

F.No.33 – 9 / 2011 – TS.III
Government of India
Ministry of Human Resource Development
Department of Higher Education
NITs Division

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Shastri Bhawan, New Delhi,
dated, the 15th January, 2014

To

The Directors of the 30 NITs.

Subject:- Implementation of 4 – tier flexible faculty structure in the National Institutes of Technology (NITs) – regarding.

Sir / Madam,

I am directed to refer to this Ministry's letter of even number dated 23rd August, 2013 and 12th December, 2013 on the subject cited above.

2. The meeting of the Committee constituted to devise norms for implementation of the four-tier flexible cadre (faculty) structure for both the new and the existing faculty in NITs, IITs and ISM–Dhanbad was held under the Chairmanship of Additional Secretary (TE) on 16th December, 2013 (Monday) at Ministry of Human Resource Development, Shastri Bhawan, New Delhi.

3. The Committee in its aforesaid meeting resolved the following:-

- (i) That there would be no automatic migration to the salaries and AGP's of the four-tier flexible faculty structure;
- (ii) Any change of the Grade Pay under Four-Tier will be purely through open advertisements and on the recommendation of duly constituted Selection Committees;
- (iii) Those who do not fulfill the essential qualifications, relevant experiences and other essential requirements as in **Annexure – I [pages 3 to 4]**, however, will continue in the present grade;
- (iv) As an eligibility criteria for the post of Professor, the requirement of minimum four year's experience at the level of Associate Professor shall mean that of Associate professor under the Four-Tier System i.e. at the AGP of ₹9,500/- . Associate Professors of three tier system with Academic Grade Pay of ₹9,000/- shall also be eligible but with seven year's experience, if they meet the relevant academic requirements for the post;

....contd./-



-: 2 :-

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- (v) Professors with ₹10,500/- AGP will only be considered for HAG Scale in accordance with Ministry's letter dated 22nd March, 2013 and the concerned Professor has to have 6 (six) years of service in AGP of ₹10,000/- or higher; and
- (vi) The academic criteria as approved by the Council of NITs [**Annexure – I**] has to be used in conjunction with the Ministry's letter F.No.33–9/2011–TS.III dated 23rd August, 2013 [**Annexure – II (pages 5 to 7)**] for selection under four-tier flexible pay structure.

4. The Recruitment Rules and other guidelines to be adopted by the Board of Governors (BOGs) are attached at **Annexure – III [pages 8 to 22]**.
5. The NITs are advised to strictly adhere the aforesaid instructions for both the new and the existing faculty in NITs.
6. This issues with the approval of the competent authority in the Ministry.

Yours faithfully,



**[Rajesh Singh]
Director (NITs)**

Encl.: as above.

Copy to:-

1. The Chairpersons, Board of Governors of National Institutes of Technology (NITs) for information and further necessary action.
2. Guard File.



**[Rajesh Singh]
Director (NITs)
Tel: 23073687**

**Prescribed Minimum Qualification and Experience for
Faculty positions of NATIONAL INSTITUTES OF TECHNOLOGY**

(Under four tier flexible faculty structure)

| Designation, Pay Band and Academic Grade pay | Essential Qualification | Relevant Experience | Other essential requirements | Additional Desirable requirements |
|--|-------------------------|--|---|--|
| Assistant Professor (On contract) PB – 3 with Grade Pay of ₹6000/- + 07 additional non-compounded increments. | Ph. D. | None | None | One publication in an SCI Journal. |
| Assistant Professor (On contract) PB – 3 with Grade Pay of ₹7000/-. | Ph. D. | 01 year. | One paper accepted for publication in SCI Journal. | Two papers in SCI Journals or one patent; may be based on Ph.D. work. |
| Assistant Professor PB – 3 with Grade Pay of ₹8000/-. | Ph. D. | 03 years after Ph.D. or 06 years total (not counting Ph.D. enrolment period) after obtaining M. Tech. degree. | 02 papers in SCI journals outside Ph.D. work. One ongoing sponsored project for candidates from academia. Two experiments or computational projects added to teaching laboratories where appropriate. | One Ph.D. supervision ongoing; 01 Patent; Experience in industry or R&D lab. of repute; M.Tech., M.Sc. or B.Tech. project supervision on live industrial problems. |
| Associate Professor PB – 4 with Grade Pay of ₹9500/-. | Ph. D. | 06 yrs after Ph.D. or 09 years total (not counting Ph.D. enrolment period), out of which 03 years should be after Ph.D. Three years at the level of Assistant Professor with AGP of ₹8000/- or | 04 papers in SCI journals after Ph.D.; One Ph.D. guided as sole or principal supervisor plus one continuing. Two projects ongoing or one ongoing plus one completed. Two experiments or computational projects added to teaching laboratories where appropriate. Academic outreach activity equivalent to two self financed short term courses. | 01 or more patents; Supervising two or more students for Ph.D.; Strong liaison with industry; Offering courses through application of ICT. |

