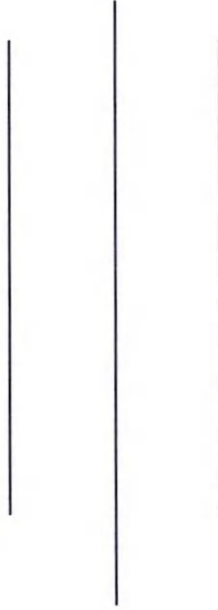




काठमाडौं विश्वविद्यालय



छनौट समितिको

आन्तरिक कार्यविधि निर्देशिका - २०६७

प्राज्ञिकपद

(५७९औं र ६२३औं कार्यकारी परिषद्को संसोधन समेत समावेश गरिएको)

खण्ड-क

खण्ड (क)

प्राज्ञिक पद

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## काठमाडौं विश्वविद्यालय

### छनौट समितिको

#### आन्तरिक कार्यविधि निर्देशिका-२०६७

काठमाडौं विश्वविद्यालय शिक्षक तथा कर्मचारी सेवा शर्त नियम २०५०को नियम ३.१(ग) ५ अनुसार शिक्षक तथा कर्मचारीको स्थायी पदपूर्ति सम्बन्धमा कार्यकारी परिषद्को मिति २०६७/०६/०१ को ४०६औं बैठकले यो निर्देशिका जारी गरेको छ ।

#### (खण्ड-क)

#### प्राज्ञिकपद

#### १. रिक्तपदको विवरण

- (क) स्विकृत पदहरूमध्ये पदपूर्ति गर्नुपर्ने पदहरूको विवरण संकलन गर्ने जिम्मेवारी रजिष्ट्रारको हुनेछ ।
- (ख) प्रत्येक आर्थिक वर्षको असार मसान्त भित्र आगामी आर्थिक वर्षमा पूर्ति गर्नु पर्ने पद, पदसंख्या, दरबन्दी रहने स्थान तथा पूर्ति गर्नपर्ने कारण तथा बाह्य उम्मेदवार छनौट भएमा साविक करारवालालाई के गर्ने आदिको विवरण अनुसूची १ बमोजिम तयार गर्नु पर्नेछ ।
- (ग) स्कूलहरूबाट प्राप्त अनुसूची १ बमोजिमको पदपूर्ति माग फारम रजिष्ट्रारले स्वीकृत गरी अनुमोदनका लागि कार्यकारी परिषद्मा पेश गर्नेछ ।

#### २. प्रतियोगिताको तरिका निर्धारण

- (क) रिक्त पद पूर्ति गर्दा कुन पद कुन किसिमको प्रतियोगिताद्वारा पूर्ति गर्ने हो भन्ने निर्णय छनौट समितिले गर्नेछ ।
- (ख) छनौट समितिले छनौट गरिने पदको संख्या र प्रकृति अनुसार निम्न प्रतियोगितात्मक विधिहरू मध्ये कुनै एक वा सो भन्दा बढी विधि अवलम्बन गर्ने निर्णय गर्नेछ ।
  - लिखित परीक्षा, प्रयोगात्मक परीक्षा तथा अन्तर्वार्ता
  - प्रयोगात्मक परीक्षा तथा अन्तर्वार्ता
  - अन्तर्वार्ता मात्र ।

#### ३. खुल्ला प्रतियोगिता

- (क) प्राज्ञिक पदहरूको पूर्ति खुल्ला प्रतियोगिताको आधारमा गरिने छ ।
- (ख) रिक्त दरबन्दीको प्रकाशित पदको लागि निर्धारित योग्यता पुगेका इच्छुक उम्मेदवारहरूले प्रतियोगितामा भाग लिन सक्नेछन् ।

#### ४. सूचना प्रकाशनको कार्यविधि

- (क) पूर्ति गर्ने पदको लागि चाहिने निम्न विवरणहरू खुलाई रजिष्ट्रारले सूचना प्रकाशित गर्नु पर्नेछ ।
  - पद, पद संख्या, काम गर्नुपर्ने स्कूल, विभाग वा केन्द्र, कार्य प्रकृति एवं भूमिका, विषयगत विशिष्टता
  - न्यूनतम शैक्षिक योग्यता

- अन्य योग्यता र अनुभव
- प्रतियोगिताको किसिम र तरीका
- फारम बुझाउनु पर्ने ठाँउ र अन्तिम मिति
- दरखास्त दस्तुर
- लघुसूचिकरण (सर्टलिस्टिङ)को व्यवस्था

(ख) स्थायी पदपूर्तिको लागि सूचना प्रकाशित गर्दा सामान्यतया घटीमा २१ दिनको म्याद राख्नुपर्नेछ ।

(ग) विश्वविद्यालयको केन्द्रीय सूचनापाटी र वेबसाईटमा विस्तृत तथा राष्ट्रिय दैनिक अखबारमा संक्षिप्त सूचना प्रकाशित गर्नु पर्नेछ ।

#### ५. दरखास्त दिँदाको कार्यविधि

(क) शैक्षिक पदको लागि आवेदन दिने उमेदवारले अनुसूची २ मा तोकिए बमोजिम दरखास्त फारम भरी पेश गर्नु पर्नेछ । दरखास्त फारम विश्वविद्यालयको वेबसाईटबाट पनि प्राप्त गर्न सकिने छ ।

(ख) दरखास्त फारम तोकिएको म्यादभित्र अनुसूची ३ मा उल्लेखित परीक्षा दस्तुर सहित केन्द्रीय कार्यालयमा बुझाउनु पर्नेछ ।

(ग) दरखास्त दिँदा आवश्यकतानुसार निम्न कागजातहरूको प्रमाणित प्रतिलिपिहरू दरखास्तकासाथ संलग्न हुनु पर्दछ ।

- शैक्षिक योग्यताको प्रमाणपत्र
- लब्धांकपत्र वा ट्रान्सक्रिप्ट
- चारित्रिक प्रमाणपत्र
- नागरिकताको प्रमाणपत्र
- अनुभवको प्रमाणपत्र (पूर्वानुभव भएमा)
- पेशागत अनुभवको प्रमाणपत्र (पूर्वानुभव भएमा)
- अनुसन्धानात्मक कृति र प्रकाशन मूल्यांकनको प्रमाणपत्र (भएमा)
- विषयगत प्रशिक्षण वा तालीमको प्रमाणपत्र
- पासपोर्ट साइजको फोटो २ प्रति
- विदेशी विश्वविद्यालयको डिग्री भएमा समकक्षताको प्रमाणपत्र ।

(घ) निम्न अवस्थामा दरखास्त फारम अस्वीकृत हुन सक्नेछ :

- म्याद भित्र दाखिला नभएमा
- विज्ञापनमा तोकिएको शर्त पूरा नभएमा
- आवश्यक कागजपत्र र विवरण संलग्न नरहेमा
- तोकिएको पदका लागि आवश्यक योग्यता नपुगेमा
- परीक्षा दस्तुर दाखिला नगरेमा
- लघुसूचिकरणमा नपरेमा ।

#### ६. परीक्षा दस्तुर

(क) परीक्षा दस्तुर अनुसूची ३ मा तोकिए बमोजिम हुनेछ ।

(ख) पदपूर्ति सम्बन्धी सूचना रद्द गरिएमा बाहेक दाखिला गरिएको परीक्षा दस्तुर फिर्ता गरिने छैन ।



७. उमेरको हद

विश्वविद्यालयका सबै तहका शिक्षक पदमा शुरु नियुक्ति हुन १८ वर्ष उमेर पुगेको हुनुपर्नेछ ।

८. नियुक्तिका निम्ति न्यूनतम शैक्षिक योग्यता

विश्वविद्यालयका विभिन्न तहका शिक्षकहरूको पदमा नियुक्ति हुन आवश्यक पर्ने न्यूनतम शैक्षिक योग्यता, अनुभव र अन्य योग्यता आदि काठमाडौं विश्वविद्यालय, शिक्षक तथा कर्मचारी सेवा शर्त नियम २०५० को नियम ३.४ ले तोकेबमोजिम हुनेछ ।

९. दरखास्तको छानविन र स्वीकृति

- (क) मानव संसाधन प्रबन्धकले पर्न आएका दरखास्तहरूको छानविन र उल्लिखित शर्त अनुरूप ठीक भए नभएको जाँच गरी स्वीकृत गर्नेछ ।
- (ख) रीतपूर्वक पर्न आएको दरखास्त फारम स्वीकृत भएपछि लघुसूचिकृत उम्मेदवारहरूलाई अनुसूची ५ बमोजिम प्रवेशपत्र उपलब्ध गराउनु पर्नेछ ।

१०. लघुसूचिकरण (सर्टलिष्टीङ्ग )

- (क) पूर्ति गर्नुपर्ने पद संख्या र पर्नआएका दरखास्तहरूको संख्याको आधारमा प्रतियोगितात्मक प्रकृयाको लागि छनौट समितिले वा छनौट समितिले अख्तियारप्रदान गरेको निकायले उम्मेदवारहरूलाई लघुसूचिकृत गर्नसक्नेछ ।
- (ख) लघुसूचिकरण गर्दा उम्मेदवारहरूको योग्यता, कार्यअनुभव, प्राज्ञिक योगदान र Affirmative Action को अन्य आधारमा गर्नु पर्नेछ । आधारहरूको अंकभार निम्न अनुसार हुनेछ ।

	अंक भार (लेक्चरर र असिस्टेण्ट प्रोफसरका लागि)	अंक भार (एसोसियट प्रोफसर र प्रोफसरका लागि)
शैक्षिक योग्यता	.६	.३
कार्य अनुभव	.२	.२
प्राज्ञिक उपलब्धी (अनुसन्धान र प्रकाशन )	.१	.३
प्राज्ञिक योगदान र सेवा		.१
Affirmative Action (महिला जनजाति आदि)	.१	.१
जम्मा	१	१

