



प्रो. रजनीश जैन  
सचिव  
Prof. Rajnish Jain  
Secretary



विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**  
(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)  
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D.O.No.1-14/2019(CPP-II)

September, 2019

**Subject: Recruitment of Faculty in Universities, Colleges and Institutions Deemed to be Universities**

Respected Sir/Madam

Kindly refer to this office letter dated 31<sup>st</sup> July, 2019 and 07<sup>th</sup> August, 2019 (copy enclosed) regarding Recruitment of Faculty in Universities, Colleges and Institutions Deemed to be Universities.

In this regard, all the Universities and their affiliated Colleges are requested to upload the details of all the vacant posts, along with the recruitment process on University Activity Monitoring portal of UGC at <https://www.ugc.ac.in/uamp/> on or before **20<sup>th</sup> September, 2019**.

With kind regards,

Yours Sincerely,

(Rajnish Jain)

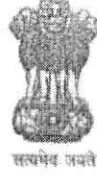
To,

**The Vice-Chancellor of all Universities/  
The Director of all the Institutions**



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31 JUL 2019

**Ref: Recruitment of Faculty in Universities, Colleges and Institutions Deemed to be Universities.**

Respected Sir / Madam,

Kindly refer to this office letter dated **4<sup>th</sup> June, 2019** regarding Guidelines for Recruitment of Faculty in universities, colleges and Institutions Deemed to be Universities (copy attached). Shortage of quality teaching faculty in Higher Educational Institutions is affecting the quality of higher education. In this regard, once again I am to request you that the recruitment process should be completed as per the schedule specified in the guidelines.

All the universities and its affiliated colleges are requested to ensure that the details of all the vacant posts, along with the reservations and advertisement details are uploaded on the online portal <https://nherc.in>.

With Kind Regards,

Yours sincerely,

(Rajnish Jain)

To,

**The Vice Chancellors of all universities /**

**The Directors of all the Institutions**

Copy to:

✓ The Publication Officer, Website Division, UGC, New Delhi.

(Dr. (Mrs.) Renu Batra)  
Additional Secretary - I



प्रो. रजनीश जैन  
सचिव

**Prof. Rajnish Jain**  
Secretary



सत्यमेव जयते

**विश्वविद्यालय अनुदान आयोग**  
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**D.O.No. 1-14/2019(CPP-II)**

**August, 2019**

Respected Sir/Madam,

**07 AUG 2019**

This is in continuation to this office letter dated 31<sup>st</sup> July, 2019 regarding Recruitment of Faculty in Universities, Colleges and Institutions Deemed to be Universities. All the universities and its affiliated colleges were requested to upload the details of all the vacant posts, along with the reservations and advertisement details on the online portal <https://nherc.in>. Now, the deadline for filling up of information on the Faculty Portal has been extended till **10<sup>th</sup> August, 2019.**

All the universities and its affiliated colleges are requested to upload the details on the above portal positively by 10<sup>th</sup> August, 2019.

With kind regards,

Yours Sincerely,

**(Rajnish Jain)**

To,

**The Vice-Chancellor of all universities**

## **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://ugc.ac.in/uamp/>>. 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**