| Designation, Pay Band and Academic Grade pay | Essential Qualification | Relevant Experience | Other essential requirements | Additional Desirable requirements |
|---|-------------------------|--|--|---|
| Professor PB – 4 with Grade Pay of ₹10,500/-. | Ph. D. | 10 years after Ph.D. or 13 years total [not counting Ph.D. enrolment period] out of which 07 years are to be after Ph.D.; At least three years to be at Associate Professor level in an institution of repute. | Two Ph.D. degrees guided in Career as sole or principal supervisor. The following during the past 04 years; (i) 03 papers in SCI journals; (ii) One High value sponsored or consultancy project; (iii) Academic outreach activity equivalent to two self-financed courses offered as coordinator and main teacher; (iv) Two experiments or computational design projects with added to teaching laboratories where appropriate. | One or more Patents; Supervised more than three students for Ph.D.; Preparing E-Learning material. At least one self-financed short-term course offered every year. Strong liaison with industry. Offering significant support to institute management; High value sponsored or consultancy projects. |
| Professor HAG Scale ₹67,000 - ₹79,000/-. | Ph. D. | Six years as Professor with AGP of ₹10,000/- or ₹10,500/- in an institute of national importance. | 04 Ph.D.s guided as sole or principal supervisor plus at least one full time resident student continuing. The following during the past six years (i) 04 papers in SCI journals; (ii) 02 high value sponsored or consultancy projects plus one ongoing; (iii) Academic outreach activity equivalent to 03 self-financed short-term courses offered as coordinator and main teacher; (iv) Three experiments or computational projects added to teaching laboratories (v) Significant contribution to institute management through personal initiative in responsible positions. | Truly significant contribution in one area – publications, writing of text books or reference books, sponsored projects, consultancy and support to industry, E-learning packages, creative contribution to institute's welfare. |

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ANNEXURE – II

F.No.33 – 9 / 2011 – TS.III
Government of India
Ministry of Human Resource Development
Department of Higher Education
NITs Division
*_*_*_*_*

Shastri Bhawan, New Delhi,
dated, the 23rd August, 2013

To

The Directors of all the 30 NITs.

Subject:- Implementation of 4 – tier flexible faculty structure in the National Institutes of Technology (NITs) – regarding.

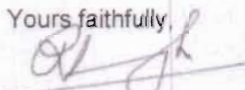
Sir / Madam,

I am directed to state that the Council of NITs in its 3rd meeting held on 18.11.2011 under the Chairmanship of Hon'ble HRM vide Item No.3.17 resolved that individual NITs will be allowed to adopt the 4-tier flexible faculty cadre structure. It has further been reiterated by the Committee constituted under the Chairmanship of Dr. Anil Kakodkar to review the NITs system, which in its first meeting held on 12.02.2012, deliberated that it is desirable that NITs align with IITs in terms of 4-tier flexible system.

2. The Ministry of HRD vide its letter No.F.33 – 7 / 2011 – TS.III dated 14.03.2012 issued guidelines on promotion of faculty members in NITs under Career Advancement Scheme (CAS) wherein under para 4(s), it was specifically mentioned that all the NITs will be required to adopt 4-tier flexible faculty structure (presently operating in IITs, IIMs, IISERs and NITIE) and that vide this Ministry's letter No.F.33-7/2011-TS.III dated 18.03.2013, it was informed that the CAS policy has been dispensed with effect from 30th April, 2013.

3. In light of the above, the proposal for switching over to a 4-tier flexible faculty structure is now concurred by the Integrated Finance Division of this Ministry and approved by the Hon'ble HRM in his capacity as the Chairman of the Council of NITs for adoption / implementation by the respective NITs, after adoption by the respective Board of Governors. The approved norms of 4-tier flexible faculty structure are enclosed for implementation by the NITs.

Yours faithfully,


[Rajesh Singh]
Director (NITs)
Tel: 23073687

Encl.: as above.

Copy for information to:- The Chairpersons, Board of Governors of the National Institutes of Technology (NITs).

[RAVID:RR, Pay Anomaly & CASM-Tier Letter.docx]

