



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A+' Grade University Accredited by NAAC

No.CB-3/2022/NORMS/ 1183

Dated: 10-1-2022

To

The Director,
University Computer Centre,
M.D. University, Rohtak

Sub: To upload the norms for making appointments and approval of appointments of various teaching and non-teaching staff in all Colleges / Institutions affiliated to M.D. University, Rohtak duly approved by E.C. vide Reso. No. 42 dated 31.12.2021

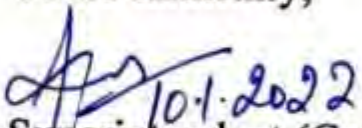
Sir,

Please find enclosed herewith norms for making appointments and approval of appointments of various teaching and non-teaching staff in all College/Institutions affiliated to M.D. University, Rohtak duly approved by E.C. vide Reso. No. 42 dated 31.12.2021 as per detail mentioned below:-

- | | | |
|----|--|--------------------|
| 1. | For Govt. Aided and SFS Education Colleges/ Institutions | - Annexure 1-6 |
| 2. | For Engg., Mgmt & Arch. Colleges/ Institutions | - Annexure 7-12 |
| 3. | For Law Colleges/ Institutions | - Annexure 13-18 |
| 4. | For Govt. Aided and SFS Degree Colleges | - Annexure - 19-24 |

You are, therefore, requested to upload the same on the University website.

Yours faithfully,

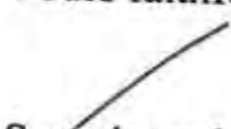

10.1.2022
Superintendent (Colleges)
for DCDC

Endst. No CB-3/2022/NORMS/_____ dated _____

A copy of the above is forwarded to the following for information and necessary action –

1. Dy. Registrar (Academic), M.D. University, Rohtak as follow up action of E.C. Reso. 42 dated 31.12.2021.
2. CB-7 & CB-8 set, Colleges Branch, M.D. University, Rohtak.

Yours faithfully,


Superintendent (Colleges)
for DCDC

Norms for selection process for making appointments of Teaching and Non-Teaching staff in Govt. Aided and SFS Private Degree Colleges affiliated to M.D. University, Rohtak

1.	a)	i. The vacant regular post(s) must be advertised in three Newspapers [one National daily - having at least two editions in different States including Haryana and NCR (Main edition) and two leading Regional dailies - one in English and other in Hindi with wide circulation within the state of Haryana and NCR] by the President (Governing Body of the College)/ Administrator/ Chairman (Board of Governors of the College) (as the case may be) giving 21 days time for submission of Application Forms. ii. Apart from displaying the Advertisement(s) on the Notice-Board of the College/Institute, the same must be circulated among all staff members in the concerned College/Institute. iii. Post(s) for Teaching and Non-Teaching staff in Govt. Aided Colleges may be advertised only if there is regular Principal or in case of Officiating Principal, the permission of the D.G.H.E. has been obtained, otherwise the advertisements shall be treated as invalid and Vice-Chancellor's Nominee(s) shall not be provided. iv. In case of SFS Colleges/Institutions, post(s) for appointment of Teaching & Non-Teaching Staff may be advertised only if there is regular Principal or through duly approved faculty member working as officiating Principal, otherwise advertisements shall be treated as invalid and Vice-Chancellor's Nominee(s) shall not be provided. v. If a corrigendum is issued by the College/Institute concerned, it must be published in the same newspapers in which the advertisement was earlier published.
	b)	Number of vacant post(s) must be published in the advertisement(s).
	c)	The advertisement(s) for the post(s) must include the website address and E-mail address of the College/Institute for reference of the applicants.
	d)	The last date for submission of applications {21 days from date of publication of the advertisement(s)} must be mentioned in the advertisement(s). Only those candidates shall be called for interview, whose application forms have been received at both the places i.e. in the O/o Dean College Development Council (DCDC), M.D. University, Rohtak and the College/Institute concerned.
	e)	A visible/readable attested hard copy of full page of newspapers in which the advertisement(s) have been published be sent to the DCDC, M.D. University, Rohtak. A softcopy through E-mail should also be sent to the Director, University Computer Centre, M.D. University, Rohtak for publishing on the University website within one week of the publication of advertisement(s) positively, with a copy of the same to DCDC, M.D. University, Rohtak.
2.	a)	i) While advertising the post(s) for Govt. Aided Colleges, the reservation policy as per instructions of the State Govt. must be followed and the category must be specified along with the post advertised. ii) The advertisement(s) and Application Form must be uploaded on the website of the College/Institute. iii) The Application Form may also be collected from the office of the College/Institute during office hours or may be downloaded from the website of the College/Institute concerned. The cost of application in case of downloaded form shall be paid by means of Demand

		Draft(D.D) or through RTGS/NEFT in the designated bank account of amount equivalent to the cost of Application Form & shall be in favour of the Principal/Director or President, Governing Body/Chairman, Board of Governors (if the post of Principal/Director is advertised) of the concerned College/ Institution. iv) A column pertaining to Mobile Number and E-mail of the applicant must be included in the Application Form. For each post, two sets of Application Form and supporting documents be prepared. A copy of the Application Form complete in all respects alongwith all supporting documents including educational qualifications, recent passport size photograph, properly catalogued/flagged should be submitted in the office of the Principal/Director of the concerned College/Institute and the other copy be sent to the DCDC, M. D. University, Rohtak by Registered Post or by hand. v) In case of any variation detected in the Application Form, the copy submitted to the DCDC, M. D. University, Rohtak will be considered as final. vi) The nomenclature of the Post applied for must be clearly mentioned in the Application Form.
	b)	i) The candidates must fulfil educational qualifications, experience etc. as per norms of UGC / State Govt./ M.D. University, Rohtak. ii) The eligibility of the candidate will be determined on the last date of submission of Application Form.
3.	a)	i) In accordance with E.C. Reso. No. 17 dated 23.6.2006 for making regular appointment for teaching & non-teaching posts, the selection process i.e. including providing of Vice-Chancellor's Nominee(s)/Panel of Subject Experts/University Nominee, conduct of interview and submission of proceedings of the Selection Committee must be completed within 6 months in Govt. Aided Pvt. Colleges failing which fresh advertisement will be required. ii) In case of Govt. Aided Colleges/Institutes running S.F.S. Program(s)/SFS Colleges, the validity of application forms will be twelve months in accordance with the E.C. Reso. No. 49 dated 11.03.2017, therefore, the College/Institute shall complete the process for making appointments of teaching and non-teaching staff within twelve months from the last date of submission of application forms, failing which fresh advertisement will be required.
	b)	The minimum & upper age applicable for recruitment shall be as under:- i) Minimum age for entry in the service of College/Institute - Not below the age of 18 years. ii) Maximum age for appointment of Assistant Professor in SFS Degree Colleges shall be the same as in case of Govt. Aided Pvt. College as per DGHE guidelines received from time to time. iii) The age of retirement for Associate Professor/Professor in S.F.S. Degree College(s)/Institute(s) shall be 70 years. iv) The age of retirement for Principal in S.F.S. Degree College(s)/ Institute(s) shall be 65 years. v) There shall be no maximum age for entry in S.F.S. College(s)/ Institute(s) for the post of Associate Professor/Professor/ Principal subject to provision in point No. iii & iv above.

