

**INSTRUCTIONS TO THE APPLICANTS FOR THE POST OF
ASSOCIATE PROFESSOR [ON CONTRACT – ANNUAL CONTRACT]
FOR A PERIOD OF THREE YEARS RENEWABLE BASED ON THE
PERFORMANCE]**

1. Filled in applications [10 sets with all the required enclosures] should be submitted on or before the last date prescribed in the advertisement. The soft copy of the filled in application should be sent to facultyrecruitment2018@mids.ac.in in word format without enclosures.
2. Full CV giving details of applicant's achievements should be enclosed. Information on publications and research projects should be in the same format as in Items 12 -17 in the Application form.
3. Candidate must enclose a note of not more than five pages printed or typed and a soft copy giving details of their professional ambitions, research they would like to carry out in next three years in the area of their current interest.
4. The candidate should have successfully completed after 10th Standard, 2 years of Higher Secondary, 3 years of Under Graduate Degree and two years of Post-Graduation Degree besides the Ph. D.
5. No TA/DA shall be paid to the candidates for attending the interview.
6. Relaxation of 5% of marks in the requirement of minimum marks (from 55% to 50%) will be provided at the Master's level in case of SC/ST/OBC/Physically challenged.
7. The application shall not be considered if it is not in the prescribed format which is available in our Website www.mids.ac.in or obtained through MIDS from facultyrecruitment2018@mids.ac.in in soft copy. Forms will not be provided in hard copy. Applicants may use additional space to provide information, if required, but should maintain the format of the application form.
8. The MIDS will not be responsible for postal delay or delays in electronic transmission.
9. Application (i) incomplete in any respect or (ii) without substantiating proof of statements / information filled in application form shall not be considered. In the case of publications cited in items 12-16 of the application form a copy each of the pages giving the author/title of papers or Titles/contents page of the book should be enclosed with each set of Application.

10. No deletion/alteration will be permitted in the application form after submission of applications.
11. Applicants who are in employment should route their applications through proper channel providing [a] Conduct Certificate, [b] Employment record and [c] No Objection Certificate from the present employer.
12. Applicants should send self-attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the applications but these must be produced at the time of interview.
13. Indian nationals residing abroad may apply if they are qualified, provided both soft copy and hard copy of their filled in application should reach MIDS on or before the last date of application prescribed in the advertisement. The supporting documents for the mark-sheets, degree certificates or community certificates must be certified as true copy by a competent university official or employer or a notary public giving clearly her/his designation and seal. The interview for the shortlisted among such applicants will be conducted through Video conference / skype on the day and time intimated to them by email.
14. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
15. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle the candidate for being called for interview. The MIDS will have the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other conditions that the institute may deem fit.
16. The period of time taken by the candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the positions.
17. Percentage equivalence of Grade Points for a Seven Points scale as per the UGC Guidelines dated 30.06.2010 as follows:

It is hereby clarified that where the University/College/Institution declares results in grade points which is on scale of Seven the following yardstick shall be adopted to determine equivalent marks in percentage.

Grade	Grade Point (Maximum:6)	Percentage Equivalent
‘O’ - Outstanding	5.50 - 6.00	75-100
‘A’ - Very Good	4.50 – 5.49	65-74
‘B’ – Good	3.50 – 4.49	55-64
‘C’ - Average	2.50 – 3.49	45-54
‘D’ – Below Average	1.50 – 2.49	35-44
‘E’ – Poor	0.50 – 1.49	25-34
‘F’ – Fail	0 – 0.49	0 – 24

If any other conversion scale is adopted by the applicants University/Institute, official certification to this effect should be provided along with the application.

In the case of candidates with post graduate degrees from foreign universities, they must provide equivalent marks in percentage officially.

18. The name of the post applied for should be clearly written on the cover. The filled in application, complete in all respects, may be placed in a single cover. The MIDS shall not be responsible for any misplacement, omission etc.
19. It is not possible to send individual acknowledgements. Those who want acknowledgement may send their applications by registered post with acknowledgement due.
20. Amendments / changes, if any, in the advertisement will be published only on the MIDS Website.
21. Academic Performance will be considered based on the marks obtained in UG & PG Degree and Ph.D. Therefore, the candidates must enclose a copy of all mark statements (HSC, UG & PG).
22. Candidates are required to submit reprints of three of their publications, along with their applications.
23. Publications ‘under submission’ or submitted to referees will not be considered towards calculation of points for publication criteria.

24. In case the applicant wants to claim benefits under the physically challenged category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be enclosed with the applications.
25. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected.
26. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information.
27. The MIDS reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant.
28. In case of any inadvertent mistake in the process of selections, which may be detected at any stage even after the issue of appointment letter, the MIDS reserves the right to modify / withdraw /cancel any communications made to the candidates.
29. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the MIDS shall be final.
30. The MIDS will have the right to relax any of the conditions such as experience, age, etc., in deserving cases.
31. If any candidate is recommended for appointment in relaxation of any of the prescribed conditions relating to age, experience etc., it shall be so stated and recorded.
32. The MIDS may call any suitable persons(s) to appear in the Interview who may not have applied in response to the MIDS Notification.
33. The MIDS reserves the right to consider the applications received after the last date, in exceptional cases.
34. The shortlisted candidates called for interview should report along with all the testimonials/certificates in original along with photo ID. A set of photocopies of certificate / testimonials with respect to the qualifications and experience indicated in the application form, duly certified by the applicant should be submitted at the time of Interview. Candidates residing abroad are required to provide all supporting documents along with their application as indicated in Item 13 of these Instructions above.
35. The MIDS shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedent/background and has suppressed the said information, then his/her services shall be terminated.

36. No correspondence will be entertained from candidates regarding communication/ postal delays, conduct and result of interview and reasons for not being called for interview.
37. Canvassing in any form will be a disqualification.
38. No interim correspondence shall be entertained.
39. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
40. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so giving reasons there-for.
41. The Chairman of the Selection Committee shall have the power to lay-down the procedure in respect of any matter not mentioned **ABOVE**.
42. In cases of any dispute any suites or legal proceedings against the MIDS, the jurisdiction shall be restricted to the Courts in Chennai.

May 26, 2018

Director
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Chennai
www.mids.ac.in