

Office Order No. 508

Dated: 05 MAY 2025

NOTIFICATION

Subject: Comprehensive Policy for engagement of Contractual Assistant Professor, Associate Professor & Professor on temporary basis through Rolling Advertisement at PEC.

The comprehensive policy for engagement of Contractual Assistant Professor, Associate Professor & Professor on temporary basis through Rolling Advertisement at PEC is notified as under:

1. **Contractual Post:** 56 Posts (5 Professor, 5 Associate Professor & 46 Assistant Professor) of Contractual faculty on purely temporary basis are created with the approval of BoG.
 - a. The contractual positions of Assistant Professor, Associate Professor, and Professor post will be filled on purely temporary basis for a maximum period of three years from the date of joining. Being contractual post, no further extension is admissible under any circumstances, subject to the condition that in case the performance or conduct is not found satisfactory at any stage, his/her services will be terminated without assigning any reason.
 - b. During the period of contract, the faculty will be paid a consolidated monthly remuneration depending upon the post as per Table below, as there is no such sanctioned post in regular scale at PEC. The remuneration will be subject to deduction of tax at source and /or any other statutory deduction to the extent required under the laws.

Table: Consolidated Pay of Faculty

| S. No | Post | Consolidated Remuneration per month |
|-------|--|-------------------------------------|
| 1 | Professor | Rs.1,44,200/- + DA |
| 2 | Associate Professor | Rs.1,31,400/- + DA |
| 3 | Assistant Professor with PhD Thesis Submitted | Rs. 57,700/- + DA |
| 4. | Assistant Professor with PhD completed | Rs.68900/- + DA |
| 5. | Assistant Professor having three years relevant experience after completing PhD. | Rs.79800/- + DA |

- House Rent Allowance shall be admissible at applicable rates but accommodation on campus will not be provided.
 - No increment shall be allowed during the period of Contract.
 - No other allowance shall be admissible.
- c. This post does not bestow any claim for regular appointment against this or any other post in the institute.
 - d. The expenditure will be met from Institute Resource generation (IRG) of PEC.
 - e. New Pension Scheme is applicable only to those who already have PRAN.

- f. The faculty will be allowed Professional Development Allowance for a period of 3 years concurrent with contract period on prorata basis i.e. 1 Lac per year which can be used to attend academic events within India only.
 - g. A seed money of 10 Lacs for lab development will be allowed for which the faculty will have to submit proposal in the beginning itself along one regular faculty to Dean Sponsored Research & Industrial Consultancy. In addition, a contingency grant of Rs.2 lakhs will be admissible during the contract period for procurement of items required for his/her professional development.
2. **Tenure of the Post:** The above said post is purely on temporary basis for a period of 3 years filled on contract basis. It is an engagement for a fixed term and does not provide any claim to a person so engaged to any regularization of service or any consequential benefits.
 3. **Guidelines and Eligibility:** The Academic Qualifications and teaching and research experience will be the same as per AICTE Regulations F.No.61-1/RIFD/7th CPC 2016-17 dated 1 March 2019 and subsequent amendments by AICTE / BoG, PEC which are used for direct appointment of faculty at PEC. The candidate having qualified PhD from a reputed Institute including IITs, NITs, IISc, Central Universities, CFTIs etc. will be preferred.
 4. **Process:**
 - a. The Vacancy of all 56 posts shall be advertised on PEC website / Public Notice.
 - b. A rolling advertisement will be made available on the institute website and the process will be open throughout the year. In addition, the departments will exhort to seek applications. They may also seek nomination from renowned Professors, Deans or Directors of prestigious institutions.
 - c. The rules of reservation as per UT Chandigarh Administration will be followed.
 - d. The applications received will be processed twice in a year at the interval of six months i.e. applications received upto 31st October and 30th April of the year.
 - e. **Selection Process:**
 - (i) There will be a Department Level Evaluation Committee in each department to review the applications. The committee will be appointed by the Director and will include HoD (Chairperson); two Professors or one Professor and one Associate Professor of Department; one Professor from the Allied Department; one Expert may be appointed by the Director, if proposed by the Head of the Department.
 - (ii) The Department Level Evaluation Committee shall check the eligibility and decide whether the applicant should be invited for a visit to the Department. For taking such a decision, they may seek letters of recommendation from the referees suggested by the applicant. Optionally, they may also seek opinion of an external expert. The decision should be communicated to the Dean Faculty Affairs, who will maintain record of all applications and decisions taken at different levels.
 - (iii) For those shortlisted by the Department Level Evaluation Committee, a mutually convenient date may be decided for their visit to PEC. During the visit, the applicant may be asked to give a seminar on domain area other than Ph.D. topic, as well as a brief sample teaching session.

- (iv) If the department feels that there is inadequate expertise to judge the candidate internally, they should inform the Dean of Faculty Affairs in advance so that arrangements for inviting an external expert for the same day can be made. In some cases, to interact with the applicant, the external expert may join through video conferencing.
 - (v) On the recommendation of the Department Level Evaluation Committee, the Standing Committee for recruitment consisting of the following shall conduct interview of the recommended candidates to take the final decision on the suitability of the candidate. The Standing Committee may invite an external expert, also.
 - (a) Director (Chairperson)
 - (b) Deputy Director
 - (c) Dean Faculty Affairs (Convener)
 - (d) Dean Academic Affairs
 - (e) Representative (SC/OBC/Women) as applicable
 - (f) Respective HoD
 - (vi) The decision of the Standing Committee shall be final.
 - (vii) Normally, all selections shall be done after a visit to the campus by the applicant. However, in cases where the candidate is abroad or is not in a position to travel, the entire interaction, seminar, interview etc, may be conducted over video-conferencing.
5. On satisfactory completion of 3 years term, on recommendation of HoD, the request of the candidate for a successive term may be reviewed by the Standing Committee.
 6. **Duties and Responsibilities:** The duties and responsibilities of contractual faculty will be fixed by the competent authority from time to time. He/she will be required to perform such work as may be needed in the academic interest of the institute, without any claim of additional remuneration.
 7. **Progress Review:** The progress of the candidates shall be reviewed after every semester by the Standing Committee on the following parameters:
 1. Teaching Learning Process based on the HoD and student feedback.
 2. Short Term Courses / Workshops / Conferences organized (at least one in 3 years contract)
 3. Sponsored Research / Consultancy Projects (at least 1 applied per year as Co-PI to External Agency in association with one regular faculty as PI)
 4. Research Publications (at least 1 SCI/SCIE per year and 1 Scopus per year)
 5. Lab Development (Successful utilization of seed money & contingency grant)
 8. **Terms and Conditions of Service:**
 - a. The selected contractual faculty will have to deposit a security amount of Rs.30000/- in the shape of Fixed Deposit Receipt pledged in favour of Director, Punjab Engineering College, before joining, which should remain valid upto 3 months beyond the period of contractual appointment. The security amount will be forfeited, if the faculty discontinues the job without giving any notice, before the expiry of the contract period, or in between academic session as given in Institute Academic Calendar.

- b. The contractual faculty will not be permitted to leave the service of PEC, before completion of the term of appointment. However, in exceptional circumstances, he/she will be allowed to leave the service, subject to the condition