

GOVERNMENT OF ASSAM  
OFFICE OF THE **DIRECTOR OF HIGHER EDUCATION, ASSAM**  
KAHILIPARA::::::::::::GUWAHATI-781 019  
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No.G(B) Misc.117/2015/19

Dated Kahilipara, the 18-08-2015

From:- Sri P. Jidung, *M.A., M.Phil, LL.B., AES,*  
Director, Higher Education, Assam  
Kahilipara, Guwahati-19.

To:- ✓ The Principal,  
All Govt./Provincialised Colleges/ Mahavidyalaya


Sub:- Guideline for selection of Assistant Professors: Distribution of marks  
for ranking of candidates.

Ref.:- Govt. O.M. No.AHE.211/2015/95, dated 14-08-2015.

Sir,

With reference to the Govt. letter on the subject cited above, I would like to forward herewith a copy of Govt. Office Memorandum No.AHE.211/2015/95, dated 14-08-2015 in connection with guideline for selection of Assistant Professor/Librarian and distribution of marks for ranking of candidates for favour of kind information and necessary action.

Yours faithfully

  
Director, Higher Education, Assam  
✓ Kahilipara, Guwahati - 19.

Memo No.G(B) Misc.117/2015/19-A  
Copy to:-

Dated Kahilipara, the 18-08-2015

- 1) P.S. to the Hon'ble Minister, Education, Assam for kind appraisal to the Minister Education, Assam.
- 2) P.S. to the Principal Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6 for information.
- 3) P.S. to the Commissioner and Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6 for information.
- 4) Guard file.

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Director, Higher Education, Assam  
Kahilipara, Guwahati - 19.

Government of Assam  
Education (Higher) Department  
Dispur – Guwahati -6.

G (M)  
A.M.  
H.P.  
18/8

No.AHE.211/2015/95

Dated Dispur the 14<sup>th</sup> August, 2015.

**OFFICE MEMORANDUM**

Subject: **Guideline for selection of Assistant Professors: Distribution of marks for ranking of candidates.**

In conformity with the UGC guidelines and in partial modification of earlier O.M.s in this regard for selection to the post of Assistant Professors in Colleges, Distribution of marks is prescribed as follows:

Academic Record and Research Performance (50%)			Domain Knowledge and Teaching Skills (30%)			Interview (20%)	Total (100)
Examination	Max Marks	Score		Max Marks	Score	Sub-total out of 20	
HSLC	5	.05 x marks	Teaching skill	10			
HSSLC	5	.05 x marks	Teaching Experience	10			
Graduation	10	.10 x marks	Conference/ Seminar attended	5			
Post-Graduation	15	.15 x marks	Publication	5			
PhD	10						
M Phil	5						
Sub-total	50		Sub-total	30		20	100

Following criteria may be noted for further guidance –

1. Assessment of Publication marks shall be judged by the Selection Committee based on its discretion at the time of interview. Due importance shall be given on ISSN/ISBN publications and impact factors. Detail reasons shall be kept on record.
2. Teaching skills shall be assessed based on documents to be produced in support of the same and for any additional qualifications like degree/diploma/certificates which help enhancing the teaching capability of the candidates and objective assessments as per criteria to be formulated by the Selection Committee at the time of interview. This will also include proficiency of the

candidate in the language(s) of instruction of the college and communication skill of the candidate. Details reasons for marking against each candidate be kept on record.

3. Teaching experience shall carry 2 marks for one year of experience of teaching undergraduates in a State Govt. recognized College subject to a maximum of 10 marks. This will be related to actual total hours of teaching imparted by the candidate in the particular year with the standard teaching hours of a regular Asstt. Professor as per UGC guidelines. Further, teaching experience shall be counted only for those candidates and to such extent only who have taught the concerned subject after acquiring the eligibility conditions.
4. Assessment of marks for Conferences and Seminars attended shall again be at the discretion of the Selection Committee depending on the nature, relevance and importance of the Conferences and Seminars. This must be related to the field of subject of teaching. Detail reasons for award of marks against each candidate be kept on record.
5. For interview, apart from the knowledge of the candidate in his teaching subject, knowledge relating to other related subjects, aptitude for teaching, general attitude towards the youth, women and weaker sections of the society and commitment and dedication to teaching and capacity to contribute for the welfare of the students community at large and the college life in particular may be assessed apart from other relevant personal attributes. A detail note against each candidate in this regard may be kept on record.
6. The members of the interview board including the Chairperson will decide the criteria of marks to be awarded before starting the interview. They shall individually submit written undertakings that none of the candidates are their close relatives or has such dealings or relations which may induce any bias in the process of selection. The onus of stating that will lie only with the particular member or the chairperson as the case may be. It will not be open to others to question the same. Otherwise such member/chairperson shall excuse himself /herself from the interview process. However, in case any written complaint backed by supporting documents is submitted to the college Authorities, the same shall be brought to the notice of the higher authorities before finalising the selection process.
7. At the option and discretion of the Interview Board, the entire process of interview may be kept video recorded and may be kept under the safe-custody of the Principal of the College.

8. Interview marks will be given by individual members / chairperson separately and such marks shall be totalled and averaged out to rank the candidates in order of preference. In case, any individual member(s) awards marks to particular candidate(s) in a manner which indicates extremes on either side, such members shall record in writing the reasons for the same. If the interview board forms the opinion that awarding marks in such extreme manner by any individual member(s)/ chairperson, may alter the ranking of the candidates in a manner unfair to particular candidates, the matter shall be brought to the notice of the higher Authority before finalisation of the results.

All concerned are requested to follow the above guidelines and ensure transparency and fair play in the process of selection accordingly.

Sd/-Manish Thakur, IAS  
Commissioner & Secretary to the Govt. of Assam,  
Higher Education Department

Memo No.AHE.211/2015/95-A

Dated Dispur the 14<sup>th</sup> August, 2015

Copy to :-

- ✓ 1. The Director, Higher Education, Assam, Kahilipara, Guwahati -19.
2. The Director of Education, BTC, Kokrajhar, BTAD, Assam.
3. P.S to Hon'ble Minister, Education, Assam, Dispur.
4. P.S. to Principal Secretary, Higher Education Department.
5. P.S to Commissioner & Secretary, Higher Education Department.

By Order etc.



Deputy Secretary to the Govt. of Assam,  
Higher Education Department.