



DIRECTOR RESEARCH

No. DR/Rectt./IV-27/2015/- 7822-57

Dated: 4/3/24

To

1. All the Statutory Officers, UHF, Nauni-Solan
2. The Dean, COH/COF, UHF, Nauni-Solan
3. The Dean, COH&F, Neri, Hamirpur
4. The Dean, COH&F, Thunag, Mandi
5. All the Professor & Heads, COH/COF, UHF, Nauni-Solan
6. All the Associate Directors, outstations
7. All the Incharges of KVK's

**Subject:** Revised score card for evaluation of the candidate for the recruitment to the post of Research Associate/Senior Research Fellow/Junior Research fellow and Young Professional-I & Young Professional-II (YP-I &II) in different projects alongwith guidelines.

Sir/Madam,

Please find enclosed herewith the revised score card for evaluation of the candidate for the recruitment to the post of Research Associate/Senior Research Fellow/Junior Research fellow and Young Professional-I & Young Professional-II (YP-I &II) in different projects alongwith guidelines for information and taking further necessary action, please.

Encls: As above.

Yours faithfully,

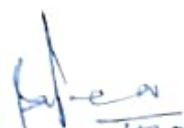
  
Director of Research

Endst. No. Even/- 7822-57

Dated: 4/3/24

Copy of the above is forwarded to the following for information and taking further necessary action:

1. The Professor Incharge, Computing & Informatics Centre, UHF, Nauni (Solan). He is requested to kindly upload the same on the University website.
2. Secretary to the Vice Chancellor, UHF, Nauni (Solan).
3. Guard file.

  
Director of Research

**DR Y S PARMAR UNIVERSITY OF HORTICULTURE AND FORESTRY**  
**NAUNI, SOLAN (HP) 173 230**  
**DIRECTORATE OF RESEARCH**

**REVISED SCORECARD FOR EVALUATION OF THE CANDIDATES FOR RECRUITMENT TO THE POST OF RESEARCH ASSOCIATE/SENIOR RESEARCH FELLOW AND JUNIOR RESEARCH FELLOW IN DIFFERENT PROJECTS.**

Sr. No	Particulars	Max. Marks	
1.	Educational Qualification (For SRF & JRF and RA)	35 marks	MSc = 20 marks Ph D = 15 marks
	(For RAs having Ph D qualification)	35 marks	Ph D = 35 marks
2.	Experience(s)	05 marks	
3.	Interview	10 marks	
	<b>TOTAL:</b>	<b>50 marks</b>	

**MARKS WILL BE AWARDED AS PER DETAILS GIVEN BELOW**

Sr. No	Degree	% marks obtained	Score
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**1) EDUCATIONAL QUALIFICATION: 35 MARKS**  
**(MSc = 20 MARKS Ph D= 15 marks)**

To be converted into absolute percentage on pro-rata basis thus for example:  
If a candidate has 55% marks in **MSc**, the score will be 11.00 ( $55 \times 20 / 100 = 11.00$ )  
If a candidate has 80 marks in Ph D, the score will be 12 ( $80 \times 15 / 100 = 12.00$ )

**2) Experience(s) 05 marks**  
(One mark for each complete year upto maximum of 5 years)

**3) Interview 10 marks**

**NOTE:**

1. If essential qualification advertised is limited to M Sc and Ph D is only desirable qualification, then the marks should be awarded to MSc (out of 20 marks) and PhD (out of 15 marks). However, if essential qualification is limited only to M Sc and Ph D is not a desirable qualification, then no marks are to be awarded to a candidate for Ph D. Thus total marks for M Sc will be out of 35. When Ph D qualification is required only Ph D marks out of 35 will be awarded.



