



## **NORMS FOR FACULTY RECRUITMENT**

### **+ General Instructions for all programs :**

- 1) Walk-in interviews are not allowed.
- 2) GTU will depute more than one V. C. nominee in case of more than 30 candidates in a day.
- 3) Only those candidates are eligible whose result has been declared without any backlog before last date of application in published advertisement.
- 4) Provisional degree certificate shall be valid for endorsement only for the post of Assistant Professor/Lecturer. Notification is acceptable for PH. D. degree till the submission of final degree certificate.
- 5) Joining report of a candidate is require for endorsement process.
- 6) If university finds any invalid documents; endorsement shall be withdrawn. Such a person will not be eligible for appointment in any GTU affiliated college. That person will be blacklisted on GTU website and legal actions can be initiated against that person by the university.
- 7) Ad-hoc teaching experience shall be considered subject to submission of Salary slip, IT return, teaching experience letter, relieving order (if applicable).
- 8) Self employment experience shall not be considered for appointment/endorsement.

### **(A) ADVERTISEMENT:**

The Institute has to publish detailed advertisement for the interview in at least all over Gujarat editions like Ahmedabad, Vadodara, Surat, Rajkot, Bhavnagar and Bhuj of one **leading** Gujarati news paper and one English news paper (institute wise). The minimum size should be 100 sq. cm.

The advertisement must consist of course/programme, designation(s), no. of vacancies, date, time, venue & description of eligibility criteria. Last date must be mentioned in published advertisement.

The advertisement should also be uploaded on the institute website.

***(Note : Age, qualification & eligibility criteria must be considered as per mentioned last date of advertisement.)***

### **(B) SELECTION COMMITTEE:**

#### **❖ For Director / Principal :**

- (a) The selection Committee for the post of College Principal shall have the following composition:-
  - Chairperson of the Governing body as a Chairperson.
  - Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
  - ONE nominee of the Vice Chancellor who shall be a higher education expert.
  - Three external experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the College) out of a panel of six experts approved by the relevant statutory body of the university.

- (b) At least five members, including two experts, should constitute the quorum.
- (c) All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein minutes are recorded along with the scoring Performa and recommendation made on the basis of merit with the list of selected and waitlisted candidates/panel of names in order of merit, duly signed by all members of the selection committee.
- (d) The terms of appointment of the college principal shall be FIVE years with eligibility for reappointment for one more term only after a similar selection committee process.

❖ **For Professor/Associate Professor :**

- (a) The Selection Committee for the post of Professor/Associate Professor in colleges shall have the following composition :-
  - The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
  - The Principal of the College.
  - The Head of Department of the concerned subject from the college.
  - Two University representatives nominated by the Vice Chancellor, one of whom will be the dean of college development council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified /declared as minority educational institutions, two nominees of the Chairperson of the College from out of the a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating university from the list of expert suggested by the relevant statutory body of the college of whom on should be subject expert.
  - Two subject experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject expert approved by the relevant statutory body of the university concerned. In case of colleges notified /declared as minority educational institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College.
- (b) The Quorum for the meeting should be five of which at least two must be from out of the three subject-experts.

❖ **For Assistant Professor/HOD/Lecturer :**

- (a) The Selection Committee for the post of Assistant Professor / HOD/Lecturer in colleges shall have the following composition :-
  - The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
  - The Principal of the College.
  - The Head of Department of the concerned subject from the college.
  - Two nominees of the Vice Chancellor of the affiliating University of whom one should be a subject expert. In case of Colleges notified /declared as minority educational institutions, two nominees of the Chairperson of the College from out of the a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating university from the list of expert suggested by the relevant statutory body of the college of whom on should be subject expert.
  - Two subject experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject expert approved by the relevant statutory body of the university concerned. In case

of colleges notified /declared as minority educational institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College.

- (b) The constitute the quorum for the meeting , five of which at least two must be from out of the three subject-experts shall be present.

**(Note : External subject experts not below the cadre / post of vacancies and not belonging to the same trust/group).**

**(C) REQUEST LETTER FOR V.C. NOMINEE :**

Institute has to submit a request letter with different post(s), date, time and venue of scheduled interview program at least **15 working days** before the date of interview after scrutinizing all received applications to Gujarat Technological University for V. C. nominee with **original copy of advertisement (Date and name of news paper must be readable).**

**(D) SUBMISSION OF FILE:**

Institute has to submit the complete file of selection procedure comprising of following documents duly signed by the selection committee after the completion of interview process.

