

STANDARD OPERATING PROCEDURE
NEW FACULTY RECRUITMENT, PROMOTION, and REGULARIZATION



BIRLA INSTITUTE OF TECHNOLOGY
(A Deemed to be University u/s 3 of UGC Act, 1956) MESRA, RANCHI - 835 215
JHARKHAND, INDIA

POLICY

1. Coverage

These guidelines are issued in accordance with the minimum qualifications and requirements outlined in the UGC Guidelines for the Recruitment of New Faculty Members across various academic levels. Birla Institute of Technology (BIT) Mesra makes the necessary amendments based on the Institute's requirements to maintain high standards of education and research. The criteria for recruitment, or the type of requirement or promotion, are based on the quality and targets that the Institution aims to achieve in the near future.

2. The Faculty Recruitment Process

The recruitment process begins with an open advertisement for new faculty positions on the Institute Website (www.bitmesra.ac.in) and, if required, through print and social media. The step-by-step process to be followed during the recruitment process for various positions is outlined in the **Table. 1**.

3. The Recruitment Guidelines

The UGC 2018 guidelines on minimum qualifications will be broadly adopted. (https://www.ugc.gov.in/pdfnews/4033931_UGC-Regulation_min_Qualification_Jul2018.pdf). The Institute provides guidelines from time to time on recruitment/promotion that are deemed necessary to maintain the quality of education/research, and to promote the betterment of the Institute. Typically, advertisements for new faculty recruitment through open positions or Career Growth Scheme (CGS) contain most of the necessary information and specific guidelines related to the recruitment process, including eligibility, experience (desirable or mandatory), specialization, campus, and other relevant details.

4. Type of positions, Pay Scales, and Age of Superannuation:

The Institute generally offers the following faculty positions to maintain an adequate faculty-to-student ratio, in line with the targets the Institution aims to achieve in the near future.

- Assistant Professor
- Associate Professor
- Professor
- Visiting Faculty (Visiting Assistant Professor/Associate Professor/Professor)
- Adjunct Faculty (Adjunct Assistant Professor/Associate Professor/Professor)
- Guest Faculty (Guest Assistant Professor/Associate Professor/Professor)
- Professor of Practice (PoP) (Assistant PoP/ Associate PoP/ PoP)
- Chair Professor/Chair

The nature of faculty appointments may be regular or contractual, as required. The pay scale for regular appointments follows scales such as AL10, AL11, AL12, AL13A, or AL14, as per UGC guidelines. The competent authority provides further guidelines on allowances and other benefits, if applicable, to employees of BIT Mesra.

In addition to regular and/or permanent positions, the Institute also offers contractual positions that last from a few months to a year or more based on the Institute's requirements and vacancy position availability. Contractual staff typically enjoy a consolidated salary with provisions for extensions and increments, based on an overall performance review by an expert committee, followed by approval from the competent authority.

BIT Mesra may offer a new faculty position or promotional opportunity to an internal candidate (a BIT employee) to join on a consolidated pay basis through a contract appointment, as per the Institute's requirements. Those faculty members who are on contract and/or receive consolidated pay may need to apply through an open advertisement (not internal), as may be advertised from time to time, to explore the possibility of securing a regular position through an open selection process that may involve selection by an expert committee. The selection for regular positions will be competitive and without any bias or constraints from among the eligible applicants. Thus, despite their contractual position at BIT, they must compete in an open selection process. The Institute is not obliged to give any priority or special consideration to internal faculty members in an open selection process.

Subject to the availability of positions and requirements, the faculty members may be re-employed on a contractual appointment beyond the age of superannuation up to the age of seventy years. Further, all such re-employment shall strictly follow the guidelines prescribed by the UGC and BIT norms, as declared from time to time.

5. Selection Process

To enhance the credibility of the system, BIT Mesra will assess the ability for teaching and/or research aptitude through a seminar or lecture (in online or offline mode) in a classroom setting or through a discussion with experts or faculty members on the ability to utilize the latest technology, i.e., in teaching and research at the interview stage.

Overall, the selection process (Table 1) follows a three-step screening-cum-selection process as follows:

5A. Screening of the application form for shortlisting: The Departmental Screening Committee (constituted as below) verifies eligibility following the advertisement, desirable experience, and domain-specific knowledge and expertise.

Screening Committee:

Member 1: Chairperson: HoD

Member 2: Department Faculty Member, Nominated by HoD

Member 3: Department Faculty Member, Nominated by HoD

Member 4: Department Faculty Member, Nominated by DoFA

5B. Conceptual and Technical Assessment: The Departmental Expert Committee (constituted as below), under the chairmanship of the Head of Department, invites shortlisted candidates who qualified in the screening round to present their research and teaching abilities. The committee may conduct a written test (if required) to assess the candidature for the technical presentation round. Mere eligibility will not guarantee a call for an interview. The Departmental Expert Committee will reserve the right to decide how many of the eligible candidates, based on teaching-cum-research presentations and interaction, are suitable to appear in the interview for final selection.

