



SIKKIM ALPINE UNIVERSITY

Kamrang, Namchi, South Sikkim – 737126

(Established under Sikkim Alpine University Act, 2021)

RECRUITMENT POLICY

(Policy Document – 2025)

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IQAC

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Recommended By:

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RECRUITMENT POLICY

**Sikkim Alpine University
Kamrang, Namchi
Sikkim**

1. PREAMBLE

The Recruitment Policy of Sikkim Alpine University establishes a transparent, merit-based, and UGC-compliant framework for the appointment of teaching and academic staff. It is aligned with the UGC Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education Regulations, 2018.

This policy ensures that faculty recruitment upholds the highest standards of academic excellence, ethics, diversity, and fairness. It incorporates national norms, institutional quality benchmarks of IQAC/NAAC, and the University's commitment to building a competent and progressive academic environment. This Recruitment Policy becomes effective upon approval by the Academic Council and Executive Council of the University.

2. OBJECTIVES

The objectives of the Recruitment Policy are to:

- i. Ensure a transparent, fair, and merit-driven recruitment process for all teaching and academic posts.
- ii. Maintain strict compliance with UGC Regulations 2018, State/Government norms, and University Statutes.
- iii. Attract highly qualified and competent faculty who contribute to the University's mission in teaching, research, and extension.
- iv. Establish clear criteria for eligibility, shortlisting, evaluation, and selection.
- v. Promote diversity, equal opportunity, and representation of underrepresented communities.
- vi. Ensure high academic standards by appointing candidates with strong credentials, research output, and pedagogical competence.
- vii. Strengthen institutional quality assurance through proper documentation, evaluation formats, and oversight by the IQAC.
- viii. Provide discipline-specific recruitment norms where applicable (e.g., Arts, Sciences, Professional programmes, Indigenous Studies).

3. SCOPES AND COVERAGES

This Recruitment Policy applies to all direct recruitment of academic positions in the University. All teachers appointed through direct recruitment will be on probation, during which their performance will be assessed as per Appendix II of the UGC regulations.”After satisfactory probation, teachers can be confirmed as permanent faculty.

3.1 Teaching Cadres Covered

Recruitment under this policy shall apply to the following posts:

- i. **Assistant Professor**
- ii. **Associate Professor**
- iii. **Professor**
- iv. **Senior Professor**

3.2 Librarian Cadres

Recruitment norms apply to:

- i. **Assistant Librarian**
- ii. **Deputy Librarian**
- iii. **University Librarian**

3.3 Equivalent Academic Positions

Where applicable and approved by the University’s statutory bodies, recruitment norms shall also apply to positions declared as academic posts, including but not limited to:

- i. **Research positions**
- ii. **Academic coordinators**
- iii. **Directors/Coordinators of Centres/Cells (IQAC, CDC, Research Centres, etc.)**
- iv. **Any academic post created by the University**

3.4 Exclusions

This policy does not apply to:

- i. **CAS promotions (governed separately)**
- ii. **Administrative/non-teaching recruitment**
- iii. **Contractual/guest/part-time appointments**

4. RECRUITMENT AND QUALIFICATIONS

4.1 Mode of Recruitment

- i. Direct recruitment to the posts of
 - a) Assistant Professor
 - b) Associate Professor
 - c) Professor
 - d) Senior Professorshall be made on the basis of merit, through:
 - e) All-India advertisement, and
 - f) Selection by a duly constituted Selection Committee as per UGC Regulations 2023.
- ii. The composition of the Selection Committees shall be strictly as per UGC norms and shall be incorporated in the University Statutes/Ordinances.

4.2 Minimum Educational Qualifications

The minimum qualifications for recruitment to the posts of

- i. University Teachers,
- ii. Librarians

shall be as prescribed in the UGC Regulations 2018, as per Schedule 1.

4.3 Eligibility for the Post of Assistant Professor

4.3.1 Minimum Eligibility Condition

The National Eligibility Test (NET) or an accredited test (SLET/SET) shall be the minimum eligibility condition for recruitment to the post of Assistant Professor and equivalent positions in the University.

4.3.2 Exemption from NET/SLET/SET

Candidates awarded a Ph.D. Degree in accordance with

- i. UGC Ph.D. Regulations 2009, or
- ii. UGC Ph.D. Regulations 2016, and subsequent amendments, are exempted from NET/SLET/SET.

4.3.3 Exemption for Pre-2009 Ph.D. Candidates

Candidates who registered for Ph.D. before 11 July 2009 shall also be exempt from NET/SLET/SET if they fulfil all the following conditions:

- i. Ph.D. awarded in regular mode
- ii. Evaluated by at least two external examiners
- iii. Open viva-voce conducted

- iv. At least two research papers published (one in a refereed journal)
- v. Two paper presentations in UGC/ICSSR/CSIR funded conferences

The Registrar or Dean (Academic Affairs) shall certify compliance.

