



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 (28 February 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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PRINCIPAL

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 Principal in the Pay Band of Rs. 37400-67000, AGP Rs. 10000/- (as per VI Pay Commission), in the College.

The last date for receipt of application is 24 February 2018 or within 30 days from the date of publication of the advertisement in the national and local dailies, whichever is later. For details, please visit the College website.

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

1. The direct recruitment to the post of Principal of the College shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committee.
2. A Master's degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University.
3. A Ph.D. degree in concerned/allied/relevant discipline(s) in the institution concerned with evidence of published work and research guidance.
4. Associate Professor/Professor with a total experience of **fifteen** years of teaching/research/administration in Universities, Colleges and other institutions of higher education.
5. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out by College Governing Body/ University Ordinances for direct recruitment of Professors in University/Colleges shall be considered.

Secretary, Governing Body



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Guidelines for screening/shortlisting of candidates for the post of Principal

All the posts of teachers, including that of Principal shall be filled after advertisement and by open recruitment. In order to restrict the number of candidates to be called for interview, so as to enable the Selection Committee to have a comprehensive assessment of the candidates, applications received for the post of Principal shall be screened on the basis of the academic and other credentials of the candidates.

1. The Screening/Shortlisting of candidates/applications for the post of Principal shall be based on the following criteria:
 - a. The Screening/Shortlisting of the candidates' applications for the post of Principal shall be done by a Screening Committee constituted for the purpose.
 - b. Academic Performance Indicator (API) score for the post of Principal shall be calculated as per the details given below:

ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR AND FOR DIRECT RECRUITMENT OF ASSOCIATE PROFESSOR AND PROFESSOR IN UNIVERSITIES AND COLLEGES.

| | Direct Teaching Hours per week |
|---------------------|--------------------------------|
| Assistant Professor | 16 |
| Associate Professor | 14 |
| Professor | 14 |

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self-assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

| Category | Nature of Activity | Assistant Professor | | Associate Professor | | Professor | |
|----------|---|---------------------|---|---------------------|--|------------|--|
| | | Max. Score | Actual Score | Max. Score | Actual Score | Max. Score | Actual Score |
| I | a. Direct Teaching | 70 | Actual hours spent per academic year $\div 7.5$ | 60 | Actual hours spent per academic year $\div 7.75$ | 60 | Actual hours spent per academic year $\div 7.75$ |
| | b. examination duties (question paper setting, evaluation of answer scripts) as per allotment | 20 | Actual hours spent per academic year $\div 10$ | 20 | Actual hours spent per academic year $\div 10$ | 10 | Actual hours spent per academic year $\div 10$ |
| | Learning methodologies, updating of subject contents/courses, mentoring etc. | 10 | Actual hours spent per academic year $\div 10$ | 15 | Actual hours spent per academic year $\div 10$ | 20 | Actual hours spent per academic year $\div 10$ |

Note:

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/Field Work.

2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.

3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counselling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor. The model table below gives groups of activities and API scores.

| Category II | Nature of Activity | Maximum API Score | Actual score |
|-------------|---|-------------------|---|
| a. | Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.) | 15 | Actual hours spent per academic year ÷ 10 |
| b. | Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees | 15 | Actual hours spent per academic year ÷ 10 |
| c. | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution) | 15 | Actual hours spent per academic year ÷ 10 |

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

| Category | Activity | Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences | Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management | Maximum score for University / College teacher* |
|----------|--|---|---|---|
| III (A) | Research Papers published in: | Refereed Journals as notified by the UGC# | Refereed Journals as notified by the UGC# | 25 per Publication |
| | | Other Reputed Journals as notified by the UGC# | Other Reputed Journals as notified by the UGC # | 10 per Publication |
| III (B) | Publications other than journal articles (books, | Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted | Text/Reference Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its Single Author website. The List will be intimated to UGC. | 30 per Book for Single Author |

