



Haridev Joshi University of Journalism and Mass Communication, Jaipur

Important Information for the applicants of the post of Associate Professor

1. The applicants will be invited on a date to be notified on HJU website Recruitment tab for appearing before the Screening cum Evaluation Committee meetings which will be held at Jaipur.
2. Applicants will be required to appear before the Screening cum Evaluation committee as notified so that their eligibility can be checked and it can be further ascertained whether they stand in the list of shortlisted candidates who will be called to appear before the Selection Committee for subsequent process of selection.
3. Appearing before the committee is essentially required for evaluation by the committee for the purpose of short-listing applicants for the post. Failure to appear will imply that applicant is not interested in the post and application shall stand automatically rejected. No communication for the change of date will be entertained.
4. Applicants must bring and handover **Three** sets of spiral bounded each containing **CV** and **Seven research publications** in the peer reviewed or UGC listed journals which will be essential for eligibility and for consideration of the committee for shortlisting.
5. Please also bring following documents in specific along with other essential documents related to applications for verification and ascertaining eligibility.
 - 1) Date of Birth Certificate
 - 2) Aadhar Card
 - 3) If applicable, Valid Caste/Category Certificate issued by the Competent Authority in Rajasthan if applied in the reserved category. If applicable, Person with Disability certificate issued by the competent Medical Authority in the state of Rajasthan
 - 4) Mark-sheet of X (Secondary/High School or equivalent) Original and self attested Photostat copy
 - 5) Mark-sheet of XII (Senior Secondary/Higher Secondary/ Intermediate or equivalent) Original and self attested Photostat copy
 - 6) Mark-sheet of UG Examinations of the Bachelor degree(s) Original and self attested Photostat copy.
 - 7) Mark-sheet of PG Examination of the subject concerned Original and self attested Photostat copy.

- 8) Certificate regarding award of Doctoral Degree mentioning date of award.
 - 9) Degrees of UG, PG and Doctoral in Originals and self attested copies
 - 10) Appointment letters of all the post held and Minutes of the duly constituted selection Committee(for private institutions) of all appointments held in the scale of Assistant Professor. If any past service has been counted for the CAS the order of competent authority for the same.
 - 11) Service Certificates issued by Head of the Institution clearly mentioning the number of years services rendered with dates and certifying that salary has been paid in the prevailing UGC Scales of Assistant Professor. Please note that service rendered even with designation of Assistant Professor but not in the UGC scale will not be considered.
 - 12) Mark-sheets and degrees of all other examinations mentioned in your application form.
6. Please bring following documents in particular along with other essential documents you think fit for verification and computation of Academic/Research Score. If you fail to produce the documents before the Screening cum Evaluation Committee, the committee may not approve your claimed score. The Academic/Research Score is most important as the Shortlisting will be done based on Academic/Research Score of all otherwise eligible candidates. Minimum value of Academic/Research Score required for shortlisting is 75. Your application will stand automatically rejected if the Academic/Research Score is less than 75.

Reference: Table 2 of UGC Regulations 2018 for Methodology for University and College Teachers for Calculating Academic/Research Score

S.N.	Academic/Research Activity	Score	Documents required
1.	Research Papers in Peer-Reviewed or UGC listed Journals		
S1	Single Author Research Paper in Journals with Impact Factor >10	40	For each publication mentioned in the Application Form by you following documents will be essentially required to determine the Research Score. Failing which no score may be granted. (1) For UGC Listed Journals specify the Group I or II, Sr. No. and printout of UGC Care listing snapshot showing the journal taken from the https://ugccare.unipune.ac.in/apps1/home/index (2) For Peer Reviewed Journals proof showing that Journal is Peer-Reviewed. (3) For Impact Factor as per UGC Regulations Thomson Reuters list will only be
S2	Single Author Research Paper in Journals with Impact Factor between 5 and 10	35	
S3	Single Author Research Paper in Journals with Impact Factor between 2 and 5	30	
S4	Single Author Research Paper in Journals with Impact Factor between 1 and 2	25	
S5	Single Author Research Paper in Journals with Impact Factor less than 1	20	
S6	Single Author Research Paper in Journals without Impact Factor	15	
D1	Two Author Research Paper in Journals with Impact Factor >10	28	