		vi) In S.F.S. Degree Colleges, rules regarding age relaxation shall be applicable as applicable in case of Govt. Aided Private Colleges of Haryana State.
4.		The request for appointment of University/ Vice-Chancellor's Nominee(s) and Panel of Subject Experts, the following documents must be accompanied by:- - Photocopy of the advertisements duly attested by the Principal/Director of the College/Institute. - Sanction letter and permission letter to fill up of the Post(s) from the Director General Higher Education, Haryana in case of Govt. Aided Colleges. - Complete synopsis with Date of Birth, percentage of marks from Matric onwards, category, experience etc. of all the eligible applicants who have applied upto the last date, duly authenticated by the Principal. - In case of Govt. Aided Colleges, no synopsis be sent to the University, if less than three Applications of eligible candidates against any particular post are received as the requirement of minimum three eligible candidates is mandatory for recruitment against a single post. If after the interview, the number of eligible candidates having appeared for interview is found to be less than 03 (three) against a single post, and higher in same proportion for multiple posts, no selection panel shall be prepared and the interview shall stand cancelled. - Resolution of the Governing Body for making appointments (mandatory for Govt. Aided Colleges).
5.		The date of interview should be fixed in consultation with the University/Vice-Chancellor's Nominee(s) and Subject Experts. All eligible candidates /applicants, whose applications are received in the College/Institute concerned as well as in the University be informed within prescribed period, at least 10 days before the date of interview by Registered Post as well as E-Mail of the candidate(s).
6.		In case of SFS Colleges/Govt. Aided Colleges running SFS Program(s)/Course(s), the condition of minimum three candidates against one particular post of SFS Program/Course is relaxed and interview may be conducted even in case of single eligible candidate appearing in the interview.
7.		The qualifications and the selection criteria for the appointment of Assistant Professor and Principal in SFS Colleges shall be the same as prescribed for recruitment of Assistant Professor and Principal for concerned UGC program and Principal in Govt. Aided Colleges respectively.
8.		For the work related to screening and interview for a given post, the remuneration for each member of the selection committee for a single sitting would be Rs. 3000/- only and in case the duration extends beyond five hours, remuneration would be paid @ Rs 5000/- per day.
9.		- The Vice-Chancellor's Nominee-I shall submit the proceedings of the Selection Committee to the DCDC, M. D. University, Rohtak immediately after the interview along with CD of videography covering the presence of the candidate(s) before the Selection Committee in the interview along with the following documents:- - Application forms of the candidates handed over to V.C.'s Nominee-I before the interview. - Consolidated Synopsis-cum-academic merit list of all the candidates appeared before the committee.

		c) Score sheet indicating performance of all candidates by each member of Selection Committee. d) Based upon b) & c), consolidated overall merit list including the interview marks (average) by the Selection Committee. ii) The Principal/Director shall also submit the following documents immediately after the interview to the D.C.D.C., M.D.University, Rohtak. a) Proceedings of the Selection Committee meeting. b) Consolidated Synopsis-cum-merit list of all the candidates. c) Score sheet indicating performance of all candidates by each member of Selection Committee. d) Based upon b) & c), consolidated overall merit list including the interview marks (average) by the Selection Committee. e) In case of Govt. Aided Colleges, selection criteria for Non-Teaching staff duly signed by each member of the Selection Committee. f) In case of SFS Pvt. Colleges, selection criteria for Non-Teaching Staff i.e. Registrar, Administrative Officer, Sports Officer, Office Assistant-cum-Accountant, Accounts Officer, Hostel Warden, Computer Programmer duly signed by each member of the committee. g) Attendance sheet of the candidates in original. h) Visible/Readable photocopy of academic record, research papers and experience etc. of the recommended candidates in the panel (selected and waiting list). i) Attested readable/visible copy of the advertisements.
10.		In case of Govt. Aided Pvt. Colleges, the panel drawn by the Selection Committee shall remain valid for a period of six months starting from the date of approval of the proceedings of the Selection Committee by the Vice-Chancellor, M.D.University, Rohtak and the D.G.H.E., Haryana whichever is later. In case of Govt. Aided Colleges/Institutes running S.F.S. Program(s)/ Course(s), S. F. S. Colleges /Institutes, the panel drawn by the Selection Committee will also remain valid for six months starting from the date of approval of the proceedings of the Selection Committee by the Vice-Chancellor.
11.		In case of Govt. Aided Pvt. Colleges, appointment letter should not be issued to the selected candidate(s), unless the proceedings of the Selection Committee are approved both by the University & the D.G.H.E., Haryana. In case of Govt. Aided Colleges/Institutes running S.F.S. Program(s)/ Course(s), S.F.S. Colleges/Institutes, appointment letter should not be issued to the selected candidates, unless the proceedings of the Selection Committee are approved by the Vice-Chancellor.
12.		The appointment letter for the posts other than Peons and Class-IV categories shall be issued only by the President (Governing Body of the College)/ Administrator/ (as the case may be) and for the post(s) of Peon and Class-IV categories, the appointment letters may be issued by the Principal of the concerned College/ Institute and joining reports must be arranged/ submitted accordingly.
13.		The Pay Scale, Nature of the post as per MDU/UGC/DGHE norms and

	Probation Period should be clearly mentioned in the appointment letter.
14.	The cases for approval of individual appointment submitted to the A.R.(Colleges), M.D.University, Rohtak must be accompanied by the following documents: - Proforma of Teacher's Return/Non-Teaching Staff Return (as the case may be) duly filled in by the concerned Teaching/Non-Teaching staff complete in all respects and countersigned by the Principal of the concerned College/Institute and in case of appointment of a Principal, the Proforma should be duly countersigned by the President, Governing Body/ Administrator. - A copy of the appointment letter and joining report of concerned employee duly attested by the Principal of the college/ institute or duly attested by the President, Governing Body/ Administrator in case of appointment of Principal. - A copy of the approval letter of proceedings of the Selection Committee issued by the University for the said post(s) duly attested by the Principal or duly attested by the President, Governing Body/Administrator in case of appointment of Principal. - One set of attested copies of detailed marks cards of all the examinations from Matric onwards passed by the concerned employee duly attested by the Principal of the college/ institute or duly attested by the President, Governing Body/ Administrator (in case of appointment of Principal). - Verification report in original is mandatory for all the supporting certificates included in the Synopsis-cum-Merit List and College Teacher Return/ Non-Teaching Staff Return (as the case may be) from the concerned authorities. - In case of Teaching & Non-Teaching staff in Govt. Colleges, the visible/readable attested photocopies of the original verification report submitted by the Principal of a Govt./Govt. Aided Colleges(In case the original verification reports have been retained at some other institution) provided where the Principal concerned gives undertaking on letter head that the original verification reports pertaining to Xerox copies have been retained by the College. - If the name of the said approved teacher does not figure in the teacher's return of the next academic session, the approval shall deemed to be withdrawn. - The application fee for a teacher for approval of appointment shall be Rs. 5000/-, and shall also be applicable to the cases submitted by Govt. Colleges. 2nd/next time approval of the teacher shall also be charged (i.e. Rs. 5000/-). - Approval of any other University or M.D. University shall not be a basis of eligibility forever. The fees for approval of a non-teaching staff other than Class-IV (Group-D) shall be Rs. 2000/-. Clause (vii) & (x) as above shall be applicable to non-teaching staff. Amount similar as above shall also be chargeable for cases submitted by Govt. Colleges for approval of appointment with a fee of Rs. 2000/-.
15.	In case of verification of documents of any candidate from overseas, the College/Institute shall ensure that all the documents sent by a concerned

