



St. Bede's College, Shimla

NAAC Accredited "A+" Grade Institution

NavBahar, Shimla, Himachal Pradesh

Website: www.stbedescollege.in

Email: recruitbedes@gmail.com

**INSTRUCTIONAL GUIDELINES FOR SELECTION IN GENERAL
FOR ASSISTANT PROFESSOR**

1. Educational Qualifications:

Essential Qualifications, Experience and other eligibility conditions shall be as per the norms prescribed by the UGC Regulations, 2018 and NCTE Norms, 2014 as adopted by Himachal Pradesh University, Shimla. The service conditions and other allowances shall be applicable as per rules & regulations of Himachal Pradesh University.

For more information, candidates may visit the website of UGC and the Himachal Pradesh University. <http://www.ugc.ac.in> and <http://www.hpuniv.ac.in>.

2. Application Processing Fees :-

- *Application processing fee for Assistant Professor is Rs.2000/-*
- *Fee once paid will not be refunded under any circumstances.*

3. Mode of Payment:-

Application forms have to be filled only through online mode, as available on the website of the College along-with the present advertisement, within the prescribed time limit indicated in the advertisement. No offline forms would be accepted. Payment should also be made online only, through net banking/debit cards/credit cards/UPI/Wallets.

4. Parameters for Screening/ Selection:

All applications shall be screened by duly constituted Screening Committee for determination eligibility of each candidate. Incomplete applications shall be rejected summarily. No correspondence in this regard shall be entertained. The academic score component as specified in Appendix II Table 2 of the UGC Regulations, 2018 for the post of Assistant Professor respectively shall be applicable for screening of applicants for interview. The selection shall be based only on the performance in the interview. The candidates must come prepared for a demonstration Lesson/ Teaching (Classroom teaching).

Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.

Short-Listing For Interview - Assistant Professor

Candidates shall be invited for an interview in order of merit according to marks obtained by them in the Academic Score Component (Tally sheet) as per the decision of the screening committee which would be displayed on the college website, recruitment section.

IMPORTANT INSTRUCTIONS:-

1. The candidates must read the INSTRUCTIONS CAREFULLY before uploading the information on Online Application for the relevant post(s).
2. Date for determining eligibility of all candidates in respect of essential qualification(s) and experience, if any, etc. shall be the prescribed closing date for submission of Online Application 14/02/2021(Closing date).
3. The candidates are advised to keep the **application number**, as the same will be applicable for all future reference.
4. The candidate(s) is also required to submit hardcopy after downloading the online application form along with requisite relevant documents in support of the information uploaded in the online application. The hardcopy alongwith all the requisite documents for each post(s) should reach in the college on 01/03/2021 upto 05:00 p.m.

However, the candidate residing in Andaman and Nicobar Islands, Lakshadweep, Ladakh, Assam, Tripura, Meghalaya, Nagaland, Manipur, Mizoram, Arunachal Pradesh, Pangi and Bharmour Sub Division of Chamba District, Dodra Kwar Sub Division of Shimla District, Kinnaur Districts and Lahaul & Spiti Districts of Himachal Pradesh, the last date for receiving of hardcopy of online application form shall be 16/03/2021 up to 05:00 p.m. The college will not be responsible for any postal delay.

The hardcopy alongwith all relevant documents should reach St. Bede's College on the following address through registered post on or before the above prescribed last dates of submission of hardcopy.

**The Manager,
St. Bede's College,
Nav Bahar,
Shimla,171002, H.P.**

Kindly mark on the envelope to the left-top- '**Application Form filled for Assistant Professor along with the subject applied for**'.

If the candidate is found ineligible at any stage or hide/ suppress the information or furnished the false information, her/ his candidature will be cancelled at any stage of the recruitment process and shall be also liable for legal action in accordance with law.

5. The candidate must have cleared National Eligibility Test (NET) conducted by UGC, CSIR or similar test accredited by the UGC like SLET/ SET or who are or have been awarded a Ph.D. degree in accordance with the University Grants Commission (Minimum Standard and Procedure for Award of M.Phil/ PH.D. Degree) Regulations, 2009 read with Regulation, 2016 and amendments thereon from time to time as the case may be.

Provide further a candidate registered for the Ph.D. programme prior to July 11, 2009 shall be governed by the provisions of the then existing Ordinance/ Bye-laws/ Regulations of the University concerned award in the degree. All such Ph.D. candidates shall be exempted from the requirement of the NET/SET for recruitment and appointment of Assistant Professor subject to fulfill 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 his/her 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 his/ her 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/ Dean of Studies/ Dean (Academic Affairs) of the University concerned.

6. The candidates must fulfill the required essential educational Qualification(s) / Experience and other conditions before the closing date of online portal as mentioned in the advertisement to avoid disqualification.
7. In-service candidates must submit their hardcopy through proper channel. However, advance copy of the same may be submitted as per scheduled above. Such candidates are required to produce the N.O.C. from the concerned Department at the time of personal interview.
8. The candidates called for interview shall have to essentially come with the original documents in support of their claims in Online Application and as prescribed in the interview call letter, failing which he/she shall not be considered for the interview.
9. No TA/DA will be admissible for attending interview.
10. In case of any dispute, suits or legal proceedings against the College, the territorial jurisdiction shall be restricted to the Courts in H.P. at Hon'ble High Court of Himachal Pradesh and District Court at Shimla.
11. **The College/management reserves the right to Revise/ Reschedule/ cancel/ suspend/ withdraw the recruitment process without assigning any reason. The Number of post(s) is/ are tentative and may increase or decrease from time to time.**
12. Any addendum/ corrigendum/ notices and any other information shall be posted on the recruitment section of the college website only. The candidates are advised to check the College Website regularly.
13. Any clarification/ guidance/ information regarding online application/fees can be had on Telephone No. **0177-2842304/ 94181-87201.**

The candidates are advised to visit the College website Recruitment Section from time to time for updates in their own interest.

**The President
St. Bede's Educational Society
Nav Bahar, Shimla
Himachal Pradesh**