The committee will shortlist the successful candidates and recommend them for the next round.

Departmental Expert Committee:

Member 1: Chairperson: HoD

Member 2: Department Faculty Member, Nominated by HoD

Member 3: Department Faculty Member, Nominated by HoD

Member 4: Department Faculty Member, Nominated by DoFA

Member 5: Faculty member from Allied Department/ Campus Nominated by DoFA

5C. Final Interview: An Institute-level final selection committee will be formed for the Final interview process, comprising the Vice Chancellor (Chairperson), Chancellor's Nominee, External Expert(s), HoD (exofficio), and the Dean of Faculty Affairs (DoFA). Candidates shortlisted from the 2nd step appear for an Interview before the Committee. The final selection is based on the committee's recommendations.

6. Promotion / Regularization Guidelines

The Institute implements a Career Growth Scheme (CGS) for internal faculty promotion and/or regularization, and communicates and circulates it internally. Only internal faculty can apply for promotion/regularization under CGS.

The above-mentioned 3-step screening process (5A-C), employed in the faculty recruitment process, is applicable in the promotion/regularization process. The contractual faculty members must appear for an interview, as advertised, before an expert committee for regularization as discussed in the selection process (above Section 5).

Candidates selected for regular positions through the above process are offered probationary appointments. The initial probation period is one year, which may be extended based on the candidate's performance.

Faculty members submit a self-assessment report (SAR) at the end of each academic calendar. The institute's faculty assessment committee will evaluate the SAR and Departmental recommendation, along with a short CV of the faculty member, and provide recommendations to the competent authority. The competent authority reserves the right to regularize or extend the probation period. The assessment criteria and parameters for SAR may be revised periodically by the Institute Authority to ensure quality and commitment among the serving faculty members.

TABLE 1: STEP-BY-STEP PROCESS FOR RECRUITMENT UNDER VARIOUS POSITIONS

| Step | Process/Activity |
|------|--|
| 1 | HOD/Directors/In charge share requirement with DoFA: An internal discussion will be held based on the student/faculty ratio, research, and the requirement for competent authority approval to process the advertisement of the Open Position. |
| 2 | Designing of advertisements with detailed information in consultation with the respective department to publish on our website (www.bitmesra.ac.in) and if required, to advertise through print/social media. |
| 3 | The aspiring candidate will follow the advertisement and guidelines to apply for the faculty position by the application deadline. If any candidate faces an issue with their application process, they may contact the office of the Dean of Faculty Affairs (email: hr@bitmesra.ac.in). |
| 4 | Timelines and Communication to follow up on the process will be within the timeframe. |
| 5 | Screening of the application for shortlisting: The Departmental Committee verifies eligibility in accordance with the advertisement, desirable experience, and domain-specific departmental requirements. |
| 6 | Conceptual and Technical Assessment: The Departmental Expert Committee, under the chairmanship of the Head of Department, invites shortlisted candidates who qualified in the Screening to present their technical presentations, assessing their conceptual skills, teaching aptitude, and research credentials through a written test (if required) and to follow up on test-qualified candidates through expert committee interaction in a seminar. |
| 7 | Internal review of the departmental committee's recommendation for shortlisting candidates for the final interview, based on conceptual-technical assessment scores and departmental subject/specialization domain requirements. |
| 8 | Final Interview by an Expert Committee under the Chairmanship of the Vice-Chancellor |
| 9 | Final selection and approvals |
| 10 | Communication and Notifications to the candidates will be sent through email only. The final selection list will be updated on the Institute website. |

Note: The enclosed short CV format, CGS Form, and Guidelines are provided to help the candidate understand the mandatory and desirable requirements that the selection committee will consider when selecting or promoting candidates for the faculty position.

Refer to Annexures for further details:

Annexure 1: Sample copy of recent open advertisement (GO/RECTT/2025-26/Fac-1, dated 14/5/2025)

Annexure 2: Candidate Short CV format for Open Recruitment Process.

Annexure 3: Candidate Short CV format for Internal (BIT) faculty members for Career Growth Scheme (CGS)

Annexure 4: CGS Form with Guidelines

Annexure 5: Self Appraisal Report Format of Faculty Members

Annexure 6: Constitution of the Institute's Faculty Assessment Committee

RECRUITMENT OF FACULTY MEMBERS IN ALL CAMPUSES OF BIT MESRA (ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR, PROFESSOR, PoP

Advertisement for Assistant Professor/Associate Professor / Professor/ Professor Of Practice
(As per UGC & BIT Norms)

Advertisement for Faculty Positions

Advt. no.: GO/RECTT/2025-26/FAC-1

Date: 14-05-2025

Last Date for submission of online application: 10th June 2025

[**CLICK HERE ON THIS RED LINK FOR DETAILED ADVERTISEMENT**](#)

Kindly read the steps for application carefully. Login ID & Password would be generated after Registration using the Red button of NEW REGISTRATION. First the application fee has to be paid and then using the SBI payment reference number you would have to REGISTER yourself.

