



राष्ट्रीय विज्ञान शिक्षा एवं अनुसंधान संस्थान, भुवनेश्वर

NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH, BHUBANESWAR

An Autonomous Institute under Department of Atomic Energy, Govt. of India

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FACULTY RECRUITMENT GUIDELINES



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NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH

FACULTY

RECRUITMENT GUIDELINES



National Institute of Science Education and Research

Guidelines for recruitment of Faculty Members of NISER

1. **Short title and commencement:** These guidelines may be called the NISER Faculty Recruitment Guidelines, 2014. These shall come into force from the date of their acceptance by the Board of Governors (BOG) of NISER.
2. **Definitions:** In these guidelines, unless the context otherwise requires;
 - a) "Project report" refers to the NISER Detailed Project Report as approved by the Cabinet, Government of India.
 - b) NISER Byelaws refers to the NISER "Rules and Bye Laws" as approved by the Cabinet, Government of India.
 - c) "Faculty" means the Professor, Associate Professor, Reader-F and Assistant Professor of NISER
3. **Method of Recruitment and other matters:** The method of recruitment and other matters relating to the post of Faculty is specified in the **Schedule** annexed to these guidelines.
4. **Contractual Appointments :** Faculty, who are appointed on contractual basis, shall normally be for a fixed period not exceeding five years. For the further extension of the contract an approval from the Board of Governors of NISER is required.

5. **Exceptions:** These guidelines shall not affect the recruitments already made or for which recruitment process has already commenced; but any appointment made subsequent to the notification of this document, will be governed by these Recruitment Guidelines.
6. **Other conditions of service:** The other conditions of service of the Faculty for which no specific provisions have been made in these guidelines shall be regulated in accordance with such guidelines as are, from time to time, applicable as per the NISER Bye Laws and/or DAE guidelines and the subsequent amendments. For matters not covered by the Project Report or the Bye Laws, the corresponding Central Government Rules shall be applicable.
7. **Qualification and other requirements of Selection :** Qualifications and other requirements of selection for various faculty positions are given in detail in the **Annexure-I & II** contained along with the attached schedule.
8. **Amendment to Recruitment guidelines:** These guidelines may be amended by the Board of Governors of NISER for reasons to be recorded in writing. The amended guidelines shall not be applied in retrospective.
9. **The promotion for faculty in NISER:** It is based on merit and not on vacancy. A separate promotion policy is in place after approval from the Board of Governors NISER.

Schedule

Recruitment Guidelines for the Post of Assistant Professor, Reader-F, Associate Professor and Professor of NISER.

1. **Name of the Posts:** Assistant Professor / Reader-F / Associate Professor / Professor
2. **Number of Posts:** As per norms fixed by the NISER Bye Laws and the Detailed Project Report.
3. **Classification:** Group – A (PB-3 and PB-4)
4. **Whether Selection post or non-Selection post:**
By Direct Recruitment
5. **Age limit for Direct Recruitment:** Age barriers are expressed in terms of "Age preferably below n' years" for various posts and are given in **Annexure - I**. These can be relaxed with prior approval by the Director NISER before the constitution of the selection committee. Fresh appointment beyond the age of 60 years is discouraged except in the case of faculty candidates with an exceptionally brilliant research career and with ongoing or approved externally funded research projects.
6. **Educational and other Qualification required for Direct Recruits :** Qualifications and experience required for various posts as well as the selection procedure are listed in **Annexures- I to III**.

7. **Period of probation, if any :** One year. It may be extended by the BOG, on the recommendation of the Director.

8. **Method of Recruitment:** All the posts will be filled up by direct recruitment failing which on deputation from institutes of comparable standing for a fixed tenure or on contract for a maximum tenure of five (05) years at a time.

9. **Basic principles of Faculty recruitment:**

a) A Ph.D degree with some postdoctoral experience shall be the minimum qualification for a regular faculty position in NISER.

a) The recruitment and pay-fixation shall be approved by Chairman BOG of NISER (on behalf of BOG of NISER), only on the recommendations of a duly constituted Selection Committees. There shall be no scope of fixing or altering pay (pay in pay-band or grade pay) outside the Selection Committee & BOG. The Selection Committee shall be the only entity empowered to consider the past services and qualifications of a candidate and recommend appropriate increments not exceeding five.

b) Recommendation of the Selection Committee will be arrived at by discussion within the committee.

