

MAHARSHI DAYANAND UNIVERSITY ROHTAK

No.CB-VIII/Misc./09/ 525-924

Dated: 6/1/2010

To

All the Directors/Principals of Self Financing  
Colleges/Institutions affiliated with  
M.D.University, Rohtak.

**Sub: Instructions for approval of appointment of Teaching Staff in Self  
Financing Professional Colleges/Institutions.**

Sir/Madam,

Please find enclosed herewith a copy of instructions for approval of appointment of Teaching Staff in self financing colleges/Institutions. You are, requested to follow these instructions strictly while appointing faculty members in your college/institutions otherwise proceedings of selection committee as well their appointments will not be approved by this University.

**Encls.: As above.**

Yours faithfully,  
*Bssehlant*  
04.12.09  
Superintendent (Colleges)  
For DCDC

**Instructions for approval of appointment of Teaching Staff in Self Financing Professional Colleges/Institutions.**

1. The post(s) must be advertised in two National dailies/News paper (one in Hindi & one in English) which must have wider circulation along with prescribed qualification of the post/s.
2. In the advertisement, it must also be specified that :-
  - i) The application form must be collected from the college office during office hours.
  - ii) Application must be in duplicate. One copy of the application should be submitted in the office of the Principal of the college and the other of the Dean, Colleges Development Council, M.D.University, Rohtak by Registered post or by hand against proper receipt. Application by ordinary post will in no case be considered.
  - iii) Last date for submission of application must be mentioned in the advertisement. All the applications must be entered in the diary Register of the college concerned. Application received after the expiry of the last date will in no case be considered.
  - iv) Candidates are required to fulfill the prescribed qualification as laid down by the Central Agency/State Govt./affiliating University.
  - v) Advertisement must be made by the President, Governing Body of the College for the post/s other than Class IV.
3. The selection of teachers would be done by the selection committee constituted by the self financing colleges as per qualifications laid down by the State Govt./affiliating University concerned (as per State Govt. Interim Policy/Guidelines issued by Director, Technical Education Department, Haryana) associating at least three outside experts (out of three at least one subject expert preferably may be from the affiliating University so that in case any discrepancy the factual position may be verified) in the concerned course of study, at the level of Professor. In exceptional cases, where Professor in the concerned course of study are not available, Sr. Asstt. Professor with more than five years experience may be taken as expert.

4. While making the appointment, the selection committee must check the following :-

- i) Photocopies of advertisement.
- ii) Availability of post.
- iii) To check the qualifications/experience as laid down by the affiliating University/State Govt.
- iv) Against one post there must be at least three candidates.
- v) The Proceedings of the selection committee may be sent to the University immediately after the interview along with synopsis of the applicants.
- vi) No appointment letter shall be issued till the approval of proceedings of the selection committee meeting is approved by the University; the selected teacher must join after granting approval.
- vii) The letter of appointment for the post other than peon and class IV categories must be issued by the Managing Committee, the appointing authority.
- viii) The case of approval of appointment while being sent to the University, the following must be attached :-
  - a) Complete teachers return filled in by the appointed person and duly stamped and countersigned by the Principal of the concerned college.
  - b) Copy of appointment letter.
  - c) Copy of joining report.
  - d) Copy of approval of proceedings of the selection committee.
  - e) One set of attested copies of Detailed Marks Cards of all the examinations, matric onwards, passed by the applicant and experience certificate.
  - f) Verification reports from Board/University concerned of all the examinations passed by the applicant as well as their experience.