

# UNIVERSITY OF BOMBAY

No. CONCOL/ 75 of 1988.

## CIRCULAR :-

**Subject :** Appointments of full-time and part-time teachers in time-scale of pay in non-Government affiliated colleges in the faculties of Arts, Science and Commerce and full-time teachers in non-Government affiliated colleges of Education and Law.

**Reference :** (1) University Circular No. BCC/207, dated 17<sup>th</sup> April, 1986.  
(2) University Circular No. BCC/508, dated 4<sup>th</sup> December, 1987.

The Principals of non-Government affiliated colleges in the Faculties of Arts (Including Education), Science, Commerce and Law are aware that Statute 417 prescribes the manner and mode of selection and appointment of teachers in time-scale of pay. The Principals will now initiate the process of selection and appointment of teachers for the next academic year 1988-89 and thereafter. By direction of the Vice-Chancellor, the Principals are requested to kindly follow the following instructions in that behalf.

### Advertisement

1.1 The advertisement is required to be published in a newspaper of all India circulation in the name and address of the college and not by post box number. In view of this, the advertisement should be published in a newspaper like the Times of India, the Indian Express, the Hindu, the Amrit Bazar Patrika, Maharashtra Times, LokSatta, University News (weekly Journal published by the Association of Indian Universities, New Delhi) and Employment News (Weekly Journal published by the Government of India, Ministry of Intermission and Broadcasting, New Delhi). The Advertisement may be published either in English or in Hindi language. Advertisements published in Marathi language alone will not be accepted. Similarly, advertisements published only in newspapers, like Kesari (Pune), Pudhari (Kolhapur), Ratnagiri Times (Ratnagiri), Sagar (Chiplun) will not be accepted.

1.2 The last date for receipt of applications should be so fixed as to allow applicants not less than 15 days to submit their applications as prescribed in clause(ii) (a) of statute 417. The following three provisions must be included in the advertisement separately :-

"(a) The qualifications and pay-scales for the post/s are as prescribed by the University of Bombay. The details of qualifications, pay-scales and allowances will be supplied on request.

(b) Applicants who are already employed are required to submit their applications through proper channel.

(c) Applicants are required to account to breaks, if any in their academic career."

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1.3 The reservation of posts be made as prescribed by the University and in accordance with the instructions issued by the Backward Class Cell of this office from time to time.

### Selection Committee

2.1 The Selection Committee for making recommendations to the Governing Body of the college for appointment of teachers must be of the composition as prescribed in clause (i) of Statute 417. It may be mentioned that the Chairman of the Government Body of the college or his nominee is the Chairman of the Selection Committee, the person occupying this office in the Selection Committee should not be otherwise than as prescribed. The report of the Selection Committee should specifically mention against the name of the person occupying this office whether he is Chairman of the Governing Body or his nominee. Any other mention such as Management's nominee/representative, President/Chairman of the society etc. will not be accepted. The qualifications prescribed for the posts of teachers are the minimum, qualifications only to determine the eligibility for applying for the posts. In view of this, such of the applicants as fulfil the qualifications latest by the last date prescribed for receipt of applications are eligible to apply for the posts and therefore such applicants only should be called for interview before the Selection Committee. It has been observed in the past that applicants who have appeared for the Master's degree examination have been called for interview. This is not correct. Any recommendation made by the Selection Committee recommending such an applicant cannot be considered. The Selection Committee has to recommend candidates in order of merit if it recommends more than one candidate for a post and not in order of preference. The recommendation of the Selection Committee will not be considered if there was not quorum at the meeting as prescribed. The quorum prescribed for the meeting of the Selection Committee is four members one of whom should be the experts nominated by the University.

2.2 As prescribed in clause (ii)(b) of Statute 417, the date of the meeting of the Selection committee should be so fixed as to allow notice there of being given at least 15 days to each member of the committee and to the candidates and the particulars of the candidates should be supplied so as to reach the members of the committee at least 7 days before the date of the meeting.

2.3 The interviews of the candidates belonging to Scheduled Castes, Scheduled Tribes, Denotified Tribes and Nomadic Tribes for appointment in the reserved posts should be held on a day or sitting of the Selection Committee other than the day or sitting on which general candidates are to be interviewed so that these backward class candidates are not judged in comparison with general candidates and the Selection Committee is prominently aware of the need for judging these backward class candidates by relaxed standards. A specific mention of this should be made in the report of the Selection Committee.