- (ग) प्रत्येक मूल्यांकन आधारको आन्तरिक भार अनुसूची ६ (क) अनुसार हुनेछ ।
- (घ) लघुसूचिकरण अनुसूचि ६ (ख) बमोजिमको तालिका अनुरूप गर्नुपर्नेछ ।
- (ङ) लघुसूचिकरण तालिका अनुसार उम्मेदवारहरूले प्राप्त गरेको कूल पूर्णाङ्कको आधारमा आवश्यक संख्यामा लघुसूचिकृत गरिनेछ ।

### ११. पाठ्यक्रम निर्धारण

हरेक विषयका विभिन्न तहका शिक्षक पदका उमेदवारलाई लिखित तथा प्रयोगात्मक परीक्षाको लागि पाठ्यक्रम र प्रश्नपत्रको ढाँचा छनौट समितिले वा छनौट समितिले अख्तियारप्रदान गरेको निकायले निर्धारण गर्नेछ, र सोको फोटोकपी प्रवेशपत्र उपलब्ध गराउने बेलामा उपलब्ध गराइनेछ ।

### १२. प्रश्नपत्रहरूको निर्माण

- (क) हरेक विषयका विभिन्न तहका पदका उमेदवारको लिखित र प्रयोगात्मक परीक्षाको निमित्त खाँचो नहुने गरी परीक्षाको समयभन्दा अगावै प्रश्न बैंकमा प्रश्नहरू रहने गरी सम्बन्धित विषयका विशेषज्ञहरूबाट सम्बन्धित विषयमा आवश्यकतानुसार प्रश्नहरू तयार गराई राख्नु पर्नेछ ।
- (ख) प्रश्नकर्तालाई प्रश्न बनाउन पठाउँदा अनुसूची ७ बमोजिमको पत्र साथै नमुना प्रश्नपत्र, निर्देशन,खाम र CD संलग्नगर्नु पर्नेछ ।
- (ग) प्रश्नकर्ताले प्रश्नहरू तयार गरी पठाउँदा बन्दी खाममा सीलबन्दी गरी पठाउनु पर्नेछ ।
- (घ) वस्तुगत प्रश्न तयार गर्दा प्रश्नकर्ताबाटै ठीक उत्तरहरू लेखी बन्दीखाममा सीलबन्दी गराई पठाउनु पर्नेछ ।
- (ङ) प्रश्न निर्माण गरे बापत प्रश्नकर्तालाई दिइने पारिश्रमिक अनुसूची ४ बमोजिम हुनेछ ।

### १३. परीक्षा संचालन

(क) सबै तहका उमेदवारको लिखित र प्रयोगात्मक परीक्षाहरूको संचालन मानव संसाधन महाशाखाबाट हुनेछ । त्यसका निमित्त मानव संसाधनप्रबन्धकले निम्न विषयमा आवश्यक व्यवस्था मिलाउनु पर्नेछ ।

- परीक्षा संचालनका निमित्त परीक्षा मिति र समय निर्धारण
- उमेदवारको नामावली तयार
- परीक्षाकेन्द्रको व्यवस्था
- केन्द्राध्यक्ष र निरीक्षक आदिको व्यवस्था
- प्रश्नपत्र र उत्तरपुस्तिकाको व्यवस्था
- परीक्षाकेन्द्रमा सीटको व्यवस्था र प्रवेश समय निर्धारण
- प्रवेशपत्रको अनिवार्यता र त्यसको जाँच
- परीक्षाकेन्द्रमा सुरक्षा व्यवस्था ।

(ख) परीक्षा संचालनका लागि रजिष्ट्रारले केन्द्राध्यक्ष तोक्ने छ । केन्द्राध्यक्षको काम-कर्तव्य निम्न अनुसार रहनेछ । रजिष्ट्रारबाट केन्द्राध्यक्ष तोकिदा निरीक्षकको काम मानव संसाधन प्रबन्धकले गर्नेछ ।

- सीलबन्दी प्रश्नपत्रहरू बुझ्ने, खोल्ने र बाढ्ने
- उत्तरपुस्तिका दस्तखत गर्ने
- निरीक्षकहरूबाट उत्तरपुस्तिका बुझ्ने
- रोलक्रम मिलाई उत्तरपुस्तिकाहरू सीलबन्दी गर्ने
- अनुचित कार्य गर्ने परीक्षार्थीलाई निष्काशन गर्ने
- उत्तरपुस्तिकाहरू रजिष्ट्रारको कार्यालयमा बुझाउने
- परीक्षा संचालनका लागि चाहिने अन्य आवश्यक कार्य गर्ने ।

१४. उत्तरपुस्तिका परीक्षण

- (क) उत्तरपुस्तिकाहरु परीक्षण गर्न पठाउँदा प्रश्नपत्र, उत्तरपुस्तिका फारम आदि राखी फिर्ता गर्ने मिति तोकी सीलबन्दी गरी परीक्षकको ठेगानामा गोप्य रुपमा बुझाउन पठाउनु पर्नेछ ।
- (ख) परीक्षककहाँ उत्तरपुस्तिका जाँचन पठाउँदा अनुसूची ९,१० र ११ बमोजिमको नमूनापत्र, अंक तालिका र परीक्षकले पालन गर्नु पर्ने शर्तहरु पनि पठाउनु पर्नेछ ।
- (ग) उत्तरपुस्तिकाहरु जाँची फिर्ता आएपछि छनौट समितिले आवश्यक ठानेमा पुनः परीक्षण गराउन सकिनेछ ।
- (घ) परीक्षकलाई दिइने पारिश्रमिक अनुसूची ४ बमोजिम हुनेछ ।

१५. टेबुलेशन व्यवस्था

परीक्षकबाट जाँची फिर्ता प्राप्त उत्तरपुस्तिकाको प्राप्तिको अभिलेख राख्नु पर्नेछ र त्यसपछि दफा १६ बमोजिमको अनुपातमा अन्तर्वार्ताको लागि छनौट गरिएको उम्मेदवारहरुको नामावली प्रकाशन गर्नु पर्नेछ ।

१६. अन्तर्वार्ताको लागि नाम-प्रकाशन

- (क) लिखित वा प्रयोगात्मक परीक्षामा उत्तीर्ण भएका उम्मेदवार मध्येबाट बढी अंक प्राप्त गर्नेलाई रिक्त पदसंख्याको निम्न अनुपातमा अन्तर्वार्ताको लागि नाम प्रकाशित गर्नुपर्नेछ ।

रिक्त पदसंख्या

नाम प्रकाशित गर्ने उम्मेदवार संख्या

१ भएमा

२ जना

२ "

४ "

३ "

५ "

४ भन्दा माथि

प्रति १ रिक्त पदको लागि/१.५ जनाको अनुपातमा

- (ख) अन्तर्वार्ताबाट मात्र छानीने पदकोलागि दफा १६ (क) अनुसारको पदसंख्याको अनुपातमा उम्मेदवारहरुलाई अन्तर्वार्तामा समावेश गर्नुपर्नेछ ।

१७. अन्तर्वार्ता

- (क) लिखित वा प्रयोगात्मक वा दुवै परीक्षाको परीक्षाफलको सूचना प्रकाशित गर्दा अन्तर्वार्ताको मिति, समय र स्थान समेत स्पष्ट उल्लेख गर्नुपर्नेछ ।
- (ख) अन्तर्वार्ताबाट मात्र लिने पदका लागि पनि दरखास्त स्वीकृत भएपछि केन्द्रीय सूचनापाटीमा सूचना प्रकाशित गरी अन्तर्वार्ताको मिति, समय र स्थान तोक्नु पर्नेछ ।
- (ग) अन्तर्वार्ता लिँदा सम्बन्धित विषयका दक्ष वा विशेषज्ञलाई अन्तर्वार्ता प्यानलमा अनिवार्यरूपले सम्मिलित गर्नु पर्नेछ । कार्यकारी परिषद्ले सम्बन्धित विषयका दक्ष वा विशेषज्ञलाई रजिष्ट्रारले गोप्य तरीकाले सूचित गरी आमन्त्रित गर्नुपर्नेछ । विशेषज्ञलाई अनुसूचि १३ बमोजिम आमन्त्रित पत्र पठाउनु पर्नेछ ।
- (घ) अन्तर्वार्ता हुने दिन उम्मेदवारले पेश गरेका सबै प्रमाणित कागजपत्रहरु सक्कल प्रतिसंग भिडाई ठिक छ, छैन जाँच गर्नु पर्नेछ ।
- (ङ) अन्तर्वार्ता प्यानलका अध्यक्ष, विशेषज्ञ तथा अन्य सदस्यहरुलाई दिइने भत्ता अनुसूचि ४ बमोजिम हुनेछ । अन्तर्वार्तामा प्रयोग गर्ने फारम अनुसूचि १४, १५ र १६ बमोजिम हुनेछ ।



\* (च) अन्तर्वाताको लागि छनौट भएको उम्मेदवार विदेशमा रहेको स्थितिमा इलेक्ट्रोनिक माध्यमबाट समेत अन्तर्वाता लिन सकिनेछ ।

**१८. शैक्षिक योग्यता**

शैक्षिक योग्यताको अंक विभाजन अनुसूची १६ र यसको फारम अनुसूची १७ बमोजिम हुनेछ ।

**१९. पेशागत योगदान**

(क) पेशागत योगदानको परिभाषित गर्ने कार्य छनौट समितिले गर्ने छ ।

(ख) पेशागत योगदान मूल्याङ्कन फारम अनुसूची १८ र यसको अंक विभाजन अनुसूची २२ बमोजिम हुनेछ ।

**२०. अनुसन्धानात्मक कृति र प्रकाशन**

(क) एसोसियट प्रोफसर र प्रोफसरको लागि अनुसन्धानात्मक कृति र प्रकाशनको मूल्याङ्कन गर्नुपर्नेछ ।

(ख) अनुसन्धानात्मक कृति र प्रकाशनको मूल्याङ्कन छनौट समिति वा छनौट समितिले तोकेको विशेषज्ञबाट गराउन पर्नेछ ।

