

## FREQUENTLY ASKED QUESTIONS

The details regarding qualifications, experience, screening guidelines and indicative proformas etc. are available on the College website, along with this advertisement. The applicants are required to read these details before filling up the form.

However, some issues of common concern have been discussed below for the convenience of the applicants.

**1. Can a person apply for more than one Faculty position?**

Yes. Separate forms will have to be filled for each faculty position.

**2. Which are the mandatory fields in the application?**

Mandatory fields are indicated by a red star (\*) adjacent to the name of the field.

**3. Can only Indian citizens apply for the posts advertised for faculty positions?**

Besides Indian citizens, those who have acquired the status of Overseas Citizens of India (OCI) and have necessary documents in support of the same can also apply.

**4. What is the application fee for different categories?**

Application fees are to be submitted as per details given below: Fees for Assistant Professor

- Rs.500/- for UR/OBC/EWS category.
- No application fee will be charged from applicants from SC, ST, PwBD category and Women applicants
- Fees once paid will not be refunded under any circumstances

Application forms have to be filled only in online mode, as available on the College website along with the present advertisement, within the prescribed time limit indicated in the advertisement. No offline forms would be accepted. Payment should be made online only, through credit/debit card/Net Banking.

Applicants applying for more than one post/subject must apply separately and pay fees separately.

**5. What are the categories required to be marked or entered into in the online proforma?**

The online proforma has provision for marking the reservation category of the candidate on following two parameters:

- Under the Head, 'Category for the position in which you are applying', in the online application, status as Unreserved (UR)/Scheduled Caste (SC)/Scheduled Tribe (ST)/Other Backward Class (Non Creamy Layer) (OBC)/Economically Weaker Section (EWS), as applicable is required to be marked.
- Under the Head, 'PwBD category', in the online application, status as Not Applicable/Visual Impairment (VI) including Blindness and Low vision/ Locomotor Disability (LD) including leprosy cured, dwarfism, acid attack victims and muscular dystrophy, as applicable is required to be marked HH (Hearing Handicapped).

**6. Are the certificates indicating the reservation category status of the applicant required to be digitally verifiable?**

The reservation for applicants from SC, ST, EWS, OBC (non-creamy layer), and Persons with Benchmark Disability (PwBD) categories will be applicable as per UGC/Central Government norms.

Applicants seeking reservation benefits available for SC/ST/OBC/EWS/PwBD categories, must upload the necessary documents justifying the claim of respective reservation as per Govt. of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government and should be digitally verifiable.

In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.

Applicants applying for the post(s) reserved for OBC must upload certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Union Government in this respect from time to time.

Applicants should ascertain that they belong to the reserved categories (caste) enlisted in the Central List for Other Backward Classes.

If the relevant certificates for respective reserved categories are not uploaded with the application, the application may be rejected and no appeal against its rejection will be entertained.

**7. How can Persons with Benchmark Disabilities (PwBD) access and fill the online application form?**

Such applicants may fill the online application form by using assistive technology. In particular, the visually impaired applicants may use screen reading software such as JAWS or NVDA to fill the application form. Those unable to use computer may take human assistance to fill the application form. PwBD applicants can also contact the office of the College.

**8. Which graduation and post-graduation degree will be considered with respect to departments offering professional degrees like Education?**

Following degrees will be considered for award of score for screening/shortlisting of candidates in the disciplines of Education

**For Graduation**

For post of Assistant Professor in discipline of Education, marks would be awarded for degrees detailed as follows:

- B.Ed/B.El.Ed Degree, if the applicant has M.Ed Degree.
- Any other relevant Degree, if the applicant is an MA in Education

**For Post-graduation**

For posts of Assistant Professor in discipline of Education, marks would be awarded for degrees detailed as follows:

- M.Ed Degree.
- MA in Education

The applicants for the post of Assistant Professor in the disciplines of Education will also be required to fill the details of the other Graduate and Postgraduate degrees possessed by them under the head 'Other Qualification' in the online application form.

**9. Is there any relaxation in the requirement of 55% at the post-graduation level?**

A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC) (non-creamy layer)/Differently Abled [Persons with Benchmark Disability (PwBD)] in the category of (a) Visual Impairment (VI) including blindness and low vision, and (b) Locomotors Disability (LD) including leprosy cured, dwarfism, acid attack victims and muscular dystrophy. The eligibility of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed), wherever specified, and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991

#### **10. Is NET compulsory or is there any provision for NET exemption?**

The National Eligibility Test (NET) shall be the minimum eligibility for appointment of Assistant Professor.

*Provided* that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of Assistant Professor in the Colleges.