4.3.4 When NET Is Not Required

NET/SLET/SET is **not required** for subjects/disciplines where no such examination is conducted.

4.4 Academic Marks Requirement

- i. Minimum 55% marks (or equivalent grade) at the Master's level is essential.
- ii. A relaxation of 5% is permitted for SC/ST/OBC(NCL)/PwBD categories.
- iii. Candidates who earned their Master's degree before 19 September 1991 and hold a Ph.D. are eligible with 50% marks.
- iv. Equivalent grades under any recognized point-scale system shall be accepted.

4.5 Ph.D. Requirement for Higher Cadres

- i. **Ph.D. is mandatory** for appointment/promotion to:
 - a. Associate Professor
 - b. Professor
 - c. Senior Professor
- ii. **Ph.D. is NOT mandatory** for direct recruitment to Assistant Professor; **NET/SLET/SET remains the minimum requirement**, unless exempted under Clause 4.3.2 or 4.3.3.

4.6 Counting of Teaching/Research Experience

- i. Time spent obtaining M.Phil./Ph.D. shall **not** count as teaching/research experience.
- ii. Teaching done **simultaneously during Ph.D.** (without availing leave) **shall** count.
- iii. Up to **20% of regular faculty** may be granted study leave for pursuing Ph.D. as per UGC rules.

4.7 Qualifications Validity Clause

No individual shall be appointed as a Teacher, Librarian, or Physical Education personnel in the University unless they fulfil the **minimum qualifications prescribed in Schedule 1 of UGC Regulations 2018**.

4.8 University-Specific Note

Sikkim Alpine University adopts the UGC Regulations 2018 in entirety for minimum qualifications, recruitment norms, eligibility conditions, and exemptions. Any additional University-specific requirements shall operate in conjunction with, and not in contradiction to, the UGC norms.

5. DIRECT RECRUITMENT

5.1 Applicable Disciplines:

Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, Journalism & Mass Communication.

I. Assistant Professor

Eligibility: (Either A or B)

A. Master's Degree + NET/SLET/SET (or PhD as per 2009/2016 Regulations)

i. Educational Qualification

Master's Degree with **55% marks** (or equivalent grade) in the concerned/relevant/allied subject from:

- a. an Indian University, OR
- b. an accredited foreign university.

ii. Mandatory Qualification

Candidate must have:

- a) NET (UGC/CSIR), OR
- b) SLET/SET, OR
- c) **Ph.D. awarded as per UGC (Minimum Standards & Procedures for Award of Ph.D.) Regulations 2009 or 2016 and their amendments.

Such Ph.D. holders are exempted from NET/SLET/SET.

Special Provision: PhD Registered Before 11 July 2009

These candidates are exempt from NET/SLET/SET *if they meet all the following five conditions:*

- i. Ph.D. awarded in regular mode.
- ii. Thesis evaluated by at least two external examiners.
- iii. Open viva-voce conducted.
- iv. Two research papers published from Ph.D. work (at least one in a refereed journal).
- v. Two presentations based on PhD work in conferences/seminars funded/supported by UGC/ICSSR/CSIR or similar agencies.

Certification: Registrar or Dean (Academic Affairs) must certify the fulfilment of these conditions.

Note: NET/SLET/SET is not required for Master's programmes in disciplines where these exams are not conducted by UGC/CSIR or accredited agencies.

B. PhD from a Top 500 Ranked Foreign University

A candidate is eligible if they hold a Ph.D. from a foreign university ranked within the Top 500 at any time in:

- i. QS World University Rankings
- ii. Times Higher Education (THE)
- iii. Academic Ranking of World Universities (ARWU – Shanghai)

Shortlisting Note:

Academic Score (UGC Appendix II, Table 3A) is used for shortlisting candidates for interviews.

Final selection is strictly based on interview performance.

II. Associate Professor

Eligibility Requirements

i) **Ph.D. in concerned/allied/relevant discipline.**

ii) Master's Degree with 55% marks (or equivalent grade).

iii) Minimum 8 years of teaching/research experience in an academic position equivalent to Assistant Professor in:

- a) A University OR
- b) An Accredited Research Institution OR
- c) Industry

Additionally, they must have:

- a) 7 peer-reviewed or UGC-listed journal publications, AND
- b) 75 research score (as per UGC Appendix II, Table 2).

III. Professor

Eligibility (Either A or B)

A. Academic/Research Track

i) Ph.D. in concerned/allied/relevant discipline with:

- a) 10 peer-reviewed or UGC-listed publications, AND
- b) Total research score: 120 (UGC Appendix II, Table 2).

ii) Minimum 10 years of teaching/research experience as:

- a) Assistant Professor / Associate Professor / Professor in a University, OR
- b) Equivalent research position at a National-level Institution.