| | | | | |
|--------------|----------------------|---|---|--|
| | chapters in books) | on its website. The List will be intimated to UGC. | | |
| | | Subject Books, published by National publishers with levels, ISBN/ISSN number or State / Central Publications Govt. As approved by the University and posted on its website. The List will be intimated to UGC. | Subject published Books, National publishers, with level Single Author ISBN/ISSN number or State / Publications Central Govt. as approved by the University and posted on its website. The List will be intimated to UGC. | 20 per Book for Single Author |
| | | Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | Subject Books, published by Other 15 per Book for local publishers, with ISBN/ISSN Single Author number as approved by the University and posted on its website. The List will be intimated to UGC. | 15 per Book for Single Author |
| | | Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | Chapters in Books, published by International –10 National and International level per Chapter publishers, with ISBN/ISSN National – 5 per number as approved by the Chapter University and posted on its website. The List will be intimated to UGC. | International – 10 per Chapter National – 5 per Chapter |
| III (C) | RESEARCH PROJECTS | | | |
| III (C) (i) | Sponsored Projects | (a) Major Projects with grants above Rs. 30 lakhs | Major Projects with grants above Rs. 5 lakhs | 20 per Project |
| | | above Rs. 5 lakhs up to Rs. 30 lakhs | Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs | 15 per Project |
| | | (c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs | Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs | 10 per Project |
| III (C) (ii) | Consultancy Projects | Amount mobilized with a minimum of Rs.10 lakhs | Amount mobilized with a minimum of Rs. 2 lakhs | 10 for every Rs.10 lakhs and Rs.2 lakhs respectively |

| | | | | |
|---------------|--|---|--|--|
| III (C) (iii) | Projects Outcome / Outputs | Patent / Technology transfer / Product / Process | Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies | 30 for each International / 20 for each national level output or patent. Major policy document of International bodies – 30 Central Government – 20, State Govt.-10 Local bodies – 5 |
| III (D) | RESEARCH GUIDANCE | | | |
| III(D)(i) | M.Phil. | Degree awarded | Degree awarded | 5 per candidate |
| III(D) (ii) | Ph.D. | Degree awarded / Thesis submitted | Degree awarded / Thesis submitted | 15/10 per candidate |
| III E | FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS | | | |
| III(E) (i) | Fellowships/ Awards | International Award/Fellowship from academic bodies | International Award / Fellowship from academic bodies/associations | 15 per Award / 15 per Fellowship |
| | | National Award/Fellowship from academic bodies | National Award/Fellowship from academic bodies/associations | 10 per Award / 10 per Fellowship |
| | | State/University level Award from academic bodies | State/University level Award from academic bodies/associations | 5 Per Award |
| III(E) (ii) | Invited lectures / papers | International | International | 7 per lecture / 5 per paper presented |
| | | National level | National level | 5 per lecture / 3 per paper presented |
| | | State/University level | State/University level | 3 per lecture / 2 per paper presented |
| | The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period | | | |
| III(F) | Development of e-learning delivery process/material | | | 10 per module |

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii)

papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University.

Note: If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication "III (a)" and not under presentation "III (E-ii)"

2. After allocation of points to all the eligible candidates, the Screening Committee will draw a list of the candidates indicating the points scored by them in descending order i.e. starting from the candidate getting the highest points towards the candidates getting the lower points.
3. In case of tie in the points of two or more candidates, the candidate having the higher/highest marks at the Master's level shall be ranked above the other(s).
4. The points awarded to the candidates during the process of screening of applications shall not have any weightage/credit or merit during assessment/interview of the candidates by the Selection Committee as these points shall be used only for screening/short listing purposes.
5. The period taken by 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 short-listing/appointment to the post of Principal.
6. For appointment to the post of Principal a maximum of 30 candidates would be invited in order of their ranks in the list prepared by the Screening Committee on the basis of points scored by the candidates.
7. In case of any dispute with regard to screening of the applications, the decision of the Screening Committee shall be final.

Secretary, Governing Body