D2	Two Author Research Paper in Journals with Impact Factor between 5 and 10	24.5	<p>considered. Attach the proof with each paper.</p> <p>(4) If you are First/Principal/Corresponding author in a research publication with more than two authors than the proof for the same.</p> <p>(5) The photostat copy of the cover page of Journal showing ISSN Number.</p> <p>(6) First page of Research Paper showing your name as author.</p> <p>(7) The Content page of Journal showing your paper.</p> <p>(8) Publications in the Newspaper, Magazine will not be counted and those published in Research Journals shall only be included in this category.</p> <p>(9) The aforesaid documents are required for each publication as Research Score will be based on it.</p> <p>Note: Applicants must bring and handover to Screening cum Evaluation Committee the Three sets of spiral bounded each containing CV and Seven research publications in the peer reviewed or UGC listed journals which will be essential for eligibility and for consideration of the committee for shortlisting.</p>
D3	Two Author Research Paper in Journals with Impact Factor between 2 and 5	21	
D4	Two Author Research Paper in Journals with Impact Factor between 1 and 2	17.5	
D5	Two Author Research Paper in Journals with Impact Factor less than 1	14	
D6	Two Author Research Paper in Journals without Impact Factor	10.5	
P1	More than two authors but First/Principal/Corresponding Author Research Paper in Journals with Impact Factor >10	28	
P2	More than two authors but First/Principal/Corresponding Author Research Paper in Journals with Impact Factor between 5 and 10	24.5	
P3	More than two authors but First/Principal/Corresponding Author Research Paper in Journals with Impact Factor between 2 and 5	21	
P4	More than two authors but First/Principal/Corresponding Author Research Paper in Journals with Impact Factor between 1 and 2	17.5	
P5	More than two authors but First/Principal/Corresponding Author Research Paper in Journals with Impact Factor less than 1	14	
P6	More than two authors but First/Principal/Corresponding Author Research Paper in Journals without Impact Factor	10.5	
M1	One of the Joint Author in More than two author Research Paper in Journals with Impact Factor >10	12	
M2	One of the Joint Author in More than two author Research Paper in Journals with Impact Factor between 5 and 10	10.5	
M3	One of the Joint Author in More than two author Research Paper in Journals with Impact Factor between 2 and 5	9	
M4	One of the Joint Author in More than two author Research Paper in Journals with Impact Factor between 1 and 2	7.5	
M5	One of the Joint Author in More than two author Research Paper in Journals with Impact Factor less than 1	6	
M6	One of the Joint Author in More than two author Research Paper in Journals without Impact Factor	4.5	
2. Publications (other than Research papers)			
(a) Books authored which are published by ;			
	International publishers	12	<p>For each Book mentioned in the Application Form by you under this category, following documents will be essentially required to determine the Academic/Research Score. Failing which no score may be granted.</p> <p>(1) The photostat copy of the cover page of your book clearly showing your name as author.</p> <p>(2) The ISBN Number of the book.</p> <p>(3) Proof of publisher being International/National duly certified by the publisher.</p>
	National Publishers	10	

	Chapter in Edited Book	05	For each Book mentioned in the Application Form by you under this category, following documents will be essentially required to determine the Academic/Research Score. Failing which no score may be granted. (1) The photostat copy of the cover page of your book. (2) The Content Page showing the title of the Chapter and mentioning you as author. (3) The first page of the Chapter(s) written by you in the book. (4) The ISBN Number of the book.
	Editor of Book by International Publisher	10	For each Book mentioned in the Application Form by you under this category following documents will be essentially required to determine the Academic/Research Score. Failing which no score may be granted. (1) The photostat copy of the cover page of your book clearly showing your name as Editor. (2) The ISBN Number of the book. (3) Proof of publisher being International/National duly certified by the publisher.
	Editor of Book by National Publisher	08	
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	For each Chapter or Research Paper or Book mentioned in the Application Form by you under this category following documents will be essentially required to determine the Academic/Research Score. Failing which no score may be granted. (1) The photostat copy of the cover page of your book or chapter or research paper clearly showing your name as Translator. (2) The ISBN Number of the book.
	Book	08	
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	Certificate issued by the Head of the Institution to the effect where the Development of Innovative Pedagogy was achieved and delivered.
	(b) Design of new curricula and courses per curricula/course	02	Certificate issued by the Registrar of the University for which the Development of new curricula and course was done clearly specifying your capacity and role. Photostat copy of the designed Curricula or Course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	The certificate issued by the competent authority administering the MOOC clearly specifying that you have completed the development of MOOCs or acted as Course Coordinator, as claimed by you.
	MOOCs (developed in 4 quadrant) per module/lecture	05	
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	The title of the MOOC course, the particulars about module(s) and course clearly specifying the credits. The web link of MOOC be provided.
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	The certificate issued by the competent authority administering the E-Content clearly specifying that you have completed the development of E-Content or acted as Editor, as claimed by you. The title of the E-Content, the particulars about
	e-Content (developed in 4 quadrants) per module	05	
	Contribution to development of e-content module incomplete course/paper/e-book (at least one quadrant)	02	