**Norms of 4- tier Cadre Structure of Faculty Posts
in the National Institutes of Technology (NITs)**

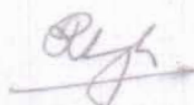
| Sl. No. | Designation, Pay Band and Academic Grade Pay | Essential Qualification and Relevant Experience |
|---------|---|--|
| 1. | Assistant Professors (On contract) PB-3 of ₹15600-39100 with AGP of ₹6,000/- p.m. | (i) Assistant Professors to be recruited on contractual basis are not part of the regular faculty cadre in NITs. Appointment at this level may be made on contract basis to enable bright young Ph.D.s scholars to teach and earn experience in premier institutions. (ii) At the entry level they may be placed in Pay Band PB-3 of ₹15600-39100 with Academic Grade Pay (AGP) of ₹6000/- p.m. with seven non-compoundable advance increments. (iii) To encourage fresh Ph.D.s to join the teaching system, at least 10% of the total faculty strength should be recruited at this level. However, relaxation in respect of educational qualifications could be given upto 25% of total Assistant Professors recruited. The reasons for such relaxations should be duly recorded and reported to the Board of Governors of the respective institutions. (iv) After one year of post Ph.D. experience, these Assistant Professors shall be placed in the AGP of ₹7,000/- p.m. |
| 2. | Assistant Professors PB-3 of ₹15600-39100 with AGP of ₹8,000/- p.m. | (i) To be appointed in PB-3 to be placed at ₹22500/- with AGP of ₹8000/- p.m. For direct recruits, minimum pay in the Pay band to be fixed at ₹30,000/-. (ii) For appointment as Assistant Professor, one should have a Ph.D. with first class at the preceding degree or equivalent in the appropriate branch with a very good academic record throughout and at least three years industrial/research/teaching experience excluding however, the experience gained while pursuing Ph.D. (iii) Assistant Professors on completion of 3 years of service shall move to Pay Band of ₹37400-67000 (PB-4) with an Academic Grade Pay (AGP) of ₹9000/- and will, however, continue to be designated as Assistant Professor. |

[RAVFD/RR, Pay Anomaly & CAS/4-Tier Letter.docx]



| Sl. No. | Designation, Pay Band and Academic Grade Pay | Essential Qualification and Relevant Experience |
|---------|---|---|
| 3. | Associate Professors PB-4 of ₹37400-67000 with AGP of ₹9,500/- p.m. | (i) To be appointed in PB-4 (₹37400-67000) with AGP of ₹9500/- p.m. For direct recruits. Minimum pay in the PB-4 to be fixed at ₹42,800/-. (ii) For appointment as Associate Professor, one should have a Ph.D. with first class at the preceding degree or equivalent in the appropriate branch with a very good academic record throughout and a minimum of six years Teaching Industry/Research experience, or which at least three years' should be at the level of Assistant Professors, Senior Scientific Officer / Senior Design Engineer. |
| 4. | Professors. PB-4 of ₹37400-67000 with AGP of ₹10500/- p.m. Professors: HAG Scale (₹67000-79000) without any GP | (i) For appointment as Professor, one should have a Ph.D. with first class at the preceding degree or equivalent with a very good academic record and a minimum of 10 years experience of which at least 4 years should be at the level of Associate Professor. (ii) For Direct Recruits, Minimum pay in the Pay Band to be fixed at ₹48,000/-. (iii) Upto a maximum of 40% of the sanctioned posts of Professors after regular service of 6 years as Professor can be awarded HAG Scale of ₹67000-79000 without any GP in all NITs after fulfilling the eligibility conditions given in the guidelines for implementation of HAG scales in this Ministry's letter No.34-9/2012-TS.III dated 22.3.2013. (iv) While implementing the HAG scales, those Professors of NITs and CFTIs who are appointed as Directors in the NITs system by the MHRD, shall deemed to have been placed in the HAG scale notionally from the day they took charge as Directors in NITs or from the day the guidelines were issued by the Ministry vide its letter No.F.23-1/2008-TS.II dated 18.8.2009, whichever is later. |

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**GOVERNMENT OF INDIA
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF HIGHER EDUCATION**

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**Recruitment Rules for the faculty posts under four – tier flexible
faculty cadre in National Institutes of Technology (NITs)**

1. **Short title and commencement** : These rules may be called the NIT Faculty Recruitment Rules, 2013. These shall come into force from the date of their acceptance / adoption by the Board of Governors of the concerned Institute.
2. **Definitions** : In these rules, unless the context otherwise requires;
 - a) “Act” means National Institutes of Technology, Science Education and Research (NITSER) Act, 2007.
 - b) “Statutes” means the First Statutes of the NITs and the Statutes subsequently framed by the respective NIT or framed by the Ministry of Human Resource Development.
 - c) “Service Rules” means Service Rules of the respective NIT.
 - d) “Faculty” means the Professor, Associate Professor and Assistant Professor of the NITs.
3. **Method of Recruitment and other matters** : The method of recruitment and other matters relating to the post of Faculty shall be specified in the Schedule annexed to these rules.
4. **Deputation / Contractual Appointments** : Faculty, who are appointed on contractual basis, shall be for a fixed period not exceeding five years.
5. **Disqualification** : No person,
 - (i) Who had entered into or contracted a marriage with a person having a spouse living; or
 - (ii) Who having a spouse living, has entered into or contracted a marriage with any person.shall be eligible for appointment to the said post;

provided that the Board of Governors may, if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there were other grounds for so doing, exempt any person from the operation of this rule.
6. **Saving** : Nothing in these rules shall affect reservations, relaxations of the age limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, Scheduled Tribes, Other

Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard. These rules shall also not affect the recruitments already made or for which recruitment process has already commenced; but any appointment or promotion to higher post proposed to be made or made subsequent to the notification of these Recruitment Rules will be governed by these Recruitment Rules.

