



**OFFICE OF THE DIRECTOR ACADEMICS  
RAJASTHAN TECHNICAL UNIVERSITY**

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**RTU/Acad./F(17)01/15/789**

**Date: 27/05/2015**

To,

The Principal/Director  
All Affiliated Colleges of RTU

Sir

As per the resolution no. 17 of 49<sup>th</sup> Board of Inspection held on 24.04.2015, University has approved the guidelines for staff/faculty recruitment and VC nominee for the selection process. The affiliated colleges are required to follow the procedure as specified in guidelines.

The University shall recognize the faculty who have been duly selected (following procedure specified in guidelines) and designated as per faculty cadre & qualification of AICTE norms. The faculty members who have been appointed earlier to the issue of this notification are also required to undergo the selection process in the presence of VC nominee in order to be declared as duly selected.

- Encl.: 1. Notification regarding guidelines for staff/faculty recruitment and VC nominee.  
2. Format for report submission for VC nominee (Form 1)  
3. Statement showing the present/absent of the candidate. (Form 2)  
4. Format for marks given by interview committee members. (Form 3)  
5. AICTE norms for faculty cadre & qualification

Yours Sincerely

  
Director, Academics



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**No: RTU/Acad./F(17)18/2015/790**

**Date: 27.05.2015**

**NOTIFICATION**

**GUIDELINES TO INSTITUTES FOR STAFF RECRUITMENT AND V.C.  
NOMINEE FOR THE SELECTION PROCESS**

**(A) ADVERTISEMENT**

The Institute has to publish detailed advertisement for the interview in at least all editions of one leading Rajasthan daily news paper and one English news paper, Rajasthan edition. The minimum size should be 4 x 4 inches.

The advertisement must consist of designation(s), no. of vacancies, date, time, venue and description of eligibility criteria and also strictly mentioning that salary will be paid as per 6<sup>th</sup> pay scale of AICTE. Walk-in interviews, without intimation to RTU are strictly rejected.

**(B) SELECTION COMMITTEE**

Institute has to constitute selection committee according to prescribed norms of AICTE, New Delhi. Following are the recommendations (minimum 5 members as below):

- 1) One member nominated by the Honorable Vice Chancellor, RTU.
- 2) Two members as external subject experts, not below the cadre/post of vacancies.
- 3) Two members from management, nominated by the Chairman of the trust.

**(C) REQUEST LETTER FOR VC NOMINEE**

Institute has to submit a request letter with different post(s), date, time and venue of scheduled interview program at least 15 working days before the date of interview to Rajasthan Technical University for VC nominee with original copy of advertisement (Date and name of news paper must be readable)

#### **(D) SUBMISSION OF FILE**

Institute has to submit the complete file of selection procedure comprising of following documents duly signed by the selection committee after the completion of interview process.

- (a) Original copies of advertisement. Date and name of news paper must be readable.
- (b) Appointment letter of VC nominee.
- (c) List of all the application received.
- (d) Reason for rejecting any application.
- (e) Minutes of selection committee with signature of all the members.
- (f) VC Nominee has to fill *Form - 1* compulsory at the time of interview and send to university by post within 10 days after completion of interview. It should not be sent at the time of file submission.
- (g) Candidate attendance sheet as per prescribed format *Annexure - 1*.
- (h) Evaluation sheet with signature of all the committee members as per prescribed format *Annexure 2*.
- (i) Document list for selected candidates. All the documents must be self attested & counter signed by head of institute.
  - a) School Leaving Certificate/PAN Card copy/License/Aadhar Card/Passport (One Photo id Compulsory).
  - b) Degree Certificate(s).
  - c) Last two semester's mark sheet.
  - d) All experience letters (if applicable).
  - e) Govt. Gazette Copy/Marriage Certificate for confirmation of candidate name (if applicable).
  - f) Other University Endorsement Letter (if applicable).
  - g) UGC approval letter for the degree awarding universities outside of Rajasthan.
  - h) AIU equivalent certificate for University out of India.

#### *Important Note:*

- (1) Institute has to provide all logistics related to travel and stay for the VC nominee. In case VC nominee travels by his/her own car, travelling expanse shall be borne by the institute at the rate as per RTU norms.
- (2) Honorarium for nominated member shall be at par with remuneration paid to RTU Inspectors for affiliation inspection work and shall be borne by the institute.



RAJASTHAN TECHNICAL UNIVERSITY  
Form – 1

V.C. Nominee require to fill the form for recruitment of Director/Principal/Faculty positions

This form is required to be filled by the Director/Principal of Institute immediately after completion of the interview and signed by V.C. Nominee will send it to the Director (Academics) of RTU, Kota.

