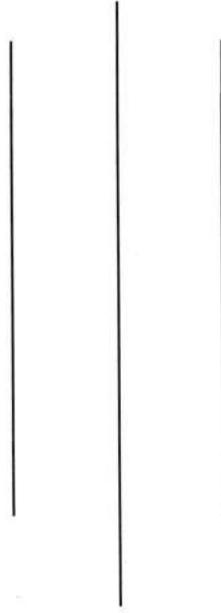




काठमाडौं विश्वविद्यालय



छनौट समितिको

आन्तरिक कार्यविधि निर्देशिका - २०६७

प्राज्ञिकपद

(मिति २०७९/०८/०७ को ६७४औं कार्यकारी परिषद्को संसोधन समेत समावेश गरिएको)

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प्राज्ञिक पद

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काठमाडौं विश्वविद्यालय
छनौट समिति
आन्तरिक कार्यविधि निर्देशिका-२०६७

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

खण्ड-क प्राज्ञिक पद (संशोधन^१ सहित)

१. **रिक्तपदको विवरण:** (क) स्विकृत पदहरूमध्ये पदपूर्ति गर्नुपर्ने पदहरूको विवरण संकलन गर्ने जिम्मेवारी रजिष्ट्रारको हुनेछ ।
(ख) आर्थिक वर्षको असार मसान्त भित्र आगामी आर्थिक वर्षमा पूर्ति गर्नु पर्ने पद, पद संख्या, दरबन्दी रहने स्थान, पूर्ति गर्नपर्ने कारण तथा बाह्य उम्मेदवार छनौट भएमा साविक करारवालालाई के गर्ने आदिको विवरण प्रत्येक स्कूलको डीनले 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 पदमा कुन किसिमको प्रतियोगिताद्वारा पूर्ति गर्ने हो भन्ने निर्णय छनौट समितिले गर्नेछ ।
(ख) छनौट समितिले छनौट गरिने पदको तह अनुसार निम्न प्रतियोगितात्मक विधिहरू अवलम्बन गर्ने गरी छनौट प्रकृया निर्धारण गर्नेछ ।

पदको तह	प्रतियोगितात्मक विधिहरू
लेक्चरर	लिखित परीक्षा, कार्य सक्षमता परीक्षण (परफरमेन्स टेष्ट) र अन्तर्वार्ता
असिस्टेण्ट प्रोफेसर (उप प्राध्यापक)	लिखित परीक्षा, कार्य सक्षमता परीक्षण (परफरमेन्स टेष्ट) र अन्तर्वार्ता
एशोसियेट प्रोफेसर (सह प्राध्यापक)	कार्य सक्षमता परीक्षण (परफरमेन्स टेष्ट) र अन्तर्वार्ता
प्रोफेसर (प्राध्यापक)	योजना प्रस्तुतीकरण र अन्तर्वार्ता

३. **पदपूर्ति प्रतियोगिता:** (क) प्राज्ञिक पदहरूको पदपूर्ति गर्दा काठमाडौं विश्वविद्यालय शिक्षक तथा कर्मचारी सेवा शर्त नियम २०५० को दफा ४.५ अनुसार खुल्ला प्रतियोगिता तथा आन्तरिक खुल्ला प्रतियोगिताको आधार तोकी गरिने छ ।

^१ कार्यकारी परिषद्को मिति ७ मंसिर २०७९ को ६७४ औं बैठकद्वारा स्विकृत ।

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(ख) खुल्ला तर्फ आवेदन गर्न सक्ने समूह:

रिक्त दरबन्दीको प्रकाशित पदको लागि निर्धारित योग्यता पुगेका इच्छुक नेपाली नागरिक उम्मेदवारहरूले प्रतियोगितामा भाग लिन सक्नेछन् ।

(ग) आन्तरिक खुल्ला तर्फ असिस्टेन्ट प्रोफेसर पदका लागि आवेदन गर्न सक्ने समूह:

१) आवश्यक न्यूनतम योग्यता पुगी काठमाडौं विश्वविद्यालय भित्र आवेदन दिने पद भन्दा एक तह मुनिको पदमा घटीमा ५ वर्ष स्थायी सेवा गरिसकेको वा

२) आवश्यक न्यूनतम योग्यता पुगी काठमाडौं विश्वविद्यालयमा विज्ञापित पदमा घटीमा ५ वर्ष पूरा अनवरत करार सेवामा काम गरिसकेको ।

(घ) आन्तरिक खुल्ला तर्फ एसोसिएट प्रोफेसर पदको हकमा असिस्टेन्ट प्रोफेसर पदमा परीक्षणकाल पुरागरी स्थायी भएका शिक्षकहरूको अध्यापन अनुभव कुल ७ वर्षको हुनुपर्नेछ ।

४. सूचना प्रकाशनको कार्यविधि: (क) पदपूर्ति गर्ने पदको लागि चाहिने निम्न विवरणहरू खुलाई रजिष्ट्रारले सूचना प्रकाशित गर्नु पर्नेछ ।

- पद, पद संख्या, कामगर्नुपर्ने स्कूल, विभाग वा केन्द्र, कार्य प्रकृति एवं भूमिका, विषयगत विशिष्टता
- न्यूनतम शैक्षिक योग्यता
- अन्य योग्यता र अनुभव
- प्रतियोगिताको किसिम र तरीका
- फारम बुझाउने अन्तिम मिति र स्थान
- दरखास्त दस्तुर
- लघुसूचिकरण (सर्टलिस्टिङ्ग) को व्यवस्था