- (a) Original copy of advertisement. Date and name of news paper must be readable.
- (b) Request letter for VC nominee - as well as appointment letter of V.C. nominee.
- (c) List of all the application received.
- (d) Reason for rejecting any application.
- (e) **Original minutes of selection committee with sign. of all the members.**
- (f) V.C. Nominee has to fill **Form-A** compulsory at the time of interview and send to university by post within 10 days after completion of interview. **It should not be sent at the time of file submission.**
- (g) Candidate attendance sheet as per prescribed format **Annexure-1.**
- (h) Evaluation sheet with sign. of all the members of committee as per prescribed format **Annexure-2.**
- (i) Document list for selected candidates. All the documents must be attested.
  - 1. School Leaving Certificate/Any Photo ID Proof.
  - 2. Degree Certificate(s).
  - 3. Last TWO semester's mark sheet.
  - 4. All experience letters (if applicable).
  - 5. Gazette Copy/Marriage Certificate for confirmation of candidate name (if applicable).
  - 6. Other University Endorsement Letter for the post of Director/Principal, Professor, Associate Professor/HOD to consider teaching experience.
  - 7. UGC approval letter for the degree awarding private/deemed universities outside of Gujarat.
  - 8. AIU equivalent certificate for University out of India.

- (j) Institute has to submit Interview file at Gujarat Technological University **within 21 days** after the completion of interview. Then after it will be treated as Cancelled & College/Institute has to initiate new process.
- (k) After receiving the file, GTU will check the complete file and give the endorsement to eligible candidate. In case of any pending document; college has to submit the same **within 30 days**.
- (l) PGDM/PGDBM candidates are eligible for management faculties in GTU, Subject to equivalency letter of AIU/UGC.
- (m) In case of inter-discipline, check out the resolution no. SCT/10/2013/616356/GH dated on 28/10/2013, Education Dept., Govt. of Gujarat.

**Important Note:**

- (1) Institute shall to provide A.C. car facility for the VC nominee. In case VC nominee travels by his/her own car, travelling expense shall be borne by the institute at the rate as per GTU norms.
- (2) Honorarium for nominated member is ₹ 2 ,000 /- per day.

## Qualification Criteria



### **Engineering & Technology/MTM** :

#### ❖ **Director / Principal**

[A] Ph. D. with 13 yrs. teaching experience out of which 3 yrs. must be as a Professor **OR** 8 yrs. as an Associate Professor.

**OR**

[A] Ph. D. with 13 yrs. experience of teaching and/or industrial and/or research out of which 8 yrs. shall be post Ph. D. experience. Industrial experience shall be at the managerial level, equivalent to professor with active participation in designing, developing, planning, executing, analyzing, quality control, research paper/publications/patents, training etc. deemed fit by selection committee.

**AND**

[B] Minimum qualification as per Professor.

#### ❖ **Professor**

[A] Minimum qualification as per an Associate Professor.

**AND**

[B] 10 yrs. teaching and/or industrial and/or research experience of which at least 5 yrs. should be at the level of Associate Professor.

**OR**

[A] Minimum 13 yrs. experience in teaching and/or research and/or industry. Industrial experience shall be at the managerial level, equivalent to professor with active participation in designing, developing, planning, executing, analyzing, quality control, research paper/publications/patents, training etc. deemed fit by selection committee.

#### ❖ **Associate Professor**

[A] Ph. D. with 5 yrs. teaching/research/industry experience out of which 2 yrs. shall be post Ph. D. is desirable.

**AND**

[B] Minimum qualification as per Assistant Professor.

#### ❖ **Assistant Professor**

[A] BE/B. Tech. and ME/M. Tech. degree in relevant branch with first class either at BE/B. Tech. or ME/M. Tech. level.

#### ❖ **Assistant Professor for Humanities Dept.**

- 1) Good academic record as defined by the concerned university with at least 55 % (or an equivalent grade in a point scale wherever grading system is followed) at the Master's degree level in a relevant subject from an Indian University or an equivalent degree from an accredited foreign university.
- 2) Besides fulfilling the above qualifications, the candidate must have clear the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- 3) Notwithstanding anything contained in sub-clauses (1) and (2) above, candidates who are or have been awarded a Ph. D. in accordance with the UGC Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in

 **Pharmacy/MPM :**

❖ **Director / Principal**

[A] Ph. D. with 13 yrs. teaching experience out of which 3 yrs. must be as a Professor **OR** 8 yrs. as an Associate Professor.

**OR**

[A] Ph. D. with 13 yrs. experience of teaching and/or industrial and/or research out of which 8 yrs. shall be post Ph. D. experience. Industrial experience shall be at the managerial level, equivalent to professor with active participation in designing, developing, planning, executing, analyzing, quality control, research paper/publications/patents, training etc. deemed fit by selection committee.

**AND**

[B] Minimum qualification as per Professor.

❖ **Professor**

[A] Minimum qualification as per an Associate Professor.

**AND**

[B] 10 yrs. teaching and/or industrial and/or research experience of which at least 5 yrs. should be at the level of Associate Professor.