Kindly send Two/Three(maximum) Recommendation Letters to hr@bitmesra.ac.in only. Anyone sending/copying to any other email unnecessarily will attract debaring from Interviews.

Application procedure:

1. Pay the online fee at sbi collect portal using the link below
2. Click here to pay the application fee <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
3. Select Institutions and search for Birla Institute of Technology Jharkhand
4. Select Payment Category : FACULTY RECRUITMENT & Recruitment for : Select “FACULTY RECRUITMENT 2025, Fee : General Rs 1770 and for Reserved Category Rs 1180
5. Once the online application fee is paid; keep the SBI Collect Payment reference number handy
6. **Click on the New Registration red button**
7. **Enter Full Name, email id and phone number to receive the OTP and enter the SBI Collect Payment reference number**
8. **Now Click Blue Button PROCEED>> at the bottom left end corner.**

Proceed >>

9. **Now check your email for the user id and password and relogin to fill in the online form.**

Deadline: Submit the Online application by 5 pm of June 10th, 2025 & In case of any trouble while filling out the advertisement, reach out to us at hr@bitmesra.ac.in

Advertisement for Faculty Positions

Advt. no.: GO/RECTT/2025-26/FAC-1

Date: 14-05-2025

Last Date for submission of online application: 10th June 2025

BIT Mesra is seeking applications from bright and promising candidates with very distinguished Academic and Research credentials for the post of Assistant Professor (AL 10, 11, 12), Associate Professor (AL 13A), Professor (AL 14) , and Professor of Practice according to the UGC and BIT norms with Pay Scale as per 7th CPC for its Mesra/Lalpur/Noida/Deoghar/Jaipur/Patna Campuses in the following disciplines:

Details:

| Department, Campus & Vacant Designation Type | Specialization |
|---|---|
| Animation, Noida Assistant Professor | 3D Modeling & Animation, Texturing, Lighting & Rendering, Rigging & Skinning, 3D Dynamics & Simulations, 2D Digital Animation |
| Chemistry, Mesra Assistant/ Associate/PoP | Specialization in Organic Chemistry and Allied areas |
| Chemical Engineering/ Centre for Food Technology Engineering, Mesra Assistant Professor /PoP | All areas of Chemical Engg. Including Catalysis, Energy/Sustainable Engg., Active soft matter, Electrochemical applications, Theoretical chemical engg. Etc Food Technology/ Food Process Engineering/Experimental and AI/ML/CFD Application in Food Processing, Biochemical Engg. and allied areas, Reaction Engg |

| | |
|--|---|
| Civil & Env. Engineering, Mesra, Patna | Structural Engineering and Water Resources Engineering |
| Assistant Professor | |
| Computer Sc. & Engg, Mesra, Lalpur, Noida, Jaipur, Deoghar | Design & Analysis of Algorithms, Computer Organization & Architecture, Theory of Computation, Cryptography and Network Security, Compiler Design, Big Data Technologies, AI & Machine Learning Image Processing, Data Analytics |
| Assistant/ Associate/ Professor/ PoP | |
| Electronics & Comm. Engg., Mesra , Patna | Wireless Communication/ Microwave Engineering/ Instrumentation/ VLSI/ Microelectronics/Digital Signal Processing |
| Assistant/Associate Professor | |
| Management, Mesra, Lalpur, Noida | Human Resources / Finance & Accounting |
| Assistant/Associate/PoP | |
| Mathematics, Mesra, Patna & Noida | Mathematics/Computer Science or its allied areas/Statistics |
| Assistant/Associate/ Professor | |
| Mechanical, Mesra | Hydraulic and Pneumatic Control, Thermal Systems, Robotics and Automation |
| Assistant Professor /PoP | |
| Physics, Mesra | Astrophysics/ Nuclear physics/Mechanics |

| | |
|--------------------------------|--|
| Assistant/Associate Professor | |
| Space Engg. & Rocketry, Mesra | Navigation, Guidance & Control/ Aerospace materials/ Structures |
| Assistant Professor/PoP | |
| CQEDS, Mesra | Economics: Financial Economics; Macroeconomics Data Science: Big Data Analytics, Artificial Intelligence, Statistical Machine Learning Statistics: Mathematical Statistics |
| Assistant/Associate/Professor | |
| Humanities, Mesra, Lalpur | Sociology, Psychology, Philosophy |
| Assistant/ Associate Professor | |
| Architecture, Mesra | Design |
| Professor of Practice (PoP) | |

- Age:** As per UGC & BIT guidelines. Not restrictive for outstanding candidates.
- Eligibility:** First Class in UG and PG. Ph.D. in directly relevant/associated subjects only. Candidates likely to defend their PhD thesis in three months; are also encouraged to apply for AL 10 positions.
- Desired Attribute:** (i) good technical & communication skills and ability to inspire students. (ii) strong knowledge of fundamentals and (iii) inclination to pursue effective and vital research goals. (iv) Post PhD teaching & research experience (v) Passionate for research and publications. Good Teamwork and positive approach.