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

(ग) आन्तरिक तर्फको विज्ञापन विश्वविद्यालयको केन्द्रीय सूचनापाटी र विश्वविद्यालयको वेबसाइट एवं खुल्लातर्फको विज्ञापन विश्वविद्यालयको वेबसाइटमा 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 वेबसाइट वाट पनि प्राप्त गर्न सकिने छ । साथै विज्ञापन गर्दा अनलाईन आवेदन गर्न सकिने उल्लेख भएमा अनलाईन मार्फत आवेदन 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 दरखास्तका साथ संलग्न हुनु पर्दछ ।

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

उपरोक्त प्रमाणपत्रका प्रतिलिपिहरू आधिकारीक नोटरी पब्लिकबाट प्रमाणीकरण गरिएको हुनुपर्ने छ ।

(घ) न्यूनतम शैक्षिक योग्यताको हकमा आवेदन दिने अन्तिम मितिसम्म ट्रान्सक्रिप्ट/प्रमाण पत्र हासिल गरेको उपाधिलाई मात्र मानिने छ ।

(ङ) अध्यापन/ पेशागत अनुभवको अवधि पदपूर्ति सूचनाको अन्तिम मिति सम्मलाई गणना गरिनेछ । अध्यापन अनुभवको अवधि मान्यता प्राप्त विश्वविद्यालय/ क्याम्पस/ प्रतिष्ठानमा पुरा समय काम गर्ने गरी अध्यापन अनुसन्धान गरेको) प्रमाणपत्र सम्बन्धित संस्थाको प्रशासन शाखा/लेखा वाट प्रमाणित गरेकोलाई मात्र मान्यता दिइनेछ । भिजिटिङ फ्याकल्टी वा आंशिक समय गरेको अध्यापन वा पेशागत अनुभवलाई मान्यता दिइने छैन । विश्वविद्यालयले औपचारिक रुपमा दिएको प्राज्ञिक पदहरू (जस्तै: लेक्चरर, असिस्टेण्ट प्रोफेसर वा उप प्राध्यापक, एसोसियट प्रोफेसर वा सह प्राध्यापक, एडिशनल प्रोफेसर वा अतिरिक्त प्राध्यापक, प्रोफेसर वा प्राध्यापक) लाई मात्र मान्यता दिइनेछ ।

(च) निम्न अवस्थामा दरखास्त फारम अस्वीकृत हुन सक्नेछ :

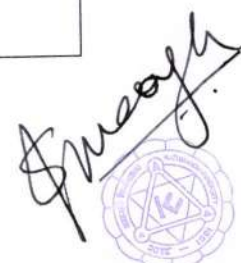
- म्याद भित्र दाखिला नभएमा
- विज्ञापनमा तोकिएको शर्त पूरा नभएमा
- आवश्यक कागजपत्र र विवरण संलग्न नरहेमा
- तोकिएको पदका लागि आवश्यक योग्यता नपुगेमा
- आवेदन दिने अन्तिम मितिसम्म तोकिएको वमोजिम शैक्षिक योग्यता र अध्यापन अनुभव नपुगेमा (म्याद थप भएको समयसीमा मान्य नहुने)
- परीक्षा दस्तुर दाखिला नगरेमा
- लघुसूचिकरणमा नपरेमा
- आवेदन दिने अन्तिम मितिमा उमेरको हद पूरा भएमा ।



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 हुनु पर्नेछ । तर शुरु नियुक्तिको अधिकतम उमेर हद ५४ वर्ष हुनेछ ।
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 तोके बमोजिम हुनेछ ।
९. दरखास्तको छानविन र स्वीकृति: (क) छनौट समिति वा आवश्यकता बमोजिम गठित उपसमितिले पर्न आएका दरखास्तहरूको छानविन र उल्लिखित शर्त अनुरूप ठीक भए नभएको जाँच गरी स्वीकृत / अस्वीकृत गर्न सक्नेछ ।
(ख) रीतपूर्वक पर्न आएको दरखास्त फारम स्वीकृत भएपछि लघुसूचिकृत उमेदवारहरूलाई अनुसूची - ४ बमोजिम प्रवेशपत्र उपलब्ध गराउनु पर्नेछ ।
१०. लघुसूचिकरण (सर्टलिष्टीङ्ग): (क) पूर्ति गर्नुपर्ने पद संख्या र पर्न आएका दरखास्त हरूको संख्याको आधारमा प्रतियोगितात्मक प्रकृयाको लागि छनौट समितिले वा छनौट समितिले अख्तियारप्रदान गरेको निकायले उम्मेदवारहरूलाई लघुसूचिकृत गर्न सक्नेछ ।
(ख) लघुसूचिकरण गर्दा उम्मेदवारहरूको योग्यता, कार्यअनुभव, प्राज्ञिक योगदान आदिको आधारमा गर्नु पर्नेछ । आधारहरूको अंकभार निम्न अनुसार हुनेछ ।

	अंक भार (लेक्चरर र असिस्टेण्ट प्रोफसरका लागि)	अंक भार (एसोसियट प्रोफसर र प्रोफसरका लागि)
शैक्षिक योग्यता	६०	३०
कार्य अनुभव (तोके भन्दा बढी भएको अनुभव गणना गर्ने)	३०	२०
प्राज्ञिक उपलब्धी (अनुसन्धान र प्रकाशन)	-	४०
महिला, जनजाति आदि	१०	१०
जम्मा	१००	१००

- (ग) प्रत्येक मूल्यांकन आधारको आन्तरिक भार अनुसूची- ५ (क) अनुसार हुनेछ ।
(घ) लघुसूचिकरण अनुसूचि- ५ (ख) बमोजिमको तालिका अनुरूप गर्नुपर्नेछ ।



- (ड) लघुसूचिकरण तालिका अनुसार उम्मेदवारहरूले प्राप्तगरेको कूल पूर्णाङ्कको आधारमा आवश्यक संख्यामा लघुसूचिकृत गरिनेछ ।
- (च) लघुसूचिकरणमा सफल नहुने तथा आवेदन अस्वीकृत हुने आवेदकको हकमा छुट्टै सूचना वा जानकारी उपलब्ध गराउने बाध्य हुने छैन ।

