

**Ministry of Human Resources Development
Department of Higher Education
(Technical Education Bureau)
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MODEL RECRUITMENT RULES FOR FACULTY OF NITs

1. **Short title and commencement** : These rules may be called the NIT Faculty Recruitment Rules, 2011. These shall come into force from the date of their notification which will follow their acceptance by the Board of Governors of the concerned Institute.
2. **Definitions** : In these rules, unless the context otherwise requires;
 - a) “Act” means NIT Act, 2007.
 - b) “Statutes” means the First Statutes of the NITs and the Statutes subsequently framed by the respective NIT or framed by the Ministry of Human Resource Development.
 - c) “Service Rules” means Service Rules of the respective NIT
 - d) “Faculty” means the Professor, Associate Professor and Assistant Professor of the NITs.
3. **Method of Recruitment and other matters** : The method of recruitment and other matters relating to the post of Faculty shall be specified in the Schedule annexed to these rules.
4. **Deputation/Contractual Appointments** : Faculty, who are appointed on contractual basis, shall be for a fixed period not exceeding five years. Faculty without Ph.D. degree shall be recruited on contract basis only.
5. **Disqualification** : No person,
 - (i) Who had entered into or contracted a marriage with a person having a spouse living; or
 - (ii) Who having a spouse living, has entered into or contracted a marriage with any person.
 shall be eligible for appointment to the said post;

provided that the Board of Governors may, if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there were other grounds for so doing, exempt any person from the operation of this rule.
6. **Saving** : Nothing in these rules shall affect reservations, relaxations of the age limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard. These rules shall also not affect the recruitments already made or for which recruitment process has already commenced; but any

appointment or promotion to higher post proposed to be made or made subsequent to the notification of these Recruitment Rules will be governed by these Recruitment Rules.

7. **Other conditions of service** : The other conditions of service of the Faculty for which no specific provisions have been made in these rules shall be regulated in accordance with such rules as are, from time to time, applicable as per the First Statutes of the NITs and the subsequent amendments. For matters not covered by the Statutes, the corresponding Central Government Rules shall be applicable.
8. **Qualifications and other requirements of Selection** : Qualifications and other requirements of selection for various faculty posts are given in detail in the annexures contained in attached schedule.
9. **Amendment to Recruitment Rules** : These rules may be amended by the Board of Governors of the respective NIT for reasons to be recorded in writing. The amended rules shall not be applied retrospectively and shall take effect only after they are approved by the Ministry of Human Resource Development.

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SCHEDULE
Recruitment Rules (RRs) for the Post of Assistant Professor,
Associate Professor and Professor of NITs.

1. **Name of Posts** :
Assistant Professor / Associate Professor / Professor of NITs.
2. **Number of Posts** :
As per norms fixed by the Govt. of India
3. **Classification** :
Group – A (Pay Bands PB3 and PB4)
4. **Whether Selection post or non-Selection post:**
By Direct Recruitment
5. **Age limit for Direct Recruitment** :
Age barriers expressed in terms of “Age preferably below n’ years” for various posts are given in Annexures. Fresh appointment beyond the age of 60 years is discouraged except in the case of faculty with exceptionally brilliant research career and with ongoing or approved externally funded research projects.
6. **Educational and other Qualification required for Direct Recruits** :
Given in Annexures – I & II.
7. **Whether age and educational qualifications prescribed for Direct Recruits will also apply in Case of promotees** :
There shall be no distinction between external and internal candidates with regard to the requirements of qualification and experience. An internal candidate is deemed to be recruited directly, irrespective of his position against a vacancy, i.e. whether he is recruited against a vacancy or supernumerary under career advancement. Limitation on age bar and specialization, however, will be applicable to external candidates only.
8. **Period of probation, if any** :
One year. It may be extended by the respective BoG, on recommendation of the Director.
9. **Method of Recruitment:**
 - a) Whether by Direct Recruitment or

- b) By promotion/ by deputation and percentage of vacancies to be filled up by various methods:

All posts will be filled up by direct recruitment (including recruitment of internal candidates without a clear vacancy for career advancement) failing which on deputation from institutions of comparable standing, failing which on contract for a maximum tenure of five (05) years. Assistant Professors without Ph.D. degree will be recruited on contract basis only.

10. In case of recruitment by promotion/ deputation/ absorption, grades on which promotion/ deputation/ absorption to be made applicable :

Not applicable.

11. Basic principles of Faculty recruitment:

- a) A Ph.D. degree shall be the minimum qualification for a regular faculty position in NIT. Candidates with M. Tech. degrees may be appointed as Assistant Professors, on contract basis only. The Institutes will strive to provide necessary facilities to such contract faculty to complete their own Ph.D. either within the Institutes (if facilities exist) or outside. Any deficiency in extension of such facility, however, will not be a ground for award of regular post without a Ph.D. degree.
- b) All recruitment and pay-fixation shall be done by the BoGs of the Institutes only on the recommendations of duly constituted Selection Committees. There shall be no scope of fixing of altering pay (pay in pay-band or grade pay) outside the Selection Committee. The Selection Committee shall be the only entity empowered to consider the past services and qualifications of a candidate.
- c) Recommendations of the Selection Committee will be arrived at by discussions within the Committee. Contents of such discussions and details of transactions within the Committee will not form a part of permanent records or minutes.

12. Distribution of posts among departments / centres and designations:

While there is no rigid formula for distribution of sanctioned posts among the departments and centres within an Institute, Annexure V gives a recipe for distributing sanctioned faculty posts among various departments of an Institute. But the BOG, on the recommendation of the director, shall dynamically allocate sanctioned faculty positions among the departments taking into consideration academic programmes of various departments, existing quality of faculty, expected retirements and availability of bright candidates.