| | Assistant Professor | Associate Professor | Professor | Professor of Practice (PoP) |
|-------------------------|--|---|---|--|
| Pay Scale | AL 10 (Basic 57,700 - 182,400) AL 11 (Basic 68,900 - 205,500) AL 12 (Basic 79,800 - 211,500) | AL 13A (Basic 131,400 - 217,100) | AL 14 (Basic 144,200 - 218,200) | Assistant PoP AL 11 Associate PoP AL 13A Professor of Practice AL 14 |
| Age (Desirable) | Maximum 40 Years | Maximum 50 Years | Maximum 60 Years | Maximum 65 Years |
| Eligibility | PhD in relevant domain with First Class in UG & PG | PhD in relevant domain with First Class in UG & PG | PhD in relevant domain with First Class in UG & PG | PhD in relevant domain with First Class in UG & PG |
| Work Experience Minimum | Post PhD work 2 years of Experience is desirable | A Minimum of 06 years' teaching/research/ industrial experience of which at least 3 years should be at appropriate Assistant Professor level. | A Minimum of 10 years' teaching/research/ industrial experience of which at least 4 years should be at Associate Professor level. | Assistant PoP - Min 03 years of experience in a Reputed industry or equivalent Associate PoP - Min 05 years of experience in a Reputed industry or equivalent PoP - Min 10 years of experience in a Reputed industry or equivalent |

Important Guidelines:

- Selected Candidates may be posted at Birla Institute of Technology, Mesra, or any of its off campuses at Patna/Deoghar/Lalpur (Ranchi)/NOIDA and Jaipur.
- Serving faculty members may be transferred to any of the BIT centres at the discretion of the management.
- Mere eligibility does not guarantee either call for interview or selection.
- All potential candidates will have to go through three stages of assessment. (Academic scrutiny, seminar presentation & final interview with progressive short listing and downsizing in each stage allowing the most promising and deserving candidate to reach the final stage of interview.
- The decision of the executive council of BIT, as recommended by the concerned selection committee will be final.

- Typical parameters for selection will cover academic credentials, professional experience, academic and research contributions, National & International collaboration or exposure and relevant scholastic achievements.
- Any amount of canvassing will earn disqualification.

Privileges offered by BIT for its newly recruited faculty members:

- New faculty members will be offered housing in Mesra campus (as per availability)
- HRA is offered as per BIT norms for off campuses (Patna, NOIDA, Jaipur, Deoghar, Lalpur)
- Provident fund as per 7th CPC.
- In cases where on-campus accommodation is unavailable, an extra Allowance is provided to cover for rented accommodation outside the campus. (Mesra campus only)
- The institute offers comprehensive health insurance coverage & free OPD services at BIT Dispensary/Health Centre for the immediate family members of faculty members, ensuring effective healthcare support.
- Various National & International grants, seed money grants are available for faculty members to conduct research and attend conferences.

Academic & Professional activities of Faculty Positions (Assistant Professor, Associate Professor, Professor and Professor of Practice) – Expected Nature of Contribution

- Facilitation and delivery of UG & PG courses through various Lab based activities.
- Advise/Guide students in their projects linking them with appropriate external stakeholders
- Promoting critical thinking with open end solutions and not rote learning
- Engage in department building activities including creation of new programs and Centers of Excellence/ Technological parks/Incubation centers and enhancement of scope and activities of the department
- Develop continuing education programs, undertake outreach activities and conduct extension programs
- Encourage students in innovation and entrepreneurship projects, product development and provide necessary mentorship for these activities and contribute to enhanced industry academia collaborations.
- Involving in Workshop practice
- Thesis/Project mentoring the students
- IP creation, filing and protection
- Participating in Technology Transfer Office and Technology licensing office

- Industry Institute interaction, placement activities, sabbaticals and internships, MoU's, Inter Institute collaboration.
- Design, develop and offer new practice-oriented courses
- Developing new experiments in cutting edge areas and making use of technology including simulations

Application procedure:

1. Pay the online fee at sbi collect portal using the link below
2. Click here to pay the application fee <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
3. Select Institutions and search for Birla Institute of Technology Jharkhand
4. Select Payment Category : FACULTY RECRUITMENT & Recruitment for : Select “FACULTY RECRUITMENT 2025, Fee : General Rs 1770 and for Reserved Category Rs 1180
5. Once the online application fee is paid; keep the SBI Collect Payment reference number handy
6. Click on the New Registration red button
7. Enter Full Name, email id and phone number to receive the OTP and enter the SBI Collect Payment reference number
8. **Now Click BLUE BUTTON called PROCEED>> at the bottom left end corner.**
9. Now check your email for the user id and password and relogin to fill in the online form.