११. लिखित परीक्षा: (क) लिखित परीक्षाको लागि पदको विषयगत क्षेत्र, तह अनुसारको परीक्षा लिने विषय र अन्य व्यवस्था छनौट समिति/ छनौट उपसमितिले निर्धारण गरे बमोजिम हुनेछ ।

(ख) लिखित परीक्षामा न्यूनतम उत्तीर्णांक ५०% हुनेछ ।

१२. कार्य सक्षमता परीक्षण (परफरमेन्स टेष्ट): (क) कार्य सक्षमता परीक्षणको लागि पदको विषयगत क्षेत्र, तह अनुसारको परीक्षा लिने विषय र अन्य व्यवस्था छनौट समिति/ छनौट उपसमितिले निर्धारण गरे बमोजिम हुनेछ ।

(ख) कार्य सक्षमता परीक्षणको मापदण्ड तथा मूल्यांकन फारम अनुसूची-६ (क) र अनुसूची-६ (ख) बमोजिम हुनेछ ।

(ग) कार्य सक्षमता परीक्षणमा न्यूनतम उत्तीर्णांक ६०% हुनेछ ।

(घ) परीक्षकको पारिश्रमिक अनुसूची-११ बमोजिम हुनेछ ।

१३. योजना प्रस्तुतिकरण: (क) योजना प्रस्तुतिकरणको लागि पदको विषयगत क्षेत्र अनुसारको विषय निर्धारण र अन्य व्यवस्था छनौट समिति/ छनौट उपसमितिले निर्धारण गरे बमोजिम हुनेछ ।

(ख) योजना प्रस्तुतिकरण परीक्षण मूल्याङ्कन फारम अनुसूची -७ बमोजिम हुनेछ ।

(ग) योजना प्रस्तुतिकरण परीक्षणमा न्यूनतम उत्तीर्णांक ६०% हुनेछ ।

(घ) परीक्षकको पारिश्रमिक अनुसूची-११ बमोजिम हुनेछ ।

१४. पाठ्यक्रम निर्धारण:

हरेक विषयका विभिन्न तहका शिक्षक पदका उमेदवारलाई लिखित परीक्षा तथा कार्य सक्षमता परीक्षणको लागि पाठ्यक्रम र प्रश्नपत्रको ढाँचा छनौट समिति वा छनौट समितिले अख्तियार गरेको निकायले निर्धारण गर्नेछ र सोको फोटोकपी प्रवेशपत्र उपलब्ध गराउने बेलामा उपलब्ध गराइनेछ ।



१५. प्रश्नपत्रहरुको निर्माण: (क) हरेक विषयका विभिन्न तहका पदका उमेदवारको लिखित, कार्य सक्षमता परीक्षण र प्रतियोगितात्मक परीक्षाको निमित्त खाँचो नहुने गरी परीक्षाको समयभन्दा अगावै प्रश्न बैंकमा प्रश्नहरु रहने गरी सम्बन्धित विषयका विशेषज्ञहरुबाट सम्बन्धित विषयमा आवश्यकतानुसार प्रश्नहरु तयार गराई राख्नु पर्नेछ।
- (ख) प्रश्नकर्तालाई प्रश्न बनाउन पठाउँदा अनुसूची-८ बमोजिमको पत्र साथै नमुना प्रश्नपत्र, निर्देशन (अनुसूची-९ बमोजिम), खाम र pendrive संलग्न गर्नु पर्नेछ।
- (ग) प्रश्नकर्ताले प्रश्नहरु तयार गरी पठाउँदा बन्दी खाममा सीलबन्दी गरी पठाउनु पर्नेछ।
- (घ) प्रश्न निर्माण गरे वापत प्रश्नकर्तालाई दिइने पारिश्रमिक अनुसूची -११ बमोजिम हुनेछ।

१६. परीक्षा संचालन: (क) उमेदवारको लिखित, कार्य सक्षमता परीक्षण र प्रतियोगितात्मक परीक्षाहरुको संचालन छनौट समिति/ छनौट उपसमिति बाट हुनेछ। त्यसका निम्ति निम्न विषयमा आवश्यक व्यवस्था मिलाउनु पर्नेछ।

- परीक्षा संचालनका निम्ति 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 छनौट समिति / छनौट उपसमिति ले केन्द्राध्यक्ष तोक्ने छ। केन्द्राध्यक्षको काम-कर्तव्य निम्न अनुसार रहनेछ।

- सीलबन्दी प्रश्नपत्रहरु बुझ्ने, खोल्ने र बाढ्ने
- उत्तरपुस्तिका दस्तखत गर्ने
- निरीक्षकहरुबाट उत्तरपुस्तिका बुझ्ने
- रोलक्रम मिलाई उत्तरपुस्तिकाहरु सीलबन्दी गर्ने
- अनुचित कार्य गर्ने परीक्षार्थीलाई निष्काशन गर्ने
- उत्तरपुस्तिकाहरु छनौट उपसमिति वा तोकिएको अधिकारीमा बुझाउने
- परीक्षा संचालनका लागि चाहिने अन्य आवश्यक कार्य गर्ने।

- (ग) समिति/उपसमितिले तोकेबमोजिम निरीक्षकको व्यवस्था हुनेछ।

- (घ) कार्य सक्षमता परीक्षण र प्रस्तुतीकरण संचालनका लागि चाहिने अन्य आवश्यक कार्य छनौट समिति/ छनौट उपसमितिले तोके बमोजिम हुनेछ।