There will be three designations – Professor, Associate Professor and Assistant Professor. At present, all NITs have been granted a three tier “rigid” faculty distribution among the three designations – P:AsP:AP = 1: 2: 4, with a Career Advancement Scheme where faculty may move to higher pay (AGP)

and designation in the absence of a clear vacancy. Details of CAS provisions are given later in this schedule.

Institutes may, however, opt through a resolution of the Board and concurrence of the Council of NITs (or the Standing Committee of the Council on behalf of the Council) the 4 tier flexible faculty cadre announced by the Ministry vide its order of 18th August, 2009.

13. Qualifications and Experience:

Qualifications and experience required for various posts as well as the selection procedure are listed in Annexures – I to IV for both the 3 tier rigid faculty structure as well as the 4 tier flexible faculty structure. While all the NITs follow the 3 tier structure at the moment, it is expected that most of the Institutes will follow the 4 tier flexible cadre structure in due course with the approval of the Ministry

14. Faculty from industry without Ph.D. degree:

There shall be necessary provision for inducting faculty from industry (or comparable organisations) with substantial professional and R&D experience, but not having a Ph.D. degree. For candidates with good number (say 10) of publications in leading journals of the field, the candidates being the lead author, the requirement of Ph.D. degree may be waived. In all other cases, such a candidate may be taken on contract till he completes the Ph.D. degree.

15. Policy on avoiding in-breeding:

Most leading universities of the world, including the best Institutes of India have an explicit or implicit policy of not inducting their own students into the faculty. To avoid such in-breeding, the NITs will follow the following policies:

- a) Candidates who have obtained or are expected to obtain their most recent degree (Ph.D. or M.Tech.) from the Institute will normally not be considered for recruitment, except where there is a 3 years' gap (approximately) between leaving the Institute and the expected date of joining.
- b) This is not applicable to candidates who are already members of the faculty, either regular or on contract, and are pursuing a higher degree in the Institute.
- c) In special cases, where the department (at the time of short-listing) or the Selection Committee feels that an exception needs to be made (for reasons such as severe shortage of faculty in a given academic field or exceptionally brilliant candidate or any other), the reasons for such exceptions are to be recorded in writing and put up to the Board of Governors for approval. The Board, if convinced, may confirm the selection. Such appointments will not serve as precedence.

16. Multiple attempts:

In order to keep the number of candidates interviewed within practical limits, Scrutiny Committee may, if it deems fit, reject a candidate on his third or further attempt, if the candidate has failed to win the same post in two previous attempts, (either in scrutiny or selection stage), even if he meets the short-listing criteria, except when there is significant new achievement justifying an exception.

17. Functioning of the Selection Committees:

While the Scrutiny Committee and Selection Committee will use all information available to them and be as quantitative as possible, their recommendations will reflect a collective decision based on accumulated professional experience which is often not possible to quantify. Committees will not be obliged to record the details of their individual reasoning process.

18. Auxiliary Faculty Positions:

Norms for appointment of adjunct, honorary, chair, emeritus, contractual, visiting, ad hoc and temporary faculty are given in Annexure – VI.

19. Seniority of Faculty:

Personal prospects as well as responsibilities assigned by the Administration in an Institute of higher learning should be decided on academic merit and performance, rather than by service seniority. However, in cases where “seniority” is an issue, the following will be the deciding factors in decreasing order of importance: (i) Designation (ii) AGP, (iii) Pay in Pay Band (iv) Date of BoG meeting in which current AGP was sanctioned (iv) Position in the merit list prepared by the Selection Committee, (vi) Seniority in lower AGP or 5th CPC (vii) Date of Birth.

20. Career Advancement Scheme:

A Career Advancement Scheme (CAS) is an essential component of a rigid faculty structure, whereby an individual faculty member can move to a higher designation and/or pay (AGP) in the absence of a clear vacancy. The CA Scheme of NITs is distinct and is fundamentally different from those of UGC, AICTE or similarly placed agencies.

A CAS promotion may be given to a serving faculty member on satisfying two essential criteria simultaneously:

- a) Completion of specified number of years of service in the same institute in a lower designation or AGP, AND
- b) Being selected by a valid Selection Committee using the same criteria, procedure and common interview as prescribed for directly recruited candidates (internal or external) and being included in a common panel.

There shall be no legal or social distinction between a faculty member selected against a clear vacancy or in the absence of one under CAS. Both are deemed to be directly recruited. There shall be no retrospective promotion, neither real nor notional.

If and when a vacancy occurs in the higher posts and there are serving faculty members with corresponding designation under CAS, they must be adjusted as per the respective seniority list before fresh advertisements are published. Under special circumstances, if an Institute is looking for new faculty at Professor or Associate professor level with expertise not available within the Institute, the Board of Governors (on recommendations of the ACoFAR) can set aside a vacant position exclusively for external recruitment.

In the case of up-gradation of Professors to HAG scale, personal interview may be dispensed with. The Selection Committees [formed as per provisions of the Statutes] shall make their recommendation on the strength of publication, books, patents sponsored projects, industrial consultancy, Ph.D. guidance, and contribution to Institute's administration as submitted by the candidate.

21. Transition from rigid to flexible Cadre Structure:

When an Institute adopts the 4 tier flexible cadre structure, every faculty member will continue with his current designation and pay in the pay band. The AGP will be reset to its new values (Rs.10500.00 for professor and Rs.9500.00 for Associate Professor) as appropriate to the new structure. Neither a selection process nor a personal interview will be necessary.