2. Experience marks will be awarded only for the experience of relevant position for which the candidate has applied for.
3. If experience is an essential qualification, then the experience period over and above essential qualification will be awarded marks accordingly. **(For example, if 2 years' experience is an essential and an applicant has total 5 years' experience, then he/she will be awarded 3 marks for experience over and above essential qualification experience).**
4. If the candidate wish to resign from the post under any circumstances, then one one-month notice period is essential and that should reach to the competent authority after recommendations of PI/HOD for further necessary action in the matter so that project work does not suffer for want of staff.
5. prior to resignation tendered by the project staff should be immediately sent to the competent authority for acceptance so that efforts to fill up the post is initiated timely and project work does not suffer for want of staff.
6. Initial engagement of RA/SRF and JRF will be for one year which is extendable for two more years (01 years at a time) subject to requirement of the services of the RA/SRF and JRF in the department/college/station and satisfactory performance of the candidate after evaluation by an Officer/Principal Investigator.
7. ***Further, a nominee of this Directorate should be included as a member in the interview selection committee and may be intimated well in advance the date of interview to nominate a member for the said interview.***

Approved



Director of Research  
**Director of Research**  
Horticulture & Forestry  
Muzoi, Solan-173230

**Approved score card for the selection committee for the post of Research Associate/Senior Research Associate and Junior Research Fellow:**

**Name of the Project** :  
**Qualification** : **Essential:**  
: **Desirable:**

**Number of posts:**  
**Name of the post with emoluments:**

Sr. No.	Name of the Candidate with Correspondence address	Educational Qualification (35 Marks) M Sc =20 Ph D =15	Experience (05 Marks)	Interview (10 Marks)	Total Marks (50 Marks)
		M Sc    Ph D			

*Certified that marks in score card have been given to those candidates who were present in the interview and no candidate is relative of the selection committee. On the basis of qualification marks and interview, the following candidate(s) is/are recommended for section:*

1.-----2. -----3. -----

The following candidate(s) are kept in panel for a period of one year:

1.-----2. -----3. -----

**Approved**  
  
**Director of Research**  
Director of Research  
Dr. T.S. Palni  
University of Horticulture & Forestry  
Nauni, Solan-173230



# GUIDELINES FOR THE RECRUITMENT FOR THE POST(S) OF YOUNG PROFESSIONAL-I AND YOUNG PROFESSIONAL-II IN DIFFERENT PROJECTS.

## Selection procedure for the post of YPs:

i) For each requirement/position of YP at least two applicants shall be shortlisted based on their qualifying academic performance as per an assessment criterion. These shortlisted candidates will undergo a panel interviews. For specialized jobs related to administrative/finance/legal positions etc. In case of the at any stage all the candidates who have same marks will be considered to have qualified for further rounds.

## ii) YPs to be engaged for Research & Development Programmes:

a) **Young Professional-I:** Graduate in relevant subjects or diploma holders in relevant Agricultural Sciences\*/Engineering/Technology etc.

b) **Young Professional-II:** Postgraduate in relevant subjects or graduate degree holders in relevant Agricultural Sciences/Engineering/ Technology/Business Administration/area of "Humanities" \*\* according to need.

\* Term "**Agricultural Sciences**" includes all agriculture & allied sciences, i.e. Crop Science, Horticulture Science, NRM related disciplines, Animal Science, Veterinary Sciences, Fisheries Sciences, Agriculture Engineering, Agriculture Extension, Agriculture Education etc.

\*\* Term "**Humanities**" would include Finance, Economics, Language, Psychology, as per need.

## YPs to be engaged for handling legal issues should have following qualifications:

c) **YP-II (Legal):** "Law graduate from a University/ Institution recognized by UGC, enrolled as an advocate with Bar Council of State in which practicing and two years' experience for dealing with Civil/Service/Labour Arbitration cases and exposure to drafting of Agreement/MoU/Deeds etc." after enrolment. While considering the application for YPs the ranking of Institution provided under established framework shall be the deciding factor.

## YPs to be engaged for handling Audit and Accounts should have following qualifications:

d) **YP-I (F&A):** B.Sc/BBA/BBS (with minimum 60% marks from a recognized University/College (With minimum one year of experience in relevant field).

Knowledge of IT application, virtual meeting platforms and computer skills (MS-Word, Excel, PowerPoint, Tally etc.) will be added advantage.

