

Annexure - 24


Registrar
Mangalayan University
Beswan, Aligarh

Inbox (213) - manish.singh@m... x Mangalayan University UMIS x Job Posting x +

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Filters

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Job status

- Active Jobs 2
- Closed Jobs 0
- Expired Jobs 29

Job posted by

Search by username

- Me 31

Nursing Principal, Professor, Associate P...
 Aligarh -2
 No responses yet
 Hot Vacancy (expired)
 posted by Me 25 Feb 2025
 This job is no longer active on site. Would you like to mark it as closed? Yes No

Senior Manager / Manager-Human Reso...
 Aligarh -2
 No responses yet
 Hot Vacancy (expired)
 posted by Me 11 Feb 2025
 This job is no longer active on site. Would you like to mark it as closed? Yes No

Professor & Associate Professor Pharma...
 Aligarh
 No responses yet
 Hot Vacancy (expired)
 posted by Me 15 Jan 2025
 This job is no longer active on site. Would you like to mark it as closed? Yes No

Computer Science -Assistant Professor
 Aligarh -2
 No responses yet
 Hot Vacancy (expired)
 posted by Me 03 Jan 2025
 This job is no longer active on site. Would you like to mark it as closed? Yes No

Public Administration -Assistant Profess...
 Aligarh -2
 No responses yet
 posted by Me
 This job is no longer active on site. Would you like to mark it as closed? Yes No

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- Closed Jobs 0
- Expired Jobs 29

Job posted by

Search by username

- Me 31

Consultant Doctor
 Aligarh
 No responses yet
 Hot Vacancy (expired)
 posted by Me 25 Mar 2025
 This job is no longer active on site. Would you like to mark it as closed? Yes No

Marketing Coordinator International Ad...
 Aligarh
 No responses yet
 Diversity Hiring Hot Vacancy (expired)
 posted by Me 22 Mar 2025
 This job is no longer active on site. Would you like to mark it as closed? Yes No

Director of International Admissions.
 Aligarh
 No responses yet
 Diversity Hiring Hot Vacancy (expired)
 posted by Me 21 Mar 2025
 This job is no longer active on site. Would you like to mark it as closed? Yes No

Associate Professor / Professor - Law
 Aligarh
 No responses yet
 Hot Vacancy (expired)
 posted by Me 08 Mar 2025
 This job is no longer active on site. Would you like to mark it as closed? Yes No

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Filters

Search by Title/Ref Code/Job ID

Job status

- Active Jobs: 2
- Closed Jobs: 0
- Expired Jobs: 29

Job posted by

Search by username

- Me: 31

This job is no longer active on site. Would you like to mark it as closed? Yes No

System Administrator
Aligarh
Hot Vacancy (expired)
No responses yet
posted by Me 30 May 2025

This job is no longer active on site. Would you like to mark it as closed? Yes No

Medical Officer
Aligarh
Hot Vacancy (expired)
No responses yet
posted by Me 27 Mar 2025

This job is no longer active on site. Would you like to mark it as closed? Yes No

Hospital Administrator
Aligarh
Hot Vacancy (expired)
No responses yet
posted by Me 27 Mar 2025

This job is no longer active on site. Would you like to mark it as closed? Yes No

Staff Nurse
Aligarh
Hot Vacancy (expired)
No responses yet
posted by Me 27 Mar 2025

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Filters

Search by Title/Ref Code/Job ID

Job status

- Active Jobs: 2
- Closed Jobs: 0
- Expired Jobs: 29

Job posted by

Search by username

- Me: 31

This job is no longer active on site. Would you like to mark it as closed? Yes No

Assistant/Deputy Controller of Examinat...
Aligarh +2
Hot Vacancy (expired)
18 **18 New** Total Responses
0 Shortlisted
posted by Me 25 Jul 2025

This job is no longer active on site. Would you like to mark it as closed? Yes No

Director - Centre For Distance & Online E...
Agra +2
Hot Vacancy (expired)
17 **17 New** Total Responses
0 Shortlisted
posted by Me 25 Jul 2025

This job is no longer active on site. Would you like to mark it as closed? Yes No