In some cases, the pay in the pay band may be below the minimum applicable to a particular designation i.e. Rs.43000.00 for Associate Professor and Rs.48000.00 for Professor. As a one-time measure, incumbents will be permitted to continue with their existing pay in pay band. A faculty member may, however, request appearance before a Selection Committee for up-gradation of pay in the pay band to the minimum value compatible with his AGP. The pay in the pay band will be corrected with prospective effect if so recommended by the Selection Committee and approved by the BoG.

22. Maintaining National character of NITs:

As decided by the Council the institute shall strive to recruit 50% faculty not domicile of that state in which the Institute is located.

23. Miscellaneous:

A copy of these regulations including the academic criteria specified for various posts and selection procedure in Annexure – I to IV will be made available to every member of the Selection Committee before start of interviews.

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**Prescribed Minimum Qualification and Experience for
Faculty Positions of
NATIONAL INSTITUTES OF TECHNOLOGY**

(Under the standard 3 tier rigid faculty structure)

Designation, Pay Band and Academic Grade pay	Essential Qualification	Relevant Experience	Other essential requirements (Expected to be amended upwards with time, as the NIT system achieves higher standards)	Additional Desirable requirements	Age : Preferably below
Assistant Professor (On contract) Grade Pay Rs.6000.00 PB3 + 2 increments	M. Tech.	None	None	Advanced state of Ph.D. work in a reputed institute.	30 years
Assistant Professor Grade Pay: 7000.00	Ph. D.	None	One paper accepted for publication in an SCI journal	Two SCI Journal papers or one patent; may be based on Ph.D. work.	35 years
Assistant Professor Grade Pay Rs.8000.00	Ph. D.	3 years after Ph.D. or 6 years total (not counting Ph.D. enrolment period) after obtaining M. Tech. degree.	2 papers in SCI journals outside Ph. D. work. One ongoing sponsored project for candidates from academia. Two experimental or computational projects added to teaching laboratories where appropriate.	One Ph. D. supervision ongoing; One Patent; Experience in industry or R & D lab. of repute; M. Tech., M. Sc. or B. Tech. project supervision on live industrial problems.	N. A.
Associate Professor Grade Pay Rs.9000.00 PB4	Ph. D.	6 years after Ph.D., or 9 years total (not counting Ph.D. enrolment period) out of which 3 years should be after Ph.D. and as assistant professor or equivalent in a reputed institute, laboratory or industry	4 papers in SCI journals; One Ph. D. guided as sole or principal supervisor. Two projects ongoing or one ongoing plus one completed. One self financed or two Govt. sponsored short-term courses offered. Two experiments or computational projects added to teaching laboratories where appropriate.	One or more patents; Supervising one or more students for Ph. D.; Strong liaison with industry; Offering courses through application of ICT.	N. A.

Designation, Pay Band and Academic Grade pay	Essential Qualification	Relevant Experience	Other essential requirements (Expected to be amended upwards with time, as the NIT system achieves higher standards)	Additional Desirable requirements	Age : Preferably below
Professor Grade Pay Rs.10,000.00 PB-4	Ph. D.	10 years after Ph.D. or 13 years (not counting Ph.D. enrolment period) total out of which 7 years to be after Ph.D. including 3 years at Associate professor level.	Two Ph.D.s guided in career as sole or principal supervisor, plus one ongoing. The following during the past 4 years: (i) 3 papers in SCI journals; (ii) One high value sponsored or consultancy project; (iii) Two self financed or four Govt. sponsored short-term courses as coordinator and main teacher, (iv) Two experiments or computational design projects added to teaching laboratories where appropriate.	One or more Patents; Supervised more than three students for Ph. D.; Preparing E-Learning material. At least one self-financed short-term course offered every year. Strong liaison with industry. Offering significant support to institute management; High value sponsored or consultancy projects.	
Professor HAG scale	Ph. D.	Six year as Professor with AGP 10000.00 or higher in an institute of national importance.	4 Ph. D.s guided in career as sole or principal supervisor plus at least one full time resident student continuing. The following during the past six years: (i) 4 papers in SCI journals; (ii) 2 high value sponsored or consultancy projects, plus one ongoing, (iii) 3 self financed or 5 Govt. sponsored short-term courses offered as coordinator and main teacher, (iv) Three experiments or computational projects added to teaching laboratories. (v) Significant contribution to institute management through personal initiatives in responsible positions.	Truly significant contribution in one area – publications, writing of text books or reference books, sponsored projects, consultancy and support to industry, E-learning packages, creative contribution to institute's welfare.	N. A.

**Prescribed Minimum Qualification and Experience for
Faculty positions of
NATIONAL INSTITUTES OF TECHNOLOGY**

(Under proposed four tier flexible faculty structure)