Deadline: Submit the Online application by 5 pm of June 10th, 2025 & In case of any trouble while filling out the advertisement, reach out to us at hr@bitmesra.ac.in

Short Curriculum Vitae (For External Candidate)

1. Application Number.:
2. Name of Candidate:
3. Date of birth + Age (as on 01.12.2024) and Gender:
4. Category (GEN/OBC/SC/ST/PVTG/PH):
5. Post and Department applied for:
6. Current affiliation and corresponding address :
7. Email Id and Mobile number
8. Current Salary Basic and other Emoluments: (Attach a scanned copy of latest Salary Slip)
9. Academic

| Program | Degree | Passing Year | Name of Institution/University/Board | Record (%Marks/Grade/Class) | Remarks |
|--------------|--------|--------------|--------------------------------------|-----------------------------|---------|
| Ph.D | | | | | |
| PG | | | | | |
| UG | | | | | |
| Intermediate | | | | | |
| Matric | | | | | |
| Diploma | | | | | |

10. Research Outcome (In numbers only)

| Web of Science (WoS) | | | Scopus/ABDC | | | Google Scholar (GS) | | |
|--|----------|---------|---|----------|---------|--|----------|---------|
| Total Publication | Citation | h-index | Total Publication | Citation | h-index | Total Publication | Citation | h-index |
| | | | | | | | | |
| Online Link to Citation Analysis | | | | | | | | |
| Only Numbers | | | | | | | | |
| Total No. of Publications: | | | Total No. of Patent Published and Granted: | | | Total Books / Book Chapters published: | | |
| WoS | SCOPUS | GS | Total SCI/Scopus Publications as corresponding/First author: | | | Total No. of articles in Peer-reviewed Conference Proceedings: | | |
| | | | | | | | | |
| Since 2023 (Only Numbers) | | | | | | | | |
| SCI/Scopus Publication: | | | | | | Books/Book Chapter Publication | | |
| SCI | SCOPUS | OTHERS | Total Number of Publications as Corresponding/First author: | | | Total No. of articles in Peer-reviewed Conference Proceedings: | | |
| | | | | | | | | |
| Total amount of Extra mural funds obtained as research grants (as PI): | | | The total amount of Extra mural funds obtained as Consultancy (as PI):: | | | Total amount of Extra mural funds obtained as technology transfer: | | |
| No. of Ongoing PhD Supervision: | | | No. of Submitted / Awarded PhD Supervision: | | | Supervision as Guide: Supervision as CoGuide: | | |

11. Title of Ph.D Thesis and Year of Award:

12. Name of Ph.D. Supervisor with Affiliation:

13. Professional Experience in reverse order

| Organization | Designation | Appointment Status | Duration | | Role | Salary | Remarks |
|--------------|-------------|--------------------|----------|----|------|--------|---------|
| | | | From | To | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

14. Awards (Recognition/Prize/Rank in All India Examination)

15. Field of Specialization and Area of Interest (Overall and Specific):

16. List of top 10 peer-reviewed publications (including patent, handbook, manual, software, book and chapter) [please arrange in the following sequence: Author(s); Title of paper; Journals – Volume (Year), Pages (from-to)]

17. Courses taught with level (UG/PG) and duration:

| Sl.No | Course Name | Level(UG/PG) | Credit | No. of students | Duration Taught |
|-------|-------------|--------------|--------|-----------------|-----------------|
| | | | | | |
| | | | | | |

18. Ph.D Level Supervision

| Sl. No. | Name of The Candidate | University Registered & date of registration | Title of Ph.D Thesis | Year with date of submission | Status Awarded/under review |
|---------|-----------------------|--|----------------------|------------------------------|-----------------------------|
| | | | | | |

19. Masters Level Supervision

| Sl. No. | Name of Candidate | University / Institute | Thesis Title | Year |
|---------|-------------------|------------------------|--------------|------|
| | | | | |

20. UG/any other Level Supervision:

| Sl.No. | Level | Area of Work | University / Institute | Year |
|--------|-------|--------------|------------------------|------|
| | | | | |

21. Lab Development activities undertaken: (50 Words Max)

22. Courses developed:
23. Workshops/Seminar/Conferences/Training Programmes **Attended** in last three years (only numbers)
24. Workshops/Seminar/Conferences/Training Programmes **Organized** in last three years (only numbers)

(Signature of Candidate)

Sample Copy

Annexure:- 3

Curriculum Vitae (For Internal Candidate)

1. Name:
2. Address for Communication:
3. Mobile No and Email ID:
4. Category (GN/SC/ST/OBC/PVTG):
5. Current Salary Basic and Gross: (Attach a scanned copy of the latest Salary Slip)
6. Enclose Hyperlink to Vidwan Data:

7. Academics:

| Program | Degree | Passing Year | Name of Institution/ University/ Board | Record (% Marks/Grade/Class) | Remarks |
|--------------|--------|--------------|--|------------------------------|---------|
| Ph.D | | | | | |
| PG | | | | | |
| UG | | | | | |
| Intermediate | | | | | |
| Matric | | | | | |
| Diploma | | | | | |