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Approval of Vice-Chancellor of the  
Selection committee's recommendations

3.1 The Selection Committee's recommendations are subject to approval of the Vice-Chancellor of the University. While forwarding the report of the Selection Committee containing its recommendation, the Principals are requested to forward detailed particulars of all the candidates recommended by the committee in the form prepared for the purpose. At present the Principals of some colleges forward particulars of candidates recommended by the Selection Committee who are low in order of merit. The recommendations in respect of such candidates cannot be processed as no information is supplied in respect of candidates who are placed above these candidates in order of merit. In the case of candidates recommended for appointment to the posts of lecturers in Accountancy and Business law, it is necessary to mention the date of certificate of practice as a chartered Accountant and the date of enrolment as an advocate, as the case may be, in the said form. This form required to mention the month and year of passing the examination. It is observed that instead of mentioning the month of passing the examination, the month in which the examination is held is mentioned. Therefore, invariably the month and year in which the candidates has passed the examination, i.e. the month and year in which the results are declared must be mentioned.

Reports of appointments of teachers

4.1 As prescribed in Statute 109 C, appointments of teachers must be reported within 15 days from the dates of their joining duties for approval of the university in the form prescribed for the purpose.

The Principals of Non-Government affiliated colleges in the Faculties of Arts (Including Education), Science, Commerce and Law, other than the colleges established and administered by minorities whose affidavits in that behalf are accepted by the University, are requested to follow the above instructions scrupulously. The Principals of colleges established and administered by minorities whose affidavits in that behalf are accepted by the University are requested to follow the above instructions, except the instructions regarding the composition of Selection Committee scrupulously.

Bombay - 400 032.  
3<sup>rd</sup> March, 1988.

Sd/-M.N. Kane  
for Registrar

To,

The Principals of no-Government affiliated colleges  
In the Faculties of Arts (Including Education),  
Science, Commerce and Law.

---4/-

No. CONCOL/75A 1988, Bombay- 400 032,

3<sup>rd</sup> March, 1988.

Copy forwarded with compliments for information to :

1. The Secretaries of the Management's/Societies of the aforesaid colleges.
2. The Director of Education (Higher Education), Maharashtra State, Central Building, Pune-411 001.
3. The Administrative Officer, (Higher Education Grants), Bombay-Pune and Kolhapur.
4. The Presiding Officer, College Tribunal for Bombay and S.N.D.T. women's Universities, University Building, East wing, Second Floor, Fort, Bombay-400 032.
5. The Secretary, Committee of Principals of non-Government College, University of Bombay, C/o. K.J. Somaya College of Arts & Commerce, Vidyavihar, Bombay- 400 077.
6. The General Secretary, Bombay University and College Teachers Union, Bombay University Club house, 'B' Road, Churchgate, Bombay-400 020 (two copies)

Sd/- M.N. Kane.  
for Registrar

Copy to the Deputy Registrars, the Finance Officer, the Director of Students welfare, the Assistant Registrars, Personal Assistants to the Vice-Chancellor, the Pro-Vice-Chancellor and the Registrar and the persons in charge of the different sections/units in the Registrar's office.

Record Section (ten copies)

c1/circular/B508

## MARKING SCHEME AT THE TIME OF INTERVIEW

### I. Marking scheme at the time of interview for the post of Principal

(a) Qualifications : Graduation and Post-graduation

Total marks: (25)

5 marks each for Distinction, 4 marks each for 1<sup>st</sup> Class,  
3 marks each for 2<sup>nd</sup> Class, B+,

2 marks each for 2<sup>nd</sup> Class 1 mark each for 3<sup>rd</sup> Class,  
(maximum marks (10).

M.Phil and Ph.D.- 5 marks each, (maximum marks 10)

Others, including NET/SET – 5 marks.

(b) Teaching, Research and Administrative Experience:

Total marks : (25)

Teaching: 10 years 3 marks, upto 15 years: 4 marks and  
Beyond 15 years 5 marks.

Research Guide/Project Undertaken etc. 5 marks

Administrative Experience of minimum 5 years : HOD 5 marks

Vice-Principal minimum 3 years 5 marks

As principal, minimum 2 years 5 marks

(c) Personal Interview

Total marks: (50)

Subject matter (Content) : 35 marks

Overall impression, including communication skills : 15 marks

Total (a) + (b) + (c) = 100 marks

### II. Objective Scale of Selection of teachers in the college :

1. Qualifications : same as for Principal : Total marks: (25)

2. Experience and extra-curricular activities etc. : Total marks : (25)

Research Guide : maximum 5 marks  
Standard Academic Publications : maximum 10 marks  
Teaching Experience : maximum 5 marks  
Extra-curricular activities : maximum 5 marks

Total marks : (50)

3. Personal Interview

Subject matter of interview : 35 marks

Communication skills and over-all impression : 15 marks

Total (1)+(2)+(3) = 100 marks