



NOTIFICATION

The Executive Council in its meeting held on 30.03.2022, while accepting the recommendations of the Committee, has approved the guidelines regarding constitution of Selection Committees and Qualifications & Application form for appointment of Principal, Faculty and Non-teaching staff for the Colleges of Education affiliated to the University:

- *Constitution of Selection Committee for the appointment of Principal, Faculty and Non-teaching staff for SFS Colleges of Education affiliated to the University.*

1. Selection Committee for the Post of Principal.

- Chairperson/Nominee of the Governing Body as Chairperson.
- Vice-Chancellor's Nominee-I not below the rank of Professor.
- One expert (Principal of a College of Education/Professor in Education) as Vice-Chancellor's Nominee-II.
- Three experts comprising of the Principal of a College, a Professor & accomplished educationist not below the rank of Professor (To be nominated by the Chairperson of the Governing Body) out of a panel of experts approved by the Vice-Chancellor.

Quorum: At least four members, including two Vice-Chancellor's nominees and two experts, should be present to fulfill the quorum.

2. Selection Committee for the Post of Professor/Associate Professor.

- Chairperson/Nominee of the Governing Body as Chairperson.
- Vice-Chancellor's Nominee-I not below the rank of Professor.
- One subject expert (not below the rank of Professor) as Vice-Chancellor's Nominee-II.
- Two subject experts of the level of Professor in the subject/course of studies concerned to be nominated by the Chairperson of the Governing Body out of a panel of three experts approved by the Vice-Chancellor.
- Principal of the College concerned (if in position).

Quorum: At least four members, including two Vice-Chancellor's nominees and two experts, should be present to fulfill the quorum.

3. Selection Committee for the Post of Assistant Professor.

- Chairperson/Nominee of the Governing Body as Chairperson.
- Vice-Chancellor's Nominee-I not below the rank of Associate Professor.
- One subject expert (not below the rank of Associate Professor) as Vice-Chancellor's Nominee-II.
- One subject expert of the level of Principal/Professor/Associate Professor to be nominated by Chairperson of the Governing Body out of a panel of three experts approved by the Vice-Chancellor as per requirement of the nature of the post, i.e., Assistant Professor in Foundation Course/Methodology Courses (Mathematics, Science, Social Science, Language)/Health and Physical Education/Fine Arts/ Performing Arts (Music/Dance/ Theatre).

P.T.O.



(v). Principal of the College concerned (if in position).

Quorum: At least four members, including two Vice-Chancellor's nominees and one subject expert, should be present to fulfill the quorum.

4. Selection Committee for Non-Teaching Posts in SFS College/Institutes.

- (i). Chairperson/Nominee of the Governing Body as Chairperson.
- (ii). One nominee of Vice-Chancellor not below the rank of Deputy Registrar.
- (iii). Principal of the concerned College (if in position)/Secretary of the Governing Body.

Quorum: At least two members, including Vice-Chancellor's nominee should be present to fulfill the quorum.

Note:-

1. The process of selection should involve the following:
 - a) Assessment of aptitude for teaching and research.
 - b) Ability to communicate clearly & effectively.
 - c) Ability to analyze and discuss.
 - d) Optional: Ability to communicate may be assessed by requiring the candidate to participate in group discussion or by exposure to a class room situation/ lecture, wherever it is possible.
2. Recommendations of the Selection Committee be got approved from the Hon'ble Vice-Chancellor.
3. The Vice-Chancellor Nominee shall be a Professor of the University/Principal of Aided College/College/an approved teacher from any of the Self-financing College of Education.
4. No appointment letter shall be issued to selected candidate(s) till the proceedings of the Selection Committee are approved by the University.
5. Qualifications of the teaching staff shall be as NET/Ph.D. holder, as per NCTE norms as amended from time to time.
6. The eligibility should be ensured by the College concerned before inviting the meeting of the Selection Committee.
7. The College must ensure that only eligible candidates are called for the interviews.
8. Interview may be conducted even if one candidate is available as per norms.
9. TA/DA of Selection Committee members will be as per State Govt. norms and sitting fee of Rs. 3000/- per subject to be paid by the College concerned on the spot. Further the same nominee shall be allowed to conduct selection for 4/5 subjects on the same day since the number of candidates are less in these colleges.
10. Application form prescribed and uploaded on the University website by the office of the Dean of Colleges for Teaching, Non-Teaching posts including the post of Principal and Librarian should be used by the applicants.