- (च) कार्य सक्षमता परीक्षण र प्रस्तुतीकरणमा संलग्न परीक्षकहरुलाई दिइने पारिश्रमिक अनुसूची- ११ बमोजिम हुनेछ ।
१७. उत्तरपुस्तिका परीक्षण: (क) कार्य सक्षमता परीक्षण र लिखित परीक्षाको उत्तरपुस्तिकाहरु परीक्षण गर्न पठाउँदा प्रश्नपत्र, उत्तरपुस्तिका फारम आदि राखी फिर्ता गर्ने मिति तोकी सीलबन्दी गरी परीक्षकको ठेगानामा गोप्य रुपमा बुझाउन पठाउनु पर्नेछ ।
- (ख) परीक्षक कहाँ उत्तरपुस्तिका जाँचन पठाउँदा अनुसूची - १० (क) र १० (ख) बमोजिमको नमूनापत्र, अंक तालिका र परीक्षकले पालन गर्नु पर्ने शर्तहरु पनि पठाउनु पर्नेछ ।
- (ग) उत्तरपुस्तिकाहरु जाँची फिर्ता आएपछि छनौट समिति/ छनौट उपसमितिले आवश्यकठानेमा पुनः परीक्षण गराउन सक्नेछ ।
- (घ) परीक्षकलाई दिइने पारिश्रमिक अनुसूची -११ बमोजिम हुनेछ ।

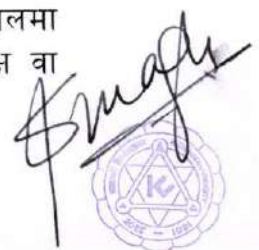
१८. टेबुलेशन व्यवस्था: (क) परीक्षकबाट जाँची फिर्ता प्राप्त उत्तरपुस्तिका र प्राप्तांक तथा प्रस्तुतीकरणको प्राप्तांकलाई गरी सो को को अभिलेख राख्नु पर्नेछ ।
- (ख) टेबुलेशन अनुसार मेरिटको आधारमा दफा १९ बमोजिमको अनुपातमा अन्तर्वाताको लागि छनौट गरिएको उम्मेदवारहरुको नामावली प्रकाशन गर्नु पर्नेछ ।
- (ग) लिखित परीक्षा, कार्य सक्षमता परीक्षण र प्रस्तुतीकरणमा तोकिएको प्रतिशत भन्दा कम अंक ल्याउनेलाई अन्तर्वाताका लागि सिफारिस गर्ने छैन ।

१९. अन्तर्वाताको लागि नाम प्रकाशन: अन्तर्वाता अधिका तोकिएको प्रतियोगितात्मक परीक्षामा उत्तीर्ण भएका उम्मेदवारहरु मध्येबाट बढी अंक प्राप्त गर्नेलाई रिक्त पद संख्याको निम्न अनुपातमा अन्तर्वाताको लागि नाम प्रकाशित गर्नुपर्नेछ ।

<u>रिक्त पदसंख्या</u>	<u>नाम प्रकाशित गर्ने उम्मेदवार संख्या</u>
१ भएमा	३ जना
२ "	५ "
३ "	७ "
४ वा ४ भन्दा माथि	प्रति १ रिक्त पदको लागि २ जना

२०. अन्तर्वाता:

- (क) अन्तर्वाता लिनुपर्ने पदका लागि आवश्यक छनौट तथा परीक्षण विधिहरु अवलम्बन गरी अन्तर्वाताका लागि सूचना प्रकाशित गर्दा केन्द्रीय सूचनापाटीमा सूचना प्रकाशित गरी अन्तर्वाताको मिति, समय र स्थान तोकनु पर्नेछ ।
- (ख) अन्तर्वाता लिंदा सम्बन्धित विषयका दक्ष वा विशेषज्ञलाई अन्तर्वाता प्यानलमा अनिवार्यरुपले सम्मिलित गर्नु पर्नेछ । कार्यकारी परिषद्ले सम्बन्धित विषयका दक्ष वा



- विशेषज्ञलाई रजिष्टरले गोप्य तरीकाले सूचित गरी आमन्त्रित गर्नुपर्नेछ ।
विशेषज्ञलाई अनुसूचि - १२ बमोजिम पत्र पठाउनु पर्नेछ ।
- (ग) अन्तर्वार्ता हुने दिन उमेदवारले पेश गरेका सबै प्रमाणित कागजपत्रहरु सक्कल प्रतिसंग भिडाई ठिक छ, छैन जाँच गर्नु पर्नेछ ।
- (घ) अन्तर्वार्ता प्यानलका अध्यक्ष, विशेषज्ञ तथा अन्य सदस्यहरुलाई दिइने भत्ता अनुसूचि - ११ बमोजिम हुनेछ । अन्तर्वार्तामा प्रयोग गर्ने फारम अनुसूचि - १३, - १४ र - १५ बमोजिम हुनेछ ।
- (ङ) अन्तर्वार्ताको लागि छनौट भएका उमेदवार विदेशमा रहेको स्थितिमा ईलेक्ट्रोनिक माध्यमबाट समेत अन्तर्वार्ता लिन सकिनेछ ।
२१. शैक्षिक योग्यताको अंक विभाजन: शैक्षिक योग्यताको अंक विभाजन अनुसूची- १६ र यसको फारम अनुसूची -१७ बमोजिम हुनेछ ।
२२. पेशागत योगदान: (क) पेशागत योगदानको परिभाषा छनौट समितिले निर्धारण गरे बमोजिम हुनेछ ।
- (ख) पेशागत योगदान मूल्याङ्कन फारम अनुसूची -१८ र यसको अंकभार दफा २५ बमोजिम हुनेछ ।
२३. अनुसन्धानात्मक कृति र प्रकाशन: (क) एसोसियट प्रोफसर र प्रोफसरको लागि अनुसन्धानात्मक कृति र प्रकाशनको मूल्याङ्कन गर्नुपर्नेछ ।
- (ख) अनुसन्धानात्मक कृति र प्रकाशनको मूल्याङ्कन छनौट समिति/उपसमिति वा छनौट समितिले तोकेको विशेषज्ञबाट गराउन पर्नेछ ।
- (ग) एक पदका लागि समावेश गरिएको गरिएको अनुसन्धानात्मक कृति र प्रकाशन त्यसभन्दा बाहेकको माथिल्लो वा अन्य पदका लागि गणना हुने छैन ।
- (घ) PhD प्राप्त गर्नका लागि गरिएको गरेको अनुसन्धान र प्रकाशनमा आधार मानेर गरिएको प्रकाशन कृतिलाई गणना गरिने तर थेसिसको च्याप्टरहरुलाई गणना गरिने छैन ।
- (ङ) अनुसन्धानात्मक कृति र प्रकाशनको मूल्याङ्कन गर्न पठाउँदा अनुसूची- १९ (क) र १९ (ख) बमोजिमको मूल्याङ्कनकतालाई पत्र, फारम र मूल्याङ्कनकर्ताले पालन गर्नु पर्ने शर्तहरु पनि पठाउनु पर्नेछ ।
- (च) अनुसन्धानात्मक कृति र प्रकाशनको मूल्यांकनकर्तालाई दिइने परिश्रमिक अनुसूची- ११ बमोजिम हुनेछ ।