Dean Academics
Aligarh
Hot Vacancy (expired)
No responses yet
posted by Me 30 Jun 2025

This job is no longer active on site. Would you like to mark it as closed? Yes No

Physics -Assistant Professor
Aligarh +2
Hot Vacancy (expired)
No responses yet
posted by Me 30 Jun 2025

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Filters

Search by Title/Ref Code/Job ID

Job status

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- Closed Jobs: 0
- Expired Jobs: 29

Job posted by

Search by username

- Me: 31

| | | | |
|---|------------------------|------------------|--------|
| <input type="checkbox"/> Radio jockey Aligarh <small>Hot Vacancy (expired)</small> | 29 Total Responses | 0 Shortlisted | Repost |
| This job is no longer active on site. Would you like to mark it as closed? <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |
| <input type="checkbox"/> Hardware and Networking Executive Aligarh <small>Hot Vacancy (expired)</small> | 123 Total Responses | 8 Shortlisted | Repost |
| This job is no longer active on site. Would you like to mark it as closed? <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |
| <input type="checkbox"/> Director & Officer - Training & Placement Agra +2 <small>Hot Vacancy (expired)</small> | 168 Total Responses | 0 Shortlisted | Repost |
| This job is no longer active on site. Would you like to mark it as closed? <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |
| <input type="checkbox"/> Accounts Managers/ Account Executive... Agra +2 <small>Hot Vacancy (expired)</small> | 445 Total Responses | 0 Shortlisted | Repost |
| This job is no longer active on site. Would you like to mark it as closed? <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |
| <input type="checkbox"/> Assistant/Deputy Controller of Examinat... | 18 Total Responses | 0 Shortlisted | Repost |

Browser tabs: Inbox (213) - manishsingh@... | Mangalayatan University UMIS | Job Posting

URL: hiring.naukri.com/hiring/job-listing

Filters

Search by Title/Ref Code/Job ID

Job status

- Active Jobs: 2
- Closed Jobs: 0
- Expired Jobs: 29

Job posted by

Search by username

- Me: 31

| | | | |
|---|------------------------|------------------|--------|
| <input type="checkbox"/> Assistant / Associate Professor Electric... Aligarh <small>Hot Vacancy</small> | 50 Total Responses | 0 Shortlisted | Repost |
| This job is no longer active on site. Would you like to mark it as closed? <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |
| <input type="checkbox"/> Operation Theater Technology (Parame... Agra +2 <small>Hot Vacancy</small> | 38 Total Responses | 0 Shortlisted | Repost |
| This job is no longer active on site. Would you like to mark it as closed? <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |
| <input type="checkbox"/> Placement Executive Aligarh <small>Hot Vacancy (expired)</small> | 33 Total Responses | 1 Shortlisted | Repost |
| This job is no longer active on site. Would you like to mark it as closed? <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |
| <input type="checkbox"/> Store Keeper Construction Department. Aligarh <small>Hot Vacancy (expired)</small> | 154 Total Responses | 0 Shortlisted | Repost |
| This job is no longer active on site. Would you like to mark it as closed? <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |
| <input type="checkbox"/> Site Engineer- Civil Aligarh <small>Hot Vacancy (expired)</small> | 447 Total Responses | 5 Shortlisted | Repost |
| This job is no longer active on site. Would you like to mark it as closed? <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |

Registered
Mangalayatan University
Beswan, Aligarh

Welcome, MANGALAYATAN UNIVERSITY!

Create Sub-Users

You have not created sub-users yet. Click here to create sub-users and assign them product access rights.

