



Yogoda Satsanga Mahavidyalaya

NAAC Accredited B++ (CGPA 2.89)

Jagannathpur, Dhurwa, Ranchi - 834004
(Ranchi University)

General instructions for applicants for the posts of Principal, Assistant Professors, Librarian, various Non-teaching positions, IT Professional, and DTP Operator-cum-Graphic Designer

1. The direct recruitment shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committee.
2. Applicants should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the College. Applicants are required to produce specific certificates as per eligibility conditions.

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.

Merely fulfilling the minimum qualifications 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 points 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 Points requirement for shortlisting of applicants for the post of Principal will be as indicated in the Screening guidelines attached herewith.

The Governing Body has the right to stop/change the recruitment process at any time and at any stage.

3. **Application fees** and forms are to be submitted as per details given below:

- Fees for Principal, Assistant Professor, and Non-teaching staff:

Principal	Assistant Professor	Librarian	Non-teaching staff	IT Professional	DTP Operator-cum-Graphic Designer
Rs. 3000/-	Rs. 2000/-	Rs. 1500/-	Rs. 1000/-	Rs. 1000/-	Rs. 1000/-

- The prescribed fee should be paid through Demand Draft **payable at Ranchi** in favour of "Yogoda Satsanga Mahavidyalaya".
- Fees once paid will not be refunded under any circumstances.

4. **Procedure for applying:**

- A. Application forms have to be downloaded as available on the College website: www.ysmranchi.net/appointments.php along with the present advertisement, within the prescribed time limit.
- B. Duly completed application forms, along with the **Demand Draft** as applicable to the respective posts and **self-attested copies of supporting documents** (including those relevant to the API scores) and two passport size photographs should reach **Yogoda Satsanga Society of India, Paramahansa Yogananda Path, Ranchi –**

834001, Jharkhand by 24 February 2018 (06 March 2018, for Assistant Professor (Philosophy)), through **registered post** or **speed post only**.

- C. No other mode of payment than Demand Draft will be accepted.
 - D. Please mention clearly on the envelope containing the application: "Application for the post of _____."
 - E. Candidates are required to provide valid email ID and mobile number.
 - F. **Interview call letters will be sent to the shortlisted candidates through email only.** Candidates are required to regularly keep up with their emails after applying.
 - G. Applications with incomplete information or without requisite fee shall be rejected.
 - H. The shortlisted candidates called for interview should report along with all the testimonials/certificates in original along with photo ID. A set of photocopy of testimonials /certificates with respect to the qualifications and experience indicated in the application form, duly certified by the applicant should be submitted along with the application form.
5. 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 sent with the application. In case the information/documents are found to be false/incorrect by way of any omission or commission, the responsibility shall lie solely with the applicant who shall be liable for action as per law.
6. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit 'No Objection Certificate' from the employer along with the Application Form. Candidates may also submit the same at the time of interview in case they would not manage to obtain the same while applying.
- 7. 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 application form.**
8. Canvassing in any form will be treated as a disqualification.
9. Applications which do not meet the eligibility criteria given in this advertisement and/or are incomplete in any respect shall be summarily rejected.
10. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material/ information while submitting the application and uploading self-certified copies/ testimonials.
11. The College shall verify the documents submitted by and 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 are 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.
12. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the Secretary (Governing Body) reserves the right to modify/withdraw/cancel any communication made to the applicant.

13. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Secretary (Governing Body) shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
14. No TA/DA shall be paid to the candidates for attending interview.
15. The College reserves the right to offer the post at a level lower than that advertised/applied, or on contract basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
16. Last date of submission of application is as indicated in the present advertisement uploaded on the University website.
17. In case of any dispute, legal jurisdiction will be Ranchi.