		institute (overseas) are verified through Institutional accredited email clearly indicating the name of the competent authority with complete details and the place of the state/ province with zip code.
16.		The approval of appointment for a said teacher/ non-teaching employee shall be for a particular college/ institute in which he/she has joined, change of college/ institute OR cadre shall warrant a fresh approval of appointment through procedure laid down by the University for the purpose, except in case of Govt. College.

Norms for selection process for making appointment(s) of teaching and non-teaching staff in Govt. Aided and SFS Private Education Colleges/Institutes affiliated to M.D.University, Rohtak

1.	a)	i. The vacant regular post(s) must be advertised in three Newspapers [one National daily - having at least two editions in different States including Haryana and NCR (Main edition) and two leading Regional dailies- one in English and other in Hindi with wide circulation within the state of Haryana and NCR] by the President (Governing Body of the College)/Administrator/ Chairman (Board of Governors of the College) (as the case may be) by giving 21 days time for submission of Application Forms. ii. Apart from displaying the Advertisement(s) on the Notice-Board of the College/Institute, the same must be circulated among all staff members in the concerned College/Institute. iii. The Post(s) for appointment in Teaching and Non-Teaching staff in Govt. Aided Colleges may be advertised only if there is regular Principal or in case of officiating Principal, the permission of the D.G.H.E. has been obtained otherwise, the advertisements shall be treated as invalid and Vice-Chancellor's Nominee shall not be provided. iv. In case of SFS Colleges/Institutions, post(s) for appointment of Teaching & Non-Teaching Staff may be advertised only if there is regular Principal or through duly approved faculty member working as officiating Principal, otherwise advertisements shall be treated as invalid and Vice-Chancellor's Nominee shall not be provided. v. If a corrigendum is issued by the College/Institutes, it must be published in the same newspapers in which the advertisement was earlier published.
	b)	Number of vacant post(s) must be published in the advertisement(s).
	c)	The advertisement(s) for the post(s) must include the website address and E-mail address of the College/Institute for reference of the applicants.
	d)	The last date for submission of applications {21 days from date of publication of the advertisement(s)} must be mentioned in the advertisement(s). Only those candidates shall be called for interview, whose applications forms have been received at both the places i.e. in the O/o Dean College Development Council, M.D. University, Rohtak and the College/Institute concerned.
	e)	A visible/readable attested hard copy of full page of newspapers in which the advertisement(s) has/have been published be sent to the DCDC, M.D. University, Rohtak and softcopy through E-mail to the Director, University Computer Centre, M.D. University, Rohtak for publishing on the University website) within one week of the publication of the advertisement(s) positively with a copy of same to the DCDC, M.D.University, Rohtak.
2.	a)	i) While advertising the post(s) for Govt. Aided Colleges, the reservation policy as per instructions of the State Govt. must be followed and the category must be specified along with the post advertised. ii) The advertisement(s) and Application Form may also be uploaded on the website of the College/Institute. iii) The Application Form may also be collected from the office of the College/Institute during office hours or may be downloaded from the website of the College/Institute concerned. The cost of application in

		case of downloaded form shall be paid by means of Demand Draft(D.D)/or through RTGS/NEFT in the designated bank account of amount equivalent to the cost of Application Form & shall in favour of the Principal/Director or President, Governing Body (if the post of Principal/Director is advertised) of the concerned College/Institution. iv) A column of pertaining to Mobile Number and E-mail of the applicant(s) must be included in the Application Form. v) For each post, two sets of Application Form and supporting documents be prepared. A copy of the Application Form complete in all respects alongwith all supporting documents including educational qualifications, recent passport size photograph, properly catalogued/ flagged should be submitted in the office of the Principal/Director of the concerned College/Institute and the other copy be sent to the Dean, Colleges Development Council, M.D. University, Rohtak by Registered Post or by hand. vi) In case of any variation detected in the Application Form, the copy submitted to the DCDC, M.D. University, Rohtak will be considered as final. vii) The nomenclature of the Post applied for must be clearly mentioned in the Application Form.
	b)	i) The candidates must fulfil educational qualifications, experience etc. as per norms of UGC/ State Govt./ M.D. University, Rohtak. ii) The eligibility of the candidate will be determined on the last date of submission of Application Form.
3.	a)	i) In accordance with E.C. Reso. No. 17 dated 23.6.2006 for making regular appointment for teaching & non-teaching posts, the selection process i.e. including providing of Vice-Chancellor's Nominee(s)/Panel of Subject Experts/University Nominee, conduct of interview and submission of proceedings of the Selection Committee must be completed within 6 months in Govt. Aided Pvt. Colleges failing which fresh advertisement will be required. ii) In case of Govt. Aided Colleges/Institutes running S.F.S. Program(s)/SFS Colleges, the validity of application forms will be twelve months in accordance with the E.C. Reso. No. 49 dated 11.03.2017, therefore, the College/Institute shall complete the process for making appointments of teaching and non-teaching staff within twelve months from the last date of submission of application forms, failing which fresh advertisement will be required.
	b)	The minimum & upper age applicable for recruitment shall be as under:- i) Minimum age for entry in the service of College/Institute - Not below the age of 18 years. ii) Maximum age for appointment of Assistant Professor in SFS Education Colleges shall be the same as in case of Govt. Aided Pvt. College as per DGHE guidelines received from time to time. iii) The age of retirement for Principal in S.F.S. Education College(s)/ Institute(s) shall be 65 years. The age of retirement for Associate Professor/ Professor in S.F.S. Education College(s)/ Institute(s) shall be 70 years. iv) There shall be no maximum age for entry for the post of Associate Professor/ Professor/ Principal subject to provision in point No. iii) above.