(ग) अनुसन्धानात्मक कृति र प्रकाशनको मूल्याङ्कन गर्न पठाउँदा अनुसूची १९ बमोजिमको फारम र मूल्याङ्कनकर्ताले पालन गर्नु पर्ने शर्तहरू पनि पठाउनु पर्नेछ । यसको अंक अनुसूची २२ बमोजिम हुनेछ ।

(घ) अनुसन्धानात्मक कृति र प्रकाशनको मूल्यांकनकर्तालाई दिइने परिश्रमिक अनुसूची ४ बमोजिम हुनेछ ।

**२१. कार्यसम्पादन मूल्याङ्कन**

(क) आन्तरिक उम्मेदवारहरूको मात्र कार्य सम्पादन मूल्याङ्कनको अंक गणना गर्नेछ ।

(ख) अन्तिम तीन वर्षको वार्षिक कार्य सम्पादन मूल्याङ्कनमा प्राप्त अङ्कको औषत र तीन वर्षको औषत निकाल्ने तरिका तोकिए बमोजिम हुनेछ ।

(ग) कार्य सम्पादन मूल्याङ्कन फारम अनुसूची २० र २१ बमोजिम यसको अंकविभाजन अनुसूची २२ बमोजिम हुनेछ ।

**२२. उम्मेदवार र सिफारिश गर्ने आधार र अंक-विभाजन**

सबै तहका उम्मेदवारको नियुक्तिका निमित्त सिफारिश गर्ने आधारभूत तालिका र अंक विभाजन अनुसूची २२ मा तोकेबमोजिम हुनेछ ।

**२३. नतिजा प्रकाशन**

सामान्यतया अन्तर्वाता सम्पन्न भएको ३० दिनभित्र नतिजा प्रकाशित गरी उम्मेदवारको सिफारिश गर्नु पर्नेछ ।

**२४. एकीकृत मूल्यांकन तालिका**

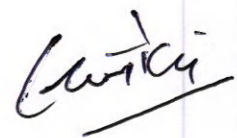
उम्मेदवारले विभिन्न विषयमा प्राप्त गरेको अंक र अन्य योग्यताको आधारमा सिफारिशका निमित्त एकीकृत मूल्यांकन तयार गरिनेछ र त्यसमा सबभन्दा बढी अंक प्राप्त गर्ने उम्मेदवारलाई सिफारिश गरिनेछ । एकीकृत मूल्यांकन तालिकाको नमूना अनुसूची २३ बमोजिम हुनेछ ।

२५. पदोन्नति सम्बन्धी व्यवस्था

प्राज्ञिक पदतर्फ पदोन्नति सम्बन्धी व्यवस्था शिक्षक तथा कर्मचारी सेवा शर्त नियम २०५० बमोजिम हुनेछ ।

संसोधनहरु:

\* २०७०।०६।१३ को कार्यकारी परिषद्बाट दफा १४ मा च थप गरेको ।



### खण्ड (क) अनुसूचीहरू

#### विषय

अनुसूची १	पदपूर्ति माग फारम
अनुसूची २	दरखास्त फारम
अनुसूची ३	परिक्षा दस्तुर
अनुसूची ४	पारिश्रमिक विवरण
अनुसूची ५	प्रवेश पत्र
अनुसूची ६	(क) लघुसूचिकरण अंक भार (ख) लघुसूचिकरण अंक तालिका
अनुसूची ७	प्रश्न तयार गर्न प्रश्नकर्तालाई अनुरोधपत्र
अनुसूची ८	प्रश्नपत्र निर्माण मार्गदर्शन
अनुसूची ९	उत्तरपुस्तिका जाँच पठाउने अनुरोधपत्रनमूनापत्र
अनुसूची १०	उत्तरपुस्तिकालागि अंक तालिका
अनुसूची ११	प्रतियोगितामक परिक्षाका लागि अंक तालिका
अनुसूची १२	विशेषज्ञका लागि अनुरोधपत्र
अनुसूची १३	अन्तर्वाता अंक तालिका ( प्रोफेसर र एसोसिएट प्रोफेसरकालागि)
अनुसूची १४	अन्तर्वाता अंक तालिका (असिष्टेण्ट प्रोफेसर र लेक्चररकालागि)
अनुसूची १५	अन्तर्वाता अंकतालिका
अनुसूची १६	शैक्षिक योग्यता अंक विभाजन
अनुसूची १७	शैक्षिक योग्यता अंकतालिका
अनुसूची १८	पेशागत योगदानका मूल्यांकनको अङ्क विभाजन
अनुसूची १९	(क) मूल्याङ्कनकर्तालाई अनुरोधपत्र (ख) अनुसन्धानात्मक कृति र सृजनात्मक क्रियाकलापको मूल्याङ्कन फारम
अनुसूची २०	कार्यसम्पादन मूल्यांकन फारम( प्रोफेसर र एसोसिएट प्रोफेसर)
अनुसूची २१	कार्यसम्पादन मूल्यांकन फारम(असिष्टेण्ट प्रोफेसर र लेक्चरर)
अनुसूची २२	उमेदवार छनौट गरी सिफारिश गर्ने आधार
अनुसूची २३	लिखित । प्रयोगात्मक परीक्षा र अन्तर्वाताको मूल्यांकन तालिका



अनुसूची - १  
(निर्देशिकाको दफा १ 'ख' संग सम्बन्धित)  
**Kathmandu University**  
**Faculty Requisition Blank**

*This blank is to be completed by the Dean of the concerned School and submitted to the Registrar latest by the end of May every year for recruiting, hiring, and placing the required faculty for tenured position during the coming academic year beginning August. Requisition for tenured faculty should be made as per the approved faculty plan of the School as included in its strategic plan and in line with the faculty hiring and utilization policies, rules, and standards of the University.*

School: \_\_\_\_\_ Year: \_\_\_\_\_

**A. Professor**

Disciplinary Specialization	Number Required	Placement Unit	Special Requirement	Approved Number	Available Number: Tenured and On-contract#

Principal roles and responsibilities of the position holder(s) once placed on the job:  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_

Justification for filling in the position (on the basis of the programs, number of students, functional roles, and resources generation the position holder will be associated with):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**B. Associate Professor**

Disciplinary Specialization	Number Required	Placement Unit	Special Requirement	Approved Number	Available Number: Tenured and On-contract#

Principal roles and responsibilities of the position holder(s) once placed on the job:  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_

Justification for filling in the position (on the basis of the programs, number of students, functional roles, and resources generation the position holder will be associated with):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**C. Assistant Professor**

Disciplinary Specialization	Number Required	Placement Unit	Special Requirement	Approved Number	Available Number: Tenured and On-contract#

Principal roles and responsibilities of the position holder(s) once placed on the job:  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

Justification for filling in the position (on the basis of the programs, number of students, functional roles, and resources generation the position holder will be associated with):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**D. Lecturer**

Disciplinary Specialization	Number Required	Placement Unit	Special Requirement	Approved Number	Available Number: Tenured and On-contract#

Principal roles and responsibilities of the position holder(s) once placed on the job:  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

Justification for filling in the position (on the basis of the programs, number of students, functional roles, and resources generation the position holder will be associated with):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Indicate in the box what is the proposal for on-contract faculty if external candidates are selected for the positions being filled in. This is important for the approval of the requisitioned positions.

Comments, if any:

Dean's Signature

Date

Verification and recommendation by HR Manager

Approval or no approval by Registrar (with comments)

Signed:

Date:

Signed:

Date:





**Kathmandu University**  
**Application Blank for Faculty Position**

<p><b>For Official Use only</b></p> <p>Application Registration Number <input style="width: 100px;" type="text"/></p> <p>Job Notice Number and Date <input style="width: 100px;" type="text"/></p> <p><i>Read and follow carefully all directions. Please type or print in black. Give clear, concise and complete information in each case as required. Candidates are short-listed solely on the basis of information provided here. Use additional sheets if necessary.</i></p>	<p>Attach a recent passport size photo here</p>
--	---

**A. Position Identification**

1. Position Applying for	2. Area of Specialization	3. School
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

**B. Personal Identification**

4. Name	5. Family Name	6. First Name	7. Middle Name	8. Sex (cross one)
<i>In English</i>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
<i>In Nepali</i>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	[ ] [ ]
9. Date of Birth	In BS: Day <input style="width: 20px;" type="text"/> Month <input style="width: 20px;" type="text"/> Year <input style="width: 20px;" type="text"/>		In AD: Day <input style="width: 20px;" type="text"/> Month <input style="width: 20px;" type="text"/> Year <input style="width: 20px;" type="text"/>	
10. Nationality	11. Citizenship: Number and Issued at		12. Civil Status (cross one)	
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>		Married with children [ ] Married [ ] Single [ ] Other [ ]	
13. Father/Mother: Name	<input style="width: 90%;" type="text"/>		Occupation <input style="width: 90%;" type="text"/>	
14. Husband/Wife: Name	<input style="width: 90%;" type="text"/>		Occupation <input style="width: 90%;" type="text"/>	
15. Address	Permanent Address		Contact Address	
	<input style="width: 90%;" type="text"/>		<input style="width: 90%;" type="text"/>	
	<input style="width: 90%;" type="text"/>		<input style="width: 90%;" type="text"/>	
	Tel # <input style="width: 40px;" type="text"/> E-mail <input style="width: 40px;" type="text"/>		Tel # <input style="width: 40px;" type="text"/> E-mail <input style="width: 40px;" type="text"/>	

**C. Competency Profile**

16. Educational Attainment (start with the most recent one and work backward till intermediate or + 2 degree)					
Degree Earned	Division or Grade Obtained	Area of Specialization	Study Program (From - To)	Awarding University or Board	Country

17. Professional Training and Development (four most important and relevant to faculty role)				
Course Attended	Year and Net Duration	Providing Institution	Focus Competencies	Country

