



# Maharaja Ranjit Singh Punjab Technical University

Dabwali Road, Bathinda -151001

(Estb. by Govt. of Punjab vide Act No. 5 [2015] and u/s 2(f) and 12 B of UGC Act, 1956)

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਡੱਬਵਾਲੀ ਰੋਡ, ਬਠਿੰਡਾ।

Ref No : Reg./Notification/084 /3405

Dated 02/11/2018

## NOTIFICATION

### GUIDELINES FOR THE DIRECT RECRUITMENT OF FACULTY & STAFF IN AFFILIATED COLLEGES OF THE UNIVERSITY

In a step towards improvement in the Technical Education being provided by the affiliated colleges of the University, it is felt that all the affiliated colleges of the University, must follow common guidelines for the recruitment of the faculty and staff, of the University.

The following guidelines for the Faculty (Assistant Professors, Associate Professors, Professors, and Principals) & staff (Assistant Directors of Physical Education and Sports, Deputy Directors of Physical Education and Sports, Directors of Physical Education and Sports, Assistant Librarians, Deputy Librarians, Librarians) recruitment must be followed by all the affiliated colleges of the University.

#### **(A) ADVERTISEMENT**

The Institute has to publish detailed advertisement for the Posts in all editions of atleast one leading Punjab daily newspaper and one English newspaper, Punjab edition. The minimum size should be 10cm x 2 columns. Name of the Affiliating University must be mentioned in the advertisement.

The advertisement must contain name and no. of vacancies and mode of selection. Reservation Policy (for Govt. /Govt. promoted Colleges) and age requirements should be strictly as per the prevailing Punjab Govt. rules. Eligibility criteria and Salary should be strictly as per prevailing AICTE/UGC norms. Any appointments done through walk-in interviews and/or without intimation to University will not be approved by the University.

**(B)** Institute has to submit a request letter for the following, as per the format given in *Annexure-A, Annexure-B, Annexure-C and Annexure-D*,

- (i) VC Nominee
- (ii) Subject Expert to be assigned by Hon'ble Vice Chancellor, MRSPTU, Bathinda
- (iii) Subject experts recommended by Hon'ble Vice Chancellor, MRSPTU, Bathinda and to be nominated by Chairman of the Governing body of the College.
- (iv) Academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.



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The above said request letter, clearly mentioning name of the post, date, time and venue of scheduled interview program, must be submitted, at least 15 working days before the date of interview to Director, College Development Council, MRSPTU, Bathinda, with original copy of advertisement (Date and name of news paper must be readable).

## (C) SELECTION COMMITTEE

Institute has to constitute selection committee for the various posts as per the directions mentioned in **Annexure-E** and as per the prescribed norms of AICTE/UGC, New Delhi.

## (D) SUBMISSION OF PROCEEDINGS OF THE SELECTION PROCEDURES

Institute has to submit the proceedings of selection procedure comprising of following documents duly signed by the selection committee and attested by Director/Principal/Chairman of the College after the completion of the interview process.

- a) Original copies of the Advertisement. Date and name of newspaper must be readable.
- b) Office order of VC nominee.
- c) List of all the applications received.
- d) Reason for rejecting any application.
- e) Minutes of selection committee with signatures of all the members.
- f) VC Nominee has to fill **Annexure-F** compulsory at the time of interview and submit to university within 10 days after completion of the interview. It should not be sent at the time of file submission.
- g) Candidate attendance sheet as per prescribed format **Annexure - G**
- h) Evaluation sheet with signatures of all the committee members as per prescribed format **Annexure-H**
- i) Performa for Selection of Faculty position **Annexure-I** / Principal **Annexure- I(a)**
- j) Document list for selected candidates. All the documents must be self attested & counter signed by the Head of the Institute.
  - a) PAN Card copy/License/Aadhar Card/Passport (One Photo id Compulsory).
  - b) Degree Certificate(s).
  - c) DMC(s)
  - d) All experience letters (if applicable).
  - e) Other University Endorsement Letter (if applicable).
  - f) UGC approval letter for the degree awarding universities outside of Punjab.
  - g) AIU equivalent certificate for University out of India.



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## Important Note:

1. Institute has to provide all logistics related to travel and stay for the VC nominee an Subject Experts. In case VC nominee/Subject Experts travels by his/her own car, travelling expense shall be borne by the institute at the rate as per MRSPTU norms.
2. Honorarium for nominated member shall be shall be borne by the institute.

The notification is issued with the approval of the Competent Authority and its implemented with effect from 1<sup>st</sup> November, 2018.

