



No. AB/Estt./2024/670

Date:16.07.2024

General Instructions for candidates appearing in the Presentation/Interview across various departments in the Direct Recruitment Process of MANIT Bhopal

Reference - Advt. No.Rectt/FR/2024/2262 Dated: 30/01/2024

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PLEASE CAREFULLY READ THE FOLLOWING INSTRUCTIONS, VIOLATION OF ANY INSTRUCTION WILL RENDER THE CANDIDATE LIABLE TO SUCH ACTION AS THE INSTITUTE MAY DEEM FIT TO TAKE.

The selection process shall consist of 3 stages as mentioned in the point no. 15 of General Instructions.

1. The presentation/interview for the posts of Assistant Professor Grade-II Level-10 (on contract), Assistant Professor Grade-I Level 12, Associate Professor Level-13A2 and Professor Level-14A across various departments/centres in the Direct Recruitment Process of MANIT Bhopal shall be held at MANIT Bhopal as per the schedule already uploaded on the institute website.
2. No separate interview call letters shall be sent to the finally provisional eligible candidates and candidates shortlisted after presentation. Candidates as found finally provisional eligible/shortlisted after presentation shall visit MANIT Bhopal for the interview as per the schedule mentioned on the website of the institute.
3. **The candidate appearing for Stage-II shall mandatorily bring their Valid Identity Card bearing the photograph in original along with copy of the same. In case the candidate does not bring the valid identity card as mentioned above, he/she shall not be allowed to appear in Stage-II under any circumstances.**
4. Presentation will be in two parts:
 - (a) Research presentation (maximum 10 minutes)
 - (b) Teaching Presentation (maximum 10 minutes)Presentation will be followed by interaction.
 - (a) The research presentation shall include:
 - Depth and breadth of the research conducted by the candidate
 - Work conducted its contribution and impact
 - Immediate research plan intend to begin(The focus should be on research journey during and after Ph.D. till date)
 - (b) The teaching presentation shall include:
 - Any subject on one of the core courses at UG level
 - List of the subjects you can teach at UG and PG level at MANIT Bhopal(The focus should be on ability to deliver lecture and respond to the student's queries)

The talk must focus on technical depth and adherence to time limit and a structured presentation is appreciated.

5. The presentation shall be only of qualifying in nature.
The minimum qualifying marks in Presentation shall be:
 - a. Candidate belonging to UR/EWS/OBC: 50%
 - b. Candidate belonging to SC/ST/ PwD: 40%
6. **The criteria for shortlisting the candidates for Personal Interaction/Interview (stage – III) is already mentioned in the advertisement.**
7. **If the total number of candidates qualified in Stage-II (Presentation) is less than the ratio mentioned in the advertisement, under such circumstances, the shortlisted candidates shall be interviewed.**
8. MANIT Bhopal shall not be responsible for arrangements concerning boarding and lodging of the applicants. There is a possibility that events as mentioned in the schedule (uploaded on the website of the institute) may go on till late in the evening. Applicants are advised to make arrangements accordingly. Also, timings of the event may change. Hence, applicants may come prepared to stay for an additional day, if required.
9. The Institute reserves the right for any change of venue, date, time, pattern of the recruitment process etc., in case of any unavoidable circumstances, without any liability on the part of the Institute.
10. The candidature for interview will be provisional and subject to verification of original documents at the time of interview. The candidates are required to report for the said purpose as per the interview schedule for verification of following documents:-
 - a) All Certificates, Degrees and Mark sheets in original in support of your Academic/Professional Qualifications along with self-attested copies thereof.
 - b) Original Certificate (Class 10th mark sheet/certificate) indicating date of birth (Proof of age) along with self-attested copies thereof.
 - c) Original SC/ST/OBC-NCL/EWS/PwBD, as applicable, Certificate along with the self-attested copy thereof as per the advertisement and issued by the Competent Authority.
 - d) Original experience certificate(s) stating the Grade Pay from the employer, as applicable.
 - e) All relevant documents in support of the credit points claimed, including hard copies of research papers, books, book chapters, etc.
 - f) Character certificate in original from the present employer in case you are in service (For external candidates).
 - g) Last Pay drawn certificate (LPC) and 'No Objection Certificate' in original from present Employer in respect of candidates who are employed in Govt./Semi Government/Public Sector Undertakings/Autonomous bodies in case your application was not routed through proper channel (For external candidates).
 - h) An original identity card i.e. Voter ID Card/Passport/PAN Card/Driving License (DL)/Aadhar Card/Photo ID Card of PSU State/Central Govt. along with self-attested copy thereof. It may be noted that in the absence of above documents, the candidate will not be interviewed.
11. If a candidate is allowed to appear in Presentation/Interview who otherwise does not fulfil the minimum eligibility requirements, the candidate cannot, at a later date, use this as a right to claim that he/she meets the eligibility requirements. The Institute reserves the right not to allow a candidate for either presentation/interview or final selection if it is found that:
 - i. Minimum eligibility requirements are not fulfilled.
 - ii. Inadequate proofs / incomplete / false documents have been submitted.