18. Special Skill and Ability					
English Language	Level of proficiency	Excellent [ ]	Very Good [ ]	Good [ ]	Fair [ ]
Additional Language (specify)	Level of proficiency	Excellent [ ]	Very Good [ ]	Good [ ]	Fair [ ]
Relevant Computer Skill	Level of proficiency	Excellent [ ]	Very Good [ ]	Good [ ]	Fair [ ]
Other Skill (specify)	Level of proficiency	Excellent [ ]	Very Good [ ]	Good [ ]	Fair [ ]
Other Skill (specify)	Level of proficiency	Excellent [ ]	Very Good [ ]	Good [ ]	Fair [ ]

**D. Work Experience (recent three with the most recent first)**

19. Current or Last Employer						
Organization	Address (with telephone #)	Position Title	Position Level	Tenure (From - To)	Gross Annual Salary	Supervisor

Summarize your responsibilities in the position and list reasons for leaving or wanting to leave the job:

#### 20. Previous Employer

Organization	Address (with telephone #)	Position Title	Position Level	Tenure (From - To)	Gross Annual Salary	Supervisor

Summarize your responsibilities in the position and list reasons for leaving or wanting to leave the job:

#### 21. Pre-previous Employer

Organization	Address (with telephone #)	Position Title	Position Level	Tenure (From - To)	Gross Annual Salary	Supervisor

Summarize your responsibilities in the position and list reasons for leaving or wanting to leave the job:

### E. Professional Output

#### 22. Research/ Publication (four important research reports, journal articles, book articles, and books with the recent first)

Title	Authored/ Coauthored	Year Published	Published in/ as	Publisher and Country

#### 23. Professional Association, Contribution and Achievement (summarize the most relevant professional membership, activities, achievements, and awards)

Professional Membership	Professional Activities	Special Services and Contributions	Awards Received

### F. Reference

#### 24. Two references, including one recent employer and another university teacher, who may evaluate your professional competency and contribution.

Name	Position	Organization	Contact Point	Relation

### G. You as a KU Faculty Applicant

#### 25. Write, in not more than 100 words, why you want to join KU and why you think you are a suitable candidate for KU's faculty.

### Declaration

I hereby affirm that the information I have provided in this application blank is complete and correct to the best of my knowledge. I understand and accept that any wrongful representation, falsification, or omission of information will be the ground for rejection of my application for employment and for immediate dismissal at any point in time if already employed. I authorize for a thorough investigation into the information provided here in connection with this application, if the University deems it necessary.

I have read and affirm as my own the above statement. I hereby apply for employment in KU. If hired as a faculty, I will comply with all the rules, regulations and conditions of the University.

Applicant's Full Signature

Date

अनुसूची - ३  
(निर्देशिकाको दफा ६ 'क' संग सम्बन्धित)

**Application Blank Fee and Test and Interview Fee**

a. **Application:**

Application Blank Fee Rs 500/-

b. **Test and Interview Fee:**

	Written Test , Performance Test and Interview Fee	Performance Test & Interview Fee	Interview Fee
Professor	-	-	2000 Rs
Associate Professor	-	1800 Rs	-
Assistant Professor	-	1500 Rs	-
Lecturer	1200 Rs	-	-

Note: In Nepalese Currency



अनुसूची - ४  
(निर्देशिकाको दफा  
१२ 'ड', १४ 'घ', १७ 'ड', र २० 'घ' संग सम्बन्धित)

५७९औं कार्यकारी परिषद् बैठकद्वारा परिमार्जित (२०७५-११-७)

Allowances

1. Allowances for selection test ( Paper and Pencil and Performance Test)

	Junior Position	Senior Position
Question Preparation	2000/-*	3000/-*
Evaluator of test	Up to 10 candidates - 1500/-* Above 10 candidates -150/-* for each extra	Up to 10 candidates – 2500/-* Above 10 candidates - 250/-* for each extra
Presentation	1500/-*	2000/-*

\*In Nepalese Rupee

2. Allowances for Article Reviewer

	Rate for Nepali Reviewer	Rate for Foreign Reviewer
Professor	5000/-*	US\$ 50
Associate Professor	5000/-* per article	US\$ 50

\*In Nepalese Rupee

3. Allowance for Interview Panel

Expert	Up to 2 candidates	More than 2 candidates	More than 6 candidates
Professor and Associate Professor	4000/-*	8000/-*	1500/-* for each extra
Assistant Professor and Lecturer	3000/-*	6000/-*	1100/-* for each extra

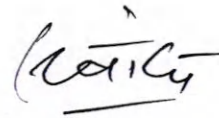
\*In Nepalese Rupee

Allowance rate are same but the position is different

4.

Interviewer	Allowances
Chancellor Nominee	6000/-*
Member	1000/-*

\*In Nepalese Rupee





अनुसूची - ५  
(निर्देशिकाको दफा ९ 'ख' संग सम्बन्धित)  
**Kathmandu University**  
**Selection Test Admit Card**

Office Copy

**A Identification**

Job Notice #	<input style="width: 90%;" type="text"/>		Attach a recent passport size photo here
Candidate's Roll #	<input style="width: 90%;" type="text"/>	Office Seal	

Name of the Candidate \_\_\_\_\_ Sex Male [ ] Female [ ]  
Position Applying for \_\_\_\_\_ School \_\_\_\_\_

**B Information**

	Date	Time	Venue
Paper and Pencil Test	_____	_____	_____
Performance Test	_____	_____	_____

\_\_\_\_\_  
HR Manager

\_\_\_\_\_  
Date

**Kathmandu University**  
**Selection Test Admit Card**

Candidate Copy

**A Identification**

Job Notice #	<input style="width: 90%;" type="text"/>		Attach a recent passport size photo here
Candidate's Roll #	<input style="width: 90%;" type="text"/>	Office Seal	

Name of the Candidate \_\_\_\_\_ Sex Male [ ] Female [ ]  
Position Applying for \_\_\_\_\_ School \_\_\_\_\_

**B Information**

	Date	Time	Venue
Paper and Pencil Test	_____	_____	_____
Performance Test	_____	_____	_____

\_\_\_\_\_  
HR Manager

\_\_\_\_\_  
Date

**Instructions to Candidate**

- The examination hall will be opened 10 minutes before the time specified for the commencement of the examination. A candidate who is late by more than 15 minutes will not be allowed to take the test.
- A seat marked with the roll number of each candidate will be allotted. Candidates will be required to find and occupy their seats.
- While entering the examination hall, candidates will be permitted to carry the following items only: pen, pencil, eraser, and calculator. Mobile phone should be switched off.
- Answers have to be written on both sides in the answer book. No candidate shall tear out a leaf from the answer book.
- At the end of the allotted time, the answer book must be handed over to the invigilator.
- Copying or attempting to copy, taking assistance or help from any book, notes, paper or any other device or material or from any other candidate to do these things, and facilitating or rendering any assistance to any other candidate to do any of these things shall result in cancellation of the examination paper of the concerned candidate(s).

अनुसूची - ६ (क)  
(निर्देशिकाको दफा १० 'ग' संग सम्बन्धित)  
(कार्यकारी परिषद्को ६२३औं बैठकबाट संसोधन गरिएको )

Internal Weights to Short listing Factors					
Short listing Factors		Junior Faculty Positions		Senior Faculty Positions	
		First Division	Second Division	First Division	Second Division
1	<b>Competency</b> as measured by educational qualification				
	Intermediate level	5	3	2	1
	Bachelor level	15	8	4	2
	Master level	20	10	6	4
	MPhil level	10		8	
	PhD level	10		10	
	<b>Total</b>	<b>60</b>		<b>30</b>	
2	<b>Work experience</b> as measured by length of relevant service				
	Up to two years above minimum	0.1		0.5	
	Up to five years above minimum	0.2		0.1	
	Up to eight years above minimum			0.15	
	Above eight years above minimum			0.2	
	<b>Total</b>	<b>0.2</b>		<b>0.2</b>	
3	<b>Professional output</b> as measured by research publications*				
	Research publications as occasional papers etc (up to two)	0.03		0.1	
	Research publications as occasional papers etc (up to four)	0.05		0.15	
	Research publications in standard research journals (up to two)	0.07		0.15	
	Research publications in standard research journals (up to four)	0.1		0.3	
	<b>Total</b>	<b>0.1</b>		<b>0.3</b>	
	* Mark to be proportionately given in case of 1 or 3 publications				
4	<b>Professional contribution</b> as measured by important services				
	Significant national services in specialization field			0.5	
	Significant international services in specialization field			0.1	
	<b>Total</b>			<b>0.1</b>	
5	<b>Affirmative Action</b> factors				
	Women, marginalized community members, or remote areas*	0.1		0.1	
	<b>Total</b>	<b>0.1</b>		<b>0.1</b>	
	* As defined by Nepal Government				

Note: Those programs that do not offer MPhil Program; MPhil marks will not be considered and total will be calculated on 4 levels.

(Signature)

अनुसूची - ६ (ख)  
(निर्देशिकाको दफा १० 'घ' संग सम्बन्धित)

**Shortlisting Table**

Job Notice # \_\_\_\_\_

Position \_\_\_\_\_

#	Candidate	Competency						Experience	Prof Output	Prof Contribution	Affirmative Action	Total	Rank Order
		Inmtd	Bach	Master	Mphil	PhD	Total						
1							0					0	
2							0					0	
3							0					0	
4							0					0	
5							0					0	
6							0					0	
7							0					0	
8							0					0	
9							0					0	
10							0					0	
11							0					0	
12							0					0	
13							0					0	
14							0					0	
15							0					0	
16							0					0	
17							0					0	
18							0					0	
19							0					0	
20							0					0	

Prepared by \_\_\_\_\_

Verified by \_\_\_\_\_

Date \_\_\_\_\_



अनुसूची - ७  
(निर्देशिकाको दफा १२ 'ख' संग सम्बन्धित)

Date

\_\_\_\_\_  
\_\_\_\_\_

*PREPARATION OF SELECTION TEST PAPER*

Dear Sir/ Madam

The undersigned takes pleasure in thanking you for your acceptance in the capacity of examiner to the selection procedure of the faculty positions as announced through advertisement number \_\_\_\_\_ of dated \_\_\_\_\_.