10. **Distribution of posts among Schools / centres and designations:** The requirement of faculty positions in NISER is mentioned in the Project Report. The Distribution

of faculty posts among various Schools is accordingly given in **Annexure-IV**.

There will be four designations – Professor, Associate Professor, Reader-F & Assistant Professor. There exists a designation of Senior Professor. Only the BOG, NISER is empowered to make appointments at this level by following an adequate procedure.

11. **Policy for 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, NISER will follow the following policies:

a) Candidates who have obtained or are expected to obtain their most recent degree (Ph.D) from NISER will normally not be considered for recruitment, except where there is a 3 year gap (approximately) between leaving NISER and the expected date of joining.

b) In special cases, where the school (at the time of short-listing) or the Screening Committee feels that an exception needs to be made (for reasons such as severe shortage of faculty in a given academic field or to consider an 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/Chairperson Board of Governors for approval. The Board/Chairperson, if convinced, may approve such candidates to participate in

the selection process. Such appointments will not serve as precedence.

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

13. Constitution of Selection Committee:

Selection committees as well as the Screening Committees for all faculty will be constituted in the following manner as described in Project Report of NISER.

- a) In case of senior position above the rank of Professor – The Board of Governors will consider such appointments.
- b) In case of other Academic posts, in the rank of Professor and below, the Screening /Scrutiny committee will be constituted by the Director as follows:
 - i) Chairperson of the School/ Senior Professor of the School : Chairperson
 - ii) Two faculty members of the School : Members
 - iii) A Faculty member outside the School : Member

The Screening committee may keep the qualification

benchmark higher than required to maintain the number of candidates within limit.

- c) In case of other Academic posts in the rank of Professor and below the Selection Committee will be constituted by the Director as follows:

- I. Director : Chairperson
- II. Two expert nominees of the Chairperson of the Board of Governors other than members of the Board of Governors : Members
- III. One Senior Professor of the Institute : Member
- IV. Chair of the concerned School for all positions below the grade of Professor : Member
- V. Dean Faculty Affairs : Member
- VI. Professor from the concerned School for all posts below the grade of Professor, may also be included as Members, if necessary

In all cases attempt should be made so that the members are in ranks higher than the ranks for which recruitments are being made. In case such members in higher ranks are not available, screening committee members may be drawn from subject experts outside NISER.

14. Auxiliary Faculty Positions:

Norms for appointment of adjunct, honorary, emeritus, visiting faculty and Associates of NISER are given in **Annexure-V**.

15. Seniority of Faculty:

Administrative position in NISER (Chairpersons of Schools, Deans, Wardens of Hostels etc) will be decided on academic merit and performance, rather than by service seniority. However, in situations where "seniority" is an issue, the following will be the deciding factors in decreasing order of importance: (i) Designation (ii) GP (iii) Pay in Pay Band (iv) Position in the merit list prepared by the selection committee (v) Seniority in lower GP (vi) Date of Birth

16. Miscellaneous:

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

Annexure-I

Essential Qualification and Experience for Faculty Positions of National Institute of Science Education and Research

Designation, Pay Band & Grade Pay	Essential Qualification	Relevant Experience	Other essential requirement	Additional Desirable requirements	Age : Preferably below
Assistant Professor PB-3, GP- Rs. 7600 Pay band: Rs. 15600- 39100	Ph.D	3 years after Ph.D, relaxable upon recommendation of the screening committee and approved by Director.	High quality publications. Expertise in the specific academic/research areas, to be decided by the institute at the time of the advertisement.	To be decided by the institute considering the requirements of the schools.	35 years

Designation, Pay Band & Grade Pay	Essential Qualification	Relevant Experience	Other essential requirement	Additional Desirable requirements	Age : Preferably below
Reader-F PB-4, GP-Rs. 8700 Pay band: Rs. 37400- 67000	Ph.D	5 years after PhD, relaxable upon recommendation of the screening committee and approved by Director.	High quality publications. Demonstrated capability to lead independent research program. Should have interest in teaching undergraduate and post graduate programs. Expertise in the academic/research areas, to be decided by the institute at the time of the advertisement.	Experience in supervising PhD and/or undergraduate students.	40 years

