



VIKRAM UNIVERSITY, UJJAIN

No./adm./Estt./2022/3115

Date : 24/02/2022

EMPLOYMENT NOTICE FOR NON TEACHING POSTS

Applications in the prescribed form obtainable by the Vikram University, Madhav Bhawan, Kothi Road, Ujjain-456010 against Demand Draft of Rs. 1000/-unreserved candidates and Rs. 500/- for SC/ST/OBC/EWS candidates drawn in favour of the Registrar, Vikram University, Ujjain, payable at Ujjain, for the following Non Teaching posts in the University so as to reach the undersigned in university during office working hours on or before date 25-03-2022, duly completed by registered post or speed post only .The detailed information and application form can be downloaded from <http://www.vikramuniv.ac.in> and completed application form should be attached with the Bank draft.

NON-TEACHING POST :

- | | | | |
|---|---|----------------|------|
| 1. Director, Physical Education (Regular) | - | No. of Post-01 | (UR) |
| 2. University Librarian (Regular) | - | No. of Post-01 | (UR) |
| 3. *Professor, Dr Ambedkar Chair (Project Mode) | - | No. of Post-01 | (UR) |

*(Appointment to the post of Professor in Dr. Ambedkar Chair shall be made on deputation /contract basis By following the same procedure as followed in the appointment to such post in the university. Terms and Condition of UGC guideline issued for the purpose and guideline of Dr. Ambedkar Foundation, Ministry of social Justice & Empowerment, Govt of India ,New Delhi will be applicable .The appointment of professor Dr.Ambedkar Chair shall be made for a period of 5 years or co-terminus with the chair, whichever is earlier.)

Indication: UR – Unreserved,

- Note : (i) The qualifications and pay scales are as prescribed by the UGC Regulation 2018 and M.P. State Government respectively.
- (ii) The envelope containing the application should be prescribed as "APPLICATION FOR NON-TEACHING POST"
- (iii) The candidates who have applied for the above said posts earlier in response to the advertisement dated 23/08/2021 need to apply fresh without fee.


REGISTRAR

TERMS AND CONDITIONS

1. The prescribed format of application and other required materials may be downloaded from Vikram University Ujjain website, www.vikramuniv.ac.in in A-4 size paper.
2. Benefit of Fee relaxation and other related relaxation can only be availed by candidates of MP domicile upon submission of caste, domicile, income (In case of EWS candidate and OBC (Non Creamy Layer)), Divyaang certificate issued by competent authority of Govt of MP.
3. Divyaang candidates are fully exempted from payment of the prescribed fees on submission of relevant Disability Certificate issued by the competent authority.
4. In case the applicant wants to claim benefits under the Divyaang category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be attached with the application.
5. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications and Academic/Research scores, furnished with clarity, as laid down in the advertisement.
6. Applications should be supported by **good quality photocopies of relevant documents (self attested)** in all respects. Claims of educational qualifications should be supported by Certificates/Mark sheets. Applications not supported by documents shall be summarily rejected
7. The crucial date for reckoning possession of educational and other qualifications, possession of required experience, etc. is the last date of submission of application i.e 25-03-2022.
6. University shall not be responsible for any postal delay in case of receipt of application form.
7. Application after the last date, incomplete in any respect and any fresh paper/enclosures after the closing date, shall not be considered.
8. Candidate already in service should submit their application through Proper Channel. While an advance copy may be sent directly, a No Objection Certificate (NOC) or duly forwarded application should be produced at the time of interview.
9. Any change in the correspondence address, mobile/telephone no. and email address shall be communicated to the University, in writing.
10. The University shall verify the antecedents or documents submitted by a candidate, at any time, at the time of appointment or during the tenure of service. In case of fake documents, clandestine antecedents or suppression of information, services in the University shall be terminated.
11. The University reserves the right not to fill any of the post(s). There may be an increase or decrease in the number of posts advertised.
12. Separate application (along with application fee) should be filled for each post applied for.
13. Applicants awarded degrees by foreign Universities are required to submit Equivalence Certificate issued by Association of Indian Universities, New Delhi. The University reserves the right to require Equivalence Certificate for various degrees from any of the applicant.
14. Relaxations and concessions shall apply as per MP Govt/UGC norms.