You are hereby requested to prepare a selection test paper as outlined below and provide both soft copy and a printed copy of the test paper to the office in a sealed envelope latest by \_\_\_\_\_. Enclosed please find copies of job outlines of the position, syllabus for the test, and instructions for setting the test paper.

Your co-operation in maintaining confidentiality will be highly appreciated. The University will pay honorarium for your effort as per the financial regulations.

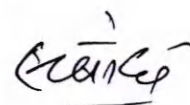
Sincerely,

\_\_\_\_\_  
Registrar

Enclosures: As stated above

**Information**

Position	_____
Level	_____
Specialization	_____
Placement Unit	_____
Test Type	_____
Test Paper	_____
Number of Test Set	_____





### Instructions for Test Paper Preparations

#### Before you prepare the test paper

1. Study the documents provided to you, absorb the information fully, and develop a clear perspective and understanding of the requirements. Clarify and ask for more information, if necessary.
2. Make sure which type of test paper you are requested to prepare: cognitive test paper or performance test paper or both papers. Cognitive test assesses acquired information, knowledge, understanding, and perspective in the identified subject domain. Performance test involves measurement of ability to perform aspects of job related to the identified theme. Nature of the test items and their focus should therefore be different.
3. Decide on the test items (questions, tasks, or exercises) and their level of complexity depending on the type of the test, level of the position for which the test is to be designed, and the availability of time for taking the test.
4. Check and study background relevant references for test construction, if necessary.

#### As you prepare the test paper

5. Construct test items in the required form and number, maintaining the level of required level of complexity and allocating the scoring weights for each item as prescribed in the syllabus.
6. Draft test items in the language required in as simple a way as possible, avoiding complex linguistic construction and technical jargons. Where you must use technical terms, make sure that they are from the related functional discipline.
7. Choose the words and expressions of the test items which are not ambiguous. You should frame each test item in a way that avoids confusion and misinterpretation about its meaning.
8. Take care that the test items are within the capacity of an average candidate for the position for which the test is designed as derived from the identified competency requirements.
9. Construct the test item in a way that an average candidate can be reasonably expected to answer it within the time allotted.
10. Number and sequence the test items properly and logically, and place them under appropriate sections, if applicable.
11. Frame test items in a representative way so that they are fairly distributed over the whole syllabus.
12. Prepare correct answers of the objective and short answer type test items and indicate expected answers of essay or task/ exercise type items.
13. Word-process the test items and their answers using normal formatting form and 12 point Roman New Type font.
14. Revisit the test items prepared, check and edit them for any lapses and inconsistencies, and revise, if necessary, to make sure that there are no errors, that they allow measuring what is to be measured, and that they are in line with the instructions given above.

#### After you have prepared the test paper

15. Burn in the CD and print a copy of the final version of the test paper with the answers as required.
16. Seal both the CD and hard copy in the envelope provided and hand-deliver the package.
17. Delete the soft copy in the computer and destroy any written notes related to the test paper.

अनुसूची - ९  
(निर्देशिकाको दफा १४ 'ख' संग सम्बन्धित)

Date

\_\_\_\_\_  
\_\_\_\_\_

*EVALUATION OF CANDIDATES' PERFORMANCE ON SELECTION TEST*

Dear Madam/Sir,

The undersigned takes pleasure in thanking you for your acceptance in the capacity of examiner to the selection procedure of the faculty positions as announced through advertisement number \_\_\_\_\_ of dated \_\_\_\_\_.

You are requested to:

- check and mark the *answer sheets* enclosed herewith and/or
- observe and mark the *performance of tasks* by candidates on \_\_\_\_\_ at \_\_\_\_\_ of the selection test as outlined below according to the marking scheme as given in the test paper. Please complete the marking sheet and send to the office in a sealed envelope latest by \_\_\_\_\_. Enclosed please find copies of test paper and marking sheet as well as an envelope for your use.

Your co-operation will be highly appreciated in maintaining confidentiality. The University will pay honorarium for your effort as per its financial regulations.

Sincerely,

\_\_\_\_\_  
Registrar

Enclosures: As stated above  
**Information**

Position	_____
Level	_____
Test Type	_____
Test Paper	_____
Number of answer sheets	_____
Number of candidates	_____

*Pranay*

अनुसूची - १०  
(निर्देशिकाको दफा १४ 'ख' संग सम्बन्धित)  
**Marking Sheets for Answer Books**

**Test Paper:**

**Position:**

#	Candidates	Objective Items															Short Answer Items						Long Answer Items						Total	Remark
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	ST	1	2	3	4	5	ST	1	2	3	4	5	ST	
1																														
2																														
3																														
4																														
5																														
6																														
7																														
8																														
9																														
10																														
11																														
12																														
13																														
14																														
15																														
16																														
17																														
18																														
19																														
20																														

**Evaluator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



अनुसूची - ११  
(निर्देशिकाको दफा १४ 'ख' संग सम्बन्धित)

Marking Sheets for Task Performance

Test Paper:

Position:

#	Candidates	Tasks Performed					Total	Remark
		1	2	3	4	5		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



अनुसूची - १२  
(निर्देशिकाको दफा १७ 'ग' संग सम्बन्धित)

Date

\_\_\_\_\_  
\_\_\_\_\_

*INTERVIEW*

Dear Madam/Sir,

We are pleased to appoint you as a subject expert on the interview panel for the faculty position of the University scheduled to be held between \_\_\_\_\_.

Enclosed please find copies of job outline of the position and CV of the applicant for your information.

Your co-operation will be highly appreciated in maintaining confidentiality. The University will pay honorarium for your effort as per its financial regulations.

Sincerely,

\_\_\_\_\_  
Registrar

Enclosures: As stated above

**Information**

Position	_____
Level	_____
Specialization	_____
Placement Unit	_____

*(Signature)*

**Faculty Interview Marking Sheet (Professor/ Associate Professor)**

**A. Identification**

Job Notice #

School of

Position

Specialization

Interview Date

Day

Time

Venue Central

**B. Interview Marking**

#	Candidate	Assessment Dimension* (maximum 20 point for each)					Total		Remark
		Disciplinary Knowledge (a)	Roles Understanding and Perspective (b)	Behavioral and Scholastic Ability and Potential (c)	Contribution Plan and Potential (d)	Leadership Ability and Potential (e)	In Number	In Word	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Interviewer \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\* Rate each candidate on each dimension on a 20 point scale. If the score is less than 40 or more than 80, give justification for you rating in the remarks column.

\* Highly positive behavioral indications of assessment dimensions are as given below. They are to be assessed at the expected level for the concerned position.

- Demonstrates in-depth and updated knowledge of his/her disciplinary field from theoretical, empirical, and practical perspectives; Is aware of recent developments in the field; Articulates application value.
- Shows full understanding of three core faculty roles – teaching, research/consulting, and service; Articulates professional knowledge and approaches associated with performance of each role; Is aware of academic issues.
- Identifies and shows positive interpersonal behaviors - communication, listening, teaminess, emotional intelligence, and problem solvingness; Is analytical, logical, creative, inquisitive, and academic oriented.
- Articulates a clear plan and intention for academic and professional contribution to the University; Is able to see the larger picture of the development need of the University; Motivated and committed to contribute.
- Presents convincing examples of leadership roles taken; Is able to influence; Articulates a clear vision and direction for the future of the University; Is able to inspire confidence and trust.

**Faculty Interview Marking Sheet (Assistant Professor/Lecturer)****A. Identification**

Job Notice # \_\_\_\_\_ School \_\_\_\_\_ Position \_\_\_\_\_ Specialization \_\_\_\_\_  
 Interview Date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ Venue \_\_\_\_\_

**B. Interview Marking**

#	Candidate	Assessment Dimension* (maximum 20 point for each)					Total		Remark
		Disciplinary Knowledge (a)	Roles Understanding and Perspective (b)	Behavioral and Scholastic Ability and Potential (c)	Contribution Plan and Potential (d)	Development Potential (e)	In Number	In Word	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Interviewer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Rate each candidate on each dimension on a 20 point scale. If the score is less than 40 or more than 80, give justification for you rating in the remarks column.

\* Highly positive behavioral indications of assessment dimensions are as given below. They are to be assessed at the expected level for the concerned position.

- Demonstrates in-depth and updated knowledge of his/her disciplinary field from theoretical, empirical, and practical perspectives; Is aware of recent developments in the field; Articulates application value.
- Shows full understanding of three core faculty roles – teaching, research/consulting, and service; Articulates professional knowledge and approaches associated with performance of each role; Is aware of academic issues.
- Identifies and shows positive interpersonal behaviors - communication, listening, teaminess, emotional intelligence, and problem solvingness; Is analytical, logical, creative, inquisitive, and academic oriented.
- Articulates a clear plan and intention for academic and professional contribution to the University; Is able to see the larger picture of the development need of the University; Motivated and committed to contribute.
- Is aware of personal and professional strengths and weaknesses as well as development needs for better performance; Presents a convincing plan for pursuing of personal and professional development.