- iii. Non-submission of valid NOC.
 - iv. Any other similar valid reason.
12. It will be the responsibility of the candidate to ensure that he/she is eligible as per the Advertisement. The Institute shall not be responsible for any error/omission/commission/suppression of any information provided by the applicants, knowingly or unknowingly, while filling up the application form. In case the applicant gets shortlisted/selected on the basis of incorrect, forged, or fabricated details, his/her candidature shall be liable to be cancelled at any stage of recruitment and appropriate legal action under applicable law shall be initiated against such applicants. The Institute reserves the right to alteration/modification/correction in the list of finally provisionally eligible and finally provisionally not-eligible candidate.
13. Other important updates/addendum/corrigendum etc. will be uploaded on Institute website and no individual intimation will be provided, hence, candidates are advised to visit the recruitment page on Institute website fromtime to time for latest updates. MANIT Bhopal will not be responsible for non-intimation of communication due to candidates not checking the updates on the Website regularly.
14. No correspondence will be entertained from candidates who were found not eligible for the aforesaid posts. Any kind of interim queries on result or on aspects already clarified in advertisement and instructions shall not be entertained.
15. Travelling and other expenses must be borne by the candidate himself/ herself. The SC/ST outstation candidates will be paid to and fro travelling allowance of second class Railway fare by the shortest route (subject to production of tickets and making claim in prescribed proforma) as admissible under the Rules. However, Travelling Allowance is not admissible to those SC/ST candidates, who are already in service of Central/State Government services, Central/State Government Corporation, Public Sector Undertakings, Local Government Institutions and Panchayats and those who have availed concession from Railways, if any, for undertaking journey for attending recruitment process. Cancellation charges, if any, shall not be entertained.
16. Decision of the Institute on all aspects pertaining to this recruitment, including conduct of presentation/interview, verification of documents and selection will be final and binding on all candidates. No representation/ correspondence will be entertained in this regard.
17. Candidate should report at the Venue ONE HOUR BEFORE the scheduled time.
18. **Candidates must bring their presentation slides in a pen-drive and keep a copy in their e-mail.**
19. **Only those overseas candidates** who have been found finally provisionally eligible for presentation/interview in various departments of MANIT Bhopal are requested to send a request for online presentation/interview by e-mail only at faculty.recruitment@manit.ac.in at least 3 days prior to the presentation/interview date as mentioned in the schedule uploaded on the website of the institute. The Subject of the Email shall be **“Request for online Presentation/Interview for the post of in the department of.....”**

20. Subject to selection, the document verification of such overseas candidates shall be done before joining. Their joining shall be considered only upon submission of all appropriate documents in original for verification as mentioned in the Faculty Recruitment

Sd/-
(Registrar)