Contact us

1800 102 5558 0120-4868900
 (10:00 AM - 6:00 PM, Mon - Sat)
 support@naukri.com

Quota usage

Track quota usage of all your subscriptions

| RESDEX | FULL QUOTA | RESDEX | FULL QUOTA | JOB POSTING | OVERALL |
|-----------------------|------------|-----------------------|-------------|-----------------------|---------|
| 2,000 CV Access | | 20,000 NVite | | 100 Hot Vacancy | |
| 424 used | 1,576 left | 0 used | 20,000 left | 13 used | |
| 1/1 licenses assigned | | 1/1 licenses assigned | | 1/1000 users assigned | |

hiring.naukri.com/hiring/job-listing

Filters

Search by Title/Ref Code/Job ID

Job status

- Active Jobs: 1
- Closed Jobs: 0
- Expired Jobs: 51

Job posted by

Search by username

- Me: 52

| | | | |
|---|--------------|-------------------|--------------------------|
| <input type="checkbox"/> Accounts Managers/ Account Executive... Agra - 2 Hot Vacancy | 394 Total | 10 Shortlisted | posted by Me 15 Apr 2025 |
| <input type="checkbox"/> Medical Officer Aligarh Hot Vacancy (expired) | 22 Total | 1 Shortlisted | posted by Me 27 Mar 2025 |
| This job is no longer active on site. Would you like to mark it as closed? <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |
| <input type="checkbox"/> Hospital Administrator Aligarh Hot Vacancy (expired) | 119 Total | 2 Shortlisted | posted by Me 27 Mar 2025 |
| This job is no longer active on site. Would you like to mark it as closed? <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |
| <input type="checkbox"/> Staff Nurse Aligarh Hot Vacancy (expired) | 11 Total | 0 Shortlisted | posted by Me 27 Mar 2025 |
| This job is no longer active on site. Would you like to mark it as closed? <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |
| <input type="checkbox"/> Consultant Doctor Aligarh | 6 Total | 0 Shortlisted | posted by Me 27 Mar 2025 |

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hiring.naukri.com/hiring/job-listing

Filters

Search by Title/Ref Code/Job ID

Job status

- Active Jobs 1
- Closed Jobs 0
- Expired Jobs 51

Job posted by

Search by username

- Me 52

| | | | |
|---|--------------------------|------------------|--------|
| <input type="checkbox"/> Marketing Coordinator International Ad... Aligarh Diversity Hiring Hot vacancy (expired) | 23 4 New Total | 1 Shortlisted | Repost |
| This job is no longer active on site. Would you like to mark it as closed? <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |
| <input type="checkbox"/> Director of International Admissions. Aligarh Diversity Hiring Hot vacancy (expired) | 46 6 New Total | 5 Shortlisted | Repost |
| This job is no longer active on site. Would you like to mark it as closed? <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |
| <input type="checkbox"/> Associate Professor/ Professor - Law Aligarh Hot Vacancy (expired) | 40 Total | 1 Shortlisted | Repost |
| This job is no longer active on site. Would you like to mark it as closed? <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |
| <input type="checkbox"/> Nursing Principal, Professor, Associate P... Aligarh +2 Hot Vacancy (expired) | 39 6 New Total | 0 Shortlisted | Repost |
| This job is no longer active on site. Would you like to mark it as closed? <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |

hiring.naukri.com/hiring/job-listing

Filters

Search by Title/Ref Code/Job ID

Job status

- Active Jobs 1
- Closed Jobs 0
- Expired Jobs 51

Job posted by

Search by username

- Me 52

| | | | |
|---|----------------------------|------------------|--------|
| <input type="checkbox"/> Senior Manager / Manager-Human Reso... Aligarh +2 Hot Vacancy (expired) | 122 27 New Total | 0 Shortlisted | Repost |
| This job is no longer active on site. Would you like to mark it as closed? <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |
| <input type="checkbox"/> Professor & Associate Professor Pharma... Aligarh Hot Vacancy (expired) | 2 Total | 0 Shortlisted | Repost |
| This job is no longer active on site. Would you like to mark it as closed? <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |
| <input type="checkbox"/> Computer Science -Assistant Professor Aligarh +2 Hot Vacancy (expired) | No responses | | Repost |
| This job is no longer active on site. Would you like to mark it as closed? <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |
| <input type="checkbox"/> Public Administration -Assistant Profess... Aligarh +2 Hot Vacancy (expired) | No responses | | Repost |
| This job is no longer active on site. Would you like to mark it as closed? <input type="button" value="Yes"/> <input type="button" value="No"/> | | | |

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hiring.naukri.com/hiring/job-listing

Filters

Search by Title/Ref Code/Job ID

Job status

- Active Jobs 1
- Closed Jobs 0
- Expired Jobs 51

Job posted by

Search by username

- Me 52

Consultant Blood Bank No responses Repost

Aligarh posted by Me | 12 Dec 2024

Hot Vacancy (expired)

This job is no longer active on site. Would you like to mark it as closed?