	Editor of e-content for complete course/ paper /e-book	10	module(s) and course clearly specifying the credits. The web link of MOOC be provided.
4.	Research and Consultancy		
4	(a) Research guidance		
	Ph.D. Awarded (Sole Supervisor)	10	Certificate issued by the Registrar or other designated authority of the University regarding the Ph.D. awarded under your guidance specifying name and Registration number, Year of Award.
	Ph.D. Awarded (In Joint Supervision)	07	
	Ph.D. Submitted (Sole Supervisor)	05	
	Ph.D. Submitted (In Joint Supervision)	03.5	
	M.Phil. Dissertation (Degree Awarded)	02	Certificate issued by the Head of the Department or Controller of Examination of the University regarding the M.Phil./ PG students who have submitted Dissertation under your guidance specifying name and Registration number, Year of Award.
	PG Dissertation (Degree Awarded)	02	
	(b) Research Projects Completed		
	More than 10 lakhs (Sole Principal Investigator)	10	Grant letter issued by the Funding Agency, Certificate of Completion of the Project issued by the competent authority of Institution and copy of Utilization Certificate. A one-page summary about each Research Project.
	More than 10 lakhs (Co-Investigator Involved))	05	
	Less than 10 lakhs (Sole Principal Investigator)	05	
	Less than 10 lakhs (Co-Investigator Involved))	02.5	
	(c) Research Projects Ongoing :		
	More than 10 lakhs (Sole Principal Investigator)	05	Grant letter issued by the Funding Agency, Certificate that the Project is ongoing issued by the competent authority of the Institution. A one-page summary about each Research Project.
	More than 10 lakhs (Co-Investigator Involved))	02.5	
	Less than 10 lakhs (Sole Principal Investigator)	02	
	Less than 10 lakhs (Co-Investigator Involved))	01	
	(d) Consultancy	03	Recommendation Letter issued by the agency which has availed consultancy. A one page write up for each consultancy work undertaken..
5.	Patents, Policy Documents, Awards/Fellowship		
	(a) Patents		
	International	10	Patent Certificate issued by the Competent Authority
	National	07	
	(b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	Appreciation Letter issued by the International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government in reference to your involvement in the Policy document, clearly specifying the document particulars.
	National	07	
	State	04	
	(c) Awards/Fellowship		
	International	07	Certificate of Award/Fellowship issued by the competent body. The committee has right to decline points on any award or fellowship which it consider is of no-relevance to the post.
	National	05	
6.	Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	
	International (within country)	05	
	National	03	
	State/University	02	

Note:

- 1) For the purpose of calculating Academic/Research score of the teacher, the combined Academic/Research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total Academic/Research score of the teacher concerned.
 - 2) The Academic/Research score shall be from the minimum of three categories out of six categories.
7. Please bring printout of duly signed following Summary Table keeping only Rows relevant for you for Summary Report of Evaluation by the Committee.

S.N.	Academic/Research Activity	Score (A)	Number of such cases (B)	Total Score Claimed (C)=(A)X(B)	Score Approved by the Committee [Please leave Blank]
1.	Research Papers in Peer-Reviewed or UGC listed Journals				
S1	Single Author Research Paper in Journals with Impact Factor >10	40			
S2	Single Author Research Paper in Journals with Impact Factor between 5 and 10	35			
S3	Single Author Research Paper in Journals with Impact Factor between 2 and 5	30			
S4	Single Author Research Paper in Journals with Impact Factor between 1 and 2	25			
S5	Single Author Research Paper in Journals with Impact Factor less than 1	20			
S6	Single Author Research Paper in Journals without Impact Factor	15			
D1	Two Author Research Paper in Journals with Impact Factor >10	28			
D2	Two Author Research Paper in Journals with Impact Factor between 5 and 10	24.5			
D3	Two Author Research Paper in Journals with Impact Factor between 2 and 5	21			
D4	Two Author Research Paper in Journals with Impact Factor between 1 and 2	17.5			
D5	Two Author Research Paper in Journals with Impact Factor less than 1	14			
D6	Two Author Research Paper in Journals without Impact Factor	10.5			
P1	More than two authors but First/Principal/Corresponding Author Research Paper in Journals with Impact Factor >10	28			
P2	More than two authors but First/Principal/Corresponding Author Research Paper in Journals with Impact Factor between 5 and 10	24.5			
P3	More than two authors but First/Principal/Corresponding Author Research Paper in Journals with Impact Factor between 2 and 5	21			