Secretary, Governing Body



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Assistant Professors

Applications are invited in the prescribed Application Form available on the College website www.ysmranchi.net/appointments.php, from eligible candidates for appointment to the post of Assistant Professor in the Pay Band of Rs. 15,600 – 39,100, AGP Rs. 6000/- (as per VI Pay Commission), in various subjects in the College. The last date for receipt of application is 24 February 2018 (06 March 2018, for Assistant Professor (Philosophy)). For details, please visit the College website.

Department	Vacant
History	2
Botany	1
Commerce	2
Philosophy*	1

*The last date for receipt of applications in Philosophy is 06 March 2018.

The qualifications for Assistant Professors in Colleges are in accordance with the UGC regulations 2010 and their subsequent amendments as adopted by Ranchi University.

1. Good academic record as defined by the university with at least 55% marks (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 cleared the National Eligibility Test (NET) conducted by the UGC, CSIR.
3. The Candidates, who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of Assistant Professor or equivalent positions in University/ Colleges/Institutes.
Provided further, the award of degree to candidates registered for the M.Phil./Ph.D. programme prior to 11 July 2009, shall be governed by the provisions of the then existing Ordinances/Bylaws/Regulations of the Institutions awarding the degree and the Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutes subject to the fulfilment of the following conditions:-
 - a) Ph.D. degree of the candidate awarded in regular mode only;
 - b) Evaluation of the Ph.D. thesis by at least two external examiners;

- c) Open Ph.D. viva voce of the candidate had been conducted;
 - d) Candidate has published two research papers from/based on his/her Ph.D. work out of which at least one must be in a refereed journal;

 - e) Candidate has made at least two presentations in conferences/ seminars, based on his/her Ph.D. work.
- (a) to (e) as above are to be certified by the Vice-Chancellor/Pro-Vice Chancellor/Dean (Academic Affairs)/Dean (University Instructions).

4. GENERAL NOTE:

- i. The direct recruitment to the posts of Assistant Professors in the Colleges shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committee.

- ii. 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.

- iii. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.

- iv. The period taken by the candidates to acquire M.Phil. degree and the residency period prescribed for pursuing Ph.D. shall not be considered as teaching/research experience to be claimed for appointment to the faculty positions.

- v. The number of candidates to be called for interview for the faculty position in the University and its Colleges, shall be determined after screening of applications in accordance with the guidelines laid down by the Governing Body in this regard.

Short-listing of Applications

- a) The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him/her for being called for interview.

- b) The University will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.

- c) The Scrutiny Committee for applications may evolve criteria for shortlisting the candidates to be called for the interview as per the UGC Guidelines in consultation with the Chairman.

Reservation Policy

The National Commission for Minority Educational Institutions Act 2004 (2 of 2005) as amended by the NCMEI (Amendment Act 2006) lays down rights of Minority Educational Institutions. This states that the policy of reservation in employment cannot be made applicable to a minority institution.

Process of Selection

- a) The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system pro-forma, based on the Academic Performance Indicators (API).
- b) The institution may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage.
- c) The publications shall be provided to the subject experts for assessment before the interview and the evaluation score of the publications provided by the experts shall be factored into the weightage scores while finalizing the outcome of selection by the selection committee.
- d) No recommendations should be made with a condition attached to the concurrence of the future events.
- e) If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc., it shall be so stated and recorded.
- f) When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it shall be as per the UGC Regulation 2010 para no. 6.4.11.

Appointment

1. In case of selection to two or more posts on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.
2. The Selection Committee's recommendations, when approved by the Executive Council, shall remain valid for a period of one year from the date of such approval.
3. In cases of any disputes any suites or legal proceedings against the college, the jurisdiction shall be restricted to the Courts in Ranchi.

Period of Probation and Confirmation

1. The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance. The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.
2. Subject to this Clause it is obligatory on the part of the college to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.

Pay and Allowances

As per the Government of India rules /UGC regulations issued from time to time.

Increment

Every teacher shall be entitled to increment in his/her scale of pay, unless the same is withheld or postponed by a resolution of the Executive Council and after the teacher has been given due opportunity to make his/her written representation.