Resident Medical Officer No responses Repost

Aligarh posted by Me | 12 Dec 2024

Hot Vacancy (expired)

This job is no longer active on site. Would you like to mark it as closed?

English -Assistant Professor No responses Repost

Aligarh +2 posted by Me | 22 Oct 2024

Hot Vacancy (expired)

This job is no longer active on site. Would you like to mark it as closed?

Assistant Professor - History No responses Repost

Aligarh +2 posted by Me | 22 Oct 2024

Hot Vacancy (expired)

This job is no longer active on site. Would you like to mark it as closed?

Assistant Professor - Management & Co... No responses Repost

hiring.naukri.com/hiring/job-listing

Filters

Search by Title/Ref Code/Job ID

Job status

- Active Jobs 1
- Closed Jobs 0
- Expired Jobs 51

Job posted by

Search by username

- Me 52

This job is no longer active on site. Would you like to mark it as closed?

Assistant Professor - Management & Co... No responses Repost

Aligarh +2 posted by Me | 22 Oct 2024

Hot Vacancy (expired)

This job is no longer active on site. Would you like to mark it as closed?

Assistant Professor-Agriculture (Agrono... No responses Repost

Aligarh +1 posted by Me | 25 Aug 2024

Hot Vacancy (expired)

This job is no longer active on site. Would you like to mark it as closed?

Assistant Professor Paramedical (Opera... No responses Repost

Aligarh +2 posted by Me | 23 Aug 2024

Hot Vacancy (expired)

This job is no longer active on site. Would you like to mark it as closed?

Physics -Assistant Professor No responses Repost

Aligarh +2 posted by Me | 21 Aug 2024

Hot Vacancy (expired)


 Registrar
 Mangalayatan University
 Beswan, Aligarh

Browser tabs: Fwd: Application for Position, ERP | Employee Wizard, Job Posting

URL: hiring.naukri.com/hiring/job-listing

Filters:

Search by Title/Ref Code/Job ID

Job status:

- Active Jobs
- Closed Jobs
- Expired Jobs

Job posted by:

Search by username

- Me

Job Listings:

- English -Assistant Professor
Aligarh +2
No responses
Hot Vacancy (expired)
posted by Me 09 Aug 2024
- Paramedical (OTT) -Assistant Professor
Aligarh +2
No responses
Hot Vacancy (expired)
posted by Me 31 Jul 2024
- Site Supervisor
Aligarh +2
No responses
Hot Vacancy (expired)
posted by Me 27 Jul 2024
- Store Keeper
Aligarh +2
No responses
Hot Vacancy (expired)
posted by Me 27 Jul 2024

Browser tabs: Fwd: Application for Position, ERP | Employee Wizard, Job Posting

URL: hiring.naukri.com/hiring/job-listing

Filters:

Search by Title/Ref Code/Job ID

Job status:

- Active Jobs
- Closed Jobs
- Expired Jobs

Job posted by:

Search by username

- Me

Job Listings:

- Hardware and Networking Technical Assi...
Aligarh +2
No responses
Hot Vacancy (expired)
posted by Me 24 Jul 2024
- Purchase Officer
Aligarh +2
No responses
Hot Vacancy (expired)
posted by Me 19 Jul 2024
- Hospital Administrator
Aligarh +1
No responses
Hot Vacancy (expired)
posted by Me 19 Apr 2024
- Assistant Professor-Agriculture (Agrono...
Aligarh +1
No responses
Hot Vacancy (expired)
posted by Me 19 Apr 2024

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Browser tabs: Fwd: Application for Position in, ERP | Employee Wizard, Job Posting

URL: hiring.naukri.com/hiring/job-listing

Filters:

Search by Title/Ref Code/Job ID

Job status:

- Active Jobs: 1
- Closed Jobs: 0
- Expired Jobs: 51

Job posted by:

Search by username

- Me: 52

Job Listing 1:

Chemistry -Assistant Professor
Aligarh +2
Hot Vacancy (expired)
No responses
posted by Me | 19 Apr 2024
This job is no longer active on site. Would you like to mark it as closed? Yes No

Job Listing 2:

Mathematics -Assistant Professor
Aligarh +2
Hot Vacancy (expired)
No responses
posted by Me | 19 Apr 2024
This job is no longer active on site. Would you like to mark it as closed? Yes No

Job Listing 3:

Education -Assistant Professor
Aligarh +2
Hot Vacancy (expired)
No responses
posted by Me | 22 Mar 2024
This job is no longer active on site. Would you like to mark it as closed? Yes No

Job Listing 4:

Assistant Professor- Hindi
Aligarh +2
Hot Vacancy (expired)
No responses
posted by Me | 22 Mar 2024
This job is no longer active on site. Would you like to mark it as closed? Yes No

Browser tabs: Fwd: Application for Position in, ERP | Employee Wizard, Job Posting

URL: hiring.naukri.com/hiring/job-listing

Filters:

Search by Title/Ref Code/Job ID

Job status:

- Active Jobs: 1
- Closed Jobs: 0
- Expired Jobs: 51

Job posted by:

Search by username

- Me: 52

Job Listing 5:

Economics -Assistant Professor
Aligarh +2
Hot Vacancy (expired)
No responses
posted by Me | 22 Mar 2024
This job is no longer active on site. Would you like to mark it as closed? Yes No

Job Listing 6:

Assistant Professor- Chemistry
Aligarh +2
Hot Vacancy (expired)
No responses
posted by Me | 22 Mar 2024
This job is no longer active on site. Would you like to mark it as closed? Yes No

Job Listing 7:

Assistant Professor- Botany
Aligarh +2
Hot Vacancy (expired)
No responses
posted by Me | 22 Mar 2024
This job is no longer active on site. Would you like to mark it as closed? Yes No

Job Listing 8:

Assistant Professor- Mathematics
Aligarh +2
Hot Vacancy (expired)
No responses
posted by Me | 22 Mar 2024
This job is no longer active on site. Would you like to mark it as closed? Yes No

Job Listing 9:

Assistant Professor- Managemnt & Co

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Beswan, Aligarh

Mangalayan University, Beswan, Aligarh

Ref: MU/RO/EC/15-16/102(i)


Dated: 07 Sept 2015

Notification

Subject: Human Resource Recruitment Policy of the University

On the recommendations of the Committee constituted by the Executive Council vide item no. MU/EC/2013/2/8 dated 30 Oct 2013, the Executive Council in its 16th meeting on 04 Sept 2015 vide item no. MU/EC/2015/1/6 considered and approved the Human Resource Recruitment Policy of the University.


The detailed policy is enclosed herewith for necessary action and records.


(Manjeet Singh)
Cdr (Retd)
Registrar

Encl: As above

C.C.:-

P.S. to Vice Chancellor for kind information of the Vice Chancellor
Vice President (Ops)
All Directors/HoDs/ Heads/Faculty/Staff
COE/FO/Deputy Registrar/AR(HR)
I/C- Library/CSD/Transport


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Mangalayan University
Beswan, Aligarh

Mangalayan University, Aligarh
Recruitment & Promotion Policy

Human Resources Policy-Appointments:

The appointments of teachers, academic and administrative staff, along with their emoluments, are governed by Section 27(2)(d) of the Mangalayan University Act and Sections 8 and 9 of the Statutes. The contents of these are reproduced below.

Statute 8 of Mangalayan University

- a. The appointment of the teachers and academic and administrative staff shall be normally made through open selection in accordance with provisions of section 9, on the recommendation of the duly constituted Selection Committee as provided in the regulations.
- b. The recommendations of the Selection Committee shall be approved by the authority /officers as provided in the regulations.
- c. The emoluments of the teacher and academic and administrative staff must be as specified in the regulations.
- d. In special cases appointment may also be made on contract, transfer, deputation or in any other manner considered necessary and expedient.