[Signature]



२४. कार्यसम्पादन मूल्याङ्कन: (क) आन्तरिक उम्मेदवारहरुको 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 र यसको अंकविभाजन दफा २५ बमोजिम हुनेछ ।

२५. उम्मेदवार सिफारिश गर्ने आधार र अंक-विभाजन: (क) खुल्ला तथा आन्तरिक प्रतियोगितातर्फ अंक-विभाजन र उम्मेदवार सिफारिस गर्ने आधारहरु देहाय बमोजिम हुनेछ ।

खुल्ला प्रतियोगितातर्फ

पद	शैक्षिक योग्यता	लिखित परीक्षा	अनुसन्धानात्मक कृति प्रकाशन	पेशागत योगदान	कार्यसक्षमता परीक्षण	योजना प्रस्तुति	अन्तर्वार्ता	कूल अङ्क
लेक्चरर	४०	२०	-	-	२०	-	२०	१००
असिस्टेन्ट प्रोफेसर	३०	२०	-	-	२०	-	३०	१००
एशोसियेट प्रोफेसर	३०	-	२०	-	२०	-	३०	१००
प्रोफेसर	२०	-	३०	५	-	१५	३०	१००

आन्तरिक खुल्ला प्रतियोगितातर्फ

पद	शैक्षिक योग्यता	लिखित परीक्षा	अनुसन्धानात्मक कृति प्रकाशन	पेशागत योगदान	कार्यसक्षमता परीक्षण	कार्यसम्पादन मूल्यांकन	अन्तर्वार्ता	कूल अङ्क
लेक्चरर	३०	२०	-	-	१५	१५	२०	१००
असिस्टेन्ट प्रोफेसर	३०	२०	-	-	१५	१५	२०	१००
एशोसियेट प्रोफेसर	३०	-	२०	-	१५	१५	२०	१००

- (ख) खुल्ला तथा आन्तरिक दुवै प्रतियोगितातर्फ उम्मेदवार नियुक्तिका लागि सिफारिस गर्दा अनुसूची-२२ अनुसार को कुल प्राप्ताङ्कको आधारमा गरिनेछ । तर लेक्चरर र असिस्टेन्ट प्रोफेसर पदमा ६५% र एशोसियेट प्रोफेसर र प्रोफेसर पदमा ७०% भन्दा कम अङ्क ल्याउने उम्मेदवारलाई सिफारिस गरिने छैन ।

२६. नतिजा प्रकाशन: सामान्यतया अन्तर्वार्ता सम्पन्न भएको ३० दिनभित्र नतिजा प्रकाशित गरी उम्मेदवारको सिफारिश गर्नु पर्नेछ । नतिजा प्रकाशित गर्दा प्राप्ताङ्क पनि उल्लेख गर्नुपर्नेछ । उत्तिर्ण नभएका उम्मेदवारहरुको प्राप्ताङ्क प्रकाशित गरिने छैन ।

२७. 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- २२ (क) र २२ (ख) बमोजिम हुनेछ ।