*Provided* further that the award of degree to candidates registered for the M.Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of Assistant Professors in the Colleges subject to the fulfillment of the following conditions:

- The Ph.D. degree of the candidate has been awarded in regular mode only;
- The Ph.D. thesis has been awarded by at least two external examiners;
- An open Ph.D. viva voce of the candidate has been conducted;
- The candidate has published two research papers from her/his Ph.D. work out of which at least one is in a refereed journal;
- The candidate has presented at least two papers, based on her/his Ph.D. work in conferences/seminars sponsored/ funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

The clearing of NET shall not be required for candidates in such disciplines for which NET has not been conducted.

In case, the Ph.D. degree has been obtained from a foreign University/Institution with a ranking among top 500 in the world University ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) The Times Higher Education (THE) or (iii) The Academic Ranking Of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

#### **11. How to convert GPA into percentage in the Academic Section Tab of the online application?**

The applicants are required to provide their credits/marks of Graduation, Post-graduation, M.Phil., and Ph.D. Degree in percentage only. Those having credits in the form of grade or GPA, would be required to convert the same into percentage as per the conversion formula provided in the guidelines of the University/Institute granting the degree. A copy of the respective guidelines will have to be uploaded along with the concerned degree.

#### **12. Which date should be considered as the date of award of Degree (M.Phil./Ph.D.)?**

The date of notification of the result by the University/Institution would be considered as the date of award of the Degree (M.Phil./Ph.D).

#### **13. Does fulfilling the eligibility criteria suffice for getting an interview call?**

The applications received shall be screened as per screening guidelines attached with the advertisement for short listing and recommending the applicants to be called for interview.

Mere fulfillment of the required qualification or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.

Publications 'under submission' or submitted to referees will not be considered towards calculation of marks for publication criteria. Further, all the items for which points are claimed should be strictly in accordance with the screening guidelines attached with the advertisement.

The minimum score requirement for shortlisting of applicants for the post of Assistant Professor is indicated in the screening guidelines attached herewith.

**14. What if the candidate does not get the NOC at the time of filling up the form?**

Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit 'No Objection Certificate' from the employer, at the time of interview, if not uploaded with the online application earlier. The NOC should also indicate the vigilance clearance from the parent department.

**15. What are the documents required to be submitted by the shortlisted candidates at the time of interview?**

Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the applications entirely on the basis of information/documents uploaded with the application. In case the information/documents are found to be false/ incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for action as per law.

The Shortlisted candidates called for interview should report along with all the testimonials/certificates in original along with valid photo ID (Aadhaar/Voter

ID/Driving License/Passport). A set of self-attested photocopy of certificates/testimonials with respect to the qualifications, experience and category as applicable, indicated in the online application form, duly certified by the applicant should be submitted at the time of interview.

An indicative list of such documents is as follows:

1. Proof of Date of Birth (Class 10th Certificate);
2. Caste Certificate, if applicable;
3. PwBD Certificate, if applicable;
4. Certificates/testimonials for all the academic Degrees/Diplomas/Certificate Courses, as indicated in the online proforma by the applicant;
5. NET/JRF Certificate;
6. Experience Certificate duly issued by the parent office, which should clearly indicate the break period, if any;
7. No Objection Certificate from the employer including vigilance clearance if applicable;
8. Any other certificate of academic/research distinction;
9. Research Publications in original etc. as per uploaded or filled in the application form;
10. M.Phil. and Ph.D. dissertations/thesis, if applicable.

**16. How will the candidate get the interview call?**

The status of short-listing will be made available on the dashboards of the respective applicants for information. A notice to this effect indicating the schedule for the interview would also be published on the College website.

All correspondence from the College including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the online application form.

The applicants are, therefore, advised to visit the website for updates in this respect. Telephonic queries on this issue shall not be entertained.

**17. What should be done if the website link stops or hangs?**

In order to avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicants can mail their problem at the College email id – [principal.sbsec@gmail.com](mailto:principal.sbsec@gmail.com)

**18. Is it necessary to provide the evidence for each and every item/activity claimed in the application?**

It is mandatory to provide the proof, wherever it has been asked, to proceed with the online completion of application form. The evidence for activities such as extra- curricular activities/miscellaneous information may be presented at the time of interview by the candidates shortlisted for the interview.

**19. How to pay application fee?**

The payment is accepted by credit card/debit card/ Net Banking.

**20. Is it possible to change/update the information provided by the applicant in the online application form once submitted?**

No. The applicant must take care to ensure that inputs provided by the applicant should be correct and accurate. Addition/deletion in the Application Form for any changes or amendments are not possible after the submission of the form.

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