Designation, Pay Band and Academic Grade pay	Essential Qualification	Relevant Experience	Other essential requirements	Additional Desirable requirements	Age limit (Desirable)
Assistant Professor (On contract) Grade Pay Rs.6000.00 PB3 + 2 increments	M. Tech.	None	None	One publication in an SCI journal; Advanced State of Ph.D. work in a reputed Institute.	30 years
Assistant Professor (On contract) Grade Pay: 7000.00	Ph. D.	None	None	Two papers in SCI journals or one patent; may be based on Ph.D. work.	35 years
Assistant Professor Grade Pay Rs.8000.00	Ph. D.	3 years after Ph.D. or 6 years total (not counting Ph.D. enrolment period) after obtaining M. Tech. degree.	2 papers in SCI journals outside Ph. D. work. One ongoing sponsored project for candidates from academia. Two experimental or computational projects added to teaching laboratories where appropriate.	One Ph. D. supervision ongoing; 1 Patent; Experience in industry or R & D lab. of repute; M. Tech., M. Sc. or B. Tech. project supervision on live industrial problems.	N. A.
Associate Professor Grade Pay Rs.9500.00	Ph. D.	6 years after Ph.D. out of which 3 years should be at the level of Assistant Professor or equivalent in a reputed university, R & D Lab. or relevant industry.	6 papers in SCI journals; One Ph. D. guided as sole or principal supervisor plus one continuing. Two projects ongoing or one ongoing plus one completed. Two self financed or three Govt. sponsored short-term courses offered as coordinator and main teacher. Four experiments or computational projects added to teaching laboratories where appropriate.	1 or more patents; Supervising two or more students for Ph. D.; Strong liaison with industry; Offering courses through application of ICT.	N. A.

Designation, Pay Band and Academic Grade pay	Essential Qualification	Relevant Experience	Other essential requirements	Additional Desirable requirements	Age limit (Desirable)
Professor Grade Pay Rs.10,500.00 PB-4	Ph. D.	10 years after Ph.D.	Three Ph. D. degrees guided in career. The following during the past 4 years: (i) 4 papers in SCI journals; (ii) One high value sponsored or consultancy project; (iii) Two self financed or four Govt. sponsored short-term courses offered as coordinator and main teacher; (iv) Four experiments or computational design projects with added to teaching laboratories where appropriate.	Two or more Patents; Supervised more than three students for Ph. D.; Preparing E-Learning material. At least one self-financed short-term course offered every year. Strong liaison with industry. Offering significant support to institute management; High value sponsored or consultancy projects.	N. A.
Professor HAG Scale	Ph. D.	Six years as Professor with AGP 10000.00 or 10,500.00 in an institute of national importance.	5 Ph. Ds guided as sole or principal supervisor plus at least one full time resident student continuing. The following during the past six years: (i) 5 papers in SCI journals; (ii) 2 significant sponsored or consultancy projects, plus one ongoing; (iii) 3 self financed or 5 Govt. sponsored short-term courses offered as coordinator and main teacher; (iv) Three experiments or computational projects added to teaching laboratories. (v) Significant contribution to institute management through personal initiative in responsible positions.	Truly significant contribution in one area – publications, writing of text books or reference books, sponsored projects, consultancy and support to industry, E-learning packages, creative contribution to institute's welfare.	N. A.

**Recruitment Rules for faculty positions in
NATIONAL INSTITUTES OF TECHNOLOGY**

Common Essential Requirements

[For both 3-tier rigid and 4-tiers flexible systems]

1. Superior academic record at all levels from high school onwards.
2. First class in B. Tech. / M. Sc. and in M. Tech.
3. All degrees from reputed institutions, preferably from institutions of national importance or university departments in India or abroad.
4. Good oral and written presentation skills.
5. Strong command over fundamental subjects.
6. The following shall be considered as essential requirements, without which a faculty member will be deemed unfit for promotion or selection even if he has met or exceeded the prescribed qualification, experience and performance criteria.

Teaching (For teachers of same or different institute)	<ol style="list-style-type: none"> a) At least 3 theory subjects (semester long) for each year of post-Ph.D. experience in a teaching institution. b) Commensurate volume of written material for assisting students-lecture notes, problem sheets ppts etc. shared with the students. c) Consistently good (better than Institutes average) score in student feedback on courses taught. [Institutes shall introduce computerized student feedback system and make the summary results available on the internal web site or equivalent publication.] d) Question papers for different exams set by the faculty members to be examined by Selection Committee. e) Introduction of new courses or revision of existing syllabi. f) No adverse record in teaching e.g. negligence in classes or exams.
Institute and professional Activity (For teachers of same or different institute)	<ol style="list-style-type: none"> a) Reasonable record of responsibility and creative performance in management of the organization (commensurate with length of service)- responsibility of Dean, HOD, Chairman or Members of Committees. b) Support to extra academic activity of students – NCC, NSS, Sports, Cultural, Music and Quiz etc. c) Organization of student functions. d) Warden ship of hostels and work towards improvement of living conditions of the students. e) Leadership and guiding students in scientific and technical work outside class room. f) Assisting management in construction, maintenance, ICT, Lawns & Gardens and providing services in the institute. g) Assisting management in record keeping, website management, document preparation, management of convocation etc. h) Departmental activities – T&P, Seminars, projects, Library etc. i) Collaboration with other Institutions in India and

	<p>abroad.</p> <p>j) Organising conferences, symposia and activities of professional societies.</p> <p>k) Strictly no adverse record of negligence or dishonesty in discharging one's responsibility.</p>
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A faculty member is not expected to excel in all the fields, but he must contribute in at least two areas with visible contribution to each. Poor record under any of the above items, in terms of dishonesty, negligence, harassing beneficiaries, indifference or not taking up a responsibility will be viewed seriously by the selection committees. When an assignment is given by the administration, the faculty member must show initiative and work proactively towards improvement of his work environment instead of simply holding on to a position.

It is also expected that faculty members will take positive initiatives to be visible at the Institute-level so that they win the trust of the higher management and get assignments to contribute to institutional progress.