11. The request alongwith the advertisement in original and copy of synopsis for getting Vice-Chancellor's nominee must be sent to the Dean of Colleges well in time.
12. Any other rules as framed from time to time by the University for Self Financed Colleges shall also be applicable on selection and related issues.
13. In case of Govt. Aided Colleges, the composition of the Selection Committee and Selection Criteria shall be applicable as approved by the State Govt. from time to time.
14. (a) For making regular appointment for teaching and non-teaching posts in Govt. Aided Private Colleges, the selection process including providing Vice-Chancellor's Nominee/Panel of subject experts, conduct of interview and submission of proceedings of the selection committee must be completed within six months from the last date of submission of application forms, failing which fresh advertisement will be required.
(b) In case of Govt. Aided Private Colleges/Institutes running S.F.S. Program(s)/SFS Colleges, the validity of application forms will be twelve months, therefore, the College/Institute shall complete the selection process within twelve months from the last date of submission of application forms, failing which fresh advertisement will be required.
15. The minimum and upper age applicable for recruitment shall be as under:
 - a) Minimum age for entry in the service of College/Institute be 18 years.
 - b) Maximum age for appointment of Assistant Professor in SFS Colleges of Education shall be the same as in case of Govt. Aided Private Colleges as per DGHE guidelines received from time to time.
 - c) The age of retirement for Principal/Professor/Associate Professor in SFS Colleges of Education shall be 65 years.
 - d) There shall be no maximum age for appointment of Principal/Professor/Associate Professor in SFS Colleges of Education subject to provision in point no. (c) above.
 - e) Maximum age for appointment of Non-Teaching Staff in SFS Colleges of Education shall be 50 years.
 - f) Rules regarding relaxation of age in SFS Colleges of Education shall be same as applicable in case of Govt. Aided Private Colleges of Haryana State.
16. The cases for approval of individual appointment submitted to the Assistant Registrar/Deputy Registrar, College Branch, IGU, Meerpur, Rewari must be accompanied by the following documents:
 - a) Proforma of Teacher's Return/Non-Teaching Staff Return (as the case may be) duly filled in by the concerned Teaching/Non-Teaching staff complete in all respects and countersigned by the Principal/Director and in case of appointment of a Principal/Director, the Proforma should be duly countersigned by the President, Governing Body/Chairman, Board of Governors/Administrator.



- b) A copy of the appointment letter and joining report of concerned employee duly attested by the Principal of the college/institute or duly attested by the President, Governing Body/Chairman, Board of Governors/Administrator (in case of appointment of Principal).
 - c) A copy of the approval letter of proceedings of the Selection Committee issued by the University for the said post(s) duly attested by the Principal of the College/Institute or duly attested by the President, Governing Body/Chairman, Board of Governors/Administrator (in case of appointment of Principal).
 - d) One set of attested copies of detailed marks cards of all examinations from Matric onwards passed by the concerned employee duly attested by the Principal/Director of the College/Institute or duly attested by the President, Governing Body/Chairman, Board of Governors/Administrator (in case of appointment of Principal).
 - e) Verification report in original is mandatory for all the supporting certificates included in the Synopsis-cum-Merit List and College Teacher Return/Non-Teaching Staff Return (as the case may be).
 - f) In case of Teaching and Non-Teaching staff in Govt. Colleges, the visible/readable attested photocopies of the original verification report submitted by the Principal of a Govt./Govt. Aided College (in case the original verification reports have been retained at some other institution).
 - g) The application fee for a teacher for approval of appointment shall be Rs.5000/- and shall also be applicable to the cases submitted by Govt. Colleges.
 - h) 2nd time/next time approval of the teacher shall also be charged Rs.5000/-.
 - i) The fees of approval of a non-teaching staff other than Class-IV (Group-D) shall be Rs.2000/-. This shall also be applicable to the cases submitted by Govt. Colleges.
 - j) The approval of appointment for a said teacher/non-teaching employee shall be for a particular college/institute in which he/she has joined. Change of College/Institute or cadre shall warrant a fresh approval of appointment through procedure laid down by the University for the purpose except in case of Govt. College/Institute.
17. Qualifications for the post of Principal and Assistant Professor in Self Financing Colleges of Education affiliated to the University for B.Ed. Course as per NCTE Regulation- 2014 with its (Amendments) Regulation- 2017 at annexure 'A'.
18. Qualifications for Non-Teaching posts in Self Financed Colleges of Education Affiliated to the University at annexure 'B'.



