

## **GUIDELINES FOR RECRUITMENT OF TEACHING STAFF**

The following guidelines are to be followed while appointing Teaching Staff in the Higher Education Institutions (HEIs) :

1. The appointment of an Assistant Professor on Regular/Contract/Lecture basis shall be made as per the Goa University Statutes.
2. The Institutions shall obtain NOC from this Directorate for filling up Regular/Contract/Lecture basis teaching posts. (NOC is valid for one academic year).
3. The Institutions must advertise the vacancies as per the circular and Office Memorandum in force.
  - The advertisement should include Name of Post, Number of vacancies, Nature of Post, Category of the Post (Unreserved/Reserved), Essential and Desirable Qualifications, Pay Scale and last date of submission of applications.
  - The time period not less than 15 days shall be given for inviting applications.
4. The Institutions shall constitute the Scrutiny Committee to scrutinise the application as per the Goa University Statutes, and all the documents valid on the crucial date/last date of submission of applications shall be considered.
5. A synopsis of the candidates shall be prepared.
6. Shortlisting of the candidates for the interview shall be done as per the Goa University Statutes [Appendix II (Table 3)], and also the relaxation in the eligibility for SC/ST/OBC shall be considered.
7. The Institutions shall constitute the Selection Committee as per the Goa University Statutes. Notice and date of the interview shall be conveyed 15 days before to the candidates.
8. The request for the DHE Representative to be made atleast 7 working days before the date of the scheduled interview.
9. Selection of the candidates shall be made only based on the performance at the interview. The Maximum marks at the interview shall be 100, and the assessment criteria shall include Subject knowledge, Communication and Pedagogical skills, Research and Overall Confidence, and Presentation.

10. The selection of the candidate/s shall be eligibility cum merit based. In the event of the availability of a qualified candidate, no non-qualified candidate shall be selected for the post.
11. In case of the availability of a candidate belonging to the reserved category for a reserved category post, no candidate belonging to the unreserved category shall be selected for that reserved category post.
12. The Minutes of the meeting shall be prepared specifying Name of post, Nature of post, Number of vacancies, Merit list and at least 5 candidates shall be kept on the wait list as per the availability of the candidates.
13. The Selection Committee members shall sign on all the pages of the Minutes.
14. The Institutions must adhere to merit-based selection and ensure that the recruitment process is transparent and in line with quality education standards.
15. The Institutions shall submit the proposal strictly as per the Checklist to this Directorate for approval.

These Guidelines aim to ensure uniformity, transparency, and merit-based recruitment in line with quality education.