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# JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

**(Established** **by** **Govt.** **Act** **No.** **30** **of** **2008)**

**Kukatpally,** **Hyderabad** **– 500** **085,** **Telangana,** **India**

Cir. No: JNTUH /DAAA/DACA/SCM/Schedule/2024 Date: 07-11-2024

**CIRCULAR**

The Managements of Affiliated Colleges, those who have requested for faculty selections in the cadre of Assistant Professor are hereby informed that the faculty selection interviews are scheduled from **12th** **to** **20th** **November,** **2024**. The faculty selection interviews will be conducted at the **New** **Admission** **Block,** **JNTUH.** The detailed schedule is herewith enclosed.

It is also to inform that the Selection Committee for the post of Assistant Professor shall consists of the following persons:

1. **The** **Chairperson** **of** **the** **Governing** **Body** **or** **his/her** **nominee,** **from** **amongst** **the** **members** **of** **the** **Governing** **body,** **who** **shall** **be** **the** **Chairperson** **of** **the** **Selection** **Committee.**
2. The Principal of the College.
3. The Head of the Department / Teacher-In charge of the concerned subject from the college.
4. Two nominees of the Vice-Chancellor of the affiliating University, of whom one should be a subject-expert **(to** **be** **nominated** **by** **the** **University).**
5. Two subject-experts not connected with the college who shall be nominated by the Chairperson of the College governing body **(The** **College** **Need** **to** **bring** **two** **subject** **experts** **from** **the** **panel** **of** **five** **names** **not** **less** **than** **Professor** **cadre** **and** **should** **be** **ratified)**.
6. An academician representing SC/ST/OBC/Minority/ Women/ Differently-abled categories, if any of candidates belonging to any of these categories is the applicant (**College** **Need** **to** **bring** **if** **any** **SC/ST/OBC/Minority/Women/** **Differently-abled** **categories** **candidate** **is** **attending** **the** **interview**).

**It** **is** **mandatory** **to** **submit** **the** **following** **documents** **by** **the** **College** **to** **the** **Vice** **Chancellor** **Nominees** **at** **the** **time** **of** **interview.** **If** **any,** **document** **is** **not** **submitted** **the** **interview** **will** **not** **be** **conducted:**

1. The latest copy of the minutes of the Governing Body.
2. An Undertaking letter with regard to the Genuineness of faculty Certificates by duly verifying the certificates of the candidates by the internal Committee members of the College.
3. Nomination letter issued by the Chairperson of the Governing Body, in the absence of Chairperson of the Governing Body (The nominee of Chairperson shall be from amongst the members of the Governing body). **The** **Interview** **shall** **not** **be** **conducted** **if** **the** **nominated** **person** **is** **not** **a** **member** **of** **the** **Governing** **body.**
4. Nomination letter issued by the Chairperson of the Governing Body, in the absence of Principal of the College.
5. Nomination letter issued by the Principal, in the absence of Head of the Department.
6. SCM Copies of two subject experts attending the interview

For any further clarifications in this regard, please contact DAAA / DACA : **8008421860**

To

The Managements Concerned.

Copy to: PA to Vice-Chancellor / Rector / Registrar, JNTUH for information.

**Sd/-** **REGISTRAR**

**UNDERTAKING**

**(To** **be** **given** **on** **College** **Letterhead)**

# (Consideration of authorization letters for the nominees in the absence of Chairman / Secretary / Principal after the Faculty Selections Process)

**Submitted** **to** **the** **REGISTRAR,** **JNT** **University** **Hyderabad,** **Kukatpally,** **Hyderabad** **by** **the** **Affiliated** **College** **Management** **for** **the** **Faculty** **Selections** **Process.**

We, **<Name>**, Chairman/ Secretary, **<Name** **of** **the** **Trust/Society>**, son of

, aged years and, resident of and **<Name>**, Principal / Director, **<Name** **of** **the** **Institution>**, son of , aged

years and, resident of , hereby give an undertaking that, the authorization letters deputing the nominees are not submitted to the University in the absence of Chairman / Secretary / Principal on the day of the faculty selection interviews.

Please consider the authorization letters submitted after the faculty selection process and request to issue the Selection committee minutes.

**Date:**

**Place:**

**Name** **and** **Signature** **of** **the** **Name** **and** **Signature** **of** **the** **Chairperson/Secretary** **of** **the** **Society** **Principal/Director** **of** **the** **Institution**

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## UNDERTAKING BY THE COLLEGE MANAGEMENT WITH REGARD TO FACULTY MEMBERS ARE POSSESSING GENUINE CERTIFICATES

**NOTE:**

1. **UNDERTAKING** **(on** **Rs.100** **stamp** **paper)** **and** **to** **be** **notarized** **from** **Notary** **Public.**
2. **Retain** **Paragraph(s)** **/** **Table(s)** **as** **applicable.** **Strictly** **No** **editing/changing** **sentences** **are** **permitted.**
3. **To** **be** **Submitted** **to** **the** **Registrar,** **Jawaharlal** **Nehru** **Technological** **University** **Hyderabad** **by** **the** **College** **Management** **for** **the** **faculty** **members** **who** **attended** **faculty** **selections** **on**

## FORMAT

I/ We, <Name>, Chairman/ Secretary,<Name of the Trust/ Society/ Company>, son of ….., aged ….., resident of ….., do hereby solemnly affirm, state on oath and undertake to comply with the following in connection with my/ our applications to the University for faculty selections:

* 1. It is stated and hereby undertaken that it shall be the responsibility of the

……………..……..**<**mention the name of concerned College / Institute Management**>** to verify the eligibility criteria and genuineness of the Certificates of the candidates who are applying for the post of faculty, to be in accordance with AICTE/PCI norms.

* 1. It is stated and hereby undertaken that for direct recruitment, after Scrutiny of applications based on the eligibility criteria and depending on the number of eligible applicants, if necessary, screening test will be conducted and the shortlisted candidates in the ratio of 1:4 will be called for interview in the form of call letter either by post or by email. The responsibility of verification of eligibility of the applied candidates as per AICTE/PCI norms solely lies with the ……………..……..**<**mention the name of concerned College / Institute Management**>**. We further undertake and understand that in case it is found at a later date that a faculty recruited is not qualified as per AICTE/PCI norms or produced fake certificates, the College / Institute shall solely be liable for punitive action which include disaffiliation of the College.
  2. That the facts stated in this Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.
  3. That I/we are deposing this Undertaking with free will and are not under any coercion from anybody.

Signature of the Chairperson / Secretary Name, Mobile No., Email I.D. & Address: