



CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY

छत्तीसगढ़ स्वामी विवेकानंद तकनीकी विश्वविद्यालय

CSVTU/Admn/2015/ 2631

Date: 13/10/2015

CIRCULAR

For selection of faculties in affiliated private institution as per Statute – 19 of the University, the following procedure is to be followed :

1. The institute shall advertise for the discipline-wise and cadre-wise vacant posts in the local as well as one or two national level news papers and send one original copy of the advertisement to the University. This shall be strictly as per the norms.
2. Once the last date of receiving applications is over, the institute shall write to the University for nomination of the selection committee members for conduction of interviews as per Statute 19, giving the details as per **(Annexure-1)**. If no application is received for any post the institute shall have to re-advertise for such posts.
3. The quorum for the meeting of the selection committee shall be as per Statute-19, Point No. 3. The interview shall be conducted only after fulfillment of quorum.
4. Kindly ensure that the documents pertaining to qualifications and teaching experiences of candidates should be enclosed along with the profiles of the candidates for verification at University end. If experience certificate of any candidate is pertaining to other University, the approval of selection from the concerned University or Seniority list of that University should be made available. Candidates profile proforma is enclosed herewith. **(Annexure-2)**
5. Recommendations of the selection committee/Minutes in original along with postwise & branchwise merit list of the applicant is to be sent to the University.
6. The appointment will be valid from the date of issue of approval letter from the University or date of joining whichever is later.
7. The joining of the faculties should be intimated to the University along with written contract prescribed in the Appendix of Statute-19 **(Annexure -3)** within one month from the date of joining of the faculty.
8. The approval to the selection of candidates will be done on the basis of the vacant seats position given in prescribed format. Rest of the selected

contd.2

[Signature]
13.10.15

North Park Avenue, Sector - 8, Bhilai (C.G.) - 490 009

Ph. No. : 0788 - 2261311, Fax No. : 0788 - 2261411, Website : www.csvtu.ac.in, E-mail : registrar@csvtu.ac.in



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candidates will be placed in Waiting List which can be operated as per merit within one year from the date of approval, if any vacancy arises.

10. Copy of Statue-19 is also available on the website of the University.

All Heads of the affiliated Private Institution shall ensure that the above procedure is followed strictly.

Registrar
CSVТУ, Bhilai.

Copy to: All the Private Institutions affiliated to CSVТУ, Bhilai

ANNEXURE 1

FOR UG/PG

[illegible]

FOR DIPLOMA

[illegible]



CHHATTISGARH SWAMI VEVEKANAND TECHNICAL UNIVERSITY
North Park Avenue, Sector -8, Bhilai (C.G.)- 490 009

PROFORMA OF CANDIDATE'S PROFILE

Proforma to be filled in correctly at the time of interview by the candidates for the posts of Assistant Professor/Associate Professor/professor/principal or director as per Statute-19 of the University.

- (1) Name of the Institute :
- (2) Name of the Post : **Sex : Male/Female**
- (3) Name of the Candidate :
- (4) Father's /Husband Name :
- (5) Date of Birth : (Enclose proof as Encl.1)
- (1) **ACADEMIC QUALIFICATIONS (Chronologically)**

Sl.No.	Degree	% or GPA	Division	Discipline	Specialisation	Year	University	Encl. No.
1	BE/B Tech							
2	ME/M Tech							
3	M Sc							
4	Ph D/Eqvt.							
5	Any other degree							

(2) **Teaching Experience (Chronologically)**

Sl. No.	Post/Designation	Nature of appointment	Pay Scale	Name of the Institute	Name of the University	Period		Total Duration	Encl. No.
						From	to		

(3) **Field Experience (Chronologically)**

(A) At Level-1, (L1), with salary within salary range of Assistant Professor

	Date		Institute	Capacity	Pay Scale	Total Duration	Encl
	From	To					
(A1)							
(A2)							
(A3)							

(B) At Level-2, (L2), with salary within Reader's salary range of Associate Professor

	Date		Institute	Capacity	Pay Scale	Total Duration	Encl
	From	To					
(B1)							
(B2)							
(B3)							

(C) At Level-3, (L3), with salary within salary range of Professor

	Date		Institute	Capacity	Pay Scale	Total Duration	Encl
	From	To					
(C1)							
(C2)							
(C3)							

(4) Other Details :

a) Details of Books Published (if any) :

1. Title of the Book :

2. Place of Publication :

3. Year of Publication :

b) Research Publications : (Fill up all elements of the following 3x3 matrix)

	Journal	Confs/Symp	Total
International level			
National level			
Total			

c) Number of Thesis supervised and degrees awarded

Degrees	DSc	Ph D	ME/M Tech	Other
Supervised thesis				
Awarded thesis				

Enclose a list of Titles of Thesis awarded under your supervision.(Encl.)