		vi) In S.F.S. Education Colleges, rules regarding age relaxation shall be applicable as applicable in case of Govt. Aided Private Colleges of Haryana State.
4.		The request for appointment of University/ Vice-Chancellor's Nominee(s) and Panel of Subject Experts, must be accompanied by:- - Photocopy of the advertisement(s) duly attested by the Principal/Director of the College/Institute. - Sanction letter and permission letter to fill up of the Post(s) from the Director General Higher Education, Haryana in case of Govt. Aided Colleges. - Complete synopsis with Date of Birth, percentage of marks from Matric onwards, category, experience etc. of all the eligible applicants who have applied upto the last date, duly authenticated by the Principal/Director. - In case of Govt. Aided Colleges, no synopsis be sent to the University, if less than three Applications of eligible candidates against any particular post are received as the requirement of minimum three eligible candidates is mandatory for recruitment against a single post. If after the interview, the number of eligible candidates having appeared for interview is found to be less than 03 (three) against a single post, and higher in same proportion for multiple posts, no selection panel shall be prepared and the interview shall stand cancelled. - Resolution of the Governing Body for making appointments (mandatory for Govt. Aided Colleges).
5.		The date of interview should be fixed in consultation with the University/ Vice-Chancellor's Nominee(s) and Subject Experts. All eligible candidates /applicants, whose applications are received in the College/ Institute concerned as well as in the University be informed within prescribed period, at least 10 days before the date of interview by Registered Post as well as E-Mail of the candidate(s).
6.		In case of SFS Colleges/Govt. Aided Colleges running SFS Program(s)/ Course(s), the condition of minimum three candidates against one particular post of SFS Program/Course is relaxed and interview may be conducted even in case of single eligible candidate appearing in the interview.
7.		The qualifications and the selection criteria for the appointment of Assistant Professor and Principal in SFS Colleges shall be the same as prescribed for recruitment of Assistant Professor and Principal for concerned UGC/NCTE Program(s) and Principal in Govt. Aided Colleges respectively.
8.		For the work related to screening and interview for a given post, the remuneration for each member of the Selection Committee for a single sitting would be Rs. 3000/- only and in case the duration extends beyond five hours, remuneration would be paid @ Rs 5000/- per day.
9.		- The Vice-Chancellor's Nominee-I shall submit the proceedings of the Selection Committee to the DCDC, M. D. University, Rohtak immediately after the interview along with CD of videography covering the presence of the candidate(s) before the Selection Committee in the interview along with the following documents:- - Application forms of the candidates handed over to V.C.'s Nominee-I before the interview. - Consolidated Synopsis-cum-academic merit list of all the candidates

		appeared before the committee. c) Score sheet indicating performance of all candidates by each member of Selection Committee. d) Based upon b) & c), consolidated overall merit list including the interview marks (average) by the Selection committee. ii) The Principal/Director shall also submit the following documents immediately after the interview to the DCDC, M.D. University, Rohtak. a) Proceedings of the Selection Committee meeting. b) Consolidated Synopsis-cum-merit list of all the candidates. c) Score sheet indicating performance of all candidates by each member of Selection Committee. d) Based upon b) & c), consolidated overall merit list including the interview marks (average) by the Selection Committee. e) In case of Govt. Aided Colleges, selection criteria for Non-Teaching staff duly signed by each member of the Selection Committee. f) In case of SFS Pvt. Colleges, selection criteria for Non-Teaching Staff i.e. Registrar, Administrative Officer, Sports Officer, Office Assistant-cum-Accountant, Accounts Officer, Hostel Warden, Computer Programmer duly signed by each member of the committee. f) Attendance sheet of the candidates in original. g) Visible/Readable photocopy of academic record, research papers and experience etc. of the recommended candidates in the panel (selected and waiting list). h) Attested readable/visible copy of the advertisements.
		In case of Govt. Aided Pvt. Colleges, the panel drawn by the Selection Committee shall remain valid for a period of six months starting from the date of approval of the proceedings of the Selection Committee by the Vice-Chancellor, M.D. University, Rohtak and by the D.G.H.E., Haryana whichever is later. In case of Govt. Aided Colleges/ Institutes running S.F.S. Program(s)/ Course(s), SFS Colleges/institutes, the panel drawn by the Selection Committee will also remain valid for six months starting from the date of approval of the proceedings of the Selection Committee by the Vice-Chancellor.
11.		In case of Govt. Aided Pvt. Colleges, appointment letter should not be issued to the selected candidate(s), unless the proceedings of the Selection Committee are approved both by the Vice-Chancellor, M.D. University, Rohtak & the D.G.H.E., Haryana. In case of Govt. Aided Colleges/ Institutes running S.F.S. Program(s)/ Course(s), S.F.S. Colleges/Institutes, appointment letter should not be issued to the selected candidates, unless the proceedings of the Selection Committee are approved by the Vice-Chancellor.
12.		The appointment letter for the posts other than Peons and Class-IV categories shall be issued only by the President (Governing Body of the College)/ Administrator/Chairman (Board of Governors of the College/institute) (as the case may be) and for the post(s) of Peon and Class-IV categories, the appointment letters may be issued by the Principal of the concerned College/ Institute and joining reports must be arranged/ submitted accordingly.
13.		The Pay Scale, Nature of the post as per MDU/State Govt./UGC/NCTE norms

	and Probation Period should be clearly mentioned in the appointment letter.
14.	The cases for approval of individual appointment submitted to the Asstt. Registrar, M.D.University, Rohtak must be accompanied by the following documents: - Proforma of Teacher's Return/ Non-Teaching Staff Return (as the case may be) duly filled in by the concerned Teaching/ Non-Teaching staff complete in all respects and countersigned by the Principal/Director and in case of appointment of a Principal/Director, the proforma should be duly countersigned by the President, Governing Body/ Chairman, Board of Governors/Administrator. - A copy of the appointment letter and joining report of concerned employee duly attested by the Principal of the college/ institute or duly attested by the President, Governing Body/ Chairman, Board of Governors/Administrator (in case of appointment of Principal). - A copy of the approval letter of proceedings of the Selection Committee issued by the University for the said post(s) duly attested by the Principal or duly attested by the President, Governing Body/ Chairman, Board of Governors/Administrator (in case of appointment of Principal). - One set of attested copies of detailed marks cards of all the examinations from Matric onwards passed by the concerned employee duly attested by the Principal/Director of the college/ institute or duly attested by the President, Governing Body/ Chairman, Board of Governors/Administrator (in case of appointment of Principal). - Verification report in original is mandatory for all the supporting certificates included in the Synopsis-cum-Merit List and College Teacher Return/ Non-Teaching Staff Return (as the case may be) from the concerned authorities. - In case of Teaching & Non-Teaching staff in Govt. Colleges, the visible/readable attested photocopies of the original verification report submitted by the Principal of a Govt./Govt. Aided Colleges (In case the original verification reports have been retained at some other institution) provided where the Principal concerned gives undertaking on letter head that the original verification reports pertaining to Xerox copies have been retained by the College. - If the name of said approved teacher does not figure in the Teacher's Return of the next academic session, the approval shall deemed to be withdrawn. - The application fee for a teacher for approval of appointment shall be Rs. 5000/-, and shall be applicable to the cases submitted by Govt. Colleges. 2nd time/ next time approval of the teacher shall also be charged (Rs. 5000/-). - Approval of other University or M.D.University shall not the basis of eligibility forever. - The fees of approval of a non-teaching staff other than Class-IV (Group-D) shall be Rs. 2000/-. Clause vii & x as above shall be applicable to non-teaching staff. Amount similar as above shall also be chargeable for cases submitted by Govt. Colleges for approval of appointment with a fee of Rs. 2000/-.
15.	In case of verification of documents of any candidate from overseas, the College/Institute shall ensure that all the documents sent by a concerned

		institute (overseas) are verified through Institutional accredited email clearly indicating the name of the competent authority with complete details and the place of the state/province with zip code.
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16.		The approval of appointment for a said teacher/ non-teaching employee shall be for a particular college/ institute in which he/she has joined, change of college/ institute OR cadre shall warrant a fresh approval of appointment through procedure laid down by the University for the purpose, except in case of Govt. College/Institute.
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Norms for selection process for making appointments of Teaching & Non-Teaching staff in S.F.S. Engineering, Management & Architecture Colleges/Institutes affiliated to M.D. University, Rohtak

