

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OE-4

ON NOTIFICATION OF VACANCIES AND PRELIMINARY SELECTIONS

Under Section 26 (1) (q) of the NEHU Act, 197)

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| Vacancies | 1. | <ul style="list-style-type: none"> i. The Registrar shall maintain the up-to-date position about the faculty positions in the Department in the form which may be prescribed by the Vice-Chancellor, the nature of vacancies and such other details as may be necessary. i. The Head of the Department shall intimate to the Registrar through the Dean of the School, the occurrence of a vacancy in the prescribed proforma along with such other particulars like the specialization, etc., which may be needed for making selections for these positions with reference to the structure of the Department approved by the University. iii. Suitable advertisement shall be prepared from time to time on the basis of the information by the Registrar and approved with suitable changes, if any, by the Vice-Chancellor. |
| Mode of Advertisement | 2. | <ul style="list-style-type: none"> i. All vacancies in academic cadres of the University shall be advertised in at least four India papers, one each from the eastern, northern, western and southern region and at least one regional paper each of the constituent units of the University.

Provided that if there are some academic positions for which the candidates are likely to be exclusively available in a particular region or regions, advertisement may be limited to the papers in that region or regions, only after recording the reasons for doing so in writing and with prior approval of the Vice-Chancellor. ii. The fact that certain vacancies are reserved for SC/ST candidates will be clearly mentioned in the advertisement. Applications from other candidates shall be considered only if suitable SC/ST candidates are not available. iii. The conditions, if any, under which the essential qualifications are relaxable shall be clearly stated in the advertisement. iv. The closing date for receipt of applications shall be at least five weeks from the date of appearance of the advertisement in the papers.

Provided that in emergent circumstances the notice could be reduced to three weeks for reasons to be recorded in writing. v. No application received after the closing date for the receipt of application will be entertained unless the delay is accounted for by dislocation in the postal system or in its being forwarded by the appropriate authorities or such other valid reasons as may be accepted by the Vice-Chancellor. |
| Personal Contact Candidates | 3. | <ul style="list-style-type: none"> A process of personal contact may be initiated by the Vice-Chancellor for obtaining particulars of candidates from appropriate authorities in the |

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concerned fields. The particulars so forwarded by the concerned authorities, in response to such request may also be considered along with other applications in response to the advertisement. No application fee shall be chargeable in respect of such applications.

Career

Advancement 4. i. Teachers eligible for placement/promotion under the Career Advancement Scheme shall apply in a prescribed form to the Registrar through the Head of the Department/Centre.

Provided that if a candidate is the Head of the Department/Centre application is to be forwarded by the concerned Dean.

ii. An application for promotion under the Career Advancement Scheme shall be entitled to the benefit of regular and continuous previous service in the equivalent grade and Scale of pay outside this University/Institutions like a University, College, or other Research organizations, e.g., CSIR, ICAR, DRDO, ICSSR, ICHR, and other such institutions, up to a maximum of half the number of years required to be eligible for such promotion, subject to the guidelines issued by the UGC from time to time.

Counting of

Past Service 5. If the number of years required in a feeder cadre are less than those stipulated under the Career Advancement Scheme, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years.

Fees

6. Details of procedure shall be laid down in Regulations. All applications, including those for placement/promotion under the Career Advancement Scheme, shall be accompanied by such application fee for the posts as may be prescribed by the University from time to time. In case a candidate is not eligible for consideration on account of any disability, other than academic qualification, the application shall not be considered and the application fee will be refunded in full.

**Procedure of
Scrutiny**

7. i. The applications of all candidates for the post of Lecturers, Readers, Professors, or equivalent posts or application for placement/promotion under the Career Advancement Scheme shall be forwarded by the University Office to the Heads of the Department concerned. However, if the Head of the Department happens to be a Reader, the applications for the posts of Professors or equivalent will be forwarded to a Professor in the Department or failing which to the Dean of the School.

ii. The Head of the Department shall constitute a Committee of not less than three members of the staff in the Department not below the rank of Reader including a Professor(s) (excluding Professors reappointed after superannuation) in the Department to scrutinize the applications for the posts of Lecturers, Readers and equivalent and for preparing a list of candidates for interview. Similarly, a Committee shall be constituted by the Head of the Department or the Dean of the School, as the case may be, for scrutinizing the applications for the posts of Professors or equivalent. This Committee shall comprise not less than three persons and shall include all Professors in the Department (excluding Professors reappointed after superannuation) and at least one Professor from another Department in the School or another School.

