

UNIVERSITY GRANTS COMMISSION

Guidelines for Recruitment of Faculty in Universities, Colleges and Institutions Deemed to be Universities

Preamble

The University Grants Commission (UGC) has the mandate to take steps for the promotion and co-ordination of university education and for determination and maintenance of standards of teaching, examination and research in Universities, Colleges and Institutions Deemed to be Universities (i.e. in Higher Educational Institutions or “HEIs”). The University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 provides for minimum qualifications for appointment and other service conditions of University and College teachers and cadres of Librarians, Directors of Physical Education and Sports for maintenance of standards in higher education and revision of pay-scales.

Shortage of quality teaching faculty in HEIs is one amongst the many issues presently confronting the higher education system in the country. This is also affecting the quality of higher education. Therefore, these guidelines should be followed by HEIs to ensure timely filling up of vacant faculty posts with appropriately eligible and competent candidates.

Selection Procedure

1. HEIs should follow the selection process as per their Acts, Statutes or constituent documents and in accordance with the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.
2. HEIs should, however, ensure that all the vacant posts, along with the reservations details, are uploaded on the online portal <<https://nherc.in>>. The monitoring of the filling up of the vacancies would be done by the MHRD and UGC through this portal.
3. HEIs should initiate and complete the selection process within a period of 6 months in terms of the schedule given below.

Time Frame for Recruitment:

HEIs should follow the time-frame of six months set out below for filling up of vacant teaching posts:

S.No.	Activity	Description	Time frame
1.	Identification of vacancies	Assessment of number of existing vacant teaching posts and those likely to fall vacant during next six months along with the reserved posts for various categories as per the reservation roster in various departments/schools of the HEIs and notifying on HEI's website and MHRD online portal.	Within 15 days from the date of initiation of recruitment process.
2.	Permission for filling up vacancies	The Competent Authority will permit filling up of vacancies within 30 days from the date of sending the proposal by the HEI, failing which it would be considered as deemed to be approved.	Within next 30 days
3.	Release of advertisement for vacancies	Advertisement of vacant posts in the National Dailies, Employment News and HEI Website with one month's notice period for receiving applications.	Within next 15 days.
4.	Constitution of Selection Committee	Constitution of Selection Committee as per the provisions made under the Acts and Statutes of the HEI.	Within next 15 days. This may be done simultaneously with Activity No. 2 and 3 above
5.	Fixing of Dates of the Selection Committee meetings	Fixing of dates of the Selection Committee and confirmation from Members for attending the selection process.	Within next 15 days
6.	Scrutiny of Applications	Scrutiny of applications and issue of interview letters to shortlisted candidates and uploading on HEI website.	Within next 30 days

7.	Conduct of interviews	Conduct of interview and selection of candidates by the Selection Committee.	Within next 30 days
8.	Approval of the Competent authority	Approval of statutory authority of the HEI and issue of appointment letter and uploading on HEI website and online portal.	Within next 30 days

The selection process should be strictly in accordance with the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 and as amended from time to time.

Violations of the aforesaid Guidelines may lead to appropriate action by the UGC against the institutions including withholding the grants.

**Secretary
University Grants Commission**