19. Application form for Teaching and Non-Teaching posts at annexure 'C'.

Dean of Colleges

Endst No. IGU/CB/2022/1092-1170

Dated: 06/04/2022

Copy of the above is forwarded to the following for information and necessary action:

1. Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi.
2. Secretary, National Council for Teacher Education, Hans Bhawan, Near ITO, Bahadurshah Zafar Marg, New Delhi.
3. Director General Higher Education, Haryana, Siksha Sadan, Sector-5, Panchkula.
4. Regional Director, NRC, NCTE, G-7, Sector 10, Dwarka, Delhi-75.
5. All the Principals of College/Institute of Education affiliated to IGU, Meerpur, Rewari.
6. Incharge, UCC to upload the same on the University Webportal.


D.R. (Colleges)
For Dean of Colleges

Qualifications for the post of Principal and Assistant Professor in Self Financing Colleges of Education affiliated to the University for B.Ed. Course as per NCTE Regulation- 2014 with its (Amendments) Regulation- 2017.

A. Principal

- i) Postgraduate degree in Arts/ Sciences/ Social Sciences/Humanities/ Commerce with minimum 55% marks; and
 - ii) M.Ed. with minimum 55% marks; and
 - iii) Ph.D. in Education or in any pedagogic subject offered in the institution and
 - iv) Eight years of teaching experience in a Secondary Teacher Education Institution.
- Desirable: Diploma/Degree in Educational Administration or Educational Leadership.

B. Perspectives in Education or Foundation Courses

- i) Postgraduate degree in Social Sciences with minimum 55% marks; and
- ii) M.Ed. degree from a recognized university with minimum 55% marks.

OR

- i) Postgraduate (MA) degree in Education with minimum 55% marks; and
- ii) B.Ed/B.El.Ed. degree with minimum 55% marks.

C. Curriculum and Pedagogic Courses

- i) Postgraduate degree in Sciences/Mathematics/Social Sciences/Languages with minimum 55% marks and
- ii) M.Ed. degree with minimum 55% marks

NOTE: (a) Besides fulfilling the above qualification the candidate shall have cleared the National Eligibility Test (NET) conducted by University Grants Commission. Provided candidates, who are or have been awarded Ph.D. degree in Education in accordance with the University Grants Commission (Minimum Standard and Procedure for Award of Ph.D. Degree) Regulation 2009, shall be exempted from the requirement of the clearing of NET for appointment as Assistant Professor or equivalent position in Universities or Colleges or Institutions.

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

D. Specialised Courses

I. Physical Education

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

II. Visual Arts

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

III. Performing Arts

- (i) Post Graduate degree in Music/Dance/Theatre Arts with minimum 55% marks.

Qualifications for Non-Teaching posts in Self Financed Colleges of Education Affiliated to the University.

