



BIKANER TECHNICAL UNIVERSITY, BIKANER
बीकानेर तकनीकी विश्वविद्यालय, बीकानेर
OFFICE OF THE DIRECTOR ACADEMIC AFFAIRS

BTU/Acad./F(17)01/2018-19/01

Date: 08/05/2019

To,

The Principal/Director
All Affiliated Colleges of BTU

Sir

As per the office order No. BTU/537 dated 05-06-2018, Hon'ble Vice Chancellor has approved the adoption of present regulations and time to time modified regulations of Rajasthan technical University, Kota for the smooth working in the Academic Affairs and Examination. Therefore, The affiliated colleges are required to follows the similar procedure as specified in the RTU guidelines for staff/faculty recruitment and VC nominee for the selection process.

The University shall recognize the faculty who have been duly selected (following procedure specified in guidelines) and designated as per faculty cadre & qualification of AICTE norms. The faculty members who have been appointed earlier to the issue of this notification are also required to undergo the selection process in the presence of VC nominee in order to be declared as duly selected.

- Encl.: 1. Notification regarding guidelines for staff/faculty recruitment and VC nominee.
2. Format for report submission for VC nominee (Form 1)
3. Statement showing the present/absent of the candidate. (Form 2)
4. Format for marks given by interview committee members. (Form 3)
5. AICTE norms for faculty cadre & qualification

Yours Sincerely

Director, Academic Affairs



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NOTIFICATION

(Ref. No: RTU/Acad./F(17)18/2015/ 790, Dated 27.05.2015)

GUIDELINES TO INSTITUTES FOR STAFF RECRUITMENT AND V.C.NOMINEE FOR THE SELECTION PROCESS

(A) ADVERTISEMENT

The Institute has to publish detailed advertisement for the interview in at least all editions of one leading Rajasthan daily news paper and one English news paper, Rajasthan edition. The minimum size should be 4 x 4 inches.

The advertisement must consist of designation(s), no. of vacancies, date, time, venue and description of eligibility criteria and also strictly mentioning that salary will paid as per 6th pay scale of AICTE. Walk-in interviews, without intimation to BTU are strictly rejected.

(B) SELECTION COMMITTEE

Institute has to constitute selection committee according to prescribed norms of AICTE, New Delhi. Following are the recommendations (minimum 5 members as below):

- 1) One member nominated by the Honorable Vice Chancellor BTU.
- 2) Two members as external subject experts, not below the cadre/post of vacancies.
- 3) Two members from management, nominated by the Chairman of the trust.

(C) REQUEST LETTER FOR VC NOMINEE

Institute has to submit a request letter with different post(s), date, time and venue of scheduled interview program at least 15 working days before the date of interview to Bikaner Technical University for VC nominee with original copy of advertisement (Date and name of news paper must be readable)

(D) SUBMISSION OF FILE

Institute has to submit the complete file of selection procedure comprising of following documents duly signed by the selection committee after the completion of interview process.

- (a) Original copies of advertisement. Date and name of news paper must be readable.
- (b) Appointment letter of VC nominee.
- (c) List of all the application received.
- (d) Reason for rejecting any application.
- (e) Minutes of selection committee with signature of all the members.



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- (f) VC Nominee has to fill *Form - 1* compulsory at the time of interview and send to university by post within 10 days after completion of interview. It should not be sent at the time of file submission.
- (g) Candidate attendance sheet as per prescribed format *Annexure - 1*.
- (h) Evaluation sheet with signature of all the committee members as per prescribed format *Annexure 2*.
- (i) Document list for selected candidates. All the documents must be self attested & counter signed by head of institute.
 - a) School Leaving Certificate/PAN Card copy/License/Aadhar Card/Passport (One Photo id Compulsory).
 - b) Degree Certificate(s).
 - c) Last two semester's mark sheet.
 - d) All experience letters (if applicable).
 - e) Govt. Gazette Copy/Marriage Certificate for confirmation of candidate name (if applicable).
 - f) Other University Endorsement Letter (if applicable).
 - g) UGC approval letter for the degree awarding universities outside of Rajasthan.
 - h) AIU equivalent certificate for University out of India.

Important Note:

- (1) Institute has to provide all logistics related to travel and stay for the VC nominee. In case VC nominee travels by his/her own car, travelling expanse shall be borne by the institute at the rate as per BTU norms.
- (2) Honorarium for nominated member shall be at par with remuneration paid to BTU Inspectors for affiliation inspection work and shall be borne by the institute.



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BIKANER TECHNICAL UNIVERSITY
Form – 1

V.C. Nominee require to fill the form for recruitment of director/Principal/Faculty positions

This form is required to be filled by the Director/Principal of Institute immediately after completion of the interview and signed by V.C. Nominee will send it to the Director (Academics) of BTU, Bikaner.

SN Particulars Information Fill by V.C. Nominee

1. Name of V.C. Nominee :

2. College Name & Code :

3. Date of Interview :

4. Date of Advertisement :

Details of vacancy
5. (Subjects wise) :

6. Advertisement : :

i. Name & Date of Newspaper in which Advertisement published?

1) _____

2) _____

ii. Does last date of application : mentioned in news paper?

iii. Is it mentioned in the news : paper that application will not be accepted without copy of educational mark sheets & other degrees?

iv. Is copy of the advertisement : sent to the University? If yes, then mention the date.

7. Applications (Subjects wise) :

i. Total No. of Applications received.: _____

ii. No. Of eligible candidates:

iii. No. Of not eligible candidates:



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8. No. of candidates present in the Interview (Subject wise):

9. List of Selected Candidates (In order of the merit):

1. Name & Post
2. Name & Post
3. Name & Post
4. Name & Post

Date: ___/___/___

V.C. Nominee Sign. & Designation



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THE STATEMENT SHOWING THE PRESENT /ABSENT OF THE CANDIDATE AT THE TIME OF INTERVIEW
(Form - 2)

NAME & ADDRESS OF COLLEGE :

COLLEGE CODE NUMBER :

NAME OF POST :

DATE OF INTERVIEW :

PLACE AND TIME :

LAST DATE OF ADVERTISEMENT :- --/--/----

SN	NAME OF CANDIDATE	DATE OF BIRTH	EDUCATIONAL QUALIFICATIONS						DETAILS OF EXPERIENCE	SIGNATURE OF CANDIDATE	REMARK
			NAME OF UG / PG/PhD DEGREE	CLASS OBTAINED	% OF MARKS	BRANCH / SPECIALIZATION	YEAR OF PASSING	NAME OF UNIVERSITY			

Director / Principal

(Signature with seal)



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DETAILS OF MARKS GIVEN BY INTERVIEW COMMITTEE MEMBERS (Form - 3)

NAME & ADDRESS OF COLLEGE :

COLLEGE CODE NUMBER :

NAME OF THE POST :

DATE OF INTERVIEW : ____/____/____ Last Date of Advertisement : ____/____/____

PLACE AND TIME :

SN	NAME OF CANDIDATE	INTERVIEW COMMITTEE MARKING					TOTAL MARKS	ELECTION MERIT NUMBER	REMARKS
		V.C. NOMINEE	SUBJECT EXPERT-1	SUBJECT EXPERT-2	MANAGEMENT REPRESENTATIVE 1	MANAGEMENT REPRESENTATIVE 2			

SIGNATURE OF ALL SELECTION COMMITTEE MEMBERS WITH DESIGNATION

V.C. NOMINEE

SUBJECT EXPERT-1

SUBJECT EXPERT-2

MANAGEMENT
REPRESENTATIVE 1

MANAGEMENT
REPRESENTATIVE 2

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