7. **Other conditions of service** : The other conditions of service of the Faculty for which no specific provisions have been made in these rules shall be regulated in accordance with such rules as are, from time to time, applicable as per the First Statutes of the NITs and the subsequent amendments. For matters not covered by the Statutes, the corresponding Central Government Rules shall be applicable.
8. **Qualifications and other requirements of Selection** : Qualifications and other requirements of selection for various faculty posts are given in detail in the **Annexure – I (pages 3 to 4)**.
9. These rules are bare minimum and the Board of Governors can however fix higher benchmarks, higher than the prescribed in consultation with the Council of NITs.

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SCHEDULE

Recruitment Rules (RRs) for the Post of Assistant Professor, Associate Professor and Professor of NITs.

1. **Name of Posts** :
Assistant Professor / Associate Professor / Professor of NITs.
2. **Number of Posts** :
As per norms fixed by the Govt. of India
3. **Classification** :
Group – A (Pay Bands PB – 3 and PB – 4)
4. **Whether Selection post or non-Selection post:**
By Direct Recruitment
5. **Age limit for Direct Recruitment** :
Fresh appointment beyond the age of 60 years is discouraged except in the case of faculty with exceptionally brilliant research career and with ongoing or approved externally funded research projects.
6. **Educational and other Qualification required for Direct Recruits** :
The essential qualifications, relevant experience and other essential qualifications have been given in **Annexure – I (page 3 to 4)**.
7. **Whether age and educational qualifications prescribed for Direct Recruits will also apply in Case of promotees** :
There shall be no distinction between external and internal candidates with regard to the requirements of qualification and experience.
8. **Period of probation, if any** :
One year. It may be extended by the respective BoG, on recommendation of the Director.
9. **Method of Recruitment:**
Direct Recruitment.

10. **In case of recruitment by promotion / deputation / absorption, grades on which promotion / deputation / absorption to be made applicable :**

Not applicable.

11. **Basic principles of Faculty recruitment:**

- a) A Ph.D. degree shall be the minimum qualification for a regular faculty position in NIT.
- b) All recruitment and pay-fixation shall be done by the BoGs of the Institutes only on the recommendations of duly constituted Selection Committees. There shall be no scope of fixing of altering pay (pay in pay-band or grade pay) outside the Selection Committee. The Selection Committee shall be the only entity empowered to consider the past services and qualifications of a candidate.
- c) Recommendations of the Selection Committee will be arrived at by discussions within the Committee. Contents of such discussions and details of transactions within the Committee will not form a part of permanent records or minutes.

12. **Distribution of posts among departments / centres and designations:**

While there is no rigid formula for distribution of sanctioned posts among the departments and centres within an Institute, pages at 19 and 20 gives a recipe for distributing sanctioned faculty posts among various departments of an Institute. But the BOG, on the recommendation of the director, shall dynamically allocate sanctioned faculty positions among the departments taking into consideration academic programmes of various departments, existing quality of faculty, expected retirements and availability of bright candidates.

There will be four designations – Professor, Associate Professor and Assistant Professor and Assistant Professor (Contract).

13. **Qualifications and Experience:**

Qualifications and experience required for various posts as well as the selection procedure are listed at pages 3 to 4 and pages 14 to 17, respectively.

14. **Faculty from industry without Ph.D. degree:**

There shall be necessary provision for inducting faculty from industry (or comparable organisations) with substantial professional and R&D

experience, but not having a Ph.D. degree. If in the opinion of the Selection Committee, candidates have good number (say 10) of publications in leading journals of the field, the requirement of Ph.D. degree may be waived.

15. Policy on avoiding in-breeding:

Most leading universities of the world, including the best Institutes of India have an explicit or implicit policy of not inducting their own students into the faculty. To avoid such in-breeding, the NITs will follow the following policies:

- a) Candidates who have obtained or are expected to obtain their most recent degree (Ph.D.) from the Institute will normally not be considered for recruitment, except where there is a 3 years' gap (approximately) between leaving the Institute and the expected date of joining.
- b) This is not applicable to candidates who are already members of the faculty, either regular or on contract, and are pursuing a higher degree in the Institute.
- c) In special cases, where the department (at the time of short-listing) or the Selection Committee feels that an exception needs to be made (for reasons such as severe shortage of faculty in a given academic field or exceptionally brilliant candidate or any other), the reasons for such exceptions are to be recorded in writing and put up to the Board of Governors for approval. The Board, if convinced, may confirm the selection. Such appointments will not serve as precedence.

16. Multiple attempts:

In order to keep the number of candidates interviewed within practical limits, Scrutiny Committee may, if it deems fit, reject a candidate on his third or further attempt, if the candidate has failed to win the same post in two previous attempts, (either in scrutiny or selection stage), even if he meets the short-listing criteria, except when there is significant new achievement justifying an exception.