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

खण्ड (क) अनुसूची

अनुसूची नं.	विषय
अनुसूची - १	पदपूर्ति माग फारम
अनुसूची - २	दरखास्त फारम
अनुसूची - ३	परीक्षा दस्तुर
अनुसूची - ४	प्रवेशपत्र
अनुसूची - ५(क)	लघुसूचिकरणको अंक भार
अनुसूची - ५(ख)	लघुसूचिकरणको अंक तालिका
अनुसूची - ६(क)	कार्य सक्षमता मूल्यांकन अंकतालिका -लिखित
अनुसूची - ६(ख)	कार्य सक्षमता मूल्यांकन अंकतालिका - योजना प्रस्तुतीकरण
अनुसूची - ७	योजना प्रस्तुतीकरण मूल्यांकन फारम
अनुसूची - ८	प्रश्न तयार गर्न प्रश्नकर्तालाई पत्र नमुना
अनुसूची - ९	प्रश्नपत्र निर्माण मार्गदर्शन
अनुसूची - १० (क)	उत्तरपुस्तिका जाँच पठाउँदा नमूना पत्र
अनुसूची - १० (ख)	उत्तरपुस्तिका अंकतालिका
अनुसूची - ११	पारिश्रमिक
अनुसूची - १२	विशेषज्ञलाई अनुरोध पत्र
अनुसूची - १३	अन्तर्वार्ता अंक तालिका -प्रोफेसर र एसोसियट प्रोफेसरका लागि
अनुसूची - १४	अन्तर्वार्ता अंक तालिका -असिस्टेन्ट प्रोफेसर र लेक्चररका लागि
अनुसूची - १५	ऐकिकृत अन्तर्वार्ता अंक तालिका
अनुसूची- १६	शैक्षिक योग्यताको अंक विभाजन
अनुसूची - १७	शैक्षिक योग्यता अंक तालिका
अनुसूची - १८	पेशागत योगदान मूल्याङ्कन फारम
अनुसूची- १९ (क)	मूल्यांकनकर्तालाई अनुरोधपत्र
अनुसूची- १९ (ख)	अनुसन्धानात्मक कृति र सृजनात्मक क्रियाकलापको मूल्यांकन फारम (प्रोफेसर र एसोसियट प्रोफेसर)
अनुसूची- २०	कार्य सम्पादन मूल्यांकन फारम -प्रोफेसर र एसोसियट प्रोफेसर
अनुसूची- २१	कार्य सम्पादन मूल्याङ्कन फारम - असिस्टेन्ट प्रोफेसर र लेक्चरर
अनुसूची- २२ (क)	लिखित, प्रयोगात्मक परीक्षा र अन्तर्वार्ताको मूल्यांकन तालिका (असिस्टेन्ट प्रोफेसर र लेक्चरर पदका लागि)
अनुसूची- २२ (ख)	लिखित, प्रयोगात्मक परीक्षा र अन्तर्वार्ताको मूल्यांकन तालिका (प्रोफेसर र एसोसियट प्रोफेसर पदका लागि)

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):

Handwritten signature
2065/10/19/98

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

For Official Use only

Application Registration Number
Job Notice Number and Date

Attach a recent passport
size photo here

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.

E. Position Identification

1. Position Applying for 2. Area of Specialization 3. School

F. Personal Identification

4. Name 5. Family Name 6. First Name 7. Middle Name 8. Sex (cross one)
Male ☐ Female ☐
In English ☐ In Nepali ☐
9. Date of Birth In BS: Day Month Year In AD: Day Month Year
10. Nationality 11. Citizenship: Number and Issued at 12. Civil Status (cross one)
Married with children ☐ Married ☐ Single ☐ Other ☐
13. Father/Mother: Name Occupation
14. Husband/Wife: Name Occupation
15. Address Permanent Address Contact Address
Tel # E-mail Tel # E-mail

G. 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 <input type="checkbox"/>	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>
Additional Language (specify)	Level of proficiency	Excellent <input type="checkbox"/>	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>
Relevant Computer Skill	Level of proficiency	Excellent <input type="checkbox"/>	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>
Other Skill (specify)	Level of proficiency	Excellent <input type="checkbox"/>	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>
Other Skill (specify)	Level of proficiency	Excellent <input type="checkbox"/>	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>



H. 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:

I. 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

J. 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

K. 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

A handwritten signature in black ink is written over a circular official stamp. The stamp is purple and contains the text "KU" and "1981" around a central emblem.

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

Fees for Participation in Selection Process

Item	Position	Lecturer	Assistant Professor	Associate Professor	Professor
Application Blank		Rs. 1500	Rs. 1500	Rs. 1500	Rs. 1500
Written Test		Rs. 1500	Rs. 1500	-	-
Performance Test		Rs. 1500	Rs. 1500	Rs. 2500	-
Plan Presentation		-	-	-	Rs. 3000
Research Paper Review		-	-	Rs. 5000	Rs. 5000
Interview		Rs. 2000	Rs. 2500	Rs. 4000	Rs. 5000



अनुसूची - ४
(निर्देशिकाको दफा ९ 'ख' संग सम्बन्धित)
Kathmandu University
Selection Test Admit Card

Office Copy

A Identification

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

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 - ५ (क)

(निर्देशिकाको दफा १० 'ग' संग सम्बन्धित)

Internal Weights to Shortlisting Factors

		Lecturer and Assistant Professor Positions		Associate and Professor and Professor Positions	
Shortlisting Factors					
		First Division	Second Division	First Division	Second Division
1	Competency 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	
	Total	60		30	
2	Work experience as measured by length of relevant service				
	Upto two years above minimum	10		10	
	Upto five years above minimum	20		15	
	Upto eight years above minimum	30		20	
	Above eight years above minimum			25	
	Total	30		25	
3	Professional output as measured by research publications*				
	Research publications as occasional papers etc (upto two)			20	
	Research publications as occasional papers etc (upto four)			25	
	Research publications in standard research journals (upto two)			30	
	Research publications in standard research journals (upto four)			35	
	Total			35	
	* Mark to be proportionately given in case of 1 or 3 publications				
4	Affirmative Action factors				
	Women, marginalized community members, or remote areas*	10		10	
	Total	10		10	
	* As defined by Nepal Government				
	Grand Total	100		100	

[Signature]



अनुसूची-५(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 _____

Swagat

अनुसूची - ६ (क)
(निर्देशिकाको दफा १२ 'ख' संग सम्बन्धित)

Kathmandu University
Performance Test Evaluation Criteria and Marking Sheet - Written Outputs

- a. Consider the following criteria for assessing each task output.
1. Understanding of the assigned task as set out.
 2. Completeness of the task performed as presented in writing.
 3. Accuracy and validity of the contents presented.
 4. Appropriateness of the format, structure, and organization of the completed task.
 5. Usability and applicability of the output in the organizational context of the University.
 6. Conceptual/ theoretical clarity in task performance.
 7. Professional and analytical approach adopted in task performance.
 8. Creativity and originality demonstrated in task performance.
 9. Use of professional language and style of presentation of the content.
 10. Overall quality of the output.
- b. Mark the task outputs produced by giving an appropriate score out of the assigned mark for each of them as given in the test assignment sheet. The full mark for all tasks is 100.
- c. Compile the marks for each candidate in the table below.