8. Career Summary:(should not exceed one page)

| |
|---|
| National Collaborations: |
| Departmental-level Administrative Roles with Time Periods |
| Institute-level Administrative Roles with Time Periods |
| Laboratory and Courses Developed at BIT: |

9. Title of Ph.D Thesis and Year of Award:

10. Name of Ph.D. Supervisor with Affiliation::

11. Professional Experience in reverse order

| Organization | Designation | Appointment Status | Duration | | Role | Salary | Remarks |
|--------------|-------------|--------------------|----------|----|------|--------|---------|
| | | | From | To | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

12. Awards (Recognition/Prize/Rank in All India Examination):

13. Field of Specialization and Area of Interest (Overall and Specific):

14. List of maximum top 20 peer-reviewed publications (handbook, manual, software,etc.).

The full publication list needs to be enclosed separately.

| S. No. | Publication Details: authors, title, journal name, year, vol, page: | Role* | SCI/Scopus | IF |
|--------|---|-------|------------|----|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

*Role: First Author (FA), Corresponding Author (CA), One of the Co-authors (CoA), IF (Impact Factor by Clarivate)

15. List of Patents (Only Published or Granted)

| S. No. | Inventors and Title | Number and Date | Published/Granted |
|--------|---------------------|-----------------|-------------------|
| | | | |

16. Sponsored Research project (externally funded) handled:

| Title of Project | PI/Co-PI | Sponsoring Agency | Year (From- to) | Fund Value | Status | Remarks |
|------------------|----------|-------------------|-----------------|------------|--------|---------|
| | | | | | | |

17. Consultancy:

| Title of Consultancy project | Sponsoring Agency | Year (From- to) | Fund Value | Status | Remarks |
|------------------------------|-------------------|-----------------|------------|--------|---------|
| | | | | | |
| | | | | | |

18. Conferences attended and presented as akeynote speaker/ invited talk/ oral presentation.

| Conference Title and Location | Paper title/ Talk Title | Role: Keynote/ invited talk/ oral presentation | Duration of Conference | Organizers |
|-------------------------------|-------------------------|--|------------------------|------------|
| | | | | |

19. Courses taught with level (UG/PG) and duration:

| Sl.No | Course Name | Level(UG/PG) | Credit | No. of students | MO/SP (Year) |
|-------|-------------|--------------|--------|-----------------|--------------|
| | | | | | |

20. Ph.D Level Supervision:

| Sl. No. | Name of The Candidate | University Registered & date of registration | Title of Ph.D Thesis | Year with date of submission | Status Awarded/Submitted/Ongoing (Guide/Co-Guide) |
|---------|-----------------------|--|----------------------|------------------------------|---|
| | | | | | |

21. Masters Level Supervision:

| Sl. No. | Name of Candidate | University / Institute | Thesis Title | Year |
|---------|-------------------|------------------------|--------------|------|
| | | | | |

22. UG/any other Level Supervision:

| Sl.No. | Level | Area of Work | University / Institute | Year |
|--------|-------|--------------|------------------------|------|
| | | | | |

23. Lab Development activities undertaken: (50 Words Max):

24. Courses developed: In-house training courses developed –

25. Workshops/Seminar/Conferences/Training Programmes **Attended** in last three years (only numbers):

26. Workshops/Seminar/Conferences/Training Programmes **Organized (as Convenor/Co-Convenor/Org.Secretary)** in the previous three years (only numbers):

27. National and International Networking visits or collaborations in India or abroad during BIT service: (up to 10 such activities)

28. New Laboratory, teaching courses or programs proposed for the Institute (BIT Mesra):

29. Your Career Plan (within 200 words):

30. Any other point worth mentioning:

(Signature of Applicant)

**APPLICATION
FORM FOR
PROMOTION and/or REGULARIZATION
UNDER
CAREER GROWTH SCHEME (CGS) OF BIT MESRA
[FOR INTERNAL CANDIDATES ONLY]**



Category: GN/SC/ST/OBC/PVTG
BIRLA INSTITUTE OF TECHNOLOGY

(A Deemed to be University u/s 3 of UGC Act, 1956)

MESRA, RANCHI - 835 215, JHARKHAND, INDIA

Note:

1. A soft copy needs to be sent by email to hr@bitmesra.ac.in.

Application Form

1. Application for:

| Category | Details | Current Designation | Date of Joining present post | Post Applied for with AL |
|----------|---|---------------------|------------------------------|--------------------------|
| A | Teaching staff in Associate Lecturer/Teaching Assistant/Research Scholar cum Tutor holding Ph.D. degrees | | | |
| B | Regularization/internal promotion (change from contract to regular/ AL10 to AL11/ or AL11 to AL12). | | | |
| C | AL-12 of Assistant Professor to Associate Professor, i.e., AL-13A, or from Associate Professor to Professor level, i.e., AL-14) | | | |

