 28.05.2015).

## GENERAL NOTE:

- (i) The direct recruitment to the posts of Assistant Professors in the College shall be on the basis of merit through all India advertisement and selection by the duly constituted Selection Committees.
- (ii) The National Eligibility Test (NET) shall be the minimum eligibility for appointment of Assistant Professor.

*Provided* that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of Assistant Professor in the University/Colleges.

*Provided* further that the award of degree to candidates registered for the M.Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of Assistant Professors in the Colleges subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been awarded by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from her/his Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers, based on her/his Ph.D. work in conferences/seminars sponsored/ funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

- (iii) The clearing of NET shall not be required for candidates in such disciplines for which NET has not been conducted.
- (iv) A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC) (non-creamy layer)/Differently Abled [Persons with Benchmark Disability PwBD)] in the category of (a) Visual Impairment (VI) including blindness and low vision, and (b) Locomotor Disability (LD) including leprosy cured, dwarfism, acid attack victims and muscular dystrophy. The eligibility of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed), wherever specified, and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

- (v) 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 19 September 1991.
- (vi) A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the master's level shall also be considered eligible.
- (vii) The time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing research degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion.
- (viii) The number of candidates to be called for interview for the teaching posts in the Colleges, shall be determined after screening of applications in accordance with the guidelines laid down in the Screening guidelines annexed with this advertisement.
- (ix) **(a)** No person shall be appointed to the post of Assistant Professor in the Colleges, if such person does not fulfill the requirements as to the qualifications for the appropriate post laid out herein and in the Ordinance XXIV of the Ordinances of the University.  
**(b)** Those entering the service as Assistant Professor having a post-doctoral teaching/research experience, after obtaining a Ph.D. degree and proven credentials, may be eligible for discretionary award of advance increments to be given to the person, as decided and recorded by the Selection Committee in the minutes of its meeting. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor who are entitled for grant of advance increments for having acquired a Ph.D., M.Phil. or M.Tech. and LLM degree.
- (x) For those entering the service in the College, other stipulations prescribed by the UGC/University shall be mandatory for all posts.

Principal

## **Guidelines for Screening/Shortlisting of candidates for appointment to the post of Assistant Professor in the College.**

With a need to enable the duly constituted Selection Committee to have a comprehensive assessment of the required number of candidates, who would appear before them, in a time bound manner, applications received for the faculty position shall be screened on the basis of the academic and other related credentials of the candidates through the criteria detailed in this document.

This document is divided into following sections:

- I. Criteria for evaluation of candidates for determining their eligibility for their shortlisting for the interview.
- II. Constitution of Committee for Screening and or Shortlisting
- III. Shortlisting of candidates : Criteria and Process
- IV. Important Note
- V. Constitution of Committee to assist the Selection Committee for assessment through presentation by shortlisted candidates.

### **I. Criteria for evaluation of candidates for determining their eligibility for their shortlisting for the interview**

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

S.No.	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
2	Post-Graduation	80% & Above=25	60% to less than 80% = 23	55% (50% in case of SC / ST / OBC (non- creamy layer) /PwBD) to less than 60% = 20	
3	M. Phil. / M.Tech. / LLM / M.Ed. or equivalent	60% & above = 07	55% to less than 60% = 05		
4	Ph.D.	25			
5	NET with JRF	10			
6	NET	08			
	Research Publications (2 marks for each research publications)	06			

7	Teaching / Post Doctoral Experience (2 marks for one year each)#	10
8	Awards	
	International / National Level (Awards given by International Organizations / Government of India / Government of India recognized National Level Bodies)	03
	State-Level (Awards given by State Government)	02

# Experience rendered in Temporary / Adhoc / Contractual / Post-doctoral basis shall be taken into account only if the candidate is drawing salary / consolidated pay not less than Minimum Basic Pay as prescribed by UGC plus applicable Dearness Allowance (DA) from time to time. Further, experience as guest faculty shall not be considered.

# However, if the period of Teaching / Post-doctoral experience is less than one year, then the marks shall be reduced proportionately.