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iii. The procedure for scrutiny of applications shall be as follows :

- a. In the first instance, the non-academic particulars of the candidates like age, nationality, date of submission of application, etc, shall be scrutinized and those candidates who suffer from any disability will be separately listed.
- b. The applications of all the remaining candidates shall be scrutinized with reference to the essential and desirable qualifications.
- c. Ordinarily, the number of candidates recommended for interview for one post may not exceed six and for two posts ten, and five per post if the vacancies are more.

Provided that the above number may be exceeded by the Committee for reasons to be given in writing.

- d. A short list of candidates who appear to be better qualified on the basis of qualifications given in the application, shall be prepared by the Committee on the basis of criteria which may be adopted by the Committee in each case.

Provided, such candidates who may have been interviewed for the same or similar post by the University and may not have been found suitable within a year preceding the advertisement of the post in question shall not be called for interview unless the committee makes a special recommendation for reasons to be recorded in writing.

- e. Ordinarily for the posts of Lecturers, Research Associates, Research Fellows or equivalent, a higher weightage will be given for consistently good academic record, the objective being to pick up those who have the best potential for development. Their research work and other experience will be considered but with a lesser weightage. In the case of the posts of Readers or equivalent, the academic record and their achievements in research, teaching and in other fields will be given equal weightage. In the case of higher posts of Professors, the achievements in their fields of study and work will be given a high priority;
- f. The qualifications advertised in the notice shall not be relaxed unless the fact that qualifications are relaxable under special circumstances has been mentioned in the advertisement; and
- g. The basic academic qualification shall not be relaxable. In case of a candidate who does not satisfy anyone of the other essential qualifications like experience and yet recommended for being called for interview, the fact shall be specifically stated and reasons for relaxing the qualification will be given in writing.

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- iv. The Head of the Department or the Dean of the School, as the case may be, shall forward the applications with his recommendations to the Vice-Chancellor for final selection of candidates for interview for the posts. The Vice-Chancellor may vary the list suitably at his discretion for reasons to be recorded in writing.
 - v. A copy each of three best publications/written academic contribution of the candidate for Professorship/Readership (selected to be called for interviews as defined by her/him) shall be sent well in advance to three external experts of the Selection Committee for critical review before the interview for placement/promotion is held. The review reports of these three experts shall be placed before the Selection Committee.
- Readvertisement** 8. If the number of candidates being called for interview is less than three in all, the post shall be readvertised with the stipulation that candidates who may have applied earlier need not apply again. In such cases, the Vice-Chancellor shall also initiate personal contact as provided in clause 3 above. In case the number of eligible candidates is still less than three the process of second advertisement and personal contact, the interviews shall be held in accordance with the provisions of the Ordinance.
- Resubmission of application** 9. If a candidate for placement/promotion under the Career Advancement Scheme is not found suitable for placement/promotion for which he/she has applied, he/she shall be eligible to apply afresh for such placement/promotion.
- Information to Candidates** 10. The outstation candidates will be informed telegraphically as well as through registered post and the local candidates through registered posts, of the venue and date of interview at least two weeks ahead of the due date of interview.
- Reserved Posts** 11. In the case of reserved posts, the same procedure may be followed. If no suitable candidate is found, the post may be de-reserved and the reservation may be carried forward to another vacancy according to the provisions of the Ordinance.

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- 1. Approved vide Ministry of Education, Govt. of India No.F.8-32/82-Desk(u) dated February 2, 1984.
 - 2. Amendment to Sub-clause (5) of clause 5 and clause 6(a) OE-4 approved vide MHRD, Deptt. of Education, Govt. of India letter No.F.8-30/99/Desk(U), dated June 2, 2000.
 - 3. Further amended vide EC:105:99:8(vi), dated December 8, 1998.