Must show proof of guiding at least one Ph.D. scholar.

B. Professional Track

- i. Ph.D. in relevant/allied/applied discipline.
- ii. Outstanding professional contribution recognized through documentary evidence.
- iii. Minimum **10 years professional experience**.

IV. Senior Professor

- i. Up to **10%** of the sanctioned strength of Professors may be appointed as Senior Professor.

Eligibility:

i) Eminent scholar with:

- a) High-quality research publications (peer-reviewed/UGC-listed),
- b) Significant research contribution,
- c) Active research supervision.

ii) Minimum 10 years of experience as Professor (or equivalent grade).

iii) Three positive reviews from eminent subject experts (Senior Professor or Professor with ≥ 10 years experience).

iv) Evaluation based on:

- a) Best 10 publications,
- b) Ph.D. guidance to at least 2 candidates in last 10 years,
- c) Interaction with the Selection Committee.

5.2 Minimum qualifications for direct recruitment university assistant librarian, university deputy librarian & university librarian

I. University Assistant Librarian

Eligibility Criteria

i. Educational Qualification

- a) Master's Degree in Library Science / Information Science / Documentation Science or equivalent professional degree with at least 55% marks (or equivalent grade in a point-scale wherever applicable).

ii. Additional Requirements

- a) A consistently good academic record.
- b) Knowledge of computerization of libraries.

iii. Mandatory Qualification

Candidate must have:

- a) NET (UGC/CSIR), OR
- b) SLET/SET, OR
- c) Ph.D. in accordance with UGC Ph.D. Regulations 2009 or 2016 (including amendments), which grants exemption from NET/SLET/SET.

Special Provision for Ph.D. Registered Before 11 July 2009

These candidates are exempted from NET/SLET/SET **if all five conditions below are fulfilled:**

- a) Ph.D. awarded in regular mode.
- b) Thesis evaluated by two external examiners.
- c) Open viva-voce conducted.
- d) Two research papers published from Ph.D. work (at least one in a refereed journal).
- e) Two conference/seminar presentations based on Ph.D. work, funded/supported by UGC/ICSSR/CSIR or similar agencies.

Certification:

Registrar or Dean (Academic Affairs) of the University must verify compliance with all conditions.

Note:

1. NET/SLET/SET is not required for Master's programmes where these examinations are not conducted by UGC/CSIR or accredited bodies.
2. This category applies purely to University Assistant Librarian, since your University does not have colleges.

II. UNIVERSITY DEPUTY LIBRARIAN

Eligibility Criteria

i. Educational Qualification

- Master's Degree in Library Science / Information Science / Documentation Science with 55% marks (or equivalent grade).

ii. Experience

- Eight (8) years of experience as a University Assistant Librarian (or equivalent position in a recognized academic institution).

iii. Contributions / Achievements

- Evidence of innovative library services, including integration of ICT in the library system.

iv. Research Qualification

- Ph.D. Degree in:
 - Library Science
 - Information Science
 - Documentation Science
 - Archives and Manuscript-Keeping
 - Library Computerization

III. UNIVERSITY LIBRARIAN**Eligibility Criteria****i. Educational Qualification**

- Master's Degree in Library Science / Information Science / Documentation Science with 55% marks (or equivalent grade).

ii. Experience

Candidates must have at least 10 years of one of the following:

- Service as a Librarian at any level in a University Library, OR
- 10 years of teaching as Assistant/Associate Professor in Library Science, OR
- 10 years of experience in a recognized Library system at a Librarian level.

iii. Contributions / Achievements

- Evidence of innovative library services, including ICT integration in library operations.

iv. Research Qualification

- Ph.D. Degree in:
 - Library Science
 - Information Science
 - Documentation Science
 - Archives and Manuscript-Keeping

5.3 Constitution of selection committees and guidelines on selection procedure

5.3.1 Selection Committee Composition

I. Assistant Professor

A. Composition

The Selection Committee shall consist of the following:

1. Vice-Chancellor, or his/her nominee with at least 10 years' experience as Professor – *Chairperson*.
2. One Academician not below the rank of Professor, nominated by the Visitor/Chancellor (where applicable).
3. Three subject experts, nominated by the Vice-Chancellor from the panel approved by the University's statutory body.
4. Dean of the concerned Faculty (where applicable).
5. Head/Chairperson of the concerned Department/School.
6. One academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, nominated by the Vice-Chancellor — only if a candidate from any of these categories has applied and no existing member belongs to that category.

B. Quorum

- 4 members, including 2 external subject experts.