**Note:**

(A)	(i) M.Phil. / M,Tech./LLM/M.Ed. or equivalent + Ph.D.	Maximum -	25 Marks
	(ii) JRF/NET	Maximum -	10 Marks
	(iii) In awards category	Maximum -	03 Marks
(B)	Academic Score	-	84
	Research Publications	-	06
	Teaching Experience	-	<u>10</u>
	Total Score	-	<u>100</u>

## II. Constitution of Committee for Shortlisting / Screening

Applications shall be screened by a Committee consisting of the following

1. Principal of the College - Chairperson
2. Two teachers from relevant subject to be nominated by the Principal
3. One teacher from a related Department to be nominated by the Principal
4. An academicians representing SC / ST / OBC / Minority / Women / Persons with Differently Abled 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.



### **III     Shortlisting of candidates: Criteria and Process**

1. As per the revised guidelines, the number of applicants shortlisted for interview for direct recruitment of Assistant Professor in college will be as follows:
  - a) The Screening Committee of the college will draw a list of all the candidates indicating the marks scored by them in descending order i.e. starting from the candidate getting the highest marks towards the candidates getting the lower marks. The applicants securing less than 55 marks for colleges will not be included in the list of shortlisted candidates. A relaxation of 05 marks be given to candidates belonging to SC/ST/PwBD.
  - b) 40 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 marks scored by the candidates for each category as per the table given in Section I for shortlisting of candidates for the post of Assistant Professor in colleges. All the applicants having score same as the cut off arrived at for a category shall also be shortlisted for the interview.
  - c) If 40 candidates are not available, then, the applicability of 55 marks as cut-off be relaxed till the specified number of candidate are available, subject to a maximum relaxation of upto 5 marks i.e. 50 marks for UR and 45 for SC/ST/PwBD.
2. Further, the applicants who were on the rolls of any department in the University of Delhi or its colleges between 01-01-2022 to 31-03-2022 as adhoc/contract/temporary faculty shall be permitted to appear for interviews conducted for appointment of Assistant Professor in all the colleges, subject to the condition as prescribed in point number III (1) (a) & (1) (c) above, in addition to prescribed number limits as given in III (1) (b).
3. The publications to be considered for award of marks for the screening purpose, as indicated in the table given above, shall be from UGC Care List or SCOPUS indexed or as decided by the University on the recommendation of concerned department of the University from time to time.
4. The time taken by the candidates to acquire M.Phil. / M. Tech / L.L.M / M.Ed. or equivalent and / or Ph.D. Degree shall not be considered as teaching / research experience to be claimed for appointment to the teaching positions. Further, the period of active service spent on pursuing research degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment / promotion.
5. In case of any dispute with regard to screening of the applications, the decision of the Competent Authority shall be final.
6. The colleges shall display the criteria for shortlisting / screening of applications on their respective websites.
7. The status of short-listing will be made available to the respective applicants for information.

#### **IV. Important Note**

1. Direct recruitment of Assistant Professor in the colleges after the stage of shortlisting shall be carried out in two stages.  
**First Stage** - Assessment by Presentation Assessment Committee as defined at Section V  
**Second Stage** - Assessment by duly constituted Selection Committee as defined in Ordinance XVIII and notified vide notification numbered CNC-II/093/1(12)/2019-20/251 dated 03-10-2019
2. The entire onus of the content / authenticity of the information being uploaded in the form of application and its attachments shall exclusively rest with the applicant in terms of eligibility for recruitment and for subsequent selection through duly process.
3. The college shall, in no way, be responsible for any error / omission / commission / suppression of relevant information by the applicant knowingly / unknowingly / overtly / covertly while filling up the application form and uploading the documents required therein.
4. In case the applicant gets screened/shortlisted/selected/appointed on the basis of the credentials furnished by him/her which are, on scrutiny, found to be incorrect/inadmissible/forged/fabricated/falsified, his/her candidature shall be liable to be cancelled at any stage of the recruitment/at any time during the tenure of the service and appropriate legal action under applicable law shall be initiated against the applicant.
5. The College reserves the right to modify/withdraw/cancel any communication made to the applicant. In case of any dispute arising out of such a situation, the decision of the College shall be final and binding on the applicant.

