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

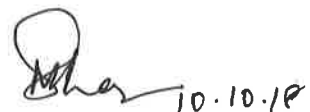
Date: 10th October, 2018

NOTICE

Supplementary Ad-hoc Panel (2018-2019)

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 form is available in 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 for receiving application form is **24th October, 2018**. In no case application received after this date will be entertained for inclusion in the Supplementary Ad-hoc panel 2018-19.



**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 10:00 AM – 12:30 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). The candidates, who are or have been awarded a Ph.D Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree) Regulation 2009, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of Assistant Professor or equivalent positions in University / Colleges/Institutes.

Provided further, the award of degree to candidates registered for the M.Phil / Ph.D programme prior to 11 July 2009, shall be governed by the provisions of the then existing Ordinances / Bylaws / Regulations of the Institutions awarding the degree and the Ph.D. Candidates shall be exempted from the requirement of NET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges/ Institutes subject to the fulfillment of the following conditions:-

- a) Ph.D Degree of the candidate awarded in regular mode only.
- b) Evaluation of the Ph.D thesis by at least two external examiners.
- c) Open Ph.D viva voice of the candidate has been conducted;
- d) Candidate has published two research papers from / based on his / her Ph.D. work out of which at least one must be in a refereed journal;
- e) Candidate has made at least two presentations in conferences / seminars, based on his/her Ph.D work.

(a) to (e) as above are to be **certified** by the Vice-Chancellor / Pro-Vice-Chancellor / Dean (Academic Affairs) / Dean (University Instructions).

(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)/OBC(NCL) category candidates) in aggregate in M.Com./MIB/ MHROD/ 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 (Central)** are considered and not state OBC. 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/OBC) + Ph.D.	V
6.	Graduation & PG second division (Minimum 55% [50% For candidates belonging to SC/ST/OBC) + NET qualified	VI

9. The last date of submission of the documents by hand or post is **24/10/2018 (Wednesday)**. 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 **24/10/2018 (Wednesday) 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.

For Office Use Only

Form No. _____

UG Percentage _____ Div. _____ PG Percentage _____ Div. _____
Is Net Exemption Claimed (Yes/No) _____ Criteria _____
Net/JRF qualified (Yes/No) _____ Subject _____
Ph.D. Completed (Yes/No) _____ Category _____
Any other Remark _____

**DEPARTMENT OF COMMERCE,
UNIVERSITY OF DELHI
DELHI – 110007**

**SUPPLEMENTARY AD-HOC PANEL: APPLICATION FOR THE EMPANELMENT
FOR AD HOC APPOINTMENT (ASSISTANT PROFESSOR IN COMMERCE) FOR THE
ACADEMIC YEAR 2018- 19**

The Head
Department of Commerce
University of Delhi, Delhi – 110007

Self attested
Photograph

Dear Madam,

I request you to kindly include my name in the panel of eligible candidates for the post of **Assistant Professor in Commerce (ad hoc)** in the constituent colleges of the University of Delhi for the academic year 2018-19. My particulars are given below. **Self-attested copies** of the certificates as required are enclosed.

Yours faithfully,

Dated: _____

(Signature of the Candidate)

1. Name: _____ (in Block Letters)
2. Gender [Please tick (✓) mark the category you belong to]:
Male Female Others
3. Category [Please tick (✓) mark the category you belong to and fill other particulars if OBC]:
General
OBC Caste in central list _____ S.No. in Central list _____ State _____
SC ST PWD
4. Father's Name: _____
5. Date of Birth: _____

