



No. AB/Estt./2026/175

Date: 12.02.2025

General Instructions for candidates appearing in the Presentation/Personal Interaction/Interview across various departments in the Special Recruitment Drive for Backlog Faculty Positions

Reference - Advt. No.Rectt/FR-2/2025/2068 Dated: 15/10/2025

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. 13 of General Instructions of the advertisement.

1. The presentation/personal interaction/interview for the posts of Assistant Professor Grade-II Level-10 (on contract basis) and Assistant Professor Grade-I Level 12 across various departments 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 call letters shall be sent to the candidates shortlisted for presentation (Stage-II) and candidates shortlisted after presentation for personal interaction/ interview. Other important updates / addendum / corrigendum, etc. will be uploaded on Institute website and no individual intimation will be provided, therefore, candidates are advised to visit the recruitment page on Institute website from time 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.
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. **This being an advertisement under special recruitment drive for backlog faculty positions, candidates are required to produce the Caste/PwBD certificate in prescribed format (in original) as per the details mentioned in the advertisement before the presentation. Failing which may be rendered ineligible and not permitted to appear for presentation and further recruitment process.**
5. For the Department of Architecture and Planning, if applicable, candidates are required to produce Certificate of Architecture firm(s) having projects of more than ₹20 crores per annum (point 12, page 15 of the advertisement) on the day of presentation failing which they shall be rendered ineligible and not permitted to appear in Stage-II and Stage-III.
6. The Presentation shall be in two parts:
 - (a) Research presentation (maximum 10 minutes)
 - Depth and breadth of the research conducted
 - Immediate research plan
(The focus should be preferably on research journey during and after Ph.D.)
 - (b) Teaching Presentation (maximum 10 minutes)
 - Any topic from one of the core courses in the department at UG level
(The focus should be on the ability to deliver lecture and respond to the students' queries)

Adherence to time limit and structured presentation shall be appreciated. Presentation will be followed by interaction.

7. The presentation shall be only of qualifying nature. The minimum qualifying marks in Presentation shall be:
 - (a) Candidate belonging to OBC: 50%
 - (b) Candidate belonging to ST/ PwBD: 40%
8. **The criteria for shortlisting the candidates for Personal Interaction/Interview (stage – III) is already mentioned in the advertisement.**
9. **If the total number of candidates qualified after Stage-II (Presentation) is less than the ratio mentioned in the advertisement, the shortlisted candidates shall be interviewed under such circumstances.**
10. Candidates are required to make their own arrangements for boarding & lodging. The Institute shall not be making any such arrangements. There is a possibility that events as mentioned in the schedule (uploaded on the website of the institute) may continue till late evening. Timings of the event may also change. Applicants are advised to make the arrangements accordingly.
11. 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.
12. The candidature for the personal interaction/interview will be provisional and subject to verification of original documents at the time of personal interaction/interview. The shortlisted candidates are required to report for the said purpose as per the personal interaction/interview schedule **along with one set of self-attested photocopies** for verification of following documents:-
 - a) All Certificates, Degrees and Mark sheets in original in support of your Academic/Professional Qualifications along with **one set of 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. **OBBC-NCL Certificate and EWS Certificate issued on or after 01.04.2025 would only be considered.**
 - d) Original experience certificate(s) stating the Level/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)/AadharCard/Photo ID Card of PSU State/Central Govt. along with self-attested copy thereof.

- i) It may be noted that in the absence of any of the above documents, the candidate will not be interviewed.

13. If a candidate is allowed to appear in Presentation/personal interaction/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/ personal interaction/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.

14. 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 candidates called for Presentation/ personal interaction/interview.

15. 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 from time 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.

16. 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.

17. 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.

18. Decision of the Institute on all aspects pertaining to this recruitment, including conduct of presentation/ personal interaction/interview, verification of documents and selection will be final and binding on all candidates. No representation/ correspondence will be entertained in this regard.

19. Candidates should report at the Venue at least **60 Minutes before the scheduled time.**

20. **Candidates must bring their presentation slides in a pen-drive and keep a copy in their e-mail. The presentation must be named as: Application No._ First Name.**

21. **Those overseas candidates** who have been shortlisted for presentation/ personal interaction/interview in various departments of MANIT Bhopal are required to send a request for online presentation/ personal interaction/interview and that they wish to participate in the selection process. This request may be sent 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/Personal Interaction/Interview for the post of in the department of.....**" Proof of claiming as overseas candidate must be attached with the request.
22. Those Overseas candidates who are shortlisted for personal interaction/interview are required to give an undertaking before appearing in interview that subject to selection, their joining shall be considered only upon submission of all relevant documents related to eligibility criteria like Date of Birth Proof, Educational qualification certificates like Degree & Marksheets, relieving order, experience certificate, Caste Certificate, PWD certificate, etc. in original for verification, failing which, their candidature is liable to be cancelled.
23. 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 advertisement.

Sd/-
(Registrar)