Notes:

It is expected that the NITs recruit faculty who have earned their degrees from Institutes of high-standing in India or abroad. The Scrutiny Committee and the Selection Committee are expected to judge the quality of the training that the candidates received during their own academic careers from the standards of the Institutes from where they earned their degrees. It will be within the power and responsibility of these Committees to reject candidates from Institution of low-standing even if their degrees and grades are above the required level. This consideration is applicable to candidates at Assistant Professor level.

1. A single individual is not expected to meet all the essential performance criteria listed in the tables of Annexure-I and II. **But in the judgment of the Selection Committee, the sum total of his contribution should exceed the sum total of the essential requirements given in the table above in terms of scholastic effort necessary.**
2. Experience will be counted only when it is earned in a reputed institute, university, industry or laboratory on a job relevant to the department to which a candidate is applying. Experience shall normally mean the experience earned after award of M. Tech. degree.
3. The Selection Committee shall consider publications in journals of reasonable standing, ignoring publication in very weak journals. Professional judgment of experts in this matter shall not be questioned.
4. A publication shall normally mean publications which are covered by the Science Citation Index (SCI) where ever applicable. Papers accepted for publication and actually published will be seen to be at par.
5. In case of joint publications and joint Ph.D. guidance in an institution where there is no concept of "Principal Supervisor", the Scrutiny Committee and the Selection Committee shall assign fractional credit. The Committee's decisions on such matters shall be final in respective domains.
6. In Institutes without significant postgraduate or doctoral programme, as a temporary measure, the selection committees may consider and evaluate

publication of text books, sponsored projects from funding agencies, formal lecture notes, M. Tech and M.S. projects guided and collaborative work with industry as scholastic work in lieu of experience in guiding Ph. Ds.

7. The “essential qualifications “and” other essential requirement” given in Annexure-I and II are bear minimum for eligibility to be considered for promotion. An average faculty member is expected to generate performance output higher than the minimum prescribed in the tables in Annexures I and II.
8. Scholastic achievement and length of service and other essential but not necessary requirements shall form the criteria for promotion. But in matters of fresh selection, other considerations such as expertise of candidates vs. need of the department shall form dominant considerations.
9. There is no distinction between the requirements for “appointment against vacancy” and “promotion under CAS”, nor there shall be any distinction in the status of the two types of faculty members. A selection process shall cover both internal and external candidates, both being examined together by the same committee, the only exceptions being limiting a selection only to external candidates at entry level of Assistant Professor, and to internal candidates (under CAS) when there is no vacancy in a particular department.
10. If suitable candidates are not available for positions of Professor or Associate Professor, the positions may, at the discretion of the Board, be utilized for recruiting faculty in lower positions.

PROCEDURE FOR SELECTION OF FACULTY IN NIT SYSTEM

Today there is great diversity among the selection procedures being followed in institutions of higher learning in our country. Different systems have evolved in different institutes in response to their emphasis on research and teaching, historical and geographical factors. The procedure outlined here has generally, but not exactly, been followed in most IITs. The procedure is prescribed as a guideline, without insisting that it be followed religiously. Boards of Governors may opt for alternative procedures after examining their merit vis-a-vis the base line procedure given below.

1. The Director will create an “Advisory Committee on Faculty Recruitment (ACoFAR)” with a senior member of the faculty as the Chairman. Normally, he should be the Dean (Faculty Welfare); but Director shall have the discretion to assign the responsibility to Dy. Director or another senior Professor or handle it himself. The Chairman of ACoFAR shall be authorized to communicate with departments, candidates and experts on the advice of Director. In addition, the Committee shall discharge the following functions:
 - a) Examine and advise on distribution of faculty positions among various departments;
 - b) Proactively search for faculty candidates in India and abroad.
 - c) Assist the Director in examining, short listing criteria and preparing panels of short listed candidates submitted by departments;
 - d) Examine and recommend proposals for deviation in age, formal qualifications, industry experience or any other criterion or guideline;
 - e) Reservation of positions for specialization or sub-specialisation and rank of faculty to be inducted; and
 - f) Proactively search for candidates from reserved categories, and if not available after repeated attempts, prepare proposals for de-reservation in accordance with the relevant rules & regulations.

2. The Institute will create a panel of experts and update it on annual basis. The list will be prepared by taking inputs from departments. Director may also add extra names or delete some from the list. Normally the experts should be drawn from NITs, IITs, IIMs, IISERs, IISc, University departments, major R&D Laboratories (CSIR, ICAR, DAE, ISRO, DRDO etc) and major industry. The list, along with postal and electronic addresses, designations, specialization and other relevant particulars of proposed experts is to be placed before the Senate and then the BoG for their approval. Every higher authority shall have the power to add and delete names. In addition, fellows of INAE and the 3 science academies will be automatically included in the panel. Every attempt should be made to ensure that major specializations of each department are adequately represented in the panel.

3. While the above is a permanent list, upgraded periodically, preferably every year, the BOG, at its discretion, may permit Director to choose experts for every single selection process from the full panel or from specific sub panels.

4. As per NIT Act, the visitor shall nominate one member to the selection committee. It is observed in practice that being present in all sessions of a selection process (that

spreads over two to four weeks) becomes hard on the distinguished professors who serve as visitor's nominees, and they are often unwilling to spare the time. The Ministry will recommend to the Hon'ble Visitor to nominate a panel of five distinguished persons in different subject areas to serve as Visitor's nominees and permit institutes to invite them as per their availability and convenience.