17. Functioning of the Selection Committees:

While the Scrutiny Committee and Selection Committee will use all information available to them and be as quantitative as possible, their recommendations will reflect a collective decision based on accumulated professional experience which is often not possible to quantify. Committees will not be obliged to record the details of their individual reasoning process.

18. **Auxiliary Faculty Positions:**

Norms for appointment of adjunct, honorary, chair, emeritus, contractual, visiting, ad hoc and temporary faculty are given at pages 21 to 23.

19. **Seniority of Faculty:**

Personal prospects as well as responsibilities assigned by the Administration in an Institute of higher learning should be decided on academic merit, scholastic contribution and performance, rather than by service seniority.

20. **Maintaining National character of NITs:**

As decided by the Council of the National Institutes of Technology (NITs), the Institute shall strive to recruit 50% faculty not domicile of that State in which the Institute is located.

21. **Miscellaneous:**

A copy of these regulations including the academic criteria specified for various posts and selection procedure in **Annexure – I to III** will be made available to every member of the Selection Committee before start of interviews.

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PROCEDURE FOR SELECTION OF FACULTY IN NIT SYSTEM

Today there is great diversity among the selection procedures being followed in institutions of higher learning in our country. Different systems have evolved in different institutes in response to their emphasis on research and teaching, historical and geographical factors. The procedure outlined here has generally, but not exactly, been followed in most IITs. The procedure is prescribed as a guideline, without insisting that it be followed religiously. Boards of Governors may opt for alternative procedures after examining their merit vis-a-vis the base line procedure given below.

1. The Director will create an "Advisory Committee on Faculty Recruitment (ACoFAR)" with a senior member of the faculty as the Chairman. Normally, he should be the Dean (Faculty Welfare); but Director shall have the discretion to assign the responsibility to Dy. Director or another senior Professor or handle it himself. The Chairman of ACoFAR shall be authorized to communicate with departments, candidates and experts on the advice of Director. In addition, the Committee shall discharge the following functions:
 - a) Examine and advise on distribution of faculty positions among various departments;
 - b) Proactively search for faculty candidates in India and abroad.
 - c) Assist the Director in examining, short listing criteria and preparing panels of short listed candidates submitted by departments;
 - d) Examine and recommend proposals for deviation in age, formal qualifications, industry experience or any other criterion or guideline;
 - e) Reservation of positions for specialization or sub-specialisation and rank of faculty to be inducted; and
 - f) Proactively search for candidates from reserved categories, and if not available after repeated attempts, prepare proposals for de-reservation in accordance with the relevant rules & regulations.
2. The Institute will create a panel of experts and update it on annual basis. The list will be prepared by taking inputs from departments. Director may also add extra names or delete some from the list. Normally the experts should be drawn from NITs, IITs, IIMs, IISERs, IISc, University departments, major R&D Laboratories (CSIR, ICAR, DAE, ISRO, DRDO etc) and major industry. The list, along with postal and electronic addresses, designations, specialization and other relevant particulars of proposed experts is to be placed before the Senate and then the BoG for their approval. Every higher authority shall have the power to add and delete names. In addition, fellows of INAE and the 3 science academies will be automatically included in the panel. Every attempt should be made to ensure that major specializations of each department are adequately represented in the panel.
3. While the above is a permanent list, upgraded periodically, preferably every year, the BOG, at its discretion, may permit Director to choose experts for every single selection process from the full panel or from specific sub panels.
4. As per NIT Act, the visitor shall nominate one member to the selection committee. It is observed in practice that being present in all sessions of a selection process (that spreads over two to four weeks) becomes hard on the distinguished professors who serve as visitor's nominees, and they are often unwilling to spare the time. The Ministry will recommend to the Hon'ble Visitor to nominate a panel of five distinguished persons in different subject areas to

- serve as Visitor's nominees and **permit** institutes to invite them as per their availability and convenience.
5. The director will send a copy of **the panels** approved by the Secretariat of the Council of NITs for records.
 6. It is extremely important that **the suggested** panel of experts is examined critically by the Board and the **Ministry** and any member with a questionable integrity is removed.
 7. Prior to a selection process, the **Director** will choose experts from the approved panels ensuring a reasonable **distribution** among specialisations, and to the extent possible, diversity of background, place of work etc.
 8. In addition to the expert members **of the** selection committee, the Director, as Chairman of the Committee, **may invite** observers from SC/ST and minority communities or any other person **of repute** to instill confidence in the minds of the candidates and of the Institute **community**.
 9. On advice of the Director, **the Chairman**, ACoFAR will seek from the Departments the specific **specializations** where new faculty is to be recruited. The HoDs will consult senior faculty **colleagues** and prepare the proposals to the Institute, which will be **collated** by the Chairman, ACoFAR and placed before the Director for approval. The Director is expected to review the proposals critically and **finalize** the draft advertisement including specializations, critical dates, **newspapers** of advertisement and other details.
 10. Serving regular faculty members **shall be** eligible to apply for higher positions in their own departments irrespective **of their** specializations, if they satisfy other advertised criteria.
 11. Application may be received on **paper**, on-line or both, depending on the technological resources of the **respective** Institute. In addition, the Institute will consider applications received **against standing** advertisement, if any, and unsolicited applications.
 12. While applications received within **the advertised** closing date shall definitely be considered, late applications (upto **the interview** time) may be considered at the discretion and **convenience** of the **administration**.
 13. In addition to **the** advertisements, **all sections of** the institute administration - Director, members of ACoFAR, **HoDs and all** faculty members will make proactive effort to attract applications **from** prospective candidates, without making any commitment of selection. **Such** efforts will include postal and email correspondence, telephonic talks **and public** announcement when there is an opportunity.
 14. Applications, when received, **will be organized**, relevant information summarized, and sent to the **departments** by the Registry, for short listing. The objectives of short listing are two **folds**:-
 - (a) to reject applications that **do not meet** advertised criteria and
 - (b) to select the best candidates **from** the remaining list so that the number of candidates to be called **for interview** with the experts remains within manageable limits.

