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[A] 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 **Table-1**.
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.

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 **Table-1**.

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, [C] 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 (**Table-1**) as well as the selection procedure is summarized in [B].

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 in [D].

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 given **Table-1 and part [B]** will be made available to every member of the Selection Committee before start of interviews.

[B] PROCEDURE FOR SELECTION OF FACULTY IN NIT SYSTEM

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; proactively search for faculty candidates in India and abroad.
 - b) Assist the Director in examining, short listing criteria and preparing panels of short listed candidates submitted by departments;
 - c) Examine and recommend proposals for deviation in age, formal qualifications, industry experience or any other criterion or guideline;
 - d) Reservation of positions for specialization or sub-specialisation and rank of faculty to be inducted; and
 - e) 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.

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. 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. 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.
6. Prior to a selection process, the Director will choose experts from the approved panels ensuring a reasonable distribution among specializations, and to the extent possible, diversity of background, place of work etc.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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 member 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 M.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 or internal 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.

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.
24. The Staff Selection Committee may recommend lower position or position on contract with consolidated salary to suitable candidate(s).

[C] FOUR TIER FLEXIBLE FACULTY SYSTEM

BoG has adopted the four tier flexible faculty structure with the following procedural details

1. There would be no automatic migration to the salaries and AGP's of the four-tier flexible faculty structure.
2. Any change of the Grade Pay under Four-Tier will be purely through open advertisements and on the recommendation of the duly constituted Selection Committee.
3. Those who do not fulfil the essential qualification, relevant experience and other essential requirements, however, will continue in the present grade.
4. As an eligibility criteria for the post of Professor, the requirement of minimum four years experience at the level of the Associate Professor shall mean that of Associate Professor under the four tier System i.e. at the AGP of Rs 9500/-. Associate Professor of three tier system with Academic Grade pay of Rs 9000/- shall also be eligible but with seven year's experience, if they meet the relevant academic requirements for the post.
5. Professor with Rs 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 six years of service in AGP of Rs 10,000/- or higher.
6. Fresh PhD candidate with good academic record and demonstrating research capability in terms of publications in reputed journal /conferences, will be considered at entry level *i.e.* Assistant Professor (On Contract) in PB3 of Rs 15600-39100 with AGP of Rs 6000/- Initially the contract will be given for one year. The contract will be renewed by additional year based on performance of the faculty. The maximum contract period will be five years.
7. The Assistant Professor (On contract with AGP Rs 6000/-) with one year experience will be eligible to appear for selection before Staff Selection Committee (SSC) to move to higher grade pay *i.e.* Assistant Professor (On contract) in PB3 of Rs 15600-39100 with AGP Rs 7,000/-. The grade change will not be automatic.
8. Assistant Professor (On contract) will be given maximum three opportunities to appear for selection in front of SSC for moving to Assistant Professor PB3 of Rs 15600 – 39100 with AGP of Rs 8000/- after fulfilling all the criteria for this post. In case he/ she fails in all the three attempts or complete five years, his/her services shall be terminated.
9. Assistant Professor (of Rs 15600 – 39100 with AGP of Rs 8000/-) on completion of three years of service shall be eligible to move to pay band of Rs 37,400 – 67000 (PB4) with AGP Rs 9000/- designated as Assistant Professor by appearing for selection before SSC. The change will not be automatic. However, the details on essential, desirable requirements, experience for this grade and position are not included in the above communication. Hence, details for this position are not presented in this item.

Table 1 Qualification, experience, Essential and desirable requirements for faculty positions

S.N.	Name of the Post	Qualification , Experience, Essential and Desirable requirements
1.(i)	<p>Assistant Professor (On contract) PB-3 of Rs 15600-39100 with AGP Rs.6000/- PM With seven non-compoundable advance increments</p>	<p>Qualification: Ph.D with first class at all the preceding degrees or equivalent, in the appropriate branch with a very good academic record throughout; at least one degree from institutions like IIT, NIT or other CFTIs / university departments or reputed institutions in India or reputed universities from abroad</p> <p>Experience : None</p> <p>Essential requirements: Two papers in SCI or reputed referred journals / conferences either published or accepted for publication. These publications may be based on Ph.D. work.</p> <p>Desirable requirements: Two papers in SCI or reputed referred journals or one patent (filed / granted); may be based on Ph.D. work</p>
1.(ii)	<p>Assistant Professor (On contract) PB-3 of Rs 15600-39100 with AGP Rs.7000/- PM</p>	<p>Qualification: Ph.D with first class at all the preceding degrees or equivalent, in the appropriate branch with a very good academic record throughout; at least one degree from institutions like IIT, NIT or other CFTIs / university departments or reputed institutions in India or reputed universities from abroad</p> <p>Experience:</p> <ul style="list-style-type: none"> i. Minimum one year Teaching experience after PhD in reputed institutes like IIT, NIT, other CFTI or university departments in India (in the grade pay of minimum Rs 6000/- or equivalent) or reputed universities abroad or i. Minimum one year research experience after PhD in National laboratories with the grade pay of minimum Rs 6000/- or equivalent. or ii. Minimum one year experience after PhD (in the grade pay of minimum Rs 6000/- or equivalent) in reputed Industry where the experience is considered useful for the job of Assistant Professor <p>Essential requirements: One paper in SCI or reputed referred journals based on PhD work and one paper in SCI or reputed referred journal outside PhD work. However on of these papers must be in SCI journal.</p> <p>Desirable requirements: Two papers in SCI or reputed referred journals or one patent (filed / granted); may be based on Ph.D. work.</p>