Designation, Pay Band & Grade Pay	Essential Qualification	Relevant Experience	Other essential requirement	Additional Desirable requirements	Age : Preferably below
Associate Professor PB-4, GP-Rs. 8900 Pay band: Rs. 37400- 67000	Ph.D	8 years after PhD, relaxable upon recommendation of the screening committee and approved by Director.	High quality publications. Demonstrated record of having successfully led independent research programs and have scholarly achievement in the respective field of research. Demonstrated record to attract independent research funding. Should have interest and ability to teach courses in Integrated M.Sc. programme and in the Ph.D. programme. Expertise in the academic/research areas, to be decided by the institute at the time of the advertisement.	Experience in supervising PhD and/or undergraduate students.	40 years

Annexure-II

**Recruitment Guidelines for faculty
positions in National Institute of Science
Education and Research**

Common Essential Requirement

1. All the candidates should be Indian Nationals. PIOs and OIC holding candidates can be considered for faculty position on contract, till they acquire the Indian citizenship.
2. Excellent academic record at all levels from high school onwards and First Class in MSc or equivalent degree
3. All degrees from reputed institutions, preferably from institutions of national importance or highly reputed university departments or national laboratories in India or abroad.
4. Good oral and written presentation skills.
5. Strong command over fundamental skills.
6. The following shall be considered as important requirements, without which a faculty member could be deemed unfit for selection even if he has met or exceed the prescribed qualification, experience and performance criteria.

Designation, Pay Band & Grade Pay	Essential Qualification	Relevant Experience	Other essential requirement	Additional Desirable requirements	Age : Preferably below
Professor PB-4, GP-10000 Pay band: Rs. 37400- 67000	Ph.D	12 years after Ph.D, relaxable upon recommendation of the screening committee and approved by Director.	High quality publications. Internationally and/or Nationally recognized for academic achievements. Demonstrated record of having successfully led independent research programs and have scholarly achievement in the respective field of research. Demonstrated record of ability to teach courses in Integrated M.Sc. and/or in the Ph.D programme. Expertise in the academic/research areas, to be decided by the institute at the time of the advertisement.	Experience of guiding several Ph.D, undergraduate students and postdoctoral fellows.	55 years

Teaching	<p>a) Should have the ability to teach atleast 3 core subjects (semester long) as mentioned in the syllabus of the respective school.</p> <p>b) Should be able to propose new courses or revisions of existing syllabi.</p> <p>c) No previous adverse record in teaching e.g. negligence in classes or exams.</p>
Institute and professional activity	<p>a) Reasonable record of creative performance in academics and should have maintained proper scientific ethics.</p> <p>b) Desirable that the candidate be associated with activities like – Seminars, projects, collaboration, organising conferences, symposia etc</p> <p>c) Strictly no adverse record of negligence or dishonesty in discharging one's responsibility.</p>

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.

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

Notes:

It is expected that NISER 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 and above.

1. A single individual is not expected to meet all the essential performance criteria listed in the table of Annexure-I and II. But in the judgement of the Selection Committee, the sum total of his contribution should exceed the sum total of the essential requirements given in the table above especially, scholastics.
2. Experience will be counted only when it is earned in a reputed institute, university, industry or laboratory on a job relevant to the school to which a candidate is applying. Experience shall normally mean the experience earned after award of Ph.D degree.
3. The Selection Committee shall consider publication in journal of reasonable standing, ignoring publication in very weak journals. Professional judgement of experts in this matter shall be final. Papers accepted for publication and actually published will be seen to be at par.

4. In case of joint publications and joint Ph.D. guidance in an institution where there is no concept of "Principal Supervisor", or in institutes without significant postgraduate or doctoral programme, the Scrutiny Committee and the Selection Committee shall assign appropriate credit. The Committee's decision on such matters shall be final.
5. The selection committee may consider and evaluate publication of text books, sponsored projects from funding agencies, formal lecture note, MSc and projects guided and collaborative scholastic work in lieu experience in guiding Ph.Ds.