1. Librarian : B.Lib. with 55% marks
2. Office Manager/Head Clerk :
 - i) Graduate of a recognized University or equivalent.
 - ii) Knowledge of Hindi up to Matric standard.
 - iii) At least 10 years experience on Clerical post.
3. Office-cum- Account Assistant/Clerk :
 - i) Graduate of a recognized University or equivalent.
 - ii) Knowledge of Accounts.
 - iii) Knowledge of Hindi up to Matric standard
4. Office Assistant-cum- Computer Operator/ Data Entry Operator :
 - i) Graduate of a recognized University or equivalent.
 - ii) One year Diploma in Computer from a recognized University/Institute.
 - iii) Knowledge of Hindi up to Matric standard
5. Store Keeper :
 - i) Graduate of a recognized University or equivalent.
 - ii) Knowledge of Hindi up to Matric standard.
6. Technical Assistant :
 - i) B.E./B.Tech. in CSE/IT/ECE or BCA or 3 years Diploma in CSE/IT/ECE from State Technical Board or equivalent with two years experience in relevant field from a recognized Institute/Registered Company.
 - ii) Knowledge of Hindi upto Matric standard.
7. Lab Assistant : BCA/B.Tech. with 55% marks.
8. Lab Attendant :
 - i) 10+2 with Science.
 - ii) Knowledge of Hindi upto Matric standard.
9. Helper/Support Staff : Literate, Preference will be given to higher qualified, i.e., Matric or 8th pass.

College Name _____

Sr. No: _____

APPLICATION FOR TEACHING/NON TEACHING

Attach latest
photograph
duly signed

D.D No _____ dated _____ Bank _____ Rs. _____

Advertisement No _____

Post Applied for _____

1. Name: _____
(as entered in the University / Board in Capital letters)

2. Father's / Husband's Name: _____

3. Present/ Postal Address: _____

_____ Phone No. _____

Mobile No _____ e-mail: _____

4. Permanent Address: _____

_____ Phone /Mb: _____

5. Date of Birth: _____ Age _____

6. Place of Birth: _____

District: _____ State: _____

7. Aadhar No.

8. Nationality: _____ Religion: _____

9. Marital Status: _____

10. Do you belong to any reserve category i.e. _____
(SC, BC-(A)/ (B), ESM others if so, please attach a proof of the same)

11. Educational Qualification (if space is insufficient attach separate sheet)

Sr.No.	Name of Exam passed	Year of Passing	Duration of course	Board / University	Marks obtained/ Total marks	Exact %age of Marks Obtained	Division
1.	10th						
2.	10+2						
3.	B.Sc/ B.Com/ BA						
4.	B.Ed./B.Lib.						
5.	M.Sc/ M.Com/ MA						
6.	M.Ed./M.Lib. or equivalent						
7.	M.Phil						
8.	Ph.D.						
9.	SLET/NET/NET-JRF or equivalent						
10.	Any other relevant Qualification						

12. Experience (if space is insufficient attach separate sheet): Starting from beginning

Sr. No.	Name of Post	Name of Company/ Organization /Institute	Period			Pay Band/ Level	Basic Pay +G.P/Basic Pay	Total Emolumment drawn p.m.	Nature of duties	Reason for leaving
			From	To	Total					

13. No. of Research Papers / Books published (publications):
- i) International Journal _____
 - ii) National Journal _____
 - iii) International Conference _____
 - iv) National Conference _____
 - v) No. of Books Published _____
 - vi) No. of research scholars guided / guiding (only Ph.D) _____

14. Languages (Mother Tongue): _____

Other Languages:	Language	Speak	Read	Write
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15. Joining period required, if selected: _____

16. Minimum Pay acceptable Rs. _____

17. References: Name and addresses of two persons, who will vouch for you

(These should be residents in India holding responsible position. They should be intimated/ acquainted with the applicant's character and work, but must not be related by blood or marriage. When the candidate has been in employment, he should either give his present or immediate superior of recent employer as a reference or produce a testimonial from him in regard to the candidate fitness for the post for which he is an applicant).

i) Name: Occupation/Position:
Address

ii) Name: Occupation/Position:
Address

18. Any other Achievement/Information _____

19 Details of Enclosures (Attested copies of certificates and Testimonials should be enclosed without which the application would not be considered)

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I hereby affirm and declare that the statement made by me in the above application is correct to the best of my knowledge and nothing has been concealed therein. I shall be held responsible for any false/ incorrect statement and my candidature will stand cancelled at any stage.

Place: _____

Date: _____

(SIGNATURE OF APPLICANT)*

* Candidate is required to sign all documents & pages of application form. Use extra sheets if required