Registrar

## Copy to :

1. PA to Hon'ble Vice Chancellor, Maharaja Ranjit Singh Punjab Technical University, Bathinda
2. Dean, Academic Affairs, Maharaja Ranjit Singh Punjab Technical University, Bathinda
3. Dean, Distance Education, Maharaja Ranjit Singh Punjab Technical University, Bathinda.
4. Director, College Development Council, Maharaja Ranjit Singh Punjab Technical University, Bathinda
5. Director/Principal, All Affiliated Colleges of the MRSPTU, Bathinda.

Registrar



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**Annexure-A**

(to be reproduced on College/Trust Letter Head)

## < Request Letter for VC Nominee >

To  
Vice Chancellor  
MRSPTU, Bathinda

**Subject:- Request for VC Nominee.**

Respected Sir,

The Interviews for the various posts have been scheduled as per the details mentioned below:-

| Sr. no. | Name of Post with Subject Specialisation | No. of Posts | Date & Time of Interview | Venue of Interview |
|---------|--|--------------|--------------------------|--------------------|
|         |  |              |                          |                    |

The advertisement for the above said posts has been published on dated..... Educational Qualifications, Experience, Remuneration and Age limit for the above said post(s) will be as per State Govt./University/ Statutory Body Guidelines issued from time to time.

It is humbly requested to kindly depute a Nominee from the senior faculty from the University/its Constituent Colleges to monitor the selection process for the above said post(s).

Regards

Name & Signature of Principal/Chairman with Stamp.

-----  
(for University/Official use only)

The details of Faculty appointed as VC nominee are as given under:

| Sr. No. | Name & Designation | Address | Phone no./Email |
|---------|--------------------|---------|-----------------|
| 1       |                    |         |                 |

Director, College Development Council to inform the concerned college and take further necessary action.

Vice Chancellor

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**Annexure-B**

(to be reproduced on College/Trust Letter Head)

## < Request Letter for Subject Expert >

To  
Vice Chancellor  
MRSPTU, Bathinda

**Subject:- Request letter for Subject Expert Nominated by VC of the University.**

Respected Sir,

The Interviews for the below mentioned posts have been scheduled as per the details below:-

| Sr. no. | Name of Post with Subject Specialisation | No. of Posts | Date & Time of Interview | Venue of Interview |
|---------|--|--------------|--------------------------|--------------------|
|         |  |              |                          |                    |

The advertisement for the above said posts has been published on dated..... Educational Qualifications, Experience, Remuneration and Age limit for the above said post(s) will be as per State Govt./University/ Statutory Body Guidelines issued from time to time.

It is humbly requested to kindly depute a subject expert from the senior faculty from the University/its Constituent Colleges.

Regards

Name & Signature of Principal/Chairman with Stamp.

(for University/Official use only)

The details of Faculty appointed as Subject Expert are as given under:

| Sr. No. | Name & Designation | Address | Phone no./Email |
|---------|--------------------|---------|-----------------|
| 1       |                    |         |                 |

Director, College Development Council to inform the concerned college and take further necessary action.

Vice Chancellor

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Annexure-C

(to be reproduced on College/Trust Letter Head)

## < Request Letter >

for the recommendation for Subject Expert(s)

To  
Vice Chancellor  
MRSPTU, Bathinda

**Subject:-** Request letter for panel of 5/6 Subject Experts recommended by VC of the University.

Respected Sir,

The Interviews for the various posts in the subject of ..... have been scheduled as per the details mentioned below:-

| Sr. no. | Name of Post with Subject Specialisation | No. of Posts | Date & Time of Interview | Venue of Interview |
|---------|--|--------------|--------------------------|--------------------|
|         |  |              |                          |                    |

The advertisement for the above said posts has been published on dated..... Educational Qualifications, Experience, Remuneration and Age limit for the above said post(s) will be as per State Govt./University/ Statutory Body Guidelines issued from time to time.

It is humbly requested to kindly recommend a panel of 5/6 Experts to conduct the Selection of the Faculty/Principal as per the details mentioned above.

Regards

Name & Signature of Principal/Chairman with Stamp.

(for University/Official use only)

The panel of the experts recommended by VC is as under:-

| Sr. No. | Name & Designation                | Address | Phone no./Email |
|---------|-----------------------------------|---------|-----------------|
| 1       |                                   |         |                 |
| 2       |                                   |         |                 |
| 3       |                                   |         |                 |
| 4       |                                   |         |                 |
| 5       |                                   |         |                 |
| 6       | Only for appointment of Principal |         |                 |

Director, College Development Council to inform the concerned college and take further necessary action.