अनुसूची - १५

(निर्देशिकाको दफा १७ 'च' संग सम्बन्धित)

**Faculty Interview Marking Sheet (Aggregate Score)**

**A. Identification**

Job Notice # \_\_\_\_\_ School \_\_\_\_\_ Position \_\_\_\_\_ Specialization \_\_\_\_\_  
Interview Date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ Venue \_\_\_\_\_

**B. Interview Marking**

#	Candidate	Marks of Chairperson and Members					Marks of Expert	Total	Remark
		1	2	3	4	Average			
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Marked by \_\_\_\_\_

Checked by \_\_\_\_\_

Date \_\_\_\_\_



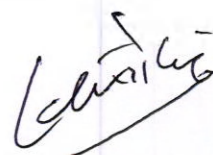
अनुसूची - १६  
(निर्देशिकाको दफा १८ संग सम्बन्धित)

(कार्यकारी परिषद्को ६२३औं बैठकबाट संसोधन गरिएको)

### Academic Qualification Marks

1	Competency as measured by educational qualification	Junior Faculty Positions		Senior Faculty Positions	
		First Division	Second Division	First Division	Second Division
	Intermediate level	5	3	2	1
	Bachelor level	15	8	4	2
	Master level	20	10	6	4
	MPhil level	10		8	
	PhD level	10		10	
	<b>Total</b>	<b>60</b>		<b>30</b>	

Note: Those programs that do not offer MPhil Program; MPhil marks will not be considered and total will be calculated on 4 levels.



अनुसूची - १७  
(निर्देशिकाको दफा १८ संग सम्बन्धित)

**Kathmandu University**  
**Academic Qualification Marking Sheet**

**A. Identification**

Job Ad No \_\_\_\_\_ School \_\_\_\_\_ Position \_\_\_\_\_

Specialization \_\_\_\_\_

S.No.	Name of the Applicant	Intermediate		Bachelor		Master		MPhil	PhD	Total
		Division	Marks	Division	Marks	Division	Marks			
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										

Marked by \_\_\_\_\_ Checked by \_\_\_\_\_ Date \_\_\_\_\_

अनुसूची ३  
(निर्देशिकाको दफा १९ 'क' संग सम्बन्धित)

Kathmandu University

Evaluation Sheet for Professional Contribution

Name:

Existing Position:

Applied for :

Rating and Comment:

*(Please rate the contribution on a scale of 10)*

Description of Professional Contribution	Rating	Remarks

Comment and suggestion

--

Name of the Evaluator \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

अनुसूची - १९ (क)  
(निर्देशिकाको दफा २० 'ग' संग सम्बन्धित)

Date

\_\_\_\_\_  
\_\_\_\_\_

*EVALUATION OF RESEARCH PERFORMANCE*

Dear Madam/Sir,

It is indeed a great pleasure having you in the capacity of reviewer for evaluating the research for evaluating the research performance of candidate(s) participating in selection tests for faculty position at Kathmandu University.

You are requested to evaluate performance of the candidate(s) by filling in the sheet enclosed herewith. Your understanding in meeting the submission deadline latest by dated the \_\_\_\_\_ will be highly appreciated. Enclosed please find a copy/copies of the research article(s) for evaluation.

Your co-operation in maintaining confidentiality will be highly appreciated. The University will pay honorarium for your effort as per the financial regulations.

Sincerely,

\_\_\_\_\_  
Registrar

Enclosures:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

हस्ताक्षर



**Kathmandu University, Criteria for Assessment of Research Article for the position of  
Associate Professor and Professor**

(Approved through 623th Executive Council meeting of dated 9 April 2021 (2077-12-27))

**Guidelines to the Evaluator:**

Please evaluate the research article in terms of each criterion on a scale of 1-10 (with 1 as unsatisfactory and 10 as outstanding) while evaluating on each criterion. The articles must have been published in authentic peer-reviewed journals. Publications as Book Chapters are not included and only the articles published in the last five years are considered for evaluation with higher rating given on latest publications.

#	Criterion	Rating (1-10)
01	Abstract is clearly written and reflects the content of the article.	
02	Background/Introduction describes what the author hopes to achieve and clearly states the problem being investigated; relevant literature is critically reviewed and research gap is identified.	
03	Methods include clearly written research design, sampling tools, data collection techniques and analysis tools.	
04	Results/Findings clearly explain what has been discovered in the research, and are appropriately presented.	
05	Discussion/Analysis includes thorough review of major findings that are well interpreted and are related to relevant literature.	
06	Conclusion is derived from the discussions, includes appropriate policy implications and indicates future research areas.	
07	Citations and References are made in a scientifically established format and are presented in accurate manner.	
08	The article is high on originality and is well-structured.	
09	The article is of good quality with a sound language proficiency.	
10	Overall impression of the Evaluator.	
	Sub-total 1	
NOTE:	If the candidate is main author of the article or the article is single authored, 100% marks of the sub-total 1 is allocated. If the candidate is corresponding author but not necessarily the main author of the article, 75% of the sub-total 1 is allocated. If the candidate is neither corresponding author nor main author but co-author of the article, 50% of the sub-total 1 is allocated.	
	Total Marks Obtained	

Comments by the Evaluator (separate sheet may be added if necessary):

Name of Evaluator \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

*(Signature)*

अनुसूची - २०  
(निर्देशिकाको दफा २१ 'ग' संग सम्बन्धित)

### Performance Appraisal Report (Professor/Associate Professor)

(This form is to be completed by the faculty, his/her HOD/Dean, the reviewer and the Human Resource Section annually in the first week of July. The annual performance plan and the bimonthly progress reports for the closing year must be referred to while completing this form. The performance planning, appraisal and feedback session must take place before or at the time of completing this form. Use extra sheet, if necessary)

#### Section A: Basic Information (to be completed by HR Section)

Faculty's Name:		Job Title/ Position:	
School:		Department/ Program:	
Appraiser's Name:		Job Title:	
Reviewer's Name:		Job Title:	
Review Period: From		To	
Completion Date:	By Employee:	By Appraiser:	By Reviewer:
Date of Submission to HR Section:		Date of Last Review:	

#### Section B: Performance Review Against Set Annual Targets (to be completed by the faculty and the appraiser)

B1 By Faculty		B2 By Appraiser (40 point)*				
1. Teaching Targets (20 point)	Achievements during the Year	NS	IN	ME	EE	OS
1						
2						
3						
4						
5						
Sub-total 1 (add the row scores, divide by number of completed rows and multiply by .2)		Total/No. of targets x .2=				
2. Research/Consulting Targets (12 point)	Achievements during the Year					
1						
2						
3						
4						
Sub-total 2 (add the row scores, divide by number of completed rows and multiply by .12)		Total/No. of targets x .12=				
3. Service Targets (8 point)	Achievements during the Year					
1						
2						
3						
Sub-total 3 (add the row scores, divide by number of completed rows and multiply by .08)		Total/No. of targets x .08=				

\* NS = Not Satisfactory; IN = Improvement Needed; ME = Meets Expectations; EE = Exceeds Expectations; OS = Outstanding.  
 \* Rate the level of performance considering the quantity and quality of work, timely completion, resource efficiency, and customer satisfaction with the work completed. Give exact score in the relevant rating category. The range of score for each category: NS 1 – 20; IN 21 – 40; ME 41 – 60; EE 61 – 80; and OS 81 – 100. Documentary evidences as given in monthly reports should be attached to justify



*the ratings or else they may be averaged out.)*

**Total Score of this Section( B2) - to be calculated and recorded by HR Section as follows: (Scores of 1 + 2 + 3) =**

**B3 Self Review (By Faculty)**

Significant Works/ Contributions not Covered Above:

Objectives/ Works not Achieved/ Completed:

Reasons:

Important Factors Facilitating Performance:

Important Factors Hindering Performance:

Skills/ Competencies Needed For Better Performance:

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**B4 Overall Performance (By Appraiser - 10 Point)\***

☐ Not Satisfactory    ☐ Improvement Needed    ☐ Meets Expectations    ☐ Exceeds Expectations    ☐ Outstanding

\* Give exact score in the relevant rating category. The range of score for each category: NS 1 – 2; IN 3 – 4; ME 5 – 6; EE 7 – 8; and OS 9 – 10.  
*Documentary evidences as given in monthly reports should be attached to justify the ratings or else they may be averaged out.)*

Comments on performance including notable achievements and gaps (quantity and quality of work, timely completion; resource efficiency, and customer satisfaction with the work completed):

**Total Score of this Section( B4) - to be calculated and recorded by HR Section =**

**Section C: Feedback from Customers (To be completed by Appraiser based on Completed Feedback Sheets - 10 Point) \***

**C1 Major Comments, Suggestions and Concerns Expressed by Customers**

**C2 Overall Performance (By Appraiser - 10 Point)\***

☐ Not Satisfactory    ☐ Improvement Needed    ☐ Meets Expectations    ☐ Exceeds Expectations    ☐ Outstanding

\* Rating system: Up to 20 percent rating- NS; 21 to 40 percent rating – IN; 41 to 60 percent rating – ME; 61 to 80 percent rating – EE; and 81 to 100 percent rating – OS. Give exact score in the relevant rating category based on customers' approval rating. The range of score for each category: NS 1 – 2; IN 3 – 4; ME 5 – 6; EE 7 – 8; and OS 9 – 10. *Completed customer feedback sheets should be attached to justify the ratings or else they may be averaged out.)*

**Total Score of this Section( C2) - to be calculated and recorded by HR Section =**

**Section D: Appraisal of Critical Attributes and Job Behaviours (By Appraiser – 20 Points) \***

**D1 Critical Attributes and Job Behaviours**

		NS 1-4	IN 5-8	ME 9-12	EE 13-16	OS 17-20
	<b>Dimensions and Definitions</b>					
1	<b>Academic and professional leadership</b> (Provides effective leadership in the academic discipline and professional area; Is able to generate commitment of junior faculties and students; Inspires, influences, develops and empowers them for superior performance)					
2	<b>Professional competencies</b> (Demonstrates professional knowledge and abilities in performing academic roles; Demonstrates professional attitudes and behaviours; Seeks and uses opportunities for improving competencies and updates oneself regularly)					
3	<b>Communication and interpersonal ability</b> (Demonstrates high level of written and oral communications skills; Builds good relationships with others including students and university officials; Is supportive, helpful and a good team player)					
4	<b>Professional and institutional commitment</b> (Is committed to academic profession and career; Commits to the University's values, norms, rules and principles; Projects and develops positive image and credibility of the University and contributes to its development)					
5	<b>Development orientation</b> (Is proactive, creative, innovative, change-oriented and forward-moving in approaches and behaviours; Continually improves self, performance and the institution; Produces significant results through self initiatives or collaborative efforts)					
Total (Add the sub-column scores and divide by 5)		Total: _____ / 5 =				

\* NS= Not Satisfactory; IN = Improvement Needed; ME = Meets Expectations; EE = Exceeds Expectations; OS = Outstanding.