1.	a)	i. The vacant regular post(s) must be advertised in three Newspapers [one National daily - having at least two editions in different States including Haryana and NCR (Main edition) and two leading Regional dailies - one in English and other in Hindi with wide circulation within the state of Haryana and NCR] by the President (Governing Body of the College)/Administrator/ Chairman (Board of Governors of the College) (as the case may be) giving 21 days time for submission of Application Forms. ii. Apart from displaying the Advertisement(s) on the Notice-Board of the College/Institute, the same must be circulated among all staff members in the concerned College/Institute. iii. The post(s) for appointment of Teaching & Non-Teaching Staff may be advertised only if there is regular Principal/Director or through duly approved faculty member working as officiating Principal/Director, otherwise advertisements shall be treated as invalid and Vice-Chancellor's Nominee(s) shall not be provided. iv. If a corrigendum is issued by the College/Institute concerned, it must be published in the same newspapers in which the advertisement was earlier published.
	b)	Number of vacant post(s) must be published in the advertisement(s).
	c)	The advertisement(s) for the post(s) must include the website address and E-mail address of the College/Institute for reference of the applicants.
	d)	The last date for submission of applications {21 days from date of publication of the advertisement(s)} must be mentioned in the advertisement(s). Only those candidates shall be called for interview, whose application forms have been received at both the places i.e. in the O/o Dean College Development Council (DCDC), M.D. University, Rohtak and the College/Institute concerned.
	e)	A visible/readable attested hard copy of full page of newspapers in which the advertisement(s) have been published be sent to the DCDC, M.D. University, Rohtak. A softcopy through E-mail should also be sent to the Director, University Computer Centre, M.D. University, Rohtak for publishing on the University website within one week of the publication of advertisement(s) positively, with a copy of the same to DCDC, M.D. University, Rohtak.
2.	a)	i) The advertisement(s) and Application Form must be uploaded on the website of the College/Institute.
		ii) The Application Form may also be collected from the office of the College/Institute during office hours or may be downloaded from the website of the College/Institute concerned. The cost of application in case of downloaded form shall be paid by means of Demand Draft(D.D) or through RTGS/NEFT in the designated bank account of amount equivalent to the cost of Application Form & shall be in favour of the Principal/Director or President, Governing Body/Chairman, Board of Governors (if the post of Principal/Director is advertised) of the concerned College/ Institution.
		iii) A column pertaining to Mobile Number and E-mail of the applicant must be included in the Application Form.
		iv) For each post, two sets of Application Form and supporting documents

		be prepared. A copy of the Application Form complete in all respects alongwith all supporting documents including educational qualifications, recent passport size photograph, properly catalogued/flagged should be submitted in the office of the Principal/Director of the concerned College/Institute and the other copy be sent to the DCDC, M.D. University, Rohtak by Registered Post or by hand. v) In case of any variation detected in the Application Form, the copy submitted to the DCDC, M. D. University, Rohtak will be considered as final. vi) The nomenclature of the Post applied for must be clearly mentioned in the Application Form.
	b)	i) The candidates must fulfil educational qualifications, experience etc. as per norms of UGC/ AICTE/ State Govt./ M.D. University, Rohtak. ii) The eligibility of the candidate will be determined on the last date of submission of Application Form.
3.	a)	In accordance with the E.C. Reso. No. 49 dated 11.03.2017, the validity of application forms will be twelve months therefore, the College/ Institute shall complete the process for making appointments of teaching and non-teaching staff within twelve months from the last date of submission of application forms, failing which fresh advertisement will be required.
	b)	The minimum & upper age applicable for recruitment shall be as under:- i) Minimum age for entry in the service of College/Institute - Not below the age of 18 years. ii) Maximum age for entry in the service of College/Institute for teaching (Assistant Professor) & Non-Teaching staff - 50 years as resolved vide E.C. Reso. No. 30 dated 12.10.2012 for Education and Engineering Colleges/Institutes for Teaching post(s). iii) The age of retirement for Director/Principal shall be 65 years. The age of retirement for Associate Professor/Professor shall be 70 years. iv) There shall be no maximum age for the post of Associate Professor/Professor/Director/Principal subject to provisions in point No.iii) above.
4.	i)	In Professional Colleges/Institutes (Engineering, Management, Architecture, Law etc.), the appointments of teaching staff may be made by the Selection Committee(s) constituted by the concerned College/Institute as per qualifications laid down by the State Govt./adopted by the Affiliating University concerned as per Interim State Policy/Guidelines in pursuance to judgment dated 31.10.2002 in TMA PAI Foundation case by Hon'ble Supreme Court and Interim Policy Regulations of AICTE notified vide notification No. F.37-3/Legal (v)/ 2003 conveyed by Department of Technical Education, Haryana vide letter No. 770-773/Engg. Dated 21.04.2003 by associating at least three outside experts in the concerned course of study, at the level of Professor. In exceptional cases, where Professor in the concerned course of study are not available, senior Associate Professors with more than 5 years experience may be taken as experts.
	ii)	Vide point No.3 of the advisory issued by Council of Architecture (COA) ref. No.CA/5/Academic/2021/Circular dated 15.03.2021