Teaching Days, Work Load and Leave Rules

The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the University Grants Commission from time to time.

Age of Superannuation

Subject to the provision of Statute 25, every teacher confirmed in the service of the University, shall continue in such service until he/she attains the age of superannuation as prescribed by the UGC and Govt. of India from time to time.

Provided further that if the date of Superannuation of a teacher falls at any time during the Academic Session the Executive Council, may on the recommendation of the Vice-Chancellor reemploy the teacher for any period up to the end of the academic session, with a view not to disturb the teaching work of the Department. In special cases, a teacher on his/her attaining the age of superannuation, may be re-employed on a contract in keeping with the regulations in this behalf as issued by the UGC from time to time.

Voluntary Retirement

As Per the Government of India/UGC Rules issued from time to time

Variations in terms and conditions of service

Every teacher shall be bound to act in conformity with the Statutes, Ordinances, Regulations and rules of the College as well as a code of professional ethics as may be formulated by the college.

Provided that no change in the terms and conditions of service of a teacher shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave, salary and removal from service so as to adversely affect him.

Resignation

A whole-time salaried teacher may, at any time, terminate his/her contract by giving the college three months' notice in writing or on payment to the college of three months' salary in lieu thereof. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof.

Provided that the Governing Body may waive the requirement of notice at its discretion.

Professional Code of Conduct

Every teacher of the college shall abide by the Code of Conduct framed by the college and the following lapses would constitute misconduct on the part of a college teacher:

1. Any lapses in performing his / her duties as assigned by the college from time to time.
2. Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his / her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the college.

3. Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his / her relationship with his / her colleagues and trying to use the above considerations for improvement of his / her prospects or any other such actions which are against the interest of the college.
4. Refusal to carry out the decisions by appropriate administrative and academic bodies and / or functionaries of the college without giving reason.
5. Indulging in Plagiarism of any sort within the legal meaning, interpretation and expression of the term.

TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching as a profession assumes the obligation to conduct himself /herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

A. Teachers should:

- i. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research;
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- v. Maintain active membership of professional organizations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- vii. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- viii. Participate in extension, co-curricular and extra-curricular activities including community service.

Teachers and Students

B) Teachers should:

- i. Respect the right and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;

- vii. Pay attention to only the attainment of the student in the assessment of merit;
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. Aid students to develop an understanding of our national heritage and national goals; and
- x. Refrain from inciting students against other students, colleagues or administration.

Teachers and Students

C) Teachers should:

- i. Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii. Speak respectfully of other teachers and render assistance for professional betterment;
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

Teachers and Authorities

D) Teachers should:

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- ii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii. Co-operate in the formulation of policies of the college by accepting various offices and discharge responsibilities which such offices may demand;
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- v. Co-operate with the authorities for the betterment of the college keeping in view the interest and in conformity with dignity of the profession;
- vi. Should adhere to the conditions of contract;
- vii. Give and expect due notice before a change of position is made; and
- viii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- ix. No whole-time salaried teacher of the college shall without the permission of the Executive Council engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached. However, teachers may engage in consultancy work as per UGC guidelines and with prior approval of the college.
- x. Every teacher shall undertake to take part in such activities of the college and perform such duties in the college as may be required by and in accordance with the Act, the Statutes and Ordinances framed there-under, for the time being in force, whether the same relate to organisation of teaching, research, extension, examination of students, their discipline, welfare, and generally to act under the direction of the authorities of the college.

Teachers and non-teaching staff

E) Teachers should:

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within college; and
- ii. Should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

Teachers and guardians

F) Teachers should:

Try to see through teachers' bodies and organizations, that college maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the college.

Teachers and society

G) Teachers should:

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life ;
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

The other conditions of service or any matter which are not covered above shall be as prescribed by the University Grants Commission/Ranchi University.

Secretary (Governing Body)