P4	More than two authors but First/Principal/Corresponding Author Research Paper in Journals with Impact Factor between 1 and 2	17.5			
P5	More than two authors but First/Principal/Corresponding Author Research Paper in Journals with Impact Factor less than 1	14			
P6	More than two authors but First/Principal/Corresponding Author Research Paper in Journals without Impact Factor	10.5			
M1	One of the Joint Author in More than two author Research Paper in Journals with Impact Factor >10	12			
M2	One of the Joint Author in More than two author Research Paper in Journals with Impact Factor between 5 and 10	10.5			
M3	One of the Joint Author in More than two author Research Paper in Journals with Impact Factor between 2 and 5	9			
M4	One of the Joint Author in More than two author Research Paper in Journals with Impact Factor between 1 and 2	7.5			
M5	One of the Joint Author in More than two author Research Paper in Journals with Impact Factor less than 1	6			
M6	One of the Joint Author in More than two author Research Paper in Journals without Impact Factor	4.5			
Sub Total of Score in 1.					
2.	Publications (other than Research papers)				
	(a) Books authored which are published by ;				
	International publishers	12			
	National Publishers	10			
	Chapter in Edited Book	05			
	Editor of Book by International Publisher	10			
	Editor of Book by National Publisher	08			
	(b) Translation works in Indian and Foreign Languages by qualified faculties				
	Chapter or Research paper	03			
	Book	08			
Sub Total of Score in 2.					
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula				
	(a) Development of Innovative pedagogy	05			
	(b) Design of new curricula and courses per curricula/course	02			
	(c) MOOCs				
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20			
	MOOCs (developed in 4 quadrant) per module/lecture	05			
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02			
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08			
	(d) E-Content				
	Development of e-Content in 4 quadrants for a complete course/e-book	12			
	e-Content (developed in 4 quadrants) per module	05			

	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02			
	Editor of e-content for complete course/ paper /e-book	10			
	Sub Total of Score in 3.				
4	(a) Research guidance				
	Ph.D. Awarded (Sole Supervisor)	10			
	Ph.D. Awarded (In Joint Supervision)	07			
	Ph.D. Submitted (Sole Supervisor)	05			
	Ph.D. Submitted (In Joint Supervision)	03.5			
	M.Phil. Dissertation (Degree Awarded)	02			
	PG Dissertation (Degree Awarded)	02			
	(b) Research Projects Completed				
	More than 10 lakhs (Sole Principal Investigator)	10			
	More than 10 lakhs (Co-Investigator Involved))	05			
	Less than 10 lakhs (Sole Principal Investigator)	05			
	Less than 10 lakhs (Co-Investigator Involved))	02.5			
	(c) Research Projects Ongoing :				
	More than 10 lakhs (Sole Principal Investigator)	05			
	More than 10 lakhs (Co-Investigator Involved))	02.5			
	Less than 10 lakhs (Sole Principal Investigator)	02			
	Less than 10 lakhs (Co-Investigator Involved))	01			
	(d) Consultancy	03			
	Sub Total of Score in 4.				
5	(a) Patents				
	International	10			
	National	07			
	(b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)				
	International	10			
	National	07			
	State	04			
	Sub Total of Score in 5.b				
	(c) Awards/Fellowship				
	International	07			
	National	05			
	Sub Total of Score in 5.				
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)				
	International (Abroad)	07			
	International (within country)	05			
	National	03			
	State/University	02			
	Sub Total of Score in 6.				
	Grand Total of all Score Above				
	Sub Total of Score in 5.b and 6				

<i>If Subtotal of Score in 5.b and 6 is more than 30 percent of the Grand Total of all Score. If yes, specify the thirty percent of the Grand Total here as Capped Score</i>		
<i>Sub Total of Score in 1.</i>		
<i>Sub Total of Score in 2.</i>		
<i>Sub Total of Score in 3.</i>		
<i>Sub Total of Score in 4.</i>		
<i>Sub Total of Score in 5. (a) & (c) [Excluding 5.(b)]</i>		
<i>Capped Subtotal of 5.(b)and 6.</i>		
<i>Whether have scored at least in three categories out of six categories, Yes/ No?</i>		
GRAND TOTAL OF ACADEMIC/RESEARCH SCORE <i>(With application of Capping if applicable)</i>		
Remarks if any (Leave Blank)		

8. No TA and DA will be paid for the appearance before the screening cum evaluation committee or the Selection Committee. Further the appearance before the committee does not imply that you will be shortlisted or called for the Interview.
9. The list of Post Code Serial Number (ID) of candidates selected by the Screening cum Evaluation Committee for the Interview will be displayed later on the website and only those shortlisted will be sent communication to appear before the Selection Committee as per the Interview Schedule through e-mail.
10. The decision of the Screening cum Evaluation Committee shall be final and binding. No representation in reference will be entertained.