15. The completeness of the submitted application is the sole responsibility of the applicant. Applicants are advised to send their applications well in advance and take into account possible delay due to pandemic situation. The University shall not be responsible for any delay/loss due to postal or technical reasons.
16. In case of any inadvertent mistake in the advertisement and in the process of selection, which may be detected at any stage, even after issue of appointment, the University reserves the right to modify/withdraw/cancel any communication made to the candidate.
17. On any matters related to the current advertisement and in the subsequent process of selection, any decision and/or interpretation of Vice-Chancellor, Vikram University, Ujjain shall be final.
18. Canvassing directly or indirectly at any stages of the recruitment processes will lead to disqualification.
19. **Experience Certificate:** All claims of experience (As per UGC norms) shall be supported by an Experience Certificate which is clear and complete in all respects.
 - a. The experience certificate (As per UGC norms) shall be in proper format i.e., it shall bear the organization's letter-head, bear the date of issue, specific period of work, name and designation of issuing authority along with signature and official seal.
 - b. Appointment letter and such other documents issued at the initial stage of appointment/engagement i.e., before completion of the experience under consideration shall not be accepted as valid proof of the period of work.
 - c. The decision of University in any matters related to Non-teaching/research/post- doctoral/professional experience shall be final.
20. Any type of corrigendum/addendum/amendments/notice/updation etc. related to this advertisement shall be uploaded on University website www.vikramuniv.ac.in only. The University will not be responsible for invalid/wrong email ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their e-mail, SMS and Vikram University, Ujjain website www.vikramuniv.ac.in for updates.
21. Whoever has more than two children after the dated 26-01-2001, will be not eligible for the appointment. The separate affidavit will be submitted for the information of children.
22. Last date of receipt of complete application is 25-03-2022. Separate application is required for different posts.
23. The application may be submitted to the **Registrar, Vikram University, Ujjain (MP)- 456010**. Applications should be sent only by Speed post /Registered post. Application shall not be accepted by hand in any case. Candidates must super-scribe the post applied for on the envelope.

Essential qualifications for the advertised Non-Teaching posts

1. The qualification and experience required for Non-teaching posts will be as per “UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018” and its amendments from time-to-time.
2. The time taken by candidates to acquire M. Phil. and/or Ph.D. degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. Further, the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience.
3. The candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M. Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their subsequent amendments from time to time, as the case may be will, only be considered.
4. From 14.06.2019, all the research papers must be published in UGC-CARE list Journals only and a proof of the same should be enclosed with application form.
5. Applicant for the post of Professor must fill in Annexure I and Annexure II. Each of the Academic/Research Score shall be supported by documentary evidence, without which no claim on account of Academic/Research score shall be entertained. Applications without Academic/research Score proforma-Annexure II (As the case may be) shall not be considered.
6. Application for the post of University Librarian must fill in Annexure I and Annexure II. All statement should be supported by documentary evidence , without which no claim will be entertained.
7. Applicant for the post of University, Director of Physical Education must fill in Annexure I and Annexure II .All statement should be supported by documentary evidence , without which no claim will be entertained.
8. Mere fulfilling eligibility conditions will not entitle any candidate to be called for interview. Stringent criteria will be applied for short-listing the candidates. The University reserves the right to place reasonable limit on the total number of candidates to be called for interview.

Minimum Qualifications as per UGC regulation 2018

1. UNIVERSITY LIBRARIAN

- a. A Master's Degree in Library Science/Information Science/Documentation with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.
- b. At least ten years as a Deputy Librarian in University Library or ten years of teaching as Associate Professor in Library Science in a University Department or fifteen years experience as a College Librarian.
- c. Evidence of innovative library services including the integration of ICT in a library.
- d. Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping and total research score of 120 as per the criteria given in Appendix III, Table 2..

2. University Director of Physical Education and Sports

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- a) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. and a total research score of 120 as per the criteria given in Appendix III, Table 2..
- b) Experience of at least ten years in Physical Education and Sports as University Deputy /college DPES (Academic Level 13A) or fifteen years as University Assistant DPES/College DPES (Selection Grade) or teaching for ten years in Physical Education and sports or Sports Science.
- c) Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.
- d) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.

