

**DEPARTMENT OF COMMERCE
DELHI SCHOOL OF ECONOMICS
UNIVERSITY OF DELHI**


Date: 11th November, 2016

NOTICE

Supplementary Ad-hoc Panel (2016-2017)

As per the University of Delhi guidelines approved by the Executive Council at its meeting held on 27/12/2007 vide Resolution No. 120(8) applications are invited from interested candidates for empanelment in the **Supplementary Ad-hoc Panel** of the Department of Commerce. The prescribed application forms are available from the office of the Department of Commerce and can also be downloaded from the website www.du.ac.in or www.commercedu.com.

The last date to receive the application is **22th November, 2016 (Tuesday)**. In no case application received after this date will be entertained for inclusion in the Supplementary Ad-Hoc Panel 2016.



**Prof. Kavita Sharma
(Head, Department of Commerce)**

**INSTRUCTIONS FOR THE EMPANELMENT FOR AD HOC APPOINTMENT
(ASSISTANT PROFESSOR IN COMMERCE)**

Please read the following instructions and Eligibility conditions carefully before applying:

1. Please fill in the application form in **capital letters** only. The form is available online at www.commercedu.com or at the Department of Commerce, Delhi School of Economics, University of Delhi, Delhi-110007. [Office timings are from 9:30 AM – 1:00 PM and from 2:00PM – 4:30 PM (Monday – Friday)]
2. In case of change in name of the candidate, on account of marriage or otherwise, please submit relevant proofs like marriage certificate, affidavit for name/surname change, identity proof, etc. In absence of such proofs, the name as it appears on the certificates will be considered.
3. In case UGC or CBSE NET/SLET certificate is not available (on account of result being declared just a few days back), please attach proof of result – the marks statement issued by UGC, attested copy of admit card, and copy of result highlighting the roll no. of the candidate. Also, a provisional certificate from UGC/CBSE declaring the result can be attached.
4. **Eligibility:**
 - a. Candidates who have cleared NET/JRF or equivalent test accredited by the UGC in the relevant subject can apply. NET shall remain the minimum requirement for appointment as Assistant Professor for those with below mentioned post-graduate degree. However, Ph.D. degrees awarded after 11th, July 2009 may be considered for exemption from NET/SLET in terms of Office Memorandum No. CB-II/Recruitment/2009 dated 24th November 2009; if such a degree has been awarded in compliance of the University Grants Commission (Minimum Standards and Procedure for Awards of M.Phil./Ph.D. Degree) Regulation, 2009 till a list of Ph.D. degrees in this regard is published by the University Grants Commission. *Thus, in such a case the candidate claiming must submit the proof from their respective University that the Ph.D. has been awarded as per the UGC Regulations 2009.*
 - b. **For Masters level**
 - i. The minimum qualification for enrollment in Ad-hoc Panel will be at least 55% marks (50% marks in case of SC/ST/PWD (Persons with disability) category candidates) in aggregate in M.Com./MIB/ MHRD/ MFC/ MBA and other such **degrees** which are equivalent to the MBA degree of the

University of Delhi and other Indian Universities. However, the candidates with degrees other than M.Com./ MIB/ MHROD/ MFC/ MBA would be required to furnish an equivalence certificate from the Association of Indian Universities/ Delhi University or any other competent authority. The onus of producing the relevant equivalence certificate lies on the candidate. **Further, as per the Departmental Council Meeting held on 12th December 2013, it was resolved that PGDM doesn't come under the ambit of minimum eligibility criteria as per the University norms which takes only degrees in cognizance.**

- ii. In case of MBA and other such degrees which are equivalent to the MBA degree, the degree only in relevant subject area will be considered.
- iii. Only those candidates who have completed their masters **and** have their marksheet (preferably consolidated marksheet) are eligible to apply. In case of result pending, the candidate cannot apply for the same.
- iv. Cases of lateral entry, candidate must submit relevant proofs of the documents from which their aggregate scores can be computed. Executive MBAs are not considered. It has to be a two year course.
- v. If the result of the degree is not in percentage terms, the candidate **must** produce the relevant criteria to convert the grade/CPI/CGPA/DGPA, etc. in percentage terms.

c. For Bachelor's Degree

- i. If the result of the degree is not in percentage terms, the candidate **must** produce the relevant criteria to convert the grade/CPI/CGPA/DGPA, etc. in percentage terms.
 - d. Graduation, Post-graduation, M.Phil. and Ph.D. from UGC approved Universities, AICTE approved institutes will be considered. The candidate must highlight in the certificate, if it is AICTE approved.
5. For reserved category, each candidate must submit a copy of their correct caste certificate. The name on all the certificates submitted should be the same.
 6. For OBC candidates, only OBC certificates are considered and not BC. If a particular caste is not found in the Central OBC list, even due to spelling difference, the application of the candidate can be rejected.

7. Following documents needs to be attached along with the application form:

- a. Class X certificate – as proof of date of birth
- b. For reserved categories – proof of their correct caste certificate.
- c. Proof of UGC or CBSE NET/JRF certificate, if applicable.
- d. Proof of Bachelor’s mark sheet
- e. Proof of Master’s mark sheet
- f. Proof of M.Phil. mark sheet, if completed
- g. Proof of award of PhD degree, specifying the topic of research, if completed
- h. In case of name change (other than that it appears on the certificates), copy of marriage certificate, Name/surname change affidavit, or ID proof with changed name/surname, etc.

8. Criteria for allotment of categories will be as under:

S.No.	Qualification to be taken into consideration	Category
1.	First division from graduation onwards + Ph.D.	I
2.	First division at the graduation level or P.G level + Ph.D.	II
3.	Graduation first division + P.G. first division + NET Qualified	III
4.	First division either at the graduation level or P.G. level + NET qualified	IV
5.	Graduation & PG second division (Minimum 55% [50% for candidates belonging to SC/ST]) + Ph.D.	V
6.	Graduation & PG second division (Minimum 55% [50% for candidates belonging to SC/ST]) + NET qualified	VI

9. The last date of submission of the documents by hand or post is **Date (Day)**. In any case, late submission entries will not be accepted. Candidates sending through post must ensure that the application is received in the department latest by **22nd November 2016 by 5:00PM.**

PLEASE NOTE: The candidate must ensure that all the details on the documents submitted are CLEARLY READABLE. In absence of complete and relevant documents/certificates submitted, department holds the right to reject the application, even if the candidate has been a part of the previous Ad-hoc panel. The onus of providing the relevant documents/certificates lies on the candidate.

Non-compliance with any of the above conditions would lead to out rightly rejecting the application.

9. Have you passed NET/JRF or its equivalent? : _____ Subject: _____
If yes, indicate the month & year of passing the Examination: _____

Note:

1. Applicants must attach the documents (self attested/attested) as per the point No. 7 given in the instructions (while attaching the documents along with the application form please follow the sequence as given in point No.7)

2. Do not attach any other document except as mentioned in point No.7 of the instructions.

DECLARATION

I declare that the information given in this application form is correct to the best of my knowledge and belief and nothing has been suppressed.

Received Application form for inclusion of name in the Supplementary Ad-hoc Panel – 2016-17, for the post of Assistant Professors in Commerce in the colleges from Mr./Ms/Dr. _____

Signature