15. Departments will make attempt to set “short listing criteria” that can be easily implemented. But, considering the multiple attributes that need to be considered, it may become necessary to make case by case exceptions. In all such cases the general short listing criteria and the reasons for exception, if any, are to be recorded in writing. Short listing criteria may include, among others, such conditions as:
- (i) superior academic record – all through first class career or higher grades in B.Tech/M.Sc/M.Tech, higher than advertised criteria,
 - (ii) reputation of institutions from where the candidate has obtained his degrees,
 - (iii) number of unsuccessful attempts for the same post [Candidates who have been rejected in the past may be called only if there is a good reason, the reason to be recorded in writing.]
 - (iv) specialisation, including micro specialisation,
 - (v) professional service record - reputation of organization where experience has been earned, nature of job, current activities etc.
16. The Departments’ recommendations shall be placed before the Director for the final short-listing. The final list of candidates to meet the Selection Committee will be arrived at in a combined meeting of the Director, the ACoFAR, the HoD and at least three senior faculty members of the Department. In case of a lack of unanimity among the members, the director’s decisions shall be final for the purpose of calling a candidate to the interview. The different viewpoints, however, will be recorded in writing and placed before the selection committee who may record their own comments for information of the BOG. The decision of the Board on the selection shall be final and binding.
17. In addition to formal application, candidates will be required to submit reprints/preprints of publications and list of referees. The PIC will organize collection of references and review of publications by independent referees for short listed candidates, both internal and external.
18. The short listed candidates will be invited by the Chairman, ACoFAR or the Registrar for personal interview with the selections committee constituted in accordance with the NIT Act and the statutes of the respective institutes. In addition, the individual institutes may seek seminar presentation in the departments, and/or any other form of academic interaction with the faculty. All such interaction will be open to the faculty and students of the institute and will be well publicized in advance to invite a decent audience. The feedback of the faculty will be communicated to the selection committee by the HoD. Candidates located outside the country or otherwise not in a position of attending personal interview, may be interviewed over video conferencing or be selected in absentia at the discretion of the selection committee.
19. On completion of the interview, the selection committee will record its final recommendations with signature of every member present. The Director, as chairman of the committee will be responsible for writing the recommendation. There shall be no scope for retaining individual view points or details of discussion. Any member(s) with a dissenting opinion may, however, record their observations. On a separate page(with a reference in the main page that will be presented by the Director to the BoG with his own comments on the observations.

20. The Selection Committee shall **employ the same yard stick** to evaluate all candidates for a post or AGP – external, internal, ~~with or without a clear vacancy~~, and shall prepare a **common panel** of recommended candidates. Out of this panel, the vacant posts **will be filled** on the basis of merit without consideration of external or internal candidates.

The Selection Committee, at its **discretion**, may recommend to retain the panel for a maximum period of one **year** or next round of selection for the department, whichever comes **earlier**, so that vacancies caused during this period can be filled in order of **merit**. On completion of this period, only the internal candidates will be given **promotion** under CAS to be adjusted against future vacancies caused by retirement, resignation or creation of new posts, any time in future.

21. Recommendations of the selection committees will be placed before the BoG, along with details of sanctioned **posts**, reservation categories etc, for final approval and subsequent issue of **appointment orders** by the Registrar.
22. If a meeting of the BoG is not **scheduled** within a short period from the meeting of the selection committee, the **director**, with approval of the Chairman BoG, may seek the approval of **members** by circulation. While recommendation of the selection committee is **awaiting approval** of the BoG, the director may, at his discretion, inform **successful candidates**, but with a clear line stating that such information is **awaiting approval** of competent authority and is not legally binding.
23. All appointments - regular, internal or external, will be effective from the date of the Board meeting or any later date **fixed** by the Board. There shall, however, be no pre-dating of an appointment.