1. Details of Patents (if any) :

2. Prizes /Awards (if any) :

3. Membership of Professional bodies :

4. Any other relevant information :

All the above entries made by me are correct to the best of my knowledge.

(Signature)
(Name of Candidate)

ANNEXURE-2

The above entries made by the candidate have been verified from the originals submitted by him/her and found to be correct.

(Signature)
(Name of Principal/Director)
Seal of Principal/Director

Endorsed By the Selection Committee

Name
Signature of Chairman

Name
Signature of Expert(1)

Name
Signature of Expert(2)

Name
Signature of Principal/President or Secretary of Governing body

APPENDIX
Form of Agreement of Service for Teachers

An Agreement made this _____ day of _____ between Shri _____ (hereinafter called the teacher) of the first part and the Governing Body of the _____ College (hereinafter called the Governing Body), acting through its Chairman/Secretary of the second part.

Whereas the Governing Body has appointed Shri _____ as a member of the Teaching Staff of the _____ College upon the terms and conditions hereinafter set out and as provided in the College Code Statute. Now this agreement witnesses that party of the first part and the Governing Body hereby contract and agree as follows:-

1. That this agreement shall begin from the _____ day of _____ and shall be determinable as hereinafter provided.
2. That the party of the first part is employed on probation for a period of one year and shall be paid a monthly salary of Rs. _____ in the pay scale of Rs. _____. The period of probation may be extended by such further period as the party of second part may deem fit, but the total period of probation shall, in no case, exceed two years. The teacher shall be deemed to have been confirmed in his appointment unless not later than one month before the expiration thereof the Governing Body informs him in writing of its intention not to continue him.
3. That on confirmation the Governing Body shall pay to the teacher during the continuance of this engagement salary in the pay scale of Rs. _____ and no increment shall be withhold without the approval of the Governing Body.
4. That the teacher shall during the continuance of his engagement be entitled to the benefit of the Provident Fund maintained by the Governing Body in accordance with the provisions laid down in the College code.
5. That the date of birth of the party of the first part is _____ and the age of Superannuation will be sixty two years, the actual date of retiring shall be the last day of the academic year in which he attains the age of sixty two years.
6. That the Teacher shall be entitled to leave in accordance with the provisions of the College Code.

That the teacher shall devote his whole time to the service of the College and shall not, without the permission of the Governing Body, engage directly or indirectly in private tuition or any trade or business or other remunerative work which may interfere with the proper discharge of his duties, but this prohibition shall not apply to such benefits as accrue to him as an Examiner or Author of Books or due to his academic achievements.

8. That the party of the first part shall, in addition to the ordinary duties perform such other duties as assigned to him by the Principal of the college in connection with the social, intellectual or athletic activities of the college or examination or administration or the keeping of discipline in the college.
9. That after the confirmation, the services of the party of the first part can be terminated only on the following grounds:-

- (a) Misconduct including willful neglect of duty;
- (b) Breach of any of the terms of contract;
- (c) Physical or mental unfitness;
- (d) Incompetence
- (e) Abolition of post.

Provided that

- (i) The plea of incompetence shall not be used against the party of the first part after he has served at the party of the second part for two years or more after his confirmation.
 - (ii) The services of the party of the first part shall not be terminated under sub-clause (c) without obtaining a certificate to that effect from a Medical Board to be appointed by the Governing Body.
 - (iii) the services of the party of the first part shall not be terminated on any account without the previous approval of the Executive Council.
10. Except when termination of service has taken place under sub clause (a) or (b) of Statute 9 above neither the party of the first part nor the party of the second part shall terminate this Agreement, except by giving to the other party three month's notice in writing or by paying to the other party a sum equal to three months salary, which the party of the first part is then earning. The period of notice referred to above does not include the summer vacation or any part thereof.
 11. Nothing in this agreement shall affect the right of the party of the first part to apply for referring any difference or dispute arising out of this agreement to the Tribunal constituted under Statute 42 of the College Code.

12.

On the termination of this agreement from whatever cause, the teacher shall deliver up to the Governing Body all books, apparatus, records, and such other articles belonging to the College or to the University as may be in his possession.

The Governing Body shall clear the account of the teacher in respect of arrears of salaries, if any, and other dues that may be payable to him from the college within three months of the termination of this Agreement.

Signature Day of 20----

(1) (Party of the first part)

(2) (Party of the second part)

In the presence of

(1) (Witness 1)

(2) (Witness 2)