**OR**

[A] Minimum 13 yrs. experience in teaching and/or research and/or industry. Industrial experience shall be at the managerial level, equivalent to professor with active participation in designing, developing, planning, executing, analyzing, quality control, research paper/publications/patents, training etc. deemed fit by selection committee.

❖ **Associate Professor :**

[A] Ph. D. with 5 yrs. teaching/research/industry experience out of which 2 yrs. shall be post Ph. D. is desirable.

**AND**

[B] Minimum qualification as per Assistant Professor.

❖ **Assistant Professor :**

[A] Bachelor's & Master's with first class either Bachelor's or Master's in pharmacy.



**MBA/MAM :**

❖ **Director / Principal**

[A] Ph. D. with 13 yrs. teaching experience out of which 3 yrs. must be as a Professor **OR** 8 yrs. as an Associate Professor.

**OR**

[A] Ph. D. with 13 yrs. experience of teaching and/or industrial and/or research out of which 8 yrs. shall be post Ph. D. experience. Industrial experience shall be at the managerial level, equivalent to professor with active participation in designing, developing, planning, executing, analyzing, quality control, research paper/publications/patents, training etc. deemed fit by selection committee.

**AND**

[B] Minimum qualification as per Professor.

❖ **Professor**

[A] Minimum qualification as per an Associate Professor.

**AND**

[B] 10 yrs. teaching and/or industrial and/or research experience of which at least 5 yrs. should be at the level of Associate Professor.

**OR**

[A] Minimum 13 yrs. experience in teaching and/or research and/or industry. Industrial experience shall be at the managerial level, equivalent to professor with active participation in designing, developing, planning, executing, analyzing, quality control, research paper/publications/patents, training etc. deemed fit by selection committee.

❖ **Associate Professor :**

[A] Ph. D. with 5 yrs. teaching/research/industry experience out of which 2 yrs. shall be post Ph. D. is desirable.

**AND**

[B] Minimum qualification as per Assistant Professor.

❖ **Assistant Professor :**

[A] Master's degree with First class in Management or equivalent by AIU/UGC.

 **MCA :**

❖ **Director / Principal**

[A] Ph. D. with 13 yrs. teaching experience out of which 3 yrs. must be as a Professor **OR** 8 yrs. as an Associate Professor.

**OR**

[A] Ph. D. with 13 yrs. experience of teaching and/or industrial and/or research out of which 8 yrs. shall be post Ph. D. experience. Industrial experience shall be at the managerial level, equivalent to professor with active participation in designing, developing, planning, executing, analyzing, quality control, research paper/publications/patents, training etc. deemed fit by selection committee.

**AND**

[B] Minimum qualification as per Professor.

❖ **Professor**

[A] Minimum qualification as per an Associate Professor.

**AND**

[B] 10 yrs. teaching and/or industrial experience of which at least 5 yrs. should be at the level of Associate Professor.

**OR**

[A] Minimum 13 yrs. experience in teaching and/or research and/or industry. Industrial experience shall be at the managerial level, equivalent to professor with active participation in designing, developing, planning, executing, analyzing, quality control, research paper/publications/patents, training etc. deemed fit by selection committee.

❖ **Associate Professor :**

[A] Ph. D. with 5 yrs. teaching/research/industry experience out of which 2 yrs. shall be post Ph. D. is desirable.

**AND**

[B] Minimum qualification as per Assistant Professor.

❖ **Assistant Professor :**

[A] First class in MCA degree with 2 yrs. relevant experience.

**OR**

[A] BE/B. Tech and ME/M. Tech in relevant subject with First Class or equivalent either in BE/B. Tech or ME/M. Tech.

**OR**

[A] BE/ B. Tech and MCA with First class or equivalent in either BE/B. Tech or MCA.



## **Architecture :**

### ❖ **Director / Principal**

[A] Ph. D. with 13 yrs. teaching experience out of which 3 yrs. must be as a Professor **OR** 8 yrs. as an Associate Professor.

**OR**

[A] Ph. D. with Professional practice of 13 yrs. as certified by Council of Architecture.

**AND**

[B] Minimum qualification as per Professor.

### ❖ **Professor :**

[A] Ph. D. with Professional practice of 10 yrs. as certified by Council of Architecture.

**AND**

[B] Minimum qualification as per Associate Professor.

### ❖ **Associate Professor :**

[A] Ph. D. with Professional practice of 5 yrs. as certified by Council of Architecture.

**AND**

[B] Minimum qualification as per Assistant Professor.

### ❖ **Assistant Professor :**

[A] Bachelor's & Master's with first class either Bachelor's or Master's with First class in Architecture.