Annexure-III

Procedure for Selection of Faculty

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 and DAE/ non-DAE institutes likes IISERs, IISc, TIFR, HRI, IOP, SINP etc. The following procedure is prescribed as a guideline, without insisting that it be followed religiously.

1. The Dean Faculty Affairs and the Chairperson of the School (in consultation with the faculty in the school) will advise the Director for faculty recruitment in a school. Director shall also have the discretion to assign the responsibility to Dy. Director or another senior Professor or handle it himself in place of the Dean Faculty Affairs. The Director in consultation with the BoG may form an advisory board to recommend the areas where faculty recruitment should take place in a school. The advisory board can also recommend suitable candidates for faculty positions, who will then go through the usual selection procedure laid down here. The Dean Faculty Affairs/Faculty assigned by the Director shall be authorised to communicate with schools, candidates and experts on the advice of Director. In addition, the following functions shall be discharged:

- a) Examine and advise on distribution of faculty positions in different areas in a school.
 - b) Proactively search for faculty candidates in India and abroad.
 - c) Assist in examining, short listing criteria and preparing panels of short listed candidates submitted by Schools.
 - d) Examine and recommend proposals for deviation in age, formal disqualification, experience or any other criterion or guideline, and rank of faculty to be inducted.
2. The Institute will create a panel of experts and update it on annual basis. The list will be prepared by taking inputs from the schools. Director may also add extra names or delete some from the list. Normally the experts should be drawn from IITs, IISERs, IISc, University departments, DAE-aided Institutes and major R&D Laboratories etc. The list, along with postal and electronic addresses, designations, specialisation and other relevant particulars of proposed experts is to be placed before the BOG for their approval. BOG shall have the power to add and delete names. In addition, fellows of the three science academies will be automatically included in the panel. Every attempt should be made to ensure that major specialisation of each school are adequately represented in the panel.
 3. The above is a permanent list, upgraded periodically, preferably every year and approved by the BOG. The BOG represented by the Chairman may permit the Director to choose experts for every single selection process from this panel.

4. Prior to 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.
5. On advice of the Director, the Dean (Faculty Affairs) will seek from the Schools the specific specialisations 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 Dean Faculty Affairs and placed before the Director for approval. The Director is expected to review the proposals critically and finalise the draft advertisement including specialisations, critical dates, newspapers of advertisement and other details.
6. Application may be received on paper, on-line or both, depending on the technological resources available. In addition, NISER will consider applications received against standing/rolling advertisement, if any, and unsolicited applications.
7. While applications received within the advertised closing date shall definitely be considered, late applications (upto the interview time) may be considered at the discretion of the Institute.
8. In addition to the advertisements, all sections of the institute administration –Director, Dean Faculty affairs, 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.

9. Applications, when received, will be organised, relevant information sent to the departments by the Dean of Faculty Affairs for short listing. The objectives of shortlisting 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 being finally considered is within manageable limits.
10. Departments will make attempts 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 take decisions case by case. 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 the degree,
 - (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, high quality publication.

- (v) Professional service record – reputation of organisation where experience has been earned, nature of job, current activities, awards, recognitions etc.
 - (vi) The candidates short-listed by the Schools, as mentioned above are required to deliver a seminar presentation in the schools either personally or through a video presentation, in case the candidate is unable to be present physically due to some genuine difficulties. 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. A seminar committee will be formed by the Chair of the School who will give a detailed seminar report along with an over all grading of the seminar. Only such candidates whose seminar grading exceeds 8/10 will be taken up further. Also, the faculty of the school will have a detailed academic interaction with the candidates including a discussion on their research work, their future research plans and their teaching plans.
11. Based on the above academic interaction the Schools' (Scrutiny/Screening committee) would arrive at a recommendations which 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 Dean Faculty Affairs the Dean R&D, the Deputy Director along with the Chair of the School and two other faculty representatives of the School. 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.