5. The director will send a copy of the panels approved by the Secretariat of the Council of NITs for records.
6. It is extremely important that the suggested panel of experts is examined critically by the Board and the Ministry and any member with a questionable integrity is removed.
7. Prior to a selection process, the Director will choose experts from the approved panels ensuring a reasonable distribution among specialisations, and to the extent possible, diversity of background, place of work etc.
8. In addition to the expert members of the selection committee, the Director, as Chairman of the Committee, may invite observers from SC/ST and minority communities or any other person of repute to instill confidence in the minds of the candidates and of the Institute community.
9. On advice of the Director, the Chairman, ACoFAR will seek from the Departments the specific specializations where new faculty is to be recruited. The HoDs will consult senior faculty colleagues and prepare the proposals to the Institute, which will be collated by the Chairman, ACoFAR and placed before the Director for approval. The Director is expected to review the proposals critically and finalize the draft advertisement including specializations, critical dates, newspapers of advertisement and other details.
10. Serving regular faculty members shall be eligible to apply for higher positions in their own departments irrespective of their specializations, if they satisfy other advertised criteria.
11. Application may be received on paper, on-line or both, depending on the technological resources of the respective Institute. In addition, the Institute will consider applications received against standing advertisement, if any, and unsolicited applications.
12. While applications received within the advertised closing date shall definitely be considered, late applications (upto the interview time) may be considered at the discretion and convenience of the administration.
13. In addition to the advertisements, all sections of the institute administration - Director, members of ACoFAR, HoDs and all faculty members will make proactive effort to attract applications from prospective candidates, without making any commitment of selection. Such efforts will include postal and email correspondence, telephonic talks and public announcement when there is an opportunity.
14. Applications, when received, will be organized, relevant information summarized, and sent to the departments by the Registry, for short listing. The objectives of short listing are two folds:-
 - (a) to reject applications that do not meet advertised criteria and

- (b) to select the best candidates from the remaining list so that the number of candidates to be called for interview with the experts remains within manageable limits.
15. Departments will make attempt to set “short listing criteria” that can be easily implemented. But, considering the multiple attributes that need to be considered, it may become necessary to make case by case exceptions. In all such cases the general short listing criteria and the reasons for exception, if any, are to be recorded in writing. Short listing criteria may include, among others, such conditions as:
- (i) superior academic record – all through first class career or higher grades in B.Tech/M.Sc/M.Tech, higher than advertised criteria,
 - (ii) reputation of institutions from where the candidate has obtained his degrees,
 - (iii) number of unsuccessful attempts for the same post [Candidates who have been rejected in the past may be called only if there is a good reason, the reason to be recorded in writing.]
 - (iv) specialisation, including micro specialisation,
 - (v) professional service record - reputation of organization where experience has been earned, nature of job, current activities etc.
16. The Departments’ recommendations shall be placed before the Director for the final short-listing. The final list of candidates to meet the Selection Committee will be arrived at in a combined meeting of the Director, the ACoFAR, the HoD and at least three senior faculty members of the Department. In case of a lack of unanimity among the members, the director’s decisions shall be final for the purpose of calling a candidate to the interview. The different viewpoints, however, will be recorded in writing and placed before the selection committee who may record their own comments for information of the BOG. The decision of the Board on the selection shall be final and binding.
17. In addition to formal application, candidates will be required to submit reprints/preprints of publications and list of referees. The PIC will organize collection of references and review of publications by independent referees for short listed candidates, both internal and external.
18. The short listed candidates will be invited by the Chairman, ACoFAR or the Registrar for personal interview with the selections committee constituted in accordance with the NIT Act and the statutes of the respective institutes. In addition, the individual institutes may seek seminar presentation in the departments, and/or any other form of academic interaction with the faculty. All such interaction will be open to the faculty and students of the institute and will be well publicized in advance to invite a decent audience. The feedback of the faculty will be communicated to the selection committee by the HoD. Candidates located outside the country or otherwise not in a position of attending personal interview, may be interviewed over video conferencing or be selected in absentia at the discretion of the selection committee.
19. On completion of the interview, the selection committee will record its final recommendations with signature of every member present. The Director, as chairman of the committee will be responsible for writing the recommendation. There shall be no scope for retaining individual view points or details of discussion. Any member(s) with a dissenting opinion may, however, record their observations. On a separate page(with a reference in the main page that will be presented by the Director to the BoG with his own comments on the observations.

20. The Selection Committee shall employ the same yard stick to evaluate all candidates for a post or AGP – external, internal, with or without a clear vacancy, and shall prepare a common panel of recommended candidates. Out of this panel, the vacant posts will be filled on the basis of merit without consideration of external or internal candidates.

The Selection Committee, at its discretion, may recommend to retain the panel for a maximum period of one year or next round of selection for the department, whichever comes earlier, so that vacancies caused during this period can be filled in order of merit. On completion of this period, only the internal candidates will be given promotion under CAS to be adjusted against future vacancies caused by retirement, resignation or creation of new posts, any time in future.

