

GUJARAT TECHNOLOGICAL UNIVERSITY, AHMEDABAD

GTU Circular No. Staff Endorsement /11904/2011

Date: 3/12/2011

V. C. Nominee, Experts and College/ Institutions are required to follow the below mentioned points at the time of Interview:

- Advertisement is to be given in 2 Leading News Papers widely circulated in entire state (Not Special edition). The minimum size of Advertisement should be 4 x 4 inches. It should be published in one Gujarati and one English news paper.
- Verify the list of applicants and applications received and it should be recorded in separate register with Inward Number. Verify the proof of Interview letter also sent to all of them.
- Verify the documents, whether the candidate is/are eligible for the interview or not. Candidates whose result is awaiting & who come without original documents are not to be interviewed.

Criteria should be fulfilled for the eligibility:

- Result of all the candidates should be declared who have appeared for the interview; on the same day of interview also candidate should have First Class or equivalent as per AICTE norms. If the class is not clearly mentioned in mark sheet or degree certificate, then for the equivalence, a conversion certificate from the Concern University/ AICTE should be obtained.
- Once a candidate has applied for the post, then it is required to check all the criteria at the time of interview itself; in case the candidate is wrongly recommended for appointment by the selection committee, then Committee as well as Candidate are accountable for that wrong selection.
- For the higher post recruitment like Professor and Director, all the mentioned things are to be kept at the time of interview. eg. For Age Criteria, ask the certificate for Date of Birth, All Experience certificates (Exp. at managerial or equivalent position), Degree Certificates, all Mark sheets and all the related documents which are required to endorse the Candidates. In case of any doubt about the equivalent level experience, the selection committee may ask the equivalence certificate from candidate regarding nature of appointment, pay scale, nature of work and genuineness of the experience certificate.
- As per AICTE norms, the candidate having age upto 65 can be appointed as a Regular Faculty member in AICTE approved Institute.
The members of selection committee must check all the original certificates of selected candidates and sign on all Xerox documents verified by them, including educational qualifications, Experience Certificates and other relevant certificates.
- Equivalence certificate should be obtained and produced by the candidate at the time of interview itself, if his/her qualifying degree / diploma have been obtained from any Institute in India or abroad, other than the recognized university in India.
- The definition of Equivalent degrees to qualifying degrees mentioned in AICTE process handbook, have to be thoroughly checked by the selection committee and if the committee

members feel that the qualifying degree is not equivalent, they have the right to reject the candidature. (for detail they may refer to latest AICTE process handbook/ AICTE website)

- Both the subject Experts appointed by the Institute for the interview should be from GTU/UGC/AICTE Approved Institutes and should be working on at par or above the cadre for which interviews are being held.
- For further clarification regarding eligibility criteria, please refer latest AICTE Process Handbook.

Institute has to attach these documents as per Checklist after the completion of

Interview:

- 1) Verified copy of original newspaper in which the advertisement is published with the **Date** and name of **News Papers** to GTU.
- 2) Letter of appointment of V. C. Nominee.
- 3) In Minutes, the details of:
 - No of Candidates applied with the detailed list,
 - No of Candidates appeared for interview, with the list and signature of candidates as well as Committee members,
 - List of selected candidates in prescribed format available on GTU website and signed by Committee members.
- 4) Documents are to be attached as per the List for selected candidates order wise; please do not attach documents of those candidates who are not selected or candidates in the waiting list.
- 5) Supporting documents of selected candidates should include
 - School leaving certificate, - All Mark sheets, Degree Certificates
 - All experience certificates are to be submitted to GTU at the time of submission of file.
 - If Degree Certificate is not received/ awaited, then it should be mentioned.
- 6) For the position of Professor and Director, Candidates' School Leaving Certificate or Date of Birth Certificate has to be shown for the clearance of the age below 65 years.
- 7) All the mentioned criteria have to be kept on the record and then selection has to be done. If any documents are missing, V. C. nominee, Experts and Management/ Principal of the institute shall be responsible for the selection.
- 8) The Institute is required to appoint the faculty by following the prescribed procedure of GTU. It is to be noted that, the institute should not appoint faculty members on their own. However, in case of need, the institute may appoint faculty for short period that is not more than three months, and after that they must conduct the interviews for the regular appointment by following the prescribed procedure of GTU. Appointment made by management on their own, need not be sent to GTU for approval.
- 9) Complete File is to be duly signed by V. C. Nominee before submission to GTU.

I/C Registrar