II Physical Fitness Test Norms

- (a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- (b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN			
12 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1800 metres	1500 metres	1200 metres	800 metres
NORMS FOR WOMEN			
8 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1000 metres	800 metres	600 metres	400 tres

3. Professor, Dr Ambedkar Chair (Project mode):

Eligibility for Professor:

A.

1. An eminent scholar with Ph D. qualification(s) in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 research publication in the peer-reviewed of UGC-listed journals and a total research score of 120 as per the criteria given in Appendix III, Table 2.
2. A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and or research experience at equivalent level at the University /National level institutions with evidence of having successfully guided doctoral candidate.
3. Contribution to educational innovation, design of new curricula and courses , and technology – mediated teaching learning process.
4. The Candidate Professor should possess adequate knowledge and working experience on Dr. Ambedkar's thoughts and works and should possess proven commitment to the cause of Social Justice.

Or

B.

1. An outstanding professional, with Ph.D. in the relevant/allied/applied discipline from any academics/research institutions/industries who has made significant contributions to the knowledge in the concerned/allied/relevant discipline to be substantiated with documentary evidence.
2. The Candidate Professor should possess adequate knowledge and working experience on Dr. Ambedkar's thoughts and works and should possess proven commitment to the cause of Social Justice.

- **Applicants are required to submit their 'Application' with other 'Completed Formats-Annexure II ', depending upon the post applied by them, as follows:**

Annexure I		
Annexure I	Application Form	Common for all applicants
Annexure II	Proforma for Academic and Research Score	Required for applying the posts advertised. The proforma (Annexure II) should be filled up on the basis of Appendix III, Table 2 i.e., Methodology for University/College Teachers for calculating Academic and Research Score.

- **Note: (i) The proof of application fee deposit should be attached with Annexure I. Applications without proof of application fee submission shall be summarily rejected.**

For Office Use

ANNEXURE-I

Vikram University, Ujjain (M.P.)

(Application form – Prescribed format)

GENERAL INFORMATION AND ACADEMIC BACKGROUND

*Paste 1(one)
passport size
colour photograph
(Do not staple)*

1. *Name of post applied* :
2. *Name of Department applied for* :
3. *Advertisement No. & Date* :
4. *Transaction/Payment No.* _____ *Date* _____ *Amount: Rs.* _____
(Enclose copy of Application Fee payment receipt)
5. *Name of the applicant(in block letters)* :
6. *Gender (Male/Female/Transgender)* :
7. *Father's Name* :
8. *Mother's Name* :
9. *Date and Place of Birth* :
10. *Religion*
11. *Category-SC/ST/OBC/GEN* :
(Attach proof of caste, income certificate (In case of OBC-NCL and EWS))
12. *Whether Divyaang (Physically Handicapped)? :*
(If 'yes', Attach Proof)
13. *State of Domicile:*
14. *Contact Details:*

(a) Correspondence Address	(b) Permanent Address
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Break-up of Work Experience (to be filled up on the basis of S.N. 19 above)

S.N.	Nature of Experience	Years	Months	Days
19(a)	PG level Teaching Experience			
19(b)	UG level Teaching Experience			
19(c)	Post-Doctoral Research Experience			
19(d)	Other Work Experience			
	Total Experience			

19. Specialization :

20. Names and addresses of two referees (one may be the present employer):

(a)

(b)

22. List of Enclosures :

Note: All particulars should be supported by relevant documents.

23. Declaration by the Candidate:

I have read the detailed Employment Notice and I shall abide by all the terms and conditions of the advertisement.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which may impair my fitness for employment in the Vikram University, Ujjain.

Date :

Place :

Signature of the Candidate

ANNEXURE-II

ACADEMIC AND RESEARCH SCORE (ARS)**(For the posts advertised and all claims to be supported by documents)****(To be filled up on the basis of Appendix III, Table 2)****1. Research Papers in Peer-Reviewed or UGC listed Journals**

SN	Title of the paper, with Journal's name, Year of publication, Vol. No., Page Nos., etc.	ISBN/ISSN No.	Impact Factor, if any*	Author-ship**	Score

* Latest Impact Factor as per JCR-Thomson Reuter.