2. Name: (Given and Family Name):
3. BIT Employee Code and Campus:
4. Date of Joining at BIT:
5. Department & Campus:
6. Category (GN/SC/ST/OBC/PVTG):
7. Current designation and affiliation:
8. Current salary, Basic and Gross (Attach a copy of the latest salary slip)
9. Date of subsequent/Promotion with Level: (Insert Table Since Joining BIT)
10. Period of service in the Immediate Last Academic Level
11. Probation period end date (if Applicable)
12. Address of communication
13. Mobile no. and email ID:
14. Your Career Plan (within 200 words)
15. Any other point worth mentioning:

Signature of Applicant

Signature of HoD – Forwarding Authority

GUIDELINES FOR SCREENING & SHORTLISTING APPLICATIONS

| Sl. No. | Criteria | Non -UGC Post to AL 10 & /or regularization (for BIT Staff only) | AL 10 to AL 11 | AL 11 to AL 12 | AL 12 to AL 13A (Associate Professor) | AL 13A to AL 14 (Professor) |
|---------|---|---|--|---|--|--|
| 1 | Interview mode | Through Selection Board (UGC Norms) | Through Selection Committee | Through Selection Committee | Through Selection Board(UGC Norms) | Through Selection Board (UGC Norms) |
| 2 | Seminar Presentation on Research & Teaching | √ | √ | √ | √ | √ |
| 3 | Ph.D. | Essential | Essential | Essential | Essential | Essential |
| 4 | Post-PhD minimum teaching/research and/or equivalent experience (needed for eligibility) | As per BIT Policy | 4 yrs | 5 yrs | 8 years with 3 years at the Asst. Professor Level (AL12) | 10 years with at least 3 years as an Associate Professor |
| 5 | Minimum Research Publications in peer-reviewed and indexed journals or proceedings while serving in BIT (for eligibility) | 2 | 4 | 8 | >10 (SCI/SCI-E or Scopus) | >15 (SCI/SCI-E or Scopus) with atleast 5 as Corresponding Authors |
| 6 | Citation (WoS or Scopus or Google Scholar) (Desirable) | - | > 100 | > 200 | > 500 | > 1000 |
| 7 | Patents Published or Granted while serving in BIT (Desirable) | NA | NA | 1 | 2 | 3 |
| 8 | Supervision of PhD thesis (Sole or Joint)-Minimum requirement | - | Registered at least 1 Research scholar for PhD | Submitted/completed one PhD thesis guidance | Completed 2 PhD thesis guidance (awarded or submitted) | ≥ 3 Out of which, 2 should be as Main Guide |
| 9 | Sponsored Research Projects completed (total value > Rs. 10 L) as PI (Desirable) | - | Applied | Obtained at least 1 | Completed atleast 1 as PI | Completed 1: Out of which, 1 should have total value > Rs.15-20(L) as PI |
| 10 | Additional credit will be accorded on the following: (Enclose Evidence/Docs) | a) New course introduced at UG and PG Level b) New Laboratory Facility Creation for R & D or UG/PG teaching c) Text Book/Book Chapter Published d) Administrative Roles/Departmental Activity/Institute Level Activity @ BIT e) FDPs/Workshop/Conference, etc, Funded and Supported by External Agencies as Convenor or Equivalent. f) Industry Liasoning/Technology Transfer at BIT | | | | |

NOTE:

1. Those who get promoted in last 3 years (i.e., 2023, 2024, 2025) through CGS are not eligible to apply.
2. Incumbent faculty members can apply for the next higher Academic Level only (AL10 to AL11, AL11 to AL12, AL12 to AL13A, AL13A to AL14).
3. As per Institute SOP, Faculty members (on Contract) are not eligible to apply under the Career Growth Scheme (CGS).
4. Institute SOP (for New Faculty Recruitment, Promotion, and Regularization):
<https://bitmesra.ac.in/Other-Department-Pages/content/1/398/759>



CAREER SUMMARY & SELF APPRAISAL REPORT

Name :

Current Designation :

Employee Code :

Date of Joining:

Department :

Campus:

Date of Subsequent/Last promotion: (Insert Table if required since joining)

Probation period end date(if applicable):

Career Summary:(should not exceed one page)



CAREER SUMMARY & SELF APPRAISAL REPORT

Annual Faculty Self Assessment Report for year 2024-2025 (1 July 2024 to 30 June 2025)

I. Courses Taught :

| MO-2024 | | | | | |
|----------------|------------------------------|--------------------|------------------------------|----------------------------------|--------------------|
| | Weekly Theory Load in hrs | No. of Students | Student Feedback Score | Weekly Laboratory load in hrs | No. of Students |
| UG: | | | | UG: | |
| PG: | | | | PG: | |
| SP-2025 | | | | | |
| | Weekly Theory Load | No. of Students | Student Feedback Score | Weekly Laboratory load | No. of Students |
| UG: | | | | UG: | |
| PG: | | | | PG: | |

II. Extra Mural Funds Obtained under various categories (2024 and 25)

(Fund Category: A-Research Grants, B-Consultancy, C-Technology Transfer, D-Others):

| S. No. | Project Title | Fund Category A/B/C | Role: PI/CoPI | Funding Agency | Duration | Amount Sanctioned | Status (Ongoing/ Completed) |
|-----------|---------------|------------------------|------------------|-------------------|----------|----------------------|-----------------------------------|
| | | | | | | | |
| | | | | | | | |

III. List of Publications (2024 and 2025) :

Note: Underline the name of your student, Bold, and use * at your name if the corresponding author.