Statute 9 of Mangalayan University

Short term appointment of staff from another University or Institution

For undertaking a joint project or for undertaking research, teachers and academic and administrative staff from another University/Institutions shall be appointed for a specified period in accordance with Memorandum of Understanding. The terms and conditions of appointments and emoluments shall be provided therein.

All other appointments for functional posts mentioned hereunder shall be carried out by the Vice Chancellor

Appointment of Functional Posts

Appointment to functional posts shall be for a fixed period. The positions covered under this provision will be:

Dean
Head of the Department
Proctor
Chairman of various committees

All such appointments will be made by the Vice-Chancellor upon the recommendation of a selection committee duly constituted by the Vice-Chancellor for this specific purpose.

Appointment Types:

On Probation: A teacher/staff who is not appointed on contract/short term appointment shall be on probation for a period of 1 year from the date of his/her joining. He/she shall be deemed to be on probation even after the completion of this period unless confirmed in writing by the Registrar after due recommendation from his reporting authority. The extension shall be for a period up to 3 (three) years from the date of completion of original probation period.

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Beswan, Aligarh

On Contract: A teacher/staff appointed on contract/short term appointment shall be deemed to have vacated office on the date of completion of the contract/short term appointment as mentioned in the MoU.

Human Resources Policy-Recruitment Policy

When a position is deemed vacant by a Head of Department or Director, he/she shall request permission from the Vice-Chancellor for filling the vacancy. Upon due permission, he shall formally request the Registrar Office to initiate the due process for the recruitment. The Registrar Office shall, where necessary, advertise the position via various media channels to invite applications, apart from seeking applications from university employees and shortlisting candidates from the bank of previously received applications.

The director/head of department shall then constitute a selection committee for the said position. The committee shall shortlist candidates from the applications received and declare a date for personal interviews. Via the interview process, the committee shall select the best among the available candidates, using the guidelines published in the selection process under the service rules of the university. These guidelines assign appropriate weight to industry experience and encourage the committee to favourably weigh passion and enthusiasm to teach, in addition to actual teaching experience, as per the norms and recommendations of the UGC. The compensation structure for each position has been devised to maintain parity, reward good performance, remain competitive with respect to market conditions and respect seniority. The committee shall ensure that the awarded compensation shall not deviate from the laid down structure.

Human Resources Policy-Recruitment Process:

1. **Assessment of Requirement:** At least one month prior to the commencement of a given semester, the head of department shall assess his faculty requirement as per the attached teaching load format (Annexure-1-TLA-1). The points of consideration shall be the student strength in various programs under him, the new courses and expected number of batches in the coming academic year, the staffing pattern as recommended by UGC, the profile and strength of his existing faculty body, and the likely retirement or voluntary exit during the coming year. Upon due approval from the Dean/Director, the requirement shall be put up to the Vice-Chancellor and ratified by the Executive Council. The EC ratification may be obtained post-facto in the event that the recruitment cycle precedes the EC meeting schedule.
2. **Creation of Position:** The positions as ratified by the Executive Council, or approved by the Vice-Chancellor pending such ratification shall be notified by the Registrar.
3. **Placing of Advertisement:** Based on the notification by the Registrar, an advertisement is published in all leading dailies (1 national circulation English Daily and 2 Hindi Dailies) prescribing details as per UGC norms. A circular will also be issued to all existing university employees, encouraging them to either apply for these positions (upon fulfillment of requirements) or recommend candidates for the same.
4. **Receipt of Applications:** Applications shall be received through mail on team.hr@mangalayatan.edu.in. They may also be received via post, courier, hand delivery and reference delivery at the HR Department within 15 days from the date of the advertisement.
5. **Screening of Applications:** The HR department will conduct an initial screening of candidates, based purely on the laid down qualification requirements. Candidates passing this screen shall be confirmed by the Registrar and passed on to the selection committee constitute for the position. The committee shall conduct a subjective

LS-

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Beswan, Aligarh

screening of all candidates and recommend a list of candidates to be called for a personal interview. This list shall be forwarded to the HR department via the Registrar office.