Marking Sheet for Task Performance - Written Outputs

Test Paper: _____ Position: _____

#	Candidate	Tasks Performed (Marks obtained in each task)					Total	Remark
		1	2	3	4	5		
1								
2								
3								
4								
5								

Evaluator: _____ Date: _____ Signature: _____

Note: Record the markings of five candidates in one folio. Use the separate sheets provided for more than five candidates as necessary.

[Signature]


Kathmandu University
Performance Test Evaluation Criteria and Marking Sheet - Presentation

- a. Consider the following criteria for assessing the presentation of the selected task output of the performance test.
1. Understanding of the assigned task and its completeness.
 2. Accuracy, validity, and practicability of the contents presented.
 3. Logical flow and organized structure in presentation.
 4. Confident and convincing presentation.
 5. Professional handling of interactions during the presentation.
- b. Rate each candidate in the table below on each of the above criteria on a scale of 20 (20 being the highest and 1 the lowest mark).

Marking Sheet for Task Performance - Presentation

Test Paper: _____

Position: _____

#	Candidate	Criteria (Maximum 20 marks for each criterion)					Total	Remark
		1	2	3	4	5		
		Task understanding	Content accuracy, validity, and practicability	Logical flow, organized structure	Confident and convincing presentation	Professional handling of interactions		
1								
2								
3								
4								
5								

Evaluator: _____

Date: _____

Signature: _____

Note: Record the markings of five candidates in one sheet. Use the separate sheets provided for more than five candidates as necessary.



अनुसूची - ७
(निर्देशिकाको दफा १३ 'ख' संग सम्बन्धित)
Plan Presentation Evaluation Form

Position: _____ Name of Candidate: _____ Date: _____

Note: The total score for Plan Presentation is 15, which is to be assessed based on two main assessment dimensions: 1. Thematic content (80 percent weight), and 2. Presentation competency (20 percent weight) as defined in the table below. Rate the Plan Presentation of the candidate on a scale of 100, a maximum of 20 points for each indicator under the two assessment dimensions as below.

Evaluate the candidate's performance for each of the four assessment dimensions under the Thematic Content category against the rating criteria: Clarity, Comprehensiveness, Creativity, Innovativeness, Problem Relatedness, Practical Relevance, Problem-solving Perspective, Analytical and Logical Approach.

Evaluate the candidate's performance for the assessment dimension under the Presentation Competency category against the rating criteria: Clarity and Meaningfulness, Confidence, Verbal and Non-verbal Methods, Positive Impact, Audience Handling, Logical Flow, Coverage, Systematic Structure, and Time Management.

#	Assessment Dimension	Score* (maximum 20 points for each)	Total		Remark
			In Number	In Word	
A.	Thematic Content				
1	Contextual analysis				
2	Issues identification and elaboration				
3	Proposed vision, program, and actions to address the issues				
4	Implementation plan and identification of roles for successful execution				
B.	Presentation Skills				
5	Articulation and organization in the presentation				
6	TOTAL				
7	Weighted to 15	Total of Row 6 * .15 (multiplied by .15)			

Assessor _____ Signature _____ Date _____

* Rate the candidate on each assessment dimension on a 20-point scale; 1 represents the lowest degree of the availability of the given factor and 10 indicates the highest level of availability.



अनुसूची - ८
(निर्देशिकाको दफा १५ 'ख' सँग 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

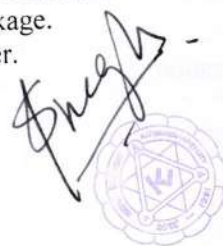
1. Study the documents provided to you, absorb the information fully, and develop a clear perspective and understanding of the requirements. Clarify and ask for more information, if necessary.
2. Make sure which type of test paper you are requested to prepare: cognitive test paper or performance test 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. Place it in the pen-drive provided and print a copy of the final version of the test paper with the answers as required.
16. Seal both the pen-drive 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.



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

Closures: As stated above

Information

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

अनुसूची - १० (ख)
(निर्देशिकाको दफा १७ 'ख' सँग 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: _____

[Signature]


अनुसूची - ११

(निर्देशिकाको दफा १२ 'घ', १३ 'घ', १५ 'घ', १७ 'घ' र २० 'ड', संग सम्बन्धित)

Allowances for Contributions in Selection Process

1. Allowance for Tests Preparation and Markings

	For Lecturer/ Assistant Professor Position	For Associate Professor
Preparation of Questions Set for Written Test	Rs. 2000	Rs. 3000
Marking of Answer Sheet of Written Test	Up to 10 candidates Rs. 3000 lump sum Above 10 candidates Rs 300 for each extra answer sheet	Up to 10 candidates Rs. 3500 lump sum Above 10 candidates Rs 350 for each extra answer sheet
Preparation of Performance Tasks Set for Performance Test	Rs. 2500	Rs. 3500
Marking of Answer Sheet and Presentation of Performance Test	Up to 10 candidates Rs. 4000 lump sum Above 10 candidates Rs 400 for each extra answer sheet/ presentation	Up to 10 candidates Rs. 5000 lump sum Above 10 candidates Rs 500 for each extra answer sheet/ presentation

2. Allowance for Plan Presentation Brief and Marking (For Professor)

Preparation of Plan Presentation Brief	Rs. 2000
Marking of Plan Document and Presentation	Up to 5 candidates Rs. 5000 lump sum for expert Above 5 candidates Rs 500 for each extra plan document and presentation for expert

3. Allowances for Article Reviewer (For Professor and Associate Professor)

Nepali Reviewer	Rs. 5000 per article
Foreign Reviewer	US \$ 50 per article

4. Allowance for Interview Panel

	Up to 2 candidates	More than 2 candidates	More than 6 candidates
Expert	Rs. 4000	Rs. 8000	Rs. 2000 for each extra interview
Other Members	As per KU Rules and Norms		

अनुसूची - १२
(निर्देशिकाको दफा २० 'ग' संग सम्बन्धित)

Date

Dear Madam/Sir,

We are pleased to appoint you as subject expert at the interview panel for the faculty position of the University scheduled to be held between _____.