** For Authorship: Kindly indicate whether you are (i) Single Author (ii) First and Principal/Corresponding author/Supervisor/Mentor or (iii) Other Author/Co-author. This should be as per standard definition of the respective terms as applicable to the concerned discipline.

2. Publications (other than Research papers)**(a) Books authored**

SN	Publication Type*	Title of the Book Chapter/Book/ Conference Proceeding, with year of publication and other publication details.	ISBN/ISSN No.	Level International/ National	Author-ship**	Score
Total Score						

(b) Translation works in Indian and Foreign languages by qualified faculties

SN	Publication Type*	Title of the Book Chapter/Book/ Conference Proceeding, with year of publication and other publication details.	ISBN/ISSN No.	Level International/ National	Author-ship**	Score
Total Score						

* For Publication Type: Kindly indicate whether the publication is (i) Text/Reference/Subject Books, (ii) Edited/Translated Books, (iii) Chapters in Books/Full Paper in Conference Proceedings. For Conference Proceedings only full Papers will be considered, abstracts will not be considered.

**** For Authorship:** Kindly indicate whether you are (i) Single Author/Editor/Translator, (ii) First and Principal/Corresponding author/supervisor/mentor, (iii) Other Author/Co-author, (iv) First Editor/ translator or (v) Co-editor/Co-translator. This should be as per standard definition of the respective terms as applicable to the concerned discipline.

3. Creation of ICT mediated Teaching-Learning pedagogy and content development of new and innovative courses and curricula

(a) Development of Innovative pedagogy

SN	Brief description	Organization for which it was developed	Level: (PG/UG)	Score
Total Score				

(b) Design of new curricula and courses

SN	Brief description	Organization for which it was developed	Level: (PG/UG)	Score
Total Score				

(c) MOOCs

SN	Brief description	Organization for which it was developed	Level: (PG/UG)	Score
(i)	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 5 marks/credit)			
(ii)	MOOCs (developed in 4 quadrant) per module/lecture			
(iii)	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)			

(iv)	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 2 marks/credit)			
Total Score				

(d) E-Content

SN	Brief description	Organization for which it was developed	Level: (PG/UG)	Score
(i)	Development of e-Content in 4 quadrants for a complete course/e-book			
(ii)	e-Content (developed in 4 quadrants) per module			
(iii)	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)			
(iv)	Editor of e-content for complete course/paper/e-book			
Total Score				

4. Research Guidance/Research Projects

(a) Research Guidance

Level of Guidance	Number Enrolled	Thesis/Dissertation submitted		Degree Awarded		Score
		Period	Number	Period	Number	
Ph.D.						
M.Phil./P.G. dissertation		-	-			
Total Score						

(b) Research Projects Completed

SN	Title of Research Project	Funding Agency	Period	PI/Co-PI/ Joint PI	Amount	Score
Total Score						

(c) Research Projects Ongoing

SN	Title of Research Project	Funding Agency	Period	PI/Co-PI/ Joint PI	Amount	Score
Total Score						

(d) Consultancy

SN	Title of Consultancy Project	Funding Agency	Period	Amount	Score
Total Score					

5. Patents/Policy Document/Awards/Fellowship

(a) Patents

SN	Brief Description	Patent No.	Date of Award	Level: International/ National	Score
Total Score					

(b) Policy Document submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government

SN	Title of Policy Document	Name of Body/ Organization	Date of Submission	Level: International/ National/State	Score
Total Score					

(c) Awards/Fellowship

SN	Name of Awards/Fellowship	Awarding Agency	From _____ To _____	Level: International/ National	Score
Total Score					

6. Invited Lecture/Papers presented in Conferences/Seminars/Refresher/Orientation/FDP
(Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once. Merely attending the Conference, Seminar, FDP does not qualify for ARS. Accepted full paper must be presented during the Conferences/Seminars/FDP to qualify for ARS).