\* Give exact score in the relevant rating category within the range.

**Total Score of this Section( D1) - to be calculated and recorded by HR Section =**

**D2 Areas of Strengths and Improvements (By Appraiser)**

Major strengths of the faculty observed:	Improvements made by the faculty since last review:
Areas of improvement for effective performance:	Potential areas for growth:

**D3 Recommendations for Actions (By Appraiser)**

Recommendations for training and development (be specific):	In- house			External		
Recommendations for administrative decisions (be specific):	Financial Incentive	Role Assignment	Re-placement	Disciplining	Others	None



Appraiser's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Section E: Review of Appraisal** (to be completed by reviewer)

<b>E1 Review of Appraiser Ratings and Comments</b>			
Comments on achievement of performance objectives:			
Comments on critical attributes and job behaviour:			
Comments on appraiser's recommendations:			
Recommendations for actions:	Endorsement of appraiser's recommendations	Other recommendations	Reasons

**E2 Overall Rating (By Reviewer – 20 Point\*)**

☐ Not Satisfactory    ☐ Improvement Needed    ☐ Meets Expectations    ☐ Exceeds Expectations    ☐ Outstanding

\* Give exact score in the relevant rating category. The range of score for each category is as follows: NS 1 – 4; IN 5 – 8; ME 9 – 12; EE 13 – 16; and OS 17 – 20.

**Total Score of this Section( E2) – to be calculated and recorded by HR Section =**

Reviewer's Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Section F: Appraisal Score** (to be completed by HR Section)

	Appraisal Component	Weight	Score	Remarks
1	Appraiser's rating on performance targets (B2)	40		
2	Appraiser's rating on overall performance (B)	10		
3	Customers' rating and feedback (C2)	10		
4	Appraiser's rating on attributes and behaviours (D1)	20		
5	Reviewer's rating on overall performance (E2)	20		
	Total score	100		

HR Manager Signature \_\_\_\_\_

Date: \_\_\_\_\_

## **Guidelines for Appraiser**

### **Behavioural Indicators of Rating Scale for Section B (Appraisal against Set Performance Targets)**

- NS (Not Satisfactory) = The work outputs are substantially and consistently lower than the set targets or standards; the works completed do not meet the needs of the customers in any way and they may have to be repeated; the planned or assigned activities are not completed or completed substantially later than the expected or due time; the inputs or resources required for completion of the activities far exceed the normal or planned limits; and the customers and the supervisor are not satisfied with the works completed.
- IN (Improvement Needed) = The work outputs are somewhat and often lower than the set targets or standards; the works completed at times fail to meet the needs of the customers/ beneficiaries; the planned or assigned activities are completed somewhat later than the expected or due time; the inputs or resources required for completion of the activities often exceed the normal or planned limits to an extent; and the customers and the supervisor would like to see much improvement in the works completed.
- ME (Meets Expectations) = The work outputs are in accordance with the set targets or standards; the works completed generally meet the needs of the customers/ beneficiaries; the planned or assigned activities are completed within the expected or due time; the inputs or resources required for completion of the activities are within the normal or planned limits; and the customers and the supervisor are generally satisfied with the works completed.
- EE (Exceeds Expectations) = The work outputs generally exceed the set targets or standards a number of times; the works completed considerably meet the needs of the customers/ beneficiaries; the planned or assigned activities are always completed within the normal or planned time and the surplus time is used for some other additional activities; the inputs or resources required for completion of the activities are within the normal or planned limits and are utilised efficiently; and the customers and the supervisor generally appreciate the works completed.
- OS (Outstanding) = The work outputs far exceed the set targets or standards consistently; the works completed fully and consistently meet the needs of the customers/ beneficiaries and they feel good value is created for them by the work outputs; the planned or assigned activities are completed ahead of the planned schedule and the surplus time is used for significant additional activities; the inputs or resources required for completion of the activities are utilised efficiently and are substantially saved and utilised for additional activities; and the customers and the supervisor highly appreciate the works completed and continuously seek for the services.

### **Behavioural Indicators of Rating Scale for Section D (Critical Attributes)**

- NS (Not Satisfactory) = The behaviour or action in question is not used or demonstrated most of the time; when used, it is poorly and unprofessionally executed; shows obvious lack of skill, understanding, experience or motivation in performing the tasks related to the behaviour.
- IN (Improvement Needed) = The behaviour or action in question is used or demonstrated most of the time; it is executed with some difficulty; shows some lacking of skill, understanding, experience or motivation in performing the tasks related to the behaviour.
- ME (Meets Expectations) = The behaviour or action in question is always used or demonstrated; it is executed with normal ease and confidence; shows no major lacking of skill, understanding, experience or motivation in performing the tasks related to the behaviour.
- EE (Exceeds Expectations) = The behaviour or action in question is always used or demonstrated; it is executed with greater ease, expertise and confidence; shows substantial skill, understanding, experience or motivation in performing the tasks related to the behaviour.
- OS (Outstanding) = The behaviour or action in question is always used or demonstrated; it is executed with full professional expertise, confidence and creativity; shows highest level of skill, understanding, experience or motivation in performing the tasks related to the behaviour.

### **Important**

- Attach documentary evidences as given in monthly reports to justify the ratings failing which may result in the HR section averaging out the scores.
- It is the responsibility of the supervisor and the employee to implement all the planned activities and complete all the forms of FPMS as scheduled. If any of the forms is not completed and submitted in time, the appraisals of the concerned employee and the supervisor will be cancelled for that period(s).
- Preparation of annual performance plan/ standards and submission of monthly progress reports as scheduled are mandatory failing which will result in annual appraisal being cancelled.



अनुसूची - २१  
(निर्देशिकाको दफा २१ 'ग' संग सम्बन्धित)

### Performance Appraisal Report (Assistant Professor/ Lecturer)

(This form is to be completed by the faculty, his/her HOD/Dean, the reviewer and the Human Resource Section annually in the first week of July. The annual performance plan and the bi-monthly progress reports for the closing year must be referred to while completing this form. The performance planning, appraisal and feedback session must take place before or at the time of completing this form. Use extra sheet, if necessary)

#### Section A: Basic Information (to be completed by HR Section)

Faculty's Name:		Job Title/ Position:	
School:		Department/ Program:	
Appraiser's Name:		Job Title:	
Reviewer's Name:		Job Title:	
Review Period: From		To	
Completion Date:	By Employee:	By Appraiser:	By Reviewer:
Date of Submission to HR Section:		Date of Last Review:	

#### Section B: Performance Review Against Set Annual Targets (to be completed by the faculty and the appraiser)

B1 By Faculty		B2 By Appraiser (40 point)*				
1. Teaching Targets (28 point)	Achievements during the Year	NS	IN	ME	EE	OS
1						
2						
3						
4						
5						
Sub-total 1 (add the row scores, divide by number of completed rows and multiply by .28)		Total/No. of targets x .28=				
2. Research/Consulting Targets (8 point)	Achievements during the Year					
1						
2						
3						
4						
Sub-total 2 (add the row scores, divide by number of completed rows and multiply by .08)		Total/No. of targets x .08=				
3. Service Targets (4 point)	Achievements during the Year					
1						
2						
3						
Sub-total 3 (add the row scores, divide by number of completed rows and multiply by .04)		Total/No. of targets x .04=				

\* NS = Not Satisfactory; IN = Improvement Needed; ME = Meets Expectations; EE = Exceeds Expectations; OS = Outstanding.  
 \* Rate the level of performance considering the quantity and quality of work, timely completion, resource efficiency, and customer satisfaction with the work completed. Give exact score in the relevant rating category. The range of score for each category: NS 1 – 20; IN 21 – 40; ME 41 – 60; EE 61 – 80; and OS 81 – 100. Documentary evidences as given in monthly reports should be attached to justify the ratings or else they may be averaged out.)

**Total Score of this Section( B2) - to be calculated and recorded by HR Section as follows: (Scores of 1 + 2 + 3) =**

**B3 Self Review (By Faculty)**

Significant Works/ Contributions not Covered Above:

Objectives/ Works not Achieved/ Completed:	Reasons:
Important Factors Facilitating Performance:	Important Factors Hindering Performance:

Skills/ Competencies Needed For Better Performance:

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**B4 Overall Performance (By Appraiser - 10 Point)\***
☐ Not Satisfactory    ☐ Improvement Needed    ☐ Meets Expectations    ☐ Exceeds Expectations    ☐ Outstanding

\* Give exact score in the relevant rating category. The range of score for each category: NS 1 – 2; IN 3 – 4; ME 5 – 6; EE 7 – 8; and OS 9 – 10.  
*Documentary evidences as given in monthly reports should be attached to justify the ratings or else they may be averaged out.*

Comments on performance including notable achievements and gaps (quantity and quality of work, timely completion; resource efficiency, and customer satisfaction with the work completed):

**Total Score of this Section( B4) - to be calculated and recorded by HR Section =**

**Section C: Feedback from Customers (To be completed by Appraiser based on Completed Feedback Sheets - 10 Point) \***

**C1 Major Comments, Suggestions and Concerns Expressed by Customers**

**C2 Overall Performance (By Appraiser - 10 Point)\***
☐ Not Satisfactory    ☐ Improvement Needed    ☐ Meets Expectations    ☐ Exceeds Expectations    ☐ Outstanding

\* Rating system: Up to 20 percent rating- NS; 21 to 40 percent rating – IN; 41 to 60 percent rating – ME; 61 to 80 percent rating – EE; and 81 to 100 percent rating – OS. Give exact score in the relevant rating category based on customers' approval rating. The range of score for each category: NS 1 – 2; IN 3 – 4; ME 5 – 6; EE 7 – 8; and OS 9 – 10. *Completed customer feedback sheets should be attached to justify the ratings or else they may be averaged out.*