12. In addition to the formal application, candidates will be required to submit list of publications and a list of Academic referees. The DOFA will organise collection of references and review of publications by independent referees for all the short listed candidates. The Chair of the School will organize the collection of references as suggested by the candidate in the CV and those from the internal members of school.
13. The short listed candidates will be invited by the Dean Faculty Affairs for personal interview with the selections committee constituted in accordance with the statutes of the Institute. Candidates located outside the country or otherwise not in a position of attending personal interview before the selection committee, may be interviewed over video conferencing or be selected in absentia at the discretion of the selection committee. The selection committee will examine the complete dossier on the candidate (the CV with list of publications, the referee letters, the seminar report and any input from the school) in addition to considering the candidates performance in the interview.
14. 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. The selection committee will also recommend the salary for the faculty candidate selected including the number of increments to be given. The number of increments given at the time of entry should not exceed five which is as per the guidelines of the DAE.

15. The Selection Committee, at its discretion, may recommend to retain the panel in an order of merit for a maximum period of one year or until the next round of selection for the School, whichever comes earlier, so that the needs of the school can be addressed during this period. Recommendation of the selection committees will be placed before the chairman, BoG, along with details of sanctioned post for approval. All such approvals will be put up to the BoG as ratification item. After obtaining the Chairman, BoG's approval, the Director will issue the appointment letter to the candidate
16. All appointments will be effective from the date of joining of the faculty at NISER.

Annexure IV

Distribution of Faculty Posts among Schools

S.N	Faculty	Pay Scale	Intake
1.	Director	80,000 (Fixed) [*]	1
2.	Reader-F (Physics)	PB-4, GP-8700	50
3.	Reader-F (Chemistry)	-do-	50
4.	Reader-F (Biology)	-do-	50
5.	Reader-F (Mathematics)	-do-	50
6.	Reader-F (Earth & Planetary Science)	-do-	25
7.	Reader-F (Computer Science)	-do-	25
8.	Reader-F (Humanities & Arts)	-do-	12
Total		263	

Reader (F) is taken only as a mean grade for estimation of financial requirements. In general the academic faculty will be inducted in all grades beginning with Assistant Professor (PB-3, GP 7600/-), Reader-F (PB-4, GP-8700), Associate Professor (PB-4, GP-8900), Professor (PB-4, GP-10000/-) and Senior Professor (PB-4, GP-12000/-) as prevalent in DAE. These are as per the NISER project report.

Annexure V

**Honorary Fellow, Emeritus Professor,
Guest Professor / Visiting Professor /
Visiting Scientist / Adjunct Faculty
and Associate**

Honorary Fellow:

The Board of Governors, on the recommendation of the Director, may appoint Honorary Fellows of the Institute. Such fellowships will be conferred on eminent scholars in recognition of their distinguished contribution to knowledge in a subject in which the Institute is interested, or on persons who have rendered eminent service to the Institute. Honorary Fellows shall enjoy such privilege as may be decided by the Board of Governors.

Emeritus Professor:

The Board of Governors on recommendation of the Academic Council, may designate a Professor or Senior Professor, who has retired from the service of the Institute, as an Emeritus Professor. Emeritus Professors shall enjoy such privileges as may be decided by the Board of Governors from time to time.

Guest Professors/Visiting Professors/Visiting Scientists:

Scientists and academics may be appointed by the Board as "Guest Professors" or "Visiting Professors" or "Visiting Scientist" to participate in teaching and/or research programmes of the Institute. Such appointments will be for durations not exceeding

two years at a time and the appointee will be paid honoraria and other allowances such as travelling allowance at rates to be determined on a case to case basis. They will be accorded such other facilities and privileges as may be decided by the Board of Governors from time to time.

Adjunct Faculty:

Scientists and academics from other institutions may be appointed to serve the Institute as "Adjunct Faculty". Such appointments may be made either to fill in a gap in the Institute's faculty expertise in areas of interest to the Institute or to complement teaching and research programmes of the Institute. Adjunct faculty will be expected to spend a part of their time at the Institute and will be paid an honorarium for their services. They will be accorded such privileges and facilities as may be decided by the Board

Associate Programme:

The Institute will establish Associates Programme in order to encourage scientific fraternity employed in other Institutions to carry out research either independently or in collaborative mode. The Associates will be identified through a careful selection procedure, to be framed by the Academic Council, and will be provided financial assistance for a suitable fixed period.