Vice Chancellor

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## Annexure-D

(to be reproduced on College/Trust Letter Head)

### < Request Letter for Academician >

for representation of SC/ST/OBC/Minority/Women/Differently-abled Categories, if any of the candidates representing these categories is the applicant

To  
Vice Chancellor  
MRSPTU, Bathinda

**Subject:-Request letter for Academician for representation of SC/ST/OBC/Minority/Women/Differently-abled Categories to be nominated by VC of the University.**

Respected Sir,

The Interviews for the below mentioned posts have been scheduled as per the details below:-

| Sr. no. | Name of Post with Subject Specialisation | No. of Posts | Date & Time of Interview | Venue of Interview |
|---------|--|--------------|--------------------------|--------------------|
|         |  |              |                          |                    |

The advertisement for the above said posts has been published on dated..... Educational Qualifications, Experience, Remuneration and Age limit for the above said post(s) will be as per State Govt./University/ Statutory Body Guidelines issued from time to time.

It is humbly requested to kindly depute an Academician for representation of SC/ST/OBC/ Minority/Women/Differently-abled Categories from the senior faculty from the University/its Constituent Colleges.

Regards

Name & Signature of Principal/Chairman with Stamp.

(for University/Official use only)

The details of Faculty appointed as Academician are as given under:

| Sr. No. | Name & Designation | Address | Phone no./Email |
|---------|--------------------|---------|-----------------|
| 1       |                    |         |                 |

Director, College Development Council to inform the concerned college and take further necessary action.

Vice Chancellor





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(Annexure – E)

**Composition of the Selection Committee for the posts of Principal, Professor, Associate Professor & Assistant Professor in affiliated colleges of the university (as per UGC Regulations).**

## A. College Principal

- (a) The Selection Committee for the post of College Principal shall have the following composition:
1. Chairperson of the Governing Body of the Institution shall act as Chairman of the Selection Committee.
  2. Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
  3. One nominee of the Vice Chancellor who shall be a Higher Education expert. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university.
  4. Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college) out of a panel of six experts recommended by the Vice-Chancellor.
  5. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) At least five members, including two experts, should constitute the quorum.
- (c) All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting self, wherein, minutes are recorded alongwith the scoring proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.

## B. Professor/Associate Professor in Colleges including Private Colleges

- (a) The Selection Committee for the post of Professor/Associate Professor in Colleges including Private Colleges shall have the following composition:
1. The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.





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2. The Principal of the College.
  3. The Head of the Department of the concerned subject from the college.
  4. Two University representatives nominated by the Vice Chancellor, one of whom will be the Dean of College Development Council or equivalent position in the university and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university.
  5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor. In case of colleges notified/declared as minority educational institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor.
  6. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.
  - (c) All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting self, wherein, minutes are recorded alongwith the scoring proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.

### C. Assistant Professor in Colleges including Private Colleges:

- (a) The Selection Committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition:
  1. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
  2. The Principal of the College.
  3. Head of the Department of the concerned subject in the College.



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4. Two nominees of the Vice Chancellor of the affiliating university of whom one should be a subject expert. In case of colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the college from out of a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject expert.
5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the College out of the panel of five name, preferably from minority communities, recommended by the Vice Chancellor.
6. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
  - (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.
  - (c) For all levels of teaching positions in Government colleges, must invite three subject experts for recommended by the Vice-Chancellor.
  - (d) For all levels of teaching positions in Constituent college(s) of a university, the selection Committee norms shall be similar to that of the posts of departments of the university.
  - (e) All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting self, wherein, minutes are recorded alongwith the scoring proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.
- D. *Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assiatant Librarians* shall be the same as that of Professor, Associate Professor and Assistant Professor respectively, except that the concerned expert in Physical Education and Sports or Sports Administration or Library, practicing Librarian/Physical Director, as the case may be, shall be associated with the Selection Committee as one of the subject experts.



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Annexure-F

## REPORT OF VICE CHANCELLOR NOMINEE/SUBJECT EXPERT

Vice Chancellor Nominee/subject expert is required to fill the form for the recruitment of Director/Principal/Faculty positions.

### PERFORMA

1. Name of the College \_\_\_\_\_
2. Name of the Post(s) with specialization \_\_\_\_\_
3. Date, Time and Venue of the Interview \_\_\_\_\_
4. Did the college publish advertisement in the leading newspapers for the post of Director/Principal/Faculty? If yes, please attach a copy. \_\_\_\_\_
5. Type and Number of the post(s) given in the advertisement \_\_\_\_\_
6. Whether the selection has been according to the number and type of advertisement published in the newspaper? \_\_\_\_\_
7. Have Rules & Regulations regarding the gone through the qualifications of Director/Principal/ Faculty, were made available to you? \_\_\_\_\_
8. Do the selected candidate(s) fulfil(s) all qualifications? \_\_\_\_\_

Signature of the Nominee of Vice  
Chancellor / Subject Expert

Date \_\_\_\_\_

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### Annexure-I

(to be reproduced on College/Trust Letter Head)

## PERFORMA FOR THE SELECTION OF FACULTY (Proceedings of the Selection Process)

Name of the College/Institution \_\_\_\_\_

Type of the Post \_\_\_\_\_

(Part time/Adhoc/Temporary/Contract/Against Leave  
Vacancy/Regular)

Name of the Teaching Subject \_\_\_\_\_

Total no. of  
Posts \_\_\_\_\_

The post was published in the following newspapers:

Name of the Newspaper

Date

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Attach cutting of the newspaper  
showing the date of publication.