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Distribution of Faculty Posts among Departments

Every institute shall have only a finite member of faculty posts sanctioned by the ministry. The distribution of these positions among the departments will be flexible to dynamically maximize the number of faculty in position at any given time. It should be appreciated that institutes will be losers and the cause of education will be hampered if faculty positions which could be filled up in other departments are kept vacant simply because current market scenario is making faculty unavailable in a specific department. Instead of keeping vacant positions, if additional faculty are inducted in other departments, they will contribute to (a) elective courses in teaching, particularly those electives that are subscribed to by students across many departments, (b) research, (c) continuing education, (e) institute, hostel and SAC management etc. A vacant faculty post serves no one. At the same time, it is the responsibility of the Director, and of the Board, to ensure that no department starves of faculty when candidates are available and posts are used up elsewhere.

The following table may be taken as a guide for computing "normal faculty strength" in any department.

| | |
|---|-------------|
| B Tech Programme (Annual Intake < 50) | = x |
| B Tech Programme (Annual Intake > 50) | = 1.5 x |
| Dual degree with existing M. Tech. specialization | = 0.1 x |
| Dual degree with exclusive M. Tech. specialization | = 0.2 x |
| Additional B Tech Programme(Each programme) | = 0.5 x |
| M Tech programme(Each programme) | = 0.5 x |
| M.Sc. (2 years) programme | = 0.5 x |
| M.Sc (5 years) programme | = x |
| MBA Programme (Annual Intake <50) | = x |
| MBA programme (Annual Intake >50) | = 1.5 x |
| MCA (3 Years) Programme | = x |
| Common theory courses for 1 st & 2 nd years (per subject) | = 0.2 x |
| Common practical courses for 1 st & 2 nd years (per course) | = 0.1 x |
| Total | = nx |

$$x = [\text{Sanctioned faculty strength}] \div n$$

The normal strength of every department shall be computed based on the above scheme, additional factors taken into consideration, rounded and approved by the Institute Senate to serve as a guideline for all future recruitment. In case of serious disagreement among members the Senate, the decision of the BOG shall be binding.

The above prescription is based on a principle of equal sharing of teaching responsibility among all faculty members irrespective of rank. In contrast with the prescription of AICTE, professors of NIT are expected to take up a larger share of the teaching job, particularly in large classes and in common fundamental subjects. This principle has the merit of providing better education in basic subjects, It frees younger faculty to pursue research, particularly those who are enrolled in Ph.D programmes.

Experienced faculty are also expected to spend less time in preparing for classes and spend the rest of the time in institute management.

Additional factors shall include, but will not be limited to, expected student strengths in common courses, open electives, being normally offered by the department, common subjects among M Tech specializations, strength of M Tech courses etc. In general, departments and centers can be classified into two or three groups depending on the above formula and faculty strength calculated for each group.

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Adjunct, Honorary, Chair, Emeritus, Contractual, Visiting, Ad hoc and Temporary Faculty

In addition to its regular faculty, an institute may augment its intellectual capital by hiring additional scholastic resource through different types of secondary faculty positions. Such faculty members contribute significantly to the department in terms of sharing teaching tasks and enhancing research output. Academic contributions and decisions (e.g award of grades) of such faculty members shall have the same legal validity as those of regular faculty members. The primary purpose of hiring adjunct, honorary, chair, emeritus and visiting faculty is to receive the honor of hosting distinguished professionals and academicians, and not off-loading of routine teaching activity. In contrast, the primary purpose behind hiring ad hoc, temporary or contractual faculty is to provide routine teaching services, particularly when adequate number of regular faculty are not available.

The appointing authority of adjunct, honorary and chair professors shall be the senate while that for emeritus professors and contractual faculty shall be the BOG considering that in the latter case Government money needs to be spent on salary. Director may appoint ad hoc and temporary faculty, who need to be given appointment at short notice and do not constitute a long term responsibility of the institute. The following guidelines will give the administrative details of hiring additional faculty.

Adjunct Faculty

Reputed scientists, engineers, physicians, advocates, artists, civil servants, bankers and other professionals, both serving and retired (from active service), can be inducted as Adjunct faculty. They will bring reputation to the institute, add valuable expertise and practical knowledge and complement the knowledge pool of existing faculty. The following will be some broad guide lines for selection of adjunct faculty.

- (i) They must be persons of repute, **comparable** to at least the top one third of the regular faculty in professional **expertise and** reputation in their own fields and organizations.
- (ii) Adjunct faculty will supervise **student projects** at all levels - UG to Ph.D., carry out sponsored research and **consultancy**, and teach courses, all these activities either independently or in **collaboration with a regular faculty**. They may also be members of departmental **committees**, if their professional experience becomes useful. While teaching **courses**, they may take responsibility of a full semester-long course or only a **part thereof** in collaboration with a regular faculty. The degree of involvement **will be worked out** mutually by the adjunct faculty and the Institute.
- (iii) Adjunct faculty will be appointed **by the senate** on recommendation of a committee headed by the director. **Duration of appointment** shall be between 1 and 5 years.
- (iv) Adjunct faculty will be provided with **office room**, secretarial services and other facilities depending on their involvement in academic activities.
- (v) They shall receive no salary, fee **nor any other** compensation for their services. All direct expenses such as **travel, accommodation**, preparation of lecture material etc shall be reimbursed at **actuals**.