#### **V Constitution of Committee to assist the Selection Committee for assessment through presentation by shortlisted candidates**

- i) Chairman of the Governing Body or A University Representative in the Governing Body nominated by the Chairperson of the Governing Body-Chairperson
- ii) Principal of the College
- iii) Teacher-in-charge of the subject / discipline in the college
- iv) Two External Subject Expert nominated by the Vice-Chancellor  
(In case of Colleges notified / declared as Minority Educational Institutions, the two subject experts shall be nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice-Chancellor)
- v) An academician representing SC/ST/OBC/Minority/Women/Differently abled to be nominated by the Vice-Chancellor, if any of the candidates representing these categories is an applicant and if any of the above members does not belong to that category.

At least four members including Chairperson, One Expert and Principal shall form the quorum.

1. The Committee will assess the shortlisted candidates through presentations to have a prima facie assessment of the candidates and submit its assessment to Selection Committee, as per prescribed Proforma. The assessment shall be in the form of following grading:
  - A for Excellent
  - B for Very Good
  - C for Good
  - D for Average
  - E for Below Average
2. Assessment made by the Committee would only be indicative and shall not be a binding on the duly constituted Selection Committee for the Recruitment of Assistant professors in the Colleges, whose decision shall be final. (Composition of Selection Committee for direct recruitment is as defined in Ordinance XVIII and notified vide notification numbered CNC-II/093/I(12)/2019-20/251 dated 03-10-2019).

**PRINCIPAL**

**General Instructions for Applicants**  
**(Advertisement for College Faculty Positions)**

1. All applicants are required to apply online in the prescribed format with complete, correct information and attachments. The applicant will be solely responsible for the authenticity of the submitted information. Applicants are required to fill the application form as available on the Web Link <http://rec.uod.ac.in>. The details regarding qualifications, experience, screening guidelines and indicative perfromas etc. are available on the College website: [www.mscw.ac.in](http://www.mscw.ac.in) under the heading **Appointments 2025-Assistant Professor** along with this advertisement. The applicants are required to read these details before filling up the form.
2. Applicants should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the University for the Colleges from time to time for the respective post. The posts advertised carry UGC pay scales plus admissible allowances. The posts are being advertised keeping in view the broad areas of specialization in subjects. However, the Department concerned may have specific requirement of specialization.
3. The applications received shall be screened as per screening guidelines attached with this advertisement for short listing and recommending the applicants to be called for interview. Mere fulfillment of the qualification 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 marks for publication criteria. Further, all the items for which marks are claimed should be strictly in accordance with the screening guidelines attached with the advertisement.  
The minimum score requirement for shortlisting of applicants for the post of Assistant Professor is indicated in the screening guidelines attached herewith.
4. Application fees and application form(s) are to be submitted as per details given below:  
  
Rs. 2000/- for UR,  
Rs. 1500/- for OBC/EWS category and women applicants.  
Rs. 1000/- for SC/ST category  
Rs. 500/- for PwBD category.  
  
  - Fees once paid will not be refunded under any circumstances.
  - No application fee shall be charged from applicants, who had applied for the same post in the preceding advertisement, subject to the condition that interview for the said post in the said subject had not been conducted. (The applicant shall have to provide the relevant details/proof of his/her having applied for the post against the advertisement referred herein).
  - Application forms have to be filled only in online mode, on the Web Link

<http://www.colrec.du.ac.in>, 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.
  - Applicants applying for more than one post/department must apply separately and pay fees separately.
5. In order to avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicants can mail their problem at the College E-mail ID: [matasundricollege.du@gmail.com](mailto:matasundricollege.du@gmail.com)
  6. The reservation for applicants from Persons with Benchmark Disability (PwBD) categories will be applicable as per UGC/Central Government norms.
    - i) Applicants seeking reservation benefits available for PwBD category must upload the necessary documents justifying the claim of reservation as per Govt. of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government and should be digitally verifiable.
    - ii) In case the applicant wants to claim benefits under the PwBD 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.
    - iii) If the relevant certificates for reserved category are not uploaded with the application, the application may be rejected and no appeal against its rejection will be entertained.
  7. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the 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.
  8. The Shortlisted candidates called for interview should report along with all the testimonials/certificates in original along with valid photo ID (Aadhaar/Voter Id/Driving License/Passport). A set of self-attested photocopy of certificates/testimonials with respect to the qualifications, experience and category as applicable, indicated in the online application form, duly certified by the applicant should be submitted at the time of interview.
  9. 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. The NOC should also indicate the vigilance clearance from the parent department.