In order to select the faculty for the above subject, the meeting of the Selection Committee was held on \_\_\_\_\_ at \_\_\_\_\_ office.

Number of candidates called for interview \_\_\_\_\_

Number of candidates attended interview \_\_\_\_\_

The following is the list of selected candidates in order of merit:

Name of the Candidate

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The following is the waiting list of candidates in order of merit:

Name of the Candidate

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If the selection is against the leave vacancy, then fill the following performa of faculty who is on leave:

Name of the Faculty Member \_\_\_\_\_ Type of Leave \_\_\_\_\_

Leave Duration \_\_\_\_\_ to \_\_\_\_\_



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The selection committee after checking and verifying all the documents of the institutions as per the advertisement published in the newspaper for the post of faculty affirms that:

1. The selection of the faculty has been done in accordance with the advertisement published in newspaper.
2. All the eligible candidates, who have applied for the post, have been called for the interview.
3. Selected candidates fulfill the eligibility requirements as per norms of University/UGC/ Statutory Body and their original degrees and mark sheets have also been checked.
4. Proceedings of Selection Committee, this performa is complete in all aspects, and all its columns have been filled completely.
5. Please ensure that no tampering is done with the recommendation made by the Selection Committee. If any modification in recommendations is required to be made, it must be counter signed by all the members of the Selection Committee.

Signatures of all the Members of Selection Committee along with their Designation and Affiliation.

Selection Committee  
Member-1

Selection Committee  
Member-2

Selection Committee  
Member-3

Selection Committee  
Member-4

Selection Committee  
Member-5

Selection Committee  
Member-6

Selection Committee  
Member-7

Selection Committee  
Member-8

Selection Committee  
Member-9

*Note: The selection committee will deemed to be valid only if there is a minimum of 5 members in the selection committee as per description above, out of which two subject experts must also be present.*



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## Annexure-I (a)

(to be reproduced on College/Trust Letter Head)

### PERFORMA FOR THE SELECTION OF PRINCIPAL

(Proceedings of the Selection Process)

Name of the College/Institution \_\_\_\_\_

Type of the Post \_\_\_\_\_

(Against Leave Vacancy/Regular)

Total number of Post(s) \_\_\_\_\_

The post was published in the following newspapers:

| <u>Name of the Newspaper</u> | <u>Date</u> |
|------------------------------|-------------|
| _____                        | _____       |
| _____                        | _____ )     |
| _____                        | _____ )     |
| _____                        | _____ )     |

In order to select the Principal of the above subject, the meeting of the selection committee was held on \_\_\_\_\_ at \_\_\_\_\_ office.

Number of candidates called for interview \_\_\_\_\_

Number of candidates attended interview \_\_\_\_\_

Name of the Selected Candidate \_\_\_\_\_

**If the selection is against the leave vacancy, then fill the following performa of Principal who is on leave:**

Name of the Faculty Member \_\_\_\_\_ Type of Leave \_\_\_\_\_

Leave Duration \_\_\_\_\_ to \_\_\_\_\_

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# Maharaja Ranjit Singh Punjab Technical University

Dabwali Road, Bathinda -151001

(Estb. by Govt. of Punjab vide Act No. 5 [2015] and u/s 2(f) and 12 B of UGC Act, 1956)

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਡੱਬਵਾਲੀ ਰੋਡ, ਬਠਿੰਡਾ।

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The selection committee after checking and verifying all the documents of the institutions as per the advertisement published in the newspaper for the post of Principal affirms that:

1. The selection has been done in accordance with the advertisement published in newspaper.
2. All the eligible candidates, who have applied for the post, have been called for the interview.
3. Selected candidates fulfill the eligibility requirements as per norms of University/Punjab Govt. and their original degrees and mark sheets have also been checked.
4. Proceedings of Selection Committee, this performa is complete in all aspects, and all its columns have been filled completely.
5. Please ensure that no tampering is done with the recommendation made by the Selection Committee. If any modification in recommendations is required to be made, it must be counter signed by all the members of the Selection Committee.

Signatures of all the Members of Selection Committee along with their Designation and Affiliation

Selection Committee  
Member-1

Selection Committee  
Member-2

Selection Committee  
Member-3

Selection Committee  
Member-4

Selection Committee  
Member-5

Selection Committee  
Member-6

Selection Committee  
Member-7

Selection Committee  
Member-8

Selection Committee  
Member-9

*Note: The selection committee will deemed to be valid only if there is a minimum of 5 members in the selection committee as per description above, out of which two subject experts must also be present.*

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