		regarding selection process for faculty of Architecture "the institution shall send its request to the Council for appointing a Nominee on the Selection Committee/Interview Board at least 15 days in advance of the date of interview". iii) Further, vide point No.6 of advisory by Council of Architecture (COA) ref. No.CA/5/Academic/2021/Circular dated 15.03.2021, "the Selection Committee apart from the Nominee of Council of Architecture shall consist of essentially managements or their representative, head of the institution, at least two subject experts and other mandatory members as per affiliating University. The composition of the committee shall be such that the majority members of the interview panel are Architects".
5.		* However, the college/institution may make appointments through a panel provided by University. In such case, the request for appointment of University/Vice-Chancellor's Nominee(s) and Panel of Subject Experts, must be accompanied by:- - Photocopy of the advertisements duly attested by the Principal/Director of the College/Institute. - Complete synopsis with Date of Birth, percentage of marks from Matric onwards, category, experience etc. of all the eligible applicants who have applied upto the last date, duly authenticated by the Principal/Director.
6.		* For the provision in point no. 5 above, the date of interview shall be fixed in consultation with the University/Vice-Chancellor's Nominee(s) and Subject Experts. All eligible candidates/applicants, whose applications are received in the College/Institute concerned as well as in the University be informed within prescribed period, at least 10 days before the date of interview by Registered Post as well as E-Mail of the candidate(s).
7.		In case of SFS Colleges/Institutes as well as Govt. Aided Pvt. Colleges running SFS Program(s)/Course(s), the interview may be conducted even in case of single eligible applicant appearing in the interview.
8.		The qualifications and the selection criteria for the appointment of Assistant Professor/Associate Professor/Professor in Humanities/Social Science/Commerce/Sciences shall be as per UGC Norms.
9.		For work related to screening and interview for a given post, the remuneration for each member of the Selection Committee for a single sitting would be Rs. 3000/- only and in case the duration extends beyond five hours, remuneration would be paid @ Rs 5000/- per day.
10.		- The Vice-Chancellor's Nominee-I shall submit the proceedings of the Selection Committee to the DCDC, M. D. University, Rohtak immediately after the interview along with CD of videography covering the presence of the candidate(s) before the Selection Committee in the interview along with the following documents:- - Application forms of the candidates handed over to Vice Chancellor Nominee-I before the interview. - Consolidated Synopsis-cum-academic merit list of all the candidates appeared before the Committee. - Score sheet indicating performance of all candidates by each member of Selection Committee. - Based upon b) & c), consolidated overall merit list including the interview marks (average) by the Selection Committee. - The Principal/Director shall also submit the following documents

immediately after the interview to the DCDC, M.D. University, Rohtak:-

- a) Proceedings of the Selection Committee meeting.
 - b) Consolidated Synopsis-cum-academic merit list of all the candidates.
 - c) Score sheet indicating performance of all candidates by each member of Selection Committee.
 - d) Based upon b) & c), consolidated overall merit list including the interview marks (average) by the Selection Committee.
 - e) Selection Criteria for Teaching staff duly signed by each member of the Selection Committee.
 - f) Selection Criteria for Non-Teaching staff i.e. Registrar, Administrative Officer, Sports Officer, Office Assistant-cum-Accountant, Accounts Officer, Hostel Warden, Computer Programmer duly signed by each member of the Selection Committee.
 - g) Attendance sheet of the candidates in original.
 - h) Visible/readable photocopy of academic record, research papers and experience etc. of the recommended candidates in the panel (selected and waiting list).
 - i) Attested readable/visible copy of the advertisements.
- iii) In case of selections made by Professional Colleges/Institutes as per Interim State Policy/Guidelines in pursuance to judgment dated 31.10.2002 in TMA PAI Foundation case by Hon'ble Supreme Court and Interim Policy Regulations of AICTE notified vide notification No. F.37-3/Legal (v)/2003 conveyed by Department of Technical Education, Haryana vide letter No. 770-773/Engg. Dated 21.04.2003, the proceedings of the Selection Committee must be sent by the Director/Principal of the concerned College/Institute to the DCDC, M.D. University, Rohtak alongwith all relevant documents and CD covering the presence of the candidate(s) before the Selection Committee in the interview along with the following documents:-
- a) Proceedings of the Selection Committee meeting.
 - b) Consolidated Synopsis-cum-academic merit list of all the candidates.
 - c) Score sheet indicating performance of all candidates by each member of Selection Committee.
 - d) Based upon b) & c), consolidated overall merit list including the interview marks (average) by the Selection Committee.
 - e) Selection Criteria for Teaching staff duly signed by each member of the Selection Committee.
 - f) Selection Criteria for Non-Teaching staff i.e. Registrar, Administrative Officer, Sports Officer, Office Assistant-cum-Accountant, Accounts Officer, Hostel Warden, Computer Programmer duly signed by each member of the Selection Committee.
 - g) Attendance sheet of the candidates in original.
 - h) Visible/readable photocopy of academic record, research papers and experience etc. of the recommended candidates in the panel (selected and waiting list).
 - i) Attested readable/visible copy of the advertisement.

11.	The panel drawn by the Selection Committee will remain valid for six months starting from the date of approval of the proceedings of the Selection Committee by the Vice-Chancellor.
12.	The appointment letter should not be issued to the selected candidates, unless the proceedings of the Selection Committee are approved by the Vice-Chancellor.
13.	The appointment letter for the posts other than Peons and Class-IV categories shall be issued only by the President (Governing Body of the College)/ Administrator/ Chairman (Board of Governors of the College/Institute) (as the case may be) and for the post(s) of Peon and Class-IV categories, the appointment letters may be issued by the Principal/ Director of the concerned College/ Institute and joining reports must be arranged/ submitted accordingly.
14.	The Pay Scale as per MDU/AICTE/UGC norms, Nature of the post and Probation Period should be clearly mentioned in the appointment letter.
15.	The case(s) for approval of individual appointment submitted to the A.R./D.R. (Colleges), M.D. University, Rohtak must be accompanied by the following documents: - Proforma of Teacher's Return/Non-Teaching Staff Return (as the case may be) duly filled in by the concerned Teaching/Non-Teaching staff complete in all respects and countersigned by the Principal/ Director of the concerned College/Institute and in case of appointment of a Principal/Director, the proforma should be duly countersigned by the President, Governing Body/Administrator/ Chairman, Board of Governors. - A copy of the appointment letter and joining report of concerned employee duly attested by the Principal/Director of the concerned College/Institute or duly attested by the President, Governing Body/ Administrator/ Chairman, Board of Governors, in case of appointment of Principal/Director. - A copy of the approval letter of proceedings of the Selection Committee issued by the University for the concerned post(s) duly attested by the Principal/Director or duly attested by the President, Governing Body/Administrator/Chairman, Board of Governors, in case of appointment of Principal/Director. - One set of attested copies of detailed marks cards of all the examinations from Matric onwards passed by the concerned employee duly attested by the Principal/Director of the College/ Institute or duly attested by the President, Governing Body/ Administrator/Chairman, Board of Governors, in case of appointment of Principal/Director. - Verification report in original is mandatory for each of the supporting certificates included in the Synopsis-cum-Merit List and College Teacher Return/Non-Teaching Staff Return (as the case may be) from the concerned authorities. - In case of Teaching & Non-Teaching staff in Govt. Colleges, the visible/readable attested photocopies of the original verification report submitted by the Principal of a Govt./Govt. Aided Colleges (In case the original verification reports have been retained at some other institution) provided where the Principal concerned gives undertaking on letter head that the original verification reports pertaining to Xerox copies have been retained by the College. - If the name of the said approved teacher does not figure in the Teacher's Return of the next academic session, the approval shall deemed to be

		withdrawn. viii. The application fee for a teacher for approval of appointment shall be Rs. 5000/-, and shall be applicable to the cases submitted by Govt. Colleges. ix. 2nd /next time approval of the teacher shall also be charged (i.e. Rs. 5000/-). x. Approval of other University or M.D. University shall not be a basis of eligibility forever. The fees for approval of a non-teaching staff other than Class-IV (Group-D) shall be Rs. 2000/-. Clause (vii) & (ix) as above shall be applicable to non-teaching staff. Amount similar as above amount shall also be chargeable for cases submitted by Govt. Colleges for approval of appointment with a fee of Rs. 2000/-.
16.		In case of verification of documents of any candidate from overseas, the College/Institute shall ensure that all the documents sent by a concerned institute (overseas) are verified through Institutional accredited email clearly indicating the name of the competent authority with complete details and the place of the state/ province with zip code.
17.		The approval of appointment for a said teacher/ non-teaching employee shall be for a particular College/Institute in which he/she has joined, change of College/Institute or cadre shall warrant a fresh approval of appointment through procedure laid down by the University for the purpose, except in case of Govt. College(s).

