

**NORTH EASTERN HILL UNIVERSITY REGULATIONS**

RE-1

**ON THE PROCEDURE OF SCRUTINY OF APPLICATIONS RECEIVED FOR  
TEACHING POSTS***(Under Ordinance OE –3)***Procedure of  
Scrutiny**

1. The applications of all candidates for the posts of Lecturer, Reader, Professor or equivalent will be forwarded by the University Office to the Head of the Department concerned. However, if the Head of the Department happens to be a Reader, the applications for the posts of Professor or equivalent will be forwarded to a Professor in the Department failing which to the Dean of School or the Vice-Chancellor. The Head of the Department shall constitute a Committee of not less than three members of the staff in the Department not below the rank of a Reader including the Professors in the Department or from other Department in case there are not enough faculty members in the Department to scrutinise the application for posts of Lecturers, Readers and equivalent and for preparing a list of candidates for interview. Similarly, a Committee will be constituted by the Head of the Department or the Dean of the School or the Vice-Chancellor as the case may be, for scrutinising the applications for the posts of Professor or equivalent. This Committee will comprise of not less than three persons and shall include all Professors in the Department, if any, and at least one Professor from another Department in the school or other Schools. Professors who are re-employed after superannuation cannot however be members of the Screening Committee.
2. The procedure for scrutiny of applications will be as follows.
  - (i) In the first instance, the non-academic particulars of the candidates like age, nationality, date of submission of application, etc., will be scrutinised and those candidates who suffer from any disability will be separately listed.
  - (ii) The applications of all the remaining candidates will be scrutinised with reference to the essential and desirable qualifications.
  - (iii) Ordinarily, the number of candidates recommended for interview for one post may not exceed six and for two posts ten, and five per post if the vacancies are more provided the number may be exceeded by the committee for reasons to be given in writing.
  - (iv) A short list of candidates, who appear to be better qualified on the basis of qualifications given in the application, shall be prepared by the committee on the basis of criteria which may be adopted by the committee in each case.

## NORTH EASTERN HILL UNIVERSITY REGULATIONS

- (v) Ordinarily for the posts of Lecturer, Research Associates, Research Fellows or equivalent, a higher weightage will be given for consistently good academic record, the objective being to pick up those who have the best potential for development. Their research work and other experiences shall also be considered but with a lesser weightage. In case of the posts of Readers and equivalent, the academic record and their achievements in research, teaching and other fields will be given equal weightage. In case of higher posts of Professor, the achievements in the fields of their study and work will be given a high priority.
  - (vi) The qualifications advertised in the notice shall not be relaxed unless the fact that qualifications are relaxable under special circumstances.
  - (vii) The basic academic qualification will not be relaxable. In case a candidate does not satisfy anyone of the other essential qualifications like experience and yet is recommended for being called for interview, the fact shall be specifically stated and reasons for relaxing of the qualifications will be given in writing.
3. The Head of the Department or the Dean of the School, as the case may be, will forward the applications with his recommendations to the Vice-Chancellor for final selection of candidates for interview of the posts. The Vice-Chancellor may vary the list suitably at his discretion for reasons to be recorded in writing.
- Readvertisement** 4. If the number of candidates eligible for being called for interview is less than three in all, the post shall be re-advertised with a note that candidates who may have applied earlier need not apply again. In such cases the Vice-Chancellor shall also initiate personal contact as provided in Clause 5 above. In case the number of eligible candidates is still less than three after the process of second advertisement and personal contact, the interview shall be held in accordance with the provisions of the Ordinances.
- Information to Candidates** 5. The candidates will be informed telegraphically as well as through registered post of the venue and date of the interview at least two weeks ahead of the due date of their interview.
- Reserved Post** 6. In the case of reserved posts the same procedure must be followed. If no suitable candidate is found the post may be de-reserved and the reservation may be carried forward to another vacancy according to the provisions of the Ordinances.