10. 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.
11. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected. Before applying online, applicants are advised to go through detailed notice available on the website of the College.
12. 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.
13. The College further reserves the right to amend the number of posts or not to fill any of the posts mentioned in the advertisement at its discretion without assigning any reason thereof.
14. Any consequential vacancies arising at the time of Interview may also be filled up from the available shortlisted candidates.
15. The College will verify the 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 is 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 College.
16. In case of the any inadvertent mistake in the process of selection, which may be detected at any stage even after the issuance of offer letter, the College reserves right to modify/withdraw/cancel any communication made to the applicants.
17. 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.
18. No TA/DA shall be paid to candidates for attending interview.
19. The last date for submission of the form shall be as specified in the advertisement.
20. Canvassing in any form will be treated as a disqualification.
21. Any dispute regarding the recruitment will fall under the jurisdiction of Delhi

**PRINCIPAL**

## Frequently Asked Questions

The details regarding qualifications, experience, screening guidelines and indicative proformas etc. are available on the College website, along with this advertisement. The applicants are required to read these details before filling up the form.

However, some issues of common concern have been discussed below for the convenience of the applicants.

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

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

**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. Can only Indian citizens apply for the posts advertised for faculty positions?**

Besides Indian citizens, those who have acquired the status of Overseas Citizens of India (OCI) and have necessary documents in support of the same can also apply.

**4. What is the application fee for different categories?**

Application fees are to be submitted as per details given below: Fee

for Assistant Professor

Rs. 2000/- for UR,

Rs. 1500/- for OBC/EWS category and women applicants.

Rs. 1000/- for SC/ST category

Rs. 500/- for PwBD category.

- Fees once paid will not be refunded under any circumstances.
- No application fee shall be charged from applicants, who had applied for the same post in the preceding advertisement, subject to the condition that interview for the said post in the said subject had not been conducted. (The applicant shall have to provide the relevant details/proof of his/her having applied for the post against the advertisement referred herein).

Application forms have to be filled only in online mode, as available on the College website 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.

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

**5. What are the categories required to be marked or entered into in the online proforma?**

The online proforma has provision for marking the reservation category of the candidate on following two parameters:

- Under the Head, 'Category for the position in which you are applying', in the online application, status as Unreserved (UR)/ Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Other Backward Class (Non Creamy Layer) (OBC)/ Economically Weaker Section (EWS), as applicable is required to be marked.
- Under the Head, 'PwBD category', in the online application, status as Not Applicable/ Visual Impairment (VI) includes Blindness and Low vision/ Locomotor Disability (LD) includes OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy/ HH includes Hard of Hearing, as applicable is required to be marked.

**6. Are the certificates indicating the reservation category status of the applicant required to be digitally verifiable?**

The reservation for applicants from SC, ST, EWS, OBC (non-creamy layer), and Persons with Benchmark Disability (PwBD) categories will be applicable as per UGC/Central Government norms.

Applicants seeking reservation benefits available for SC/ST/OBC/EWS/PwBD 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 and should be digitally verifiable.

In case the applicant wants to claim benefits under the PwBD 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 as certain that they belong to the reserved categories (caste) enlisted in the Central List for Other Backward Classes.

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

**7. How can Persons with Benchmark Disabilities (PwBD) 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 software such

as JAWS or NVDA to fill the application form. Those unable to use computer may take human assistance to fill the application form.

PwBD applicants can also contact the office of the College.

**8. Which graduation and post-graduation degree will be considered with respect to departments offering professional degrees like Education?**

Following degrees will be considered for award of score for screening/shortlisting of candidates in the disciplines of Education

For Graduation

For post of Assistant Professor in discipline of Education, marks would be awarded for degrees detailed as follows:

- B.Ed/B.El.Ed Degree, if the applicant has M.Ed Degree.
- Any other relevant Degree, if the applicant is an MA in Education

For Post-graduation

For posts of Assistant Professor in discipline of Education, marks would be awarded for degrees detailed as follows:

- M.Ed Degree.
- MA in Education

The applicants for the post of Assistant Professor in the disciplines of Education will also be required to fill the details of the other Graduate and Postgraduate degrees possessed by them under the head 'Other Qualification' in the online application form.