6. **Scheduling of Interview:** The HR department shall schedule the interviews for shortlisted candidates based on the availability of the candidates and the selection committee.

7. **Selection Committee:** The Selection Committee shall be constituted as under as per the provisions mentioned under Statutes (8&9).

a) The selection committee for Academic Staff (teaching positions) shall consist of the following members:

| | |
|--|------------------|
| ➤ The Vice-Chancellor | Chairperson |
| ➤ Pro Vice Chancellor (if any) | Member |
| ➤ The Dean of the Institute concerned | Member |
| ➤ Nominee of the Society (Member of Executive Council) | Member |
| ➤ Subject Specialist (Head/nominee) of Department | Member |
| ➤ One external subject specialist | Member |
| ➤ Member Co-opted from HR | Member |
| ➤ Registrar | Member Secretary |

Quorum: One half of the above mentioned members in the Selection Committee including the Chairperson shall constitute the Quorum at a meeting.

b) The Selection Committee for Non-Academic Staff (non teaching positions) shall consist of the following members (for Grade-A&B positions):

| | |
|--|------------------|
| ➤ The Vice-Chancellor | Chairperson |
| ➤ Pro Vice Chancellor (if any) | Member |
| ➤ Nominee of the Society (Member of Executive Council) | Member |
| ➤ (Head/nominee) of Department | Member |
| ➤ Member Co-opted from HR | Member |
| ➤ Registrar | Member Secretary |

Quorum: One half of the above mentioned members in the Selection Committee including the Chairperson shall constitute the Quorum at a meeting.

c) The Selection Committee for Non-Academic Staff (non teaching positions) shall consist of the following members (for Grade-C&D positions):

| | |
|---|------------------|
| ➤ Dean/Director/Member nominated by the Vice Chancellor | Chairperson |
| ➤ Registrar | Member |
| ➤ Supervisor of the Department | Member |
| ➤ Member Co-opted from HR | Member Secretary |

Quorum: One half of the above mentioned members in the Selection Committee including the Chairperson shall constitute the Quorum at a meeting.


8. **Calling for Interview:** Shortlisted candidates shall then be informed via mail and telephonically about the date, time and venue of the interview.

9. **Confirmation of presence and assistance:** The presence of the candidates shall be confirmed via mail/telephonically at least two days prior to the scheduled interview date. In case of scheduling interviews for higher positions (for Group A positions) travel assistance as per University rules shall be extended. (Annexure-2, TA/DA rule of MU)

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10. **Conduct of Interview:** The candidates who present themselves on the date of the interview shall be interviewed by the Selection Committee duly constituted. In cases of staff recruitment they may also be subject to a technical round related to their field. A list of selected candidates shall be drawn up in order of the merits and the result shall be incorporated in the minutes of the selection committee duly signed by the members and approved by the Vice- Chancellor.
11. **Declaration of Results:** The results of the interview shall be then communicated to the candidates within 7 days from the date of interview.
12. **Issue of Letter of Intent:** The letter of intent shall be issued strictly in order of merits by the Registrar to the selected candidates which mentions the post, designation, department, salary and the tentative date of joining all of which are mutually discussed and agreed upon at the time of the interview. The original of the letter of intent along with a copy shall be sent to the selected candidate who would sign the copy as a token of acceptance of the appointment and return it to the office of the Registrar. (Annexure-3-Letter of Intent)
13. The order of appointment shall be issued after the completion of all relevant HR Documentation as mentioned in the Letter of Intent and as declared by the candidate at the time of the interview. (Annexure-4, Appointment Letter) -
14. Any request for extension of the joining period shall be considered and disposed of by the Registrar..
15. If a selected candidate does not report by the specified date, the appointment order shall be considered withdrawn. Any reinstatement of the order may occur only with the approval of the Vice-Chancellor.
- Note: Apart from this procedure, interviews for selection may also be carried out via campus interviews at premier Institutions of the country.**


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