21. Recommendations of the selection committees will be placed before the BoG, along with details of sanctioned posts, reservation categories etc, for final approval and subsequent issue of appointment orders by the Registrar.
22. If a meeting of the BoG is not scheduled within a short period from the meeting of the selection committee, the director, with approval of the Chairman BoG, may seek the approval of members by circulation. While recommendation of the selection committee is awaiting approval of the BoG, the director may, at his discretion, inform successful candidates, but with a clear line stating that such information is awaiting approval of competent authority and is not legally binding.
23. All appointments - regular or CAS, internal or external, will be effective from the date of the Board meeting or any later date fixed by the Board. There shall, however, be no pre-dating of an appointment.
24. The following provisions will govern the selection and service conditions of new faculty recruited without a Ph. D. degree
- (i) If sufficient numbers of meritorious candidates with Ph. D. degree are not available in any discipline or sub-discipline, candidates with M. Tech degree may be recruited as Assistant Professor on contract with AGP of Rs.6000.00 only.
 - (ii) The contract will be initially for a period of three years, extendable by two more years only on recommendation of a valid Selection Committee.
 - (iii) Such faculty, after joining the departments, must be enrolled in the Institute's own Ph. D. programme or be deputed to another Institute at the discretion of the Director, after considering the internal facilities available and the expertise needed in the department. The Institute will make available to the faculty the required equipments, consumables and travel support.
 - (iv) During the contract period, if an incumbent shows poor progress on his Ph. D. work or dereliction of duty in teaching, the contract may be terminated prematurely after an enquiry by the ACoFAR, with at least one external expert. Necessary clauses to this effect must be built into the contract at the beginning of the appointment.
 - (v) On award of Ph. D. degree, an incumbent will be given regular position with effect from the date of original contract appointment with probation of one year after regularisation. For all future records, the starting point of service will be the date on which the contract service started originally.

- (vi) During the contact period, the appointee will be put in pay band PB-3 with at least 2 non-compounded increments (for M. Tech. degree). He will also be entitled to the usual increments and allowances, and to all other benefits such as P. F., Pension, future gratuity etc. at par with the facilities extended to regular faculty.

Distribution of Faculty Posts among Departments

Every institute shall have only a finite member of faculty posts sanctioned by the ministry. The distribution of these positions among the departments will be flexible to dynamically maximize the number of faculty in position at any given time. It should be appreciated that institutes will be losers and the cause of education will be hampered if faculty positions which could be filled up in other departments are kept vacant simply because current market scenario is making faculty unavailable in a specific department. Instead of keeping vacant positions, if additional faculty are inducted in other departments, they will contribute to (a) elective courses in teaching, particularly those electives that are subscribed to by students across many departments, (b) research, (c) continuing education, (e) institute, hostel and SAC management etc. A vacant faculty post serves no one. At the same time, it is the responsibility of the Director, and of the Board, to ensure that no department starves of faculty when candidates are available and posts are used up elsewhere.

The following table may be taken as a guide for computing “normal faculty strength” in any department.

B Tech Programme (Annual Intake < 50)	= x
B Tech Programme (Annual Intake > 50)	= 1.5 x
Dual degree with existing M. Tech. specialization	= 0.1 x
Dual degree with exclusive M. Tech. specialization	= 0.2 x
Additional B Tech Programme(Each programme)	= 0.5 x
M Tech programme(Each programme)	= 0.5 x
M.Sc. (2 years) programme	= 0.5 x
M.Sc (5 years) programme	= x
MBA Programme (Annual Intake <50)	= x
MBA programme (Annual Intake >50)	= 1.5 x
MCA (3 Years) Programme	= x
Common theory courses for 1 st & 2 nd years (per subject)	= 0.2 x
Common practical courses for 1 st & 2 nd years (per course)	= 0.1 x
Total	= nx

$$x = [\text{Sanctioned faculty strength}] \div n$$

The normal strength of every department shall be computed based on the above scheme, additional factors taken into consideration, rounded and approved by the Institute Senate to serve as a guideline for all future recruitment. In case of serious disagreement among members the Senate, the decision of the BOG shall be binding.

The above prescription is based on a principle of equal sharing of teaching responsibility among all faculty members irrespective of rank. In contrast with the prescription of AICTE, professors of NIT are expected to take up a larger share of the teaching job, particularly in large classes and in common fundamental subjects. This principle has the merit of providing better education in basic subjects, It frees younger faculty to pursue research, particularly those who are enrolled in Ph.D programmes. Experienced faculty are also expected to spend less time in preparing for classes and spend the rest of the time in institute management.

Additional factors shall include, but will not be limited to, expected student strengths in common courses, open electives, being normally offered by the department, common subjects among M Tech specializations, strength of M Tech courses etc. In general, departments and centers can be classified into two or three groups depending on the above formula and faculty strength calculated for each group.

**Adjunct, Honorary, Chair, Emeritus, Contractual, Visiting,
Ad hoc and Temporary Faculty**

In addition to its regular faculty, an institute may augment its intellectual capital by hiring additional scholastic resource through different types of secondary faculty positions. Such faculty members contribute significantly to the department in terms of sharing teaching tasks and enhancing research output. Academic contributions and decisions (e.g award of grades) of such faculty members shall have the same legal validity as those of regular faculty members. The primary purpose of hiring adjunct, honorary, chair, emeritus and visiting faculty is to receive the honor of hosting distinguished professionals and academicians, and not off-loading of routine teaching activity. In contrast, the primary purpose behind hiring ad hoc, temporary or contractual faculty is to provide routine teaching services, particularly when adequate number of regular faculty are not available.

The appointing authority of adjunct, honorary and chair professors shall be the senate while that for emeritus professors and contractual faculty shall be the BOG considering that in the latter case Government money needs to be spent on salary. Director may appoint ad hoc and temporary faculty, who need to be given appointment at short notice and do not constitute a long term responsibility of the institute. The following guidelines will give the administrative details of hiring additional faculty.

(a) Adjunct Faculty

Reputed scientists, engineers, physicians, advocates, artists, civil servants, bankers and other professionals, both serving and retired(from active service), can be inducted as Adjunct faculty. They will bring reputation to the institute, add valuable expertise and practical knowledge and complement the knowledge pool of existing faculty. The following will be some broad guide lines for selection of adjunct faculty.