**9. Is there any relaxation in the requirement of 55% at the post-graduation level?**

A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC) (non-creamy layer)/Differently Abled [Persons with Benchmark Disability (PwBD)] in the category of (a) Visual Impairment (VI) including blindness and low vision, and (b) Locomotors Disability (LD) including leprosy cured, dwarfism, acid attack victims and muscular dystrophy. The eligibility of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed), wherever specified, and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

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 19 September, 1991

#### **10. Is NET compulsory or is there any provision for NET exemption?**

The National Eligibility Test (NET) shall be the minimum eligibility for appointment of Assistant Professor.

*Provided* that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of Assistant Professor in the Colleges.

*Provided* further that the award of degree to candidates registered for the M.Phil./Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of Assistant Professors in the Colleges subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been awarded by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from her/his Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers, based on her/his Ph.D. work in conferences/seminars sponsored/ funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

The clearing of NET shall not be required for candidates in such disciplines for which NET has not been conducted.

In case, the Ph.D. degree has been obtained from a foreign University/Institution with a ranking among top 500 in the world University ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) The Times Higher Education (THE) or (iii) The Academic Ranking Of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

#### **11. How to convert GPA into percentage in the Academic Section Tab of the online application?**

The applicants are required to provide their credits/marks of Graduation, Post-graduation, M.Phil., and Ph.D. Degree in percentage only. Those having credits in the form of grade or GPA, would be required to convert the same into percentage as per the conversion formula provided in the guidelines of the University/Institute granting the degree. A copy of the respective guidelines will have to be uploaded along with the concerned degree.



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

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

**13. Does fulfilling the eligibility criteria suffice for getting an interview call?**

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.

Mere fulfilment of the required qualification 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 marks 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 score requirement for shortlisting of applicants for the post of Assistant Professor is indicated in the screening guidelines attached herewith.

**14. What if the candidate does not get the NOC at the time of filling up the form?**

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. The NOC should also indicate the vigilance clearance from the parent department.

**15. What are the documents required to be submitted by the shortlisted candidates at the time of interview?**

Consequent upon adoption of self-certification provisions as required by the Govt. of India, the 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 valid photo ID (Aadhaar/Voter Id/Driving License/Passport). A set of self-attested photocopy of certificates/testimonials with respect to the qualifications, experience and category as applicable, indicated in the online application form, duly certified by the applicant should be submitted at the time of interview.

An indicative list of such documents is as follows:

1. Proof of Date of Birth (Class 10<sup>th</sup> Certificate);
2. Caste Certificate, if applicable;
3. PwBD Certificate, if applicable;

4. Certificates/testimonials for all the academic Degrees/Diplomas/Certificate Courses, as indicated in the online proforma by the applicant;
5. NET/JRF Certificate;
6. Experience Certificate duly issued by the parent office, which should clearly indicate the break period, if any;
7. No Objection Certificate from the employer including vigilance clearance if applicable;
8. Any other certificate of academic/research distinction;
9. Research Publications in original etc. as per uploaded or filled in the application form;
10. M.Phil. and Ph.D. dissertations/thesis, if applicable.

**16. How will the candidate get the interview call?**

The status of short-listing will be made available on the dashboards of the respective applicants for information. A notice to this effect indicating the schedule for the interview would also be published on the College website.

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.

The applicants are, therefore, advised to visit the college website [www.msdcw.ac.in](http://www.msdcw.ac.in) for updates in this respect. Telephonic queries on this issue shall not be entertained.

**17. What should be done if the website link stops or hangs?**

In order to avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicants can mail their problem at the College mail [preeti@ms.du.ac.in](mailto:preeti@ms.du.ac.in)

**18. 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.

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

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

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

No. The applicant must take care to ensure that inputs provided by the applicant should be correct and accurate. Addition/deletion in the Application Form for any changes or amendments are not possible after the submission of the form.