OR

B.Com/BBA (with minimum 60 % marks) from a recognized University College and MBA (Finance) or equivalent (with minimum 60 % marks) from a recognized Institution (with minimum one year of experience in relevant field).

Knowledge of IT applications, virtual meeting platforms and computer skills (Ms Word, Excel, PowerPoint, Tally, etc.) will be added advantage. **Typing test must be as qualifying.**

*Ref-ecr*

**iii) Maximum duration of engagement of the YPs:**

Initial engagement of YP will be for one year which is extendable for two more years (01 years at a time) subject to requirement of the services of the YP in the department/college/station and satisfactory performance of the candidate after evaluation by an Officer/Principal Investigator.

**iv) Age limit:**

The minimum age for Young Professional-I (YP-I) and Young Professional-II (YP-II) will be 21 years and maximum 45 years with relaxation as per rules.

**v) Consolidated emoluments of the YPs:**

Consolidated emoluments of Young Professional-I (YP-I) and Young Professional-II (YP-II) will be Rs. 25,000/- per month and Rs. 35,000/-, respectively No House Rent Allowance (HRA) will be paid to the YPs.

**vi) TA/DA for the YPs:**

TA/DA will be admissible to YPs for undertaking domestic tour for official work as per University rates.

**vii) Attendance and working hours/days:**

The working hours for the YPs will be same as regular employees of the University. No extra benefit will be allowed for working beyond office hours. Unauthorized absence from the project/work for a continuous period of 08 days without valid reasons shall lead to automatic termination of the engagement.

**viii) Leave entitlement for the YPs:**

The YPs will not be entitled for any kind of leave except 15 days' casual leave, 2 days' restricted leave except other gazetted holidays in a calendar year and maternity leave as per rules.

**ix) Service Contract Agreement:**

Contract for YPs will be only for one year. Fresh contract agreement will have to be signed for further continuation/extension.

**However, other terms and conditions for the YPs shall be remain as per service contract agreement for the other project staff in the University.**

Approved



Director of Research  
Dr. YS Parmar University of  
Horticulture & Forestry  
Shimla, Solan-173230



Score Card for the post of Young Professional-I

Name of the Project:

Name of post	No. of Posts	Essential Qualification	Desirable	Emoluments
Young Professional-I (Y-P-I)	UR= SC= OBC= Others=			

Sr. No.	Name of candidate and father's name	D.O.B	Category	Qualification	Name of Institute	Year of Passing	% age of marks	Educational qualification (35 marks) Graduation: 35	Experience(s) (05 marks)	Interview (10 Marks)	Total (50 Marks)	Remarks
1.	2	3.	4.	5.	6.	7.	8.	9.	10.	11	12	13.

*Certified that marks in score card have been given to those candidates who were present in the interview and no candidate is relative of the selection committee. On the basis of qualification marks and interview, the following candidate(s) is/are recommended for section:*

1.-----2.-----3.-----

The following candidate(s) are kept in panel for a period of one year:

1.-----2.-----3.-----

Approved

Director of Research

Score Card for the post of Young Professional-II

Name of the Project:

Name of post:	No. of Posts	Essential Qualification	Desirable	Emoluments
Young Professional-II (Y.P-II)	UR= SC= OBC= Others=			

Sr. No.	Name of candidate/father's name	D.O.B	Category	Qualification	Name of Institute	Year of Passing	% age of marks	Educational qualification		Experience(s) (05 marks)	Interview (10 Marks)	Total (50Marks)	Remarks
								(35 marks) Graduation: 10	Post-Graduation: 25				
1.	2.	3.	4.	5.	6.	7.	8.	Graduation	Post-Graduation	10.	11.	12.	13.

Certified that marks in score card have been given to those candidates who were present in the interview and no candidate is relative of the selection committee. On the basis of qualification marks and interview, the following candidate(s) is/are recommended for section:

1.-----2.-----3.-----

The following candidate(s) are kept in panel for a period of one year:

1.-----2.-----3.-----

Approved

Director of Research