- (vi) Adjunct faculty may receive financial support at the discretion of the director to attend conferences in India or abroad for presenting their work done in the institute, if in the opinion of the director, he has contributed significantly to the institute's academic programme.

Honorary Faculty

Institutes may honour distinguished academicians including its own retired faculty members by conferring on them the status of "Honorary Faculty". This status will be same as adjunct faculty except that:-

- (i) Honorary faculty will be drawn from distinguished persons retired from active service, including the Institute's own retired faculty, who commit to be engaged in substantial scholastic activity using facilities of the Institute and contribute academic services to the institute without compensation.
- (ii) Duration of appointment shall be "for 5 years" or "for life".
- (iii) Directors of institutes appointed by the visitor in accordance with the provisions of NIT Act and statutes will automatically be "Honorary faculty for life" on completion of their tenure of service, irrespective of their level of engagement in institute activity in future.

Chair Professors

The Board may create a position of chair professor in a given department with or without a fixed specialization from money **donated by** an external agency or person. If sufficient funds are available to pay full **salary and other** benefits from the interest money, a new faculty post with terms **identical to regular** posts may be created. On the other hand, if limited funds are available, **an existing** regular faculty position or a secondary position under adjunct, **honorary, visiting or contractual** categories may be declared as an external chair where the **donation received** from the external agency will provide such benefits as top-up salary, **travel** grant or any other benefit to the incumbent.

Professor Emeritus

Faculty superannuating from service in **NITs and** comparable institutions may be inducted by the Board as Professor Emeritus **for a** maximum period of 3 years. This provision is limited to faculty with suitable **externally** sponsored projects or comparable activities, in addition to shouldering normal **teaching** responsibilities. Such appointment shall be made against sanctioned faculty **posts only**.

Faculty on Contract

When regular faculty positions cannot be **filled, to** Board at its discretion, may fill up sanctioned faculty positions "on contract", **where** the terms of separation will be far easier than those of regular faculty. Other **facilities** and mode of selection, to the extent possible, will be same as those for regular **faculty**. Examples of contractual faculty will include Assistant Professors without Ph.D. **degree** under the 3 tier system or Assistant Professors during the first 3 years **after Ph.D.** under the 4 tier system, faculty considered in absentia, and distinguished **professors** and engineers/scientists who have retired from other organisations.

Visiting Faculty

Academic personnel from universities, **institutes, R&D** labs, industry or Government in India or abroad, including those on **sabbatical leave** from other institutions or retired, may be inducted into the institutions for **brief periods** (Maximum 2 years), with or

without remuneration. Such faculty members are expected to work full time taking academic responsibilities at par with regular faculty members. They may be appointed by Director on recommendation of the Head of the department, and a counterpart faculty member in the department who will serve as a host. Visiting faculty may be provided with mutually agreed honorarium and facilities (e.g. residential accommodation) on discretion of Director.

Ad. hoc appointments

To meet urgent need of faculty or to retain a brilliant candidate, the Director is empowered to make ad hoc appointment against sanctioned posts at all levels. Such appointment can be done for a maximum duration of 12 months, and shall not be extended even with breaks. A reasonable pay band, pay and AGP may be worked out, and increment may also be given as per rules. This pay shall not be binding on the selection committee, which may make its own decision, the formal appointment, if at all, shall carry its own pay unrelated to the ad hoc pay. Facilities such as residential accommodation, travel etc, normally available to faculty members, may be extended at discretion of Director. The director will make his decision basing on the recommendation of a small committee of senior faculty colleagues which will include at least one internal Board member, and one external subject expert. A Ph.D. degree with a superior academic career is a minimum requirement for ad hoc appointment at Assistant Professor level. Commensurate work experience in institutions of repute is necessary for higher posts.

Temporary Faculty

The director may recruit "Temporary faculty" against sanctioned posts to tide over serious shortage of faculty to handle UG & PG teaching load. This will be possible only in departments where the number of faculty in position, not counting teachers on long leave, is below 0.75 x normal strength. The candidates need to have at least a Master's degree in Engineering or a doctorate in science/humanities with first class [60% marks or (GPA 6.5/10)] at both bachelor's and master's level. Selection can be made on recommendation of a committee of faculty members that must include at least one internal board member and one faculty member of another department. Presence of an external subject expert is not essential.

Duration of appointment shall be one semester to start, and may be extended on semester to semester basis on recommendation of the HOD. Maximum duration of appointment in the entire career of a person shall be limited to 5 semesters. A consolidated remuneration, proportional to the assigned duties may be worked out on mutual agreement. The temporary faculty may be permitted to work full time or part time depending on the remuneration paid to him. In addition to the consolidated remuneration, director may, at his discretion, extend residential accommodation, telephone, travel and other facilities.

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