- (i) They must be persons of repute, comparable to at least the top one third of the regular faculty in professional expertise and reputation in their own fields and organizations.
- (ii) Adjunct faculty will supervise student projects at all levels - UG to Ph.D., carry out sponsored research and consultancy, and teach courses, all these activities either independently or in collaboration with a regular faculty. They may also be members of departmental committees, if their professional experience becomes useful. While teaching courses, they may take responsibility of a full semester-long course or only a part thereof in collaboration with a regular faculty. The degree of involvement will be worked out mutually by the adjunct faculty and the Institute.
- (iii) Adjunct faculty will be appointed by the senate on recommendation of a committee headed by the director. Duration of appointment shall be between 1 and 5 years.
- (iv) Adjunct faculty will be provided with office room, secretarial services and other facilities depending on their involvement in academic activities.

- (v) They shall receive no salary, fee nor any other compensation for their services. All direct expenses such as travel, accommodation, preparation of lecture material etc shall be reimbursed at actuals.
- (vi) Adjunct faculty may receive financial support at the discretion of the director to attend conferences in India or abroad for presenting their work done in the institute, if in the opinion of the director, he has contributed significantly to the institute's academic programme.

Honorary Faculty

Institutes may honour distinguished academicians including its own retired faculty members by conferring on them the status of "Honorary Faculty". This status will be same as adjunct faculty except that:-

- (i) Honorary faculty will be drawn from distinguished persons retired from active service, including the Institute's own retired faculty, who commit to be engaged in substantial scholastic activity using facilities of the Institute and contribute academic services to the institute without compensation.
- (ii) Duration of appointment shall be "for 5 years" or "for life".
- (iii) Directors of institutes appointed by the visitor in accordance with the provisions of NIT Act and statutes will automatically be "Honorary faculty for life" on completion of their tenure of service, irrespective of their level of engagement in institute activity in future.

Chair Professors

The Board may create a position of chair professor in a given department with or without a fixed specialization from money donated by an external agency or person. If sufficient funds are available to pay full salary and other benefits from the interest money, a new faculty post with terms identical to regular posts may be created. On the other hand, if limited funds are available, an existing regular faculty position or a secondary position under adjunct, honorary, visiting or contractual categories may be declared as an external chair where the donation received from the external agency will provide such benefits as top-up salary, travel grant or any other benefit to the incumbent.

Professor Emeritus

Faculty superannuating from service in NITs and comparable institutions may be inducted by the Board as Professor Emeritus for a maximum period of 3 years. This provision is limited to faculty with suitable externally sponsored projects or comparable activities, in addition to shouldering normal teaching responsibilities. Such appointment shall be made against sanctioned faculty posts only.

Faculty on Contract

When regular faculty positions cannot be filled, to Board at its discretion, may fill up sanctioned faculty positions "on contract", where the terms of separation will be far easier than those of regular faculty. Other facilities and mode of selection, to the extent possible, will be same as those for regular faculty. Examples of contractual faculty will include Assistant Professors without Ph.D. degree under the 3 tier system or Assistant Professors during the first 3 years after Ph.D. under the 4 tier system, faculty considered

in absentia, and distinguished professors and engineers/scientists who have retired from other organisations.

Visiting Faculty

Academic personnel from universities, institutes, R&D labs, industry or Government in India or abroad, including those on sabbatical leave from other institutions or retired, may be inducted into the institutions for brief periods (Maximum 2 years), with or without remuneration. Such faculty members are expected to work full time taking academic responsibilities at par with regular faculty members. They may be appointed by Director on recommendation of the Head of the department, and a counterpart faculty member in the department who will serve as a host. Visiting faculty may be provided with mutually agreed honorarium and facilities (e.g. residential accommodation) on discretion of Director.

Ad. hoc appointments

To meet urgent need of faculty or to retain a brilliant candidate, the Director is empowered to make ad hoc appointment against sanctioned posts at all levels. Such appointment can be done for a maximum duration of 12 months, and shall not be extended even with breaks. A reasonable pay band, pay and AGP may be worked out, and increment may also be given as per rules. This pay shall not be binding on the selection committee, which may make its own decision, the formal appointment, if at all, shall carry its own pay unrelated to the ad hoc pay. Facilities such as residential accommodation, travel etc, normally available to faculty members, may be extended at discretion of Director. The director will make his decision basing on the recommendation of a small committee of senior faculty colleagues which will include at least one internal Board member, and one external subject expert. A Ph.D. degree with a superior academic career is a minimum requirement for ad hoc appointment at Assistant Professor level. Commensurate work experience in institutions of repute is necessary for higher posts.

Temporary Faculty

The director may recruit "Temporary faculty" against sanctioned posts to tide over serious shortage of faculty to handle UG & PG teaching load. This will be possible only in departments where the number of faculty in position, not counting teachers on long leave, is below 0.75 x normal strength. The candidates need to have at least a Master's degree in Engineering or a doctorate in science/humanities with first class(60% marks or (GPA 6.5/10) at both bachelor's and master's level. Selection can be made on recommendation of a committee of faculty members that must include at least one internal board member and one faculty member of another department. Presence of an external subject expert is not essential.

Duration of appointment shall be one semester to start, and may be extended on semester to semester basis on recommendation of the HOD. Maximum duration of appointment in the entire career of a person shall be limited to 5 semesters. A consolidated remuneration, proportional to the assigned duties may be worked out on mutual agreement. The temporary faculty may be permitted to work full time or part time depending on the remuneration paid to him. In addition to the consolidated remuneration, director may, at his discretion, extend residential accommodation, telephone, travel and other facilities.