SN	Title of the Invited Lecture/Paper presented	Title of Conference/ Seminar etc.	Organised by	Date of Presenta- tion	Level: International (Abroad)/ International (within India)/ National/State /University	Score
Total Score						

SUMMARY OF ACADEMIC AND RESEARCH SCORE

Sl. No./ Category	Academic and Research Activity	Score
1	Research Papers in Peer-Reviewed or UGC listed Journals	
2	Publications (other than Research papers)	
3	Creation of ICT mediated Teaching-Learning pedagogy and content development of new and innovative courses and curricula	
4	Research Guidance/Research Projects	
5	(a) Patents	
	(b) Policy Document	
	(c) Awards (Scholarship)/Fellowship	
6	Invited Lecture/Papers presented in Conferences/ Seminars/Refresher/Orientation/FDP	
	Total Score = T	
	Score from [5(b)+6] = P	
	30% of Total Score = Q	
	Capped Total Score = T-(P-Q), if P>Q	
	No. of categories from which Academic/Research Score obtained by the applicant (score shall be from the minimum of three categories out of six categories)	

OTHER RELEVANT INFORMATION (Attach self-certified evidence, wherever possible):

- (a) Academic awards and distinctions:
- (b) Membership/Fellowship of Learned bodies/Societies:
- (c) Literary, cultural or other activities(e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (d) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier:

I certify that the information provided in the duly filled proforma is correct as per records enclosed.

Date :

Place :

Signature & Designation of the applicant

Appendix III

Table 2
Assessment Criteria and Methodology for the Posts Advertised
(Academic/Research)

(Assessment must be based on evidence produced by the teacher such as:
copy of publications, project sanction letter, utilization and completion
certificates issued by the University and acknowledgements for patent filing
and approval letters, students' Ph.D. award letter, etc.,)

Academic/Research Activity	Faculty of Sciences/Engineering/Agriculture/ Medical /Veterinary Sciences	Faculty of languages/Humanities/Arts/ Social Science /Library/Education/Physical Education/Commerce/Management & other related discipline
1. Research Papers Published in Peer Reviewed/UGC listed Journals	08 per paper	10 per paper
2. Books/ e-books authored which are published by International publishers National publishers Chapter in Edited Book Editor of Book by International Publisher Editor of Book by National Publisher *e-content (developed in 4 quadrants) per module MOOCs (developed) per module/lecture	10 08 05 10 08 05 05	10 08 05 10 08 05 05
3. Research Projects Completed: More than 10 lakhs Less than 10 lakhs Ongoing: More than 10 lakhs Less than 10 lakhs Consultancy:	10 05 05 02 03	10 05 05 02 03
4. Patents International National *Policy Document International National	10 07 10 07	10 07 10 07

State	04	04
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5. Research Guidance		
Ph.D.	10/per degree awarded 05/thesis submitted	10/per degree awarded 05/per thesis submitted
M.Phil./PG dissertation	02/degree awarded	02/per degree awarded
6. *Invited lectures / Resource Person /paper presentation		
International (Abroad)	7	7
International (within country)	5	5
National	3	3
State / University	2	2

The Research Score for papers would be augmented as follows:

Peer reviewed /UGC listed journals

- i) Paper in referred journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor >10 - 30 Points

Joint Publication:

- (a) Two authors: 50% of total value of publication for each author
- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

*** Note:**

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students the formula shall be 70/30. First Supervisor shall get 7 marks and co-supervisor 3 marks.
- In development of e-content in 4 quadrants for a complete course/e-book may be assigned points equivalent to authoring a book at national level, contribution to development of e-content modules in complete course/paper/e-book may be awarded points same as that of contributed chapters in edited book and editor of e-content for complete course/paper/e-book may be awarded points same as that for editor of a book by National Publisher.
- Development of various quadrants of complete MOOCs may be given the weightage similar to authoring a book, contribution to development of modules in a complete MOOCs may be awarded points same as contributed chapters in edited book and coordinator of MOOCs for complete course may be awarded points same as that for editor of a book by National Publisher.

- For the purpose of calculating research score of the person, the combined research score from the categories of **Policy Document** and **Invited lectures / Resource Person /paper presentation** shall have an upper capping of 30% of the total research score of the person.
- The research score shall be from the minimum of 3 categories out of 6 categories.