II. Associate Professor

A. Composition

1. Vice-Chancellor, or his/her nominee with at least 10 years' experience as Professor – *Chairperson*.
2. One Professor-level academician, nominated by the Visitor/Chancellor (where applicable).
3. Three subject experts, nominated by the Vice-Chancellor from the approved panel.
4. Dean of the Faculty (where applicable).
5. Head/Chairperson of the Department/School.
6. One SC/ST/OBC/Minority/Women/Differently-abled representative academician, if required (same condition as above).

B. Quorum

- Minimum **4 members**, including **2 external experts**.

III. Professor

A. Composition

1. Vice-Chancellor – *Chairperson*.
2. One Professor-level academician nominated by the Visitor/Chancellor (where applicable).
3. Three subject experts, nominated by the Vice-Chancellor from the approved panel.
4. Dean of the Faculty (where applicable).
5. Head/Chairperson of the Department/School.
6. **One representative academician** for SC/ST/OBC/Minority/Women/Differently-abled categories (only when required).

B. Quorum

- Minimum 4 members, including 2 external subject experts.

IV. Senior Professor

A. Composition

1. Vice-Chancellor – *Chairperson*.
2. One Senior Professor/Professor with minimum 10 years of experience, nominated by the Visitor/Chancellor (where applicable).
3. Three subject experts (not below Senior Professor/Professor with ≥ 10 years' experience) nominated by the Vice-Chancellor from the approved panel.
4. Dean (Senior Professor/Professor with ≥ 10 years' experience), where applicable.
5. Head/Chairperson or Senior-most Professor of the Department/School (with ≥ 10 years' experience).
6. One Senior Professor/Professor (≥ 10 years' experience) representing SC/ST/OBC/Minority/Women/Differently-abled categories, when applicable.

B. Quorum

- 4 members, including 2 external subject experts.

I. Transparent and Objective Evaluation

The University shall ensure a transparent, objective, and credible selection procedure for all faculty recruitment. The process shall include:

1. Assessment of merit and credentials of candidates using a structured evaluation system.
2. Weightage for relevant parameters as prescribed by the UGC.
3. Evaluation through a grading system Proforma aligned with UGC Appendix II, Tables 1, 2, 3A, 4, and 5, as applicable to the post.
4. Teaching aptitude assessment, which may include:
 - A seminar or lecture delivered before the Selection Committee
 - Demonstration of the use of modern teaching tools/technology
 - Discussion on subject knowledge and research aptitude

This procedure applies only to Direct Recruitment.

II. Selection Committees

The University shall adopt the UGC-prescribed Selection Committee composition and selection process for all faculty positions.

- The Committee will be constituted exactly as specified for Assistant Professor, Associate Professor, Professor, and Senior Professor.
- The University may develop its own Application Format, Evaluation Sheets, and Self-Assessment-cum-Performance Appraisal Form, but these must strictly align with UGC Appendix II tables.

No reference to affiliated or constituent colleges is applicable.

III. Reserved Category Nominee Requirement

If any candidate belongs to SC/ST/OBC/Minority/Women/Differently-abled categories AND no Selection Committee member belongs to that category, then:

- The Vice-Chancellor shall nominate an academician from that same category.
- The nominee must be one academic rank higher than the post being advertised.
- The nominee shall ensure compliance with Central/State Government reservation norms during evaluation.

IV. Special Procedure for Selection of Professors

When recruiting Professors or Senior Professors, the process shall include:

1. Submission of reprints of significant publications produced during the relevant qualifying period.
2. Publications shall be provided to external subject experts prior to the interview.
3. Experts shall evaluate publications, and this evaluation must be considered during final selection decisions.

V. Recruitment of Professionals from Outside Academia

In exceptional cases where recruitment pertains to positions defined under UGC provisions for professionals from non-academic backgrounds, the University shall:

1. Develop clear, transparent eligibility criteria.
2. Ensure that only outstanding professionals with the ability to significantly contribute to the University knowledge system are recommended.

VI. Discipline-Specific Considerations

For specialized fields such as:

- Music & Fine Arts
- Visual Arts & Performing Arts

- Physical Education & Sports
- Library and Information Science

The University may include discipline-specific evaluation parameters and deliverables within the Recruitment Evaluation Proforma, in line with UGC guidelines.

VII. Role of IQAC in Recruitment

The Internal Quality Assurance Cell (IQAC) shall:

- Maintain documentation and records of recruitment proceedings.
- Assist in development of assessment and evaluation proformas.
- Ensure procedural compliance with UGC and NAAC guidelines.
- Implement a student feedback mechanism at the institutional level (without linking it to teacher evaluation in recruitment).

Amendment Clause

This Recruitment Policy is subject to revision, modification, or amendment based on updates in UGC regulations, directives under the National Education Policy (NEP) 2020, or evolving institutional requirements. Any such revisions shall come into effect only upon approval of the Academic Council of Sikkim Alpine University.