Norms for selection process for making appointments of Teaching & Non-Teaching staff in S.F.S. Law Colleges/ Institutes affiliated to M.D. University, Rohtak

1.	a)	i. The vacant regular post(s) must be advertised in three Newspapers [one National daily - with at least two editions in different States including Haryana and NCR (Main edition) and two leading Regional dailies - one in English and other in Hindi with wide circulation within the state of Haryana and NCR] by the President (Governing Body of the College)/ Administrator/ Chairman (Board of Governors of the College) (as the case may be) giving 21 days time for submission of Application Forms. ii. Apart from displaying the Advertisement(s) on the Notice-Board of the College/Institute, the same must be circulated among all staff members in the concerned College/Institute. iii. The post(s) for appointment of Teaching & Non-Teaching Staff may be advertised only if there is regular Principal or through duly approved faculty member working as officiating Principal, otherwise advertisements shall be treated as invalid and Vice-Chancellor's Nominee shall not be provided. iv. If a corrigendum is issued by the College/Institute concerned, it must be published in the same newspapers in which the advertisement was earlier published.
	b)	Number of vacant post(s) must be published in the advertisement(s).
	c)	The advertisement(s) for the post(s) must include the website address and E-mail address of the College/Institute for reference of the applicants.
	d)	The last date for submission of applications {21 days from date of publication of the advertisement(s)} must be mentioned in the advertisement(s). Only those candidates shall be called for interview, whose application forms have been received at both the places i.e. in the O/o Dean College Development Council (DCDC), M.D. University, Rohtak and the College/Institute concerned.
	e)	A visible/readable attested hard copy of full page of newspapers in which the advertisement(s) have been published be sent to the DCDC, M.D. University, Rohtak. A softcopy through E-mail should also be sent to the Director, University Computer Centre, M.D. University, Rohtak for publishing on the University website within one week of the publication of advertisement(s) positively, with a copy of the same to DCDC, M.D. University, Rohtak.
2.	a)	i) The advertisement(s) and Application Form must be uploaded on the website of the College/Institute. ii) The Application Form may also be collected from the office of the College/Institute during office hours or may be downloaded from the website of the College/Institute concerned. The cost of application in case of downloaded form shall be paid by means of Demand Draft(D.D) or through RTGS/NEFT in the designated bank account of amount equivalent to the cost of Application Form & shall be in favour of the Principal/Director or President, Governing Body/Chairman, Board of Governors (if the post of Principal/Director is advertised) of the concerned College/ Institution. iii) A column pertaining to Mobile Number and E-mail of the applicant must be included in the Application Form. iv) For each post, two sets of Application Form and supporting documents

		be prepared. A copy of the Application Form complete in all respects alongwith all supporting documents including educational qualifications, recent passport size photograph, properly catalogued/flagged should be submitted in the office of the Principal/Director of the concerned College/Institute and the other copy be sent to the DCDC, M. D. University, Rohtak by Registered Post or by hand. v) In case of any variation detected in the Application Form, the copy submitted to the DCDC, M. D. University, Rohtak will be considered as final. vi) The nomenclature of the Post applied for must be clearly mentioned in the Application Form.
	b)	i) The candidate must fulfil educational qualifications, experience etc. as per norms of UGC/ AICTE/ State Govt./ M.D. University, Rohtak. ii) The eligibility of the candidate will be determined on the last date of submission of Application Form.
3.	a)	In accordance with the E.C. Reso. No. 49 dated 11.03.2017, the validity of application forms will be twelve months, therefore, the College/ Institute shall complete the process for making appointments of teaching and non-teaching staff within twelve months from the last date of submission of application forms, failing which fresh advertisement will be required.
	b)	The minimum & upper age applicable for recruitment shall be as under:- i) Minimum age for entry in the service of College/Institute - Not below the age of 18 years. ii) Maximum age for entry in the service of College/Institute for teaching (Assistant Professor) & Non teaching staff - 50 years as resolved vide E.C. Reso. No. 30 dated 12.10.2012 for Education and Engineering Colleges/Institutes for Teaching post(s). iii) The age of retirement for Principal shall be 65 years. The age of retirement for Associate Professor/Professor shall be 70 years. iv) There shall be no maximum age for the post of Associate Professor/Professor/Principal subject to provision in point No. iii) & above.
4.		In Professional Colleges/Institutes (Engineering, Management, Architecture, Law, etc.), the appointments of teaching staff may be made by the Selection Committee(s) constituted by the concerned College/Institute as per qualifications laid down by the State Govt./adopted by the Affiliating University concerned as per Interim State Policy/Guidelines in pursuance to judgment dated 31.10.2002 in TMA PAI Foundation case by Hon'ble Supreme Court and Interim Policy Regulations of AICTE notified vide notification No. F.37-3/Legal (v)/2003 conveyed by Department of Technical Education, Haryana vide letter No. 770-773/Engg. Dated 21.04.2003 by associating at least three outside experts in the concerned course of study, at the level of Professor. In exceptional cases, where Professor in the concerned course of study are not available, senior Associate Professors with more than 5 years experience may be taken as experts.
5.		* The request for appointment of University/Vice-Chancellor's nominee and Panel of Subject Experts must be accompanied by: i) Photocopy of the advertisement(s) duly attested by the Principal/Director of the College/ Institute.