- A. Publication in SCI /SSCI/SCIE journals:**
- B. Publications in Scopus Journals**
- C. Publications in Other Peer-Reviewed Journals:**
- D. Book /book Chapter publications**
- E. Publication as Proceedings in National/International Conference/Seminar**

| S, No | Paper Title | Conference Title | Venue and dates | Organizer | Proceedings details | National/International | |
|-------|----------------|---------------------|-----------------------|-----------|------------------------|------------------------|--|
| | | | | | | | |
| | | | | | | | |

IV. Guidance of PhD Thesis (Submitted/ Awarded during 2024 and 25): (Number only and status)

V. VII. Industrial/National/International Collaborations:

**CAREER SUMMARY & SELF APPRAISAL REPORT****V. Conferences/Workshop/Seminar organised: during 2024-25**

| S,no | Your Role | Conference Title | Venue and dates | National/International |
|------|-----------|------------------|-----------------|------------------------|
| | | | | |
| | | | | |

VI. Other Notable Achievements/ Accomplishments/ Awards : during 2024-25

| S.no | Name | Awards/Accomplishment | State/National/International |
|------|------|-----------------------|------------------------------|
| | | | |
| | | | |

VIII. Additional Responsibility(ies):**IX. Any other worth mentioning:**

Signature with Date (Faculty) :

Certified by HOD



बिरला प्रौद्योगिकी संस्थान

BIRLA INSTITUTE OF TECHNOLOGY

(विहार अनुद्दीपन अधिनियम १९५६ की शारा ३ के तहत मानित विश्वविद्यालय) || A Deemed to be University u/s 3 of UGC Act, 1956
मेसरा, राँची - ८३५२१५ (भारत) || MESRA, RANCHI - 835 215 (INDIA)

फोन/Phone: (EPBX) 0651-2275444/2275896, 2276002/2276006 फैक्स/Fax: 0651-2275401/2276052 वेबसाइट/website: www.bitmesra.ac.in

Ref. No. GO/Estb/FAC/25-26/259

17th April, 2025

OFFICE ORDER

COMMITTEE FOR FACULTY ASSESSMENT FOR INSTITUTIONAL EXCELLENCE

A Committee is being constituted as under to ensure a fair, transparent and constructive evaluation process that encourages excellence, recognizes merit and motivates continuous academic and professional development:

| | | |
|---|---|------------------|
| 1. Dr. Ashoke Sharon | - | Chairman |
| Dean of Faculty Affairs (DoFA) | | |
| 2. Dr. Raju Poddar | - | Member |
| Dean of Research & Innovation Entrepreneurship | | |
| 3. Dr. Animesh Ghosh | - | Member |
| Director (IQAC) | | |
| 4. Dr. Sitanshu Shekhar Sahu | - | Member |
| Associate Professor | | |
| Department of Electronics & Communication Engineering | | |
| 5. Dr. Aftab Alam | - | Member |
| Assistant Professor | | |
| Department of Electrical & Electronics Engineering | | |
| 6. Dr. Akriti Nigam | - | Member Secretary |
| Assistant Professor | | |
| Department of Computer Science & Engineering | | |

OBJECTIVE OF THE COMMITTEE:

- To propose the methodology of assessment of faculty performance comprehensively, focusing on teaching effectiveness, research productivity and service to the institution and community.
- To recommend actionable steps for professional development and recognition based on performance evaluations.
- To ensure that all assessments and recommendations are conducted fairly and transparently.

All the above objective may be framed through an Institutional Policy Document for establishing Institutional Excellence. The committee can take the necessary steps to identify that gap and possible solutions to propose in the policy document and to strategize the steps for the Institute's sustainable growth and perspective.

This has approval of the Competent Authority.


Registrar

To,

The Chairman
All Members

Copy to:

- P. S. to Vice Chancellor
- Files

APPLICATION FORM
(For External Candidates)

Fee Payment Details:

SBI Collect Reference Number: _____ **Date:** _____ **Amount:** _____

1. Advertisement Number & Date:
2. Post and Department applied for:
3. Name of Candidate:
4. Date of birth + Age (as on 05.12.2025) and Gender:
5. Category (GEN/OBC/SC/ST/PVTG/PH):
6. Current affiliation and corresponding address:
7. Email Id and Mobile number
8. Current Salary Basic and other Emoluments: (Attach a scanned copy of latest Salary Slip)
9. Title of Ph.D Thesis and Year of Award:
10. Name of Ph.D. Supervisor with Affiliation:
11. Any other points worth mentioning:

(Signature of Candidate)

For Office Use Only

Application No :