## **Town Planning :**

### ❖ **Director / Principal**

[A] Ph. D. with 13 yrs. teaching experience out of which 3 yrs. as a Professor **OR** 8 yrs. as an Associate Professor.

**OR**

[A] Ph. D. with 13 yrs. experience of teaching and/or industrial and/or research out of which 8 yrs. shall be post Ph. D. experience. Industrial experience shall be at the managerial level, equivalent to professor with active participation in designing, developing, planning, executing, analyzing, quality control, research paper/publications/patents, training etc. deemed fit by selection committee.

**AND**

[B] Minimum qualification as per Professor.

### ❖ **Professor**

[A] Minimum qualification as per an Associate Professor.

**AND**

[B] 10 yrs. teaching and/or industrial experience of which at least 5 yrs. should be at the level of Associate Professor.

**OR**

[A] Minimum 13 yrs. experience in teaching and/or research and/or industry. Industrial experience shall be at the managerial level, equivalent to professor with active participation in designing, developing, planning, executing, analyzing, quality control, research paper/publications/patents, training etc. deemed fit by selection committee.

### ❖ **Associate Professor :**

[A] Ph. D. with 5 yrs. teaching/research/industry experience out of which 2 yrs. shall be post Ph. D. is desirable.

**AND**

[B] Minimum qualification as per Assistant Professor.

### ❖ **Assistant Professor :**

[A] Bachelor's & Master's with first class; either Bachelor's or Master's with First class in Town planning.

 **Hotel Management & Catering Technology :**

❖ **Director / Principal**

[A] Ph. D. with 13 yrs. teaching experience out of which 3 yrs. as a Professor **OR** 8 yrs. must be as an Associate Professor.

**OR**

[A] Ph. D. with 13 yrs. experience of teaching and/or industrial and/or research out of which 8 yrs. shall be post Ph. D. experience. Industrial experience shall be at the managerial level, equivalent to professor with active participation in designing, developing, planning, executing, analyzing, quality control, research paper/publications/patents, training etc. deemed fit by selection committee.

**AND**

[B] Minimum qualification as per Professor.

❖ **Professor**

[A] Minimum qualification as per an Associate Professor.

**AND**

[B] 10 yrs. teaching and/or industrial experience of which at least 5 yrs. should be at the level of Associate Professor.

**OR**

[A] Minimum 13 yrs. experience in teaching and/or research and/or industry. Industrial experience shall be at the managerial level, equivalent to professor with active participation in designing, developing, planning, executing, analyzing, quality control, research paper/publications/patents, training etc. deemed fit by selection committee.

❖ **Associate Professor :**

[A] Ph. D. with 5 yrs. teaching/research/industry experience out of which 2 yrs. shall be post Ph. D. is desirable.

**AND**

[B] Minimum qualification as per Assistant Professor.

❖ **Assistant Professor :**

[A] First class at Bachelors (3 year degree or Diploma after 10 + 2 in HMCT) or equivalent and Master's Degree in Hotel Management and Catering Technology with First Class or Equivalent either in Bachelors or Master's Degree **OR** 8 years relevant experience.

**OR**

[A] First class at Bachelor's degree or equivalent and Masters Degree in Hotel Management and Catering Technology with First Class or equivalent either in Bachelors or Masters.

 **Diploma Engineering / Pharmacy :**

❖ **Principal**

[A] Bachelor's and Master's degree; First class either in Bachelor's OR Master's and 13 yrs. teaching/research/industrial experience out of which 3 yrs. must be as a Head of Department.

**AND**

[B] Minimum qualification as per Lecturer/HOD.

❖ **Head of Department**

[A] Bachelor's and Master's degree in relevant branch with First class either in Bachelor's OR Master's and 10 yrs. relevant teaching/research/industrial experience.

❖ **Lecturer**

[A] Bachelor's or Master's degree , First class either in Bachelor's OR Master's in relevant branch.

❖ **Lecturer for Humanities & Science**

[A] Bachelor's and Master's degree , First class either in Bachelor's OR Master's in relevant branch.

 **Diploma in Architecture :**

❖ **Principal**

[A] 13 yrs. teaching/research/industrial experience out of which 3 yrs. must be as a Head of Department.

**AND**

[B] Bachelor's and Master's both, First class either in Bachelor's OR Master's in relevant branch.

Note : Professional practice of 10 yrs. as certified by Council of Architecture.

❖ **Head of Department**

10 yrs. relevant teaching/research/industrial.

**AND**

Bachelor's and Master's both, First class either in Bachelor's OR Master's in Architecture.

Note : Professional practice of 5 yrs. as certified by Council of Architecture.

❖ **Lecturer**

Bachelor's or Master's, First class either in Bachelor's OR Master's in Architecture.

**Place : Ahmedabad**

**Sd/-**

**Date : 06/08/2014.**

**I/c Registrar**

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