		ii) Complete synopsis with Date of Birth, percentage of marks from Matric onwards, category, experience etc. of all the eligible applicants who have applied upto the last date, duly authenticated by the Principal/Director.
6.		* The date of interview shall be fixed in consultation with the University/Vice-Chancellor's Nominee(s) and Subject Experts. All eligible candidates /applicants, whose applications are received in the College/ Institute concerned as well as in the University be informed within prescribed period, at least 10 days before the date of interview by Registered Post as well as E-Mail of the candidate(s).
7.		In case of SFS Colleges/Institutes as well as Govt. Aided Pvt. Colleges running SFS Program(s)/Course(s), the interview may be conducted even in case of single eligible applicant appearing in the interview.
8.		The qualifications and the selection criteria for the appointment of Assistant Professor/Associate Professor/ Professor/Principal shall be as per UGC norms.
9.		For work related to screening and interview for a given post, the remuneration for each member of the Selection Committee for a single sitting would be Rs. 3000/- only and in case the duration extends beyond five hours, remuneration would be paid @ Rs 5000/- per day.
10.		i) The Vice-Chancellor's Nominee-I shall submit the proceedings of the Selection Committee to the DCDC, M. D. University, Rohtak immediately after the interview along with CD of videography covering the presence of the candidate(s) before the Selection Committee in the interview along with the following documents:- - Application forms of the candidates handed over to Vice-Chancellor's Nominee-I before the interview. - Consolidated Synopsis-cum-academic merit list of all the candidates appeared before the Committee. - Score sheet indicating performance of all candidates by each member of the Selection Committee. - Based upon b) & c), consolidated overall merit list including the interview marks (average) by the Selection Committee. ii) The Principal shall also submit the following documents immediately after the interview to the DCDC, M.D. University, Rohtak. - Proceedings of the Selection Committee meeting. - Consolidated Synopsis-cum-merit list of all the candidates. - Score sheet indicating performance of all candidates by each member of the Selection Committee. - Based upon b) & (c), consolidated overall merit list including the interview marks average by the Selection Committee. - Selection Criteria for Teaching staff duly signed by each member of the Selection Committee. - Selection Criteria for Non-Teaching staff i.e. Registrar, Administrative Officer, Sports Officer, Office Assistant-cum-Accountant, Accounts Officer, Hostel Warden, Computer Programmer duly signed by each member of the Selection Committee. - Attendance sheet of the candidates in original. - Visible/readable photocopy of academic record, research papers and experience etc. of the recommended candidates in the panel

- (selected and waiting list).
- i) Attested readable/visible copy of the advertisement.
 - iii) In case of selections made by Professional Colleges/Institutes as per Interim State Policy/Guidelines in pursuance to judgment dated 31.10.2002 in TMA PAI Foundation case by Hon'ble Supreme Court and Interim Policy Regulations of AICTE notified vide notification No. F.37-3/Legal (v)/2003 conveyed by Department of Technical Education, Haryana vide letter No. 770-773/Engg. Dated 21.04.2003, the proceeding of the Selection Committee must be sent by the Principal of the concerned College/Institute to the DCDC, M.D. University, Rohtak alongwith all relevant documents and CD covering the presence of the candidate(s) before the Selection Committee in the interview along with the following documents:-
 - a) Proceedings of the Selection Committee meeting.
 - b) Consolidated Synopsis-cum-academic of all the candidates.
 - c) Score sheet indicating performance of all candidates by each member of Selection Committee.
 - d) Based upon b) & c), consolidated overall merit list including the interview marks (average) by the Selection Committee.
 - e) Selection Criteria for Teaching staff duly signed by each member of the Selection Committee.
 - f) Selection Criteria for Non-Teaching staff i.e. Registrar, Administrative Officer, Sports Officer, Office Assistant-cum-Accountant, Accounts Officer, Hostel Warden, Computer Programmer duly signed by each member of the Selection Committee.
 - g) Attendance sheet of the candidates in original.
 - h) Visible/readable photocopy of academic record, research papers and experience etc. of the recommended candidates in the panel (selected and waiting list).
 - i) Attested readable/visible copy of the advertisement.

11.	The panel drawn by the Selection Committee will remain valid for six months starting from the date of approval of the proceedings of the Selection Committee by the Vice-Chancellor.
12.	The appointment letter should not be issued to the selected candidates, unless the proceedings of the Selection Committee are approved by the Vice-Chancellor.
13.	The appointment letter for the posts other than Peons and Class-IV categories shall be issued only by the President (Governing Body of the College)/ Administrator/ Chairman (Board of Governors of the College/Institute) (as the case may be) and for the post(s) of Peon and Class-IV categories, the appointment letters may be issued by the Principal of the concerned College/ Institute and joining reports must be arranged/ submitted accordingly.
14.	The Pay Scale as per MDU/UGC/BCI norms, Nature of the post and Probation Period should be clearly mentioned in the appointment letter.
15.	The cases for approval of individual appointment submitted to the A.R./D.R. (Colleges), M.D. University, Rohtak must be accompanied by the following documents: i. Proforma of Teacher's Return/Non-Teaching Staff Return (as the case may be) duly filled in by the concerned Teaching/Non-Teaching staff complete in all respects and countersigned by the Principal of the

concerned College/Institute and in case of appointment of Principal, the proforma should be duly countersigned by the President, Governing Body/Administrator/ Chairman, Board of Governors.

- ii. A copy of the appointment letter and joining report of concerned employee duly attested by the Principal of the concerned College/ Institute or duly attested by the President, Governing Body/Administrator/Chairman, Board of Governors in case of appointment of Principal/Director.
 - iii. A copy of the approval letter of proceedings of the Selection Committee issued by the University for the said post(s) duly attested by the Principal or duly attested by the President, Governing Body/Administrator/ Chairman, Board of Governors in case of appointment of Principal/Director.
 - iv. One set of attested copies of detailed marks cards of all the examinations from Matric onwards passed by the concerned employee duly attested by the Principal/ Director of the college/ institute or duly attested by the President, Governing Body/ Administrator/ Chairman, Board of Governors in case of appointment of Principal/Director.
 - v. Verification report in original is mandatory for each of the supporting certificates included in the Synopsis-cum-Merit List and College Teacher Return/ Non-Teaching Staff Return (as the case may be) from the concerned authorities.
 - vi. In case of Teaching & Non-Teaching staff in Govt. Colleges, the visible/readable attested photocopies of the original verification report submitted by the Principal of a Govt./Govt. Aided Colleges(*In case the original verification reports have been retained at some other institution) provided where the Principal concerned gives undertaking on letter head that the original verification reports pertaining to Xerox copies have been retained by the College.
 - vii. The approval for a said teacher shall be for a College in which he/she has joined, change of College or cadre shall warrant a fresh approval except the teachers appointed in Govt. Colleges.
 - viii. If the name of the said approved teacher does not figure in the Teacher's Return of next academic session, the approval shall be deemed to be withdrawn.
 - ix. The application fee for a teacher for approval of appointment shall be Rs. 5000/-, and shall be applicable to the cases submitted by Govt. Colleges.
 - x. 2nd/next time approval of the teacher shall also be charged (i.e. Rs. 5000/-).
 - xi. Approval of other University or M.D. University shall not be a basis of eligibility forever.
- The fees for approval of a non-teaching staff other than Class-IV (Group-D) shall be Rs. 2000/-. Clause (vii) & (x) as above shall be applicable to non-teaching staff. Amount similar as above shall also be chargeable for cases submitted by Govt. Colleges for approval of appointment with a fee of Rs. 2000/-.

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| 16. | <p>In case of verification of documents of any candidate from overseas, the College/Institute shall ensure that all the documents sent by a concerned institute (overseas) are verified through Institutional accredited email, name of the competent authority with complete details and place of the state/ province with zip code.</p> |
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17.	The approval of appointment for a said teacher/ non-teaching employee shall be for a particular college/ institute in which he/she has joined, change of college/ institute OR cadre shall warrant a fresh approval of appointment through procedure laid down by the University for the purpose, except in case of Govt. College.
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