**Total Score of this Section( C2) - to be calculated and recorded by HR Section =**



**Section D: Appraisal of Critical Attributes and Job Behaviours (By Appraiser – 20 Points) \***

<b>D1 Critical Attributes and Job Behaviours</b>		NS 1-4	IN 5-8	ME 9-12	EE 13-16	OS 17-20
<b>Dimensions and Definitions</b>						
1	<b>Academic and professional quality</b> (Demonstrates high quality academic and professional performance in the concerned discipline; Is able to generate appreciation of other faculties and students by excellence of performance; Produces quality outputs as expected)					
2	<b>Professional competencies</b> (Demonstrates professional knowledge and abilities in performing academic roles; Demonstrates professional attitudes and behaviours; Seeks and uses opportunities for improving competencies and updates oneself regularly)					
3	<b>Communication and interpersonal ability</b> (Demonstrates high level of written and oral communications skills; Builds good relationships with others including students and university officials; Is supportive, helpful and a good team player)					
4	<b>Professional and institutional commitment</b> (Is committed to academic profession and career; Commits to the University's values, norms, rules and principles; Projects and develops positive image and credibility of the University and contributes its development)					
5	<b>Development orientation</b> (Is proactive, creative, innovative, change-oriented and forward-moving in approaches and behaviours; Continually improves self, performance and the institution; Produces significant results through self initiatives or collaborative efforts)					
Total (Add the sub-column scores and divide by 5)		Total: _____ / 5 =				

\* NS= Not Satisfactory; IN = Improvement Needed; ME = Meets Expectations; EE = Exceeds Expectations; OS = Outstanding.

\* Give exact score in the relevant rating category within the range.

**Total Score of this Section( D1) - to be calculated and recorded by HR Section =**

**D2 Areas of Strengths and Improvements (By Appraiser)**

Major strengths of the faculty observed:	Improvements made by the faculty since last review:
Areas of improvement for effective performance:	Potential areas for growth:

**D3 Recommendations for Actions (By Appraiser)**

Recommendations for training and development (be specific):	In- house			External		
	Financial Incentive	Role Assignment	Re-placement	Disciplining	Others	None
Recommendations for administrative decisions (be specific):						

Appraiser's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Section E: Review of Appraisal** (to be completed by reviewer)

<b>E1 Review of Appraiser Ratings and Comments</b>			
Comments on achievement of performance objectives:			
Comments on critical attributes and job behaviour:			
Comments on appraiser's recommendations:			
Recommendations for actions:	Endorsement of appraiser's recommendations	Other recommendations	Reasons

**E2 Overall Rating (By Reviewer – 20 Point\*)**

☐ Not Satisfactory      ☐ Improvement Needed      ☐ Meets Expectations      ☐ Exceeds Expectations      ☐ Outstanding

\* Give exact score in the relevant rating category. The range of score for each category is as follows: NS 1 – 4; IN 5 – 8; ME 9 – 12; EE 13 – 16; and OS 17 – 20.

**Total Score of this Section( E2) - to be calculated and recorded by HR Section =**

Reviewer's Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Section F: Appraisal Score** (to be completed by HR Section)

	Appraisal Component	Weight	Score	Remarks
1	Appraiser's rating on performance targets (B2)	40		
2	Appraiser's rating on overall performance (B)	10		
3	Customers' rating and feedback (C2)	10		
4	Appraiser's rating on attributes and behaviours (D1)	20		
5	Reviewer's rating on overall performance (E2)	20		
	Total score	100		

HR Manager Signature \_\_\_\_\_

Date: \_\_\_\_\_



## **Guidelines for Appraiser**

### **Behavioural Indicators of Rating Scale for Section B (Appraisal against Set Performance Targets)**

- NS (Not Satisfactory) = The work outputs are substantially and consistently lower than the set targets or standards; the works completed do not meet the needs of the customers in any way and they may have to be repeated; the planned or assigned activities are not completed or completed substantially later than the expected or due time; the inputs or resources required for completion of the activities far exceed the normal or planned limits; and the customers and the supervisor are not satisfied with the works completed.
- IN (Improvement Needed) = The work outputs are somewhat and often lower than the set targets or standards; the works completed at times fail to meet the needs of the customers/ beneficiaries; the planned or assigned activities are completed somewhat later than the expected or due time; the inputs or resources required for completion of the activities often exceed the normal or planned limits to an extent; and the customers and the supervisor would like to see much improvement in the works completed.
- ME (Meets Expectations) = The work outputs are in accordance with the set targets or standards; the works completed generally meet the needs of the customers/ beneficiaries; the planned or assigned activities are completed within the expected or due time; the inputs or resources required for completion of the activities are within the normal or planned limits; and the customers and the supervisor are generally satisfied with the works completed.
- EE (Exceeds Expectations) = The work outputs generally exceed the set targets or standards a number of times; the works completed considerably meet the needs of the customers/ beneficiaries; the planned or assigned activities are always completed within the normal or planned time and the surplus time is used for some other additional activities; the inputs or resources required for completion of the activities are within the normal or planned limits and are utilised efficiently; and the customers and the supervisor generally appreciate the works completed.
- OS (Outstanding) = The work outputs far exceed the set targets or standards consistently; the works completed fully and consistently meet the needs of the customers/ beneficiaries and they feel good value is created for them by the work outputs; the planned or assigned activities are completed ahead of the planned schedule and the surplus time is used for significant additional activities; the inputs or resources required for completion of the activities are utilised efficiently and are substantially saved and utilised for additional activities; and the customers and the supervisor highly appreciate the works completed and continuously seek for the services.

### **Behavioural Indicators of Rating Scale for Section D (Critical Attributes)**

- NS (Not Satisfactory) = The behaviour or action in question is not used or demonstrated most of the time; when used, it is poorly and unprofessionally executed; shows obvious lack of skill, understanding, experience or motivation in performing the tasks related to the behaviour.
- IN (Improvement Needed) = The behaviour or action in question is used or demonstrated most of the time; it is executed with some difficulty; shows some lacking of skill, understanding, experience or motivation in performing the tasks related to the behaviour.
- ME (Meets Expectations) = The behaviour or action in question is always used or demonstrated; it is executed with normal ease and confidence; shows no major lacking of skill, understanding, experience or motivation in performing the tasks related to the behaviour.
- EE (Exceeds Expectations) = The behaviour or action in question is always used or demonstrated; it is executed with greater ease, expertise and confidence; shows substantial skill, understanding, experience or motivation in performing the tasks related to the behaviour.
- OS (Outstanding) = The behaviour or action in question is always used or demonstrated; it is executed with full professional expertise, confidence and creativity; shows highest level of skill, understanding, experience or motivation in performing the tasks related to the behaviour.

### **Important**

- Attach documentary evidences as given in monthly reports to justify the ratings failing which may result in the HR section averaging out the scores.
- It is the responsibility of the supervisor and the employee to implement all the planned activities and complete all the forms of EPMS as scheduled. If any of the forms is not completed and submitted in time, the appraisals of the concerned employee and the supervisor will be cancelled for that period(s).
- Preparation of annual performance plan/ standards and submission of monthly progress reports as scheduled are mandatory failing which will result in annual appraisal being cancelled.



अनुसूची - २२  
(निर्देशिकाको दफा २२ संग सम्बन्धित)

**Mark Distribution**

**Overall Marking of Faculty Internal Candidates**

	Qualification Marks	Paper and Pencil Test Marks	Performance Test Marks	Interview Marks	Article Marks	Professional Contribution Marks	Performance Evaluation	Total
<b>Professor</b>	20	-	-	30	20	10	20	100
<b>Associate Professor</b>	20	-	20	20	20	-	20	100
<b>Assistant Professor</b>	30	-	25	25	-	-	20	100
<b>Lecturer</b>	40	20	20	20	-	-		100

**Overall Marking of Faculty External Candidates**

	Qualificati on Marks	Paper and Pencil Test Marks	Performance Test Marks	Interview Marks	Article Marks	Professional Contribution Marks	Total
<b>Professor</b>	20	-	-	40	30	10	100
<b>Associate Professor</b>	25	-	25	30	20	-	100
<b>Assistant Professor</b>	40	-	30	30	-	-	100
<b>Lecturer</b>	40	20	20	20	-	-	100

अनुसूची - २३  
(निर्देशिकाको दफा २४ संग सम्बन्धित)  
**Kathmandu University**  
Overall Marking Sheet

**A. Identification**

Job Notice \_\_\_\_\_ School \_\_\_\_\_ Position \_\_\_\_\_ Specialization \_\_\_\_\_  
Required Number \_\_\_\_\_ Selected Number \_\_\_\_\_

S.N	Name of the Applicant	Paper & Pencil Test Marks	Performance Test Marks	Qualification Marks	Interview Marks	Article Marks	Professional Contribution	Performance Evaluation Marks	Total Marks	Remarks
1										
2										
3										
4										
5										

Marked by \_\_\_\_\_ Checked by \_\_\_\_\_ Date \_\_\_\_\_

**Selection Committee**

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

## **Kathmandu University**

### **Criteria for Evaluating Performance Test Outputs**

Consider the following criteria for assessing each task output and rate outputs on a scale of 25. Higher the rating greater the evidence of the output meeting the given criteria. Rate oral presentation also on a scale of 25, the total score thus adding to 100.

1. Appropriateness and completeness of the format/ structure of the design of the output measured against the relevant standards of the University with respect to the given task.
2. Quality, validity, and accuracy of the contents of the output measured against the relevant professional and academic standards of the discipline with respect to the given task.
3. Logical and professional organization/ presentation, including language accuracy, of the output measured against the quality standards of the given task.
4. Creativity, analytical orientation, and professionalism in the task approach and the output producing measured against the quality standards of the given task.