<u>SN</u>	<u>Particulars</u>	<u>Information Fill by V.C. Nominee</u>
1.	Name of V.C. Nominee	:
2.	College Name & Code	:
3.	Date of Interview	:
4.	Date of Advertisement	:
5.	Details of vacancy (Subjects wise)	:
6.	Advertisement :	:
	i) Name & Date of Newspaper in which Advertisement published?	1) _____ _____
		2) _____ _____
	ii) Does last date of application mentioned in news paper?	:
	iii) Is it mentioned in the news paper that application will not be accepted without copy of educational mark sheets & other degrees?	:
	iv) Is copy of the advertisement sent to the University? If yes, then mention the date.	:

7. Applications (Subjects wise) :
- i) Total No. of Applications : \_\_\_\_\_  
received.
- ii) No. of Eligible Candidates. : \_\_\_\_\_
- iii) No. of Not Eligible : \_\_\_\_\_  
Candidates.
8. No. of candidates present in the : \_\_\_\_\_  
interview. (Subjects wise)
9. List of Selected Candidates (In : 1. Name & Post  
order of merit). 2. Name & Post  
3. Name & Post  
4. Name & Post

Date: \_\_\_/\_\_\_/\_\_\_

V.C. Nominee Sign. & Designation

**THE STATEMENT SHOWING THE PRESENT / ABSENT OF THE CANDIDATE AT THE TIME OF INTERVIEW (Form - 2)**

**NAME & ADDRESS OF COLLEGE :**

**COLLEGE CODE NUMBER :**

**NAME OF POST :**

**DATE OF INTERVIEW :**

**PLACE AND TIME :**

**LAST DATE OF ADVERTISEMENT :- --/--/----**

SN	NAME OF CANDIDATE	DATE OF BIRTH	EDUCATIONAL QUALIFICATIONS						DETAILS OF EXPERIENCE	SIGNATURE OF CANDIDATE	REMARK
			NAME OF UG / PG/PhD DEGREE	CLASS OBTAINED	% OF MARKS	BRANCH / SPECIALIZATION	YEAR OF PASSING	NAME OF UNIVERSITY			

**Director/ Principal  
(Signature with seal)**

**DETAILS OF MARKS GIVEN BY INTERVIEW COMMITTEE MEMBERS (Form - 3)**

**NAME & ADDRESS OF COLLEGE :**

**COLLEGE CODE NUMBER :**

**NAME OF THE POST :**

**DATE OF INTERVIEW :** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Last Date of Advertisement :** \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLACE AND TIME :**

SN	NAME OF CANDIDATE	INTERVIEW COMMITTEE MARKING					TOTAL MARKS	SELECTION MERIT NUMBER	REMARKS
		V.C. NOMINEE	SUBJECT EXPERT-1	SUBJECT EXPERT-2	MANAGEMENT REPRESENTATIVE 1	MANAGEMENT REPRESENTATIVE 2			

**SIGNATURE OF ALL SELECTION COMMITTEE MEMBERS WITH DESIGNATION**

**V.C. NOMINEE**

**SUBJECT EXPERT-1**

**SUBJECT EXPERT-2**

**MANAGEMENT REPRESENTATIVE 1**

**MANAGEMENT REPRESENTATIVE 2**

### Faculty Cadre and Qualifications (Degree & Post Graduate)

Program	Cadre	Qualifications	Experience
Engineering / Technology	Assistant Professor	BE / B Tech and ME / M Tech in relevant subject with First Class or equivalent either in BE / B Tech or ME / M Tech	
MCA	Assistant Professor	BE / B Tech and ME / M Tech in relevant subject with First Class or equivalent either in BE / B Tech or ME / M Tech <b>OR</b> BE / B Tech and MCA with First class or equivalent in either BE / B Tech or MCA <b>OR</b> MCA with first class or equivalent with two years relevant experience.	
Management	Assistant Professor	First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant Experience is desirable.	
HMCT	Assistant Professor	First class at Bachelors (3 year degree or Diploma after 10+2 in HMCT) or equivalent and Masters Degree in Hotel Management and Catering Technology with First Class or equivalent either in Bachelors or Masters Degree OR 8 years relevant experience <b>OR</b> First class at Bachelors 4 year degree or equivalent and Masters Degree in Hotel Management and Catering Technology with First Class or equivalent either in Bachelors or Masters Degree OR 7 years relevant experience	
Architecture	Assistant Professor	Bachelors and Masters Degree in Architecture with First Class or equivalent either in Bachelors or Masters Degree	

All Program	Associate Professor	<p>Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline</p> <p>Post PhD publications and guiding PhD student is highly desirable.</p>	<p>Minimum of 5 years experience in teaching and/or research and/or industry of which at least 2 years shall be post PhD is desirable.</p> <p>In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.</p>
All Program	Professor	<p>Qualifications as above that are for the post of Associate Professor, as applicable.</p> <p>Post PhD publications and guiding PhD students is highly desirable</p>	<p>minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor.</p> <p>or</p> <p>minimum of 13 years experience in teaching and/or Research and/or Industry.</p> <p>In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research</p>
			<p>etc. as deemed fit by the expert members in Selection committee.</p> <p>In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.</p>

All Program	Principal / Director	<p>Qualifications as above that is for the post of Professor, as applicable</p> <p>Post PhD publications and guiding PhD students is highly desirable</p>	<p>Minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor or minimum of 13 years experience in teaching and/or Research and/or Industry.</p> <p>In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members in Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members in Selection committee.</p> <p>Flair for Management and Leadership is essential.</p> <p>In case of Architecture, Professional Practice of 10 years as certified by the</p>
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8.2.1	a	Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization.
	b	PhD shall be from a recognized University
	c	For incumbent Assistant Professor, experience at the level of Assistant Professor will be considered equivalent to experience at the level of Associate Professor provided incumbent assistant professor has acquired or acquires PhD degree in relevant discipline.
	d	Experience at Diploma Institutions is also considered equivalent to experience in degree level Institutions at appropriate level and as applicable. However, qualifications as above shall be mandatory.
	e	If a class/ division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

8..2.2	Grade Point	Equivalent Percentage
	6.25	55 %
	6.75	60 %
	7.25	65 %
	7.75	70 %
	8.25	75 %