Please find enclosed copy 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	_____


Swasti

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)	Behavioural 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 behavioural 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 behaviours' - communication, listening, teamness, 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.

[Signature]

अनुसूची - १४
(निर्देशिकाको दफा २०'ड' संग सम्बन्धित)

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.

[Signature]


अनुसूची - १५
(निर्देशिकाको दफा २०'ड' 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 _____

Pravega


अनुसूची - १६
(निर्देशिकाको दफा २१ संग सम्बन्धित)

Academic Qualification Marks

		Junior Faculty Positions		Senior Faculty Positions	
		First Division	Second Division	First Division	Second Division
1	Competency 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	
	Total	60		30	

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 २१ संग सम्बन्धित)

Kathmandu University
Academic Qualification Marking Sheet

A. Identification

Job Ad No _____ School _____ Position _____

Specialization _____

S.N	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 १८
(निर्देशिकाको दफा २२ 'ख' संग सम्बन्धित)

Professional Contribution Evaluation Sheet (for Professor)

Name: _____

Existing Position and Organization: _____

Note: The total score for Professional Contribution is 5, which is to be assessed on the basis of two main indicators: 1. the scope and quality of the role(s) in the stated area of contribution (60 percent weight), and 2. the outcomes of the roles performed (40 percent weight) as defined in the table below.

Rate the Professional Contribution of the candidate on a scale of 100 as below based on the evidence* produced as required. For each indicator, choose one category (A, B, or C in case of Indicator 1 and D or E in case of Indicator 2) and decide a number with the given range for the chosen category that approximately reflects the intensity and quality of the contribution. Record that number in the Score column of the table below- one number in each box.

Indicator 1 - Roles

Category	Range
A	41- 60 for a <u>Leadership role</u> in the stated area of contribution.
B	21- 40 for a <u>Supportive role</u> as a team member in the stated area of contribution.
C	1 - 20 for <u>Advisory or Indirect role</u> in the stated area of contribution.

Indicator 2 - Effect

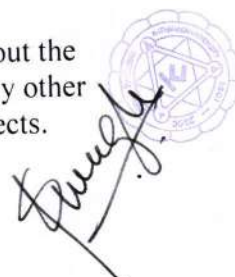
Category	Range
D	21-40 for <u>highly effective or successful implementation</u> and good <u>positive effect</u> in the stated area of contribution.
E	01-20 for <u>average implementation and some effect</u> in the stated area of contribution.

Indicator of Professional Contribution	Score (One number within the range from the chosen category)	Remarks
1. Substantial engagement in the form of tasks completion, programs development, or process design for policy formulation, institutional development, or innovation initiative in the related profession, organization, or sector for its development, expansion, strengthening, or promotion.		
2. Effective implementation of the above actions and their direct and positive effect on the concerned profession, organization, or sector that are visible or perceptible based on available evidence.		

Comment and suggestion

Name of the Evaluator _____ Signature _____ Date _____

* Evidence of the professional contribution may include a letter from the concerned authority about the engagement in the stated area of contribution and/ or a report, plan, design, paper, clipping, or any other authentic document thereof, clearly certifying, verifying, or describing the actions, roles, and effects.



अनुसूची - १९ (क)
(निर्देशिकाको दफा २२'ड' 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. _____

Pringle


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

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.

#	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.	
	Total Marks Obtained	

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

Name and Designation of the evaluator:

Signature:

Date:



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;

[Signature]



IN21 – 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
Dimensions and Definitions						
1	Academic and professional leadership (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	Professional competencies (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	Communication and interpersonal ability (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	Professional and institutional commitment (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	Development orientation (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)

E1 Review of Appraiser Ratings and Comments			
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: _____

[Signature]



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.

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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.*

[Signature]



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
Dimensions and Definitions						
1	Academic and professional quality (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	Professional competencies (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	Communication and interpersonal ability (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	Professional and institutional commitment (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	Development orientation (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):	<u>In- house</u>			<u>External</u>		
	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)

E1 Review of Appraiser Ratings and Comments			
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		
	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.
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- 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.
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- 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)

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- 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

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- 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 (क)
(निर्देशिकाको दफा २७ संग सम्बन्धित)

Overall Marking Sheet

A. Position: Lecturer/ Assistant Professor

Job Notice _____ School _____ Specialization _____

S. N	Name of the Applicant	Qualification Marks	Paper & Pencil Test	Performance Test	Performance Evaluation	Interview	Total Marks (In Number)	Total Marks (In Word)	Remarks
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Marked by _____ Checked by _____ Date _____

Selection Committee

1. _____
2. _____
3. _____
4. _____

[Signature]


अनुसूची - २२ (ख)
(निर्देशिकाको दफा २७ संग सम्बन्धित)

Overall Marking Sheet

B. Position: Associate Professor/ Professor

Job Notice _____ School _____ Specialization _____

S.N	Name of the Applicant	Qualification Marks	Performance Test	Performance Evaluation	Plan Presentation	Interview	Total Marks (In Number)	Total Marks (In Word)	Remark
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Marked by _____ Checked by _____ Date _____

Selection Committee

1. _____
2. _____
3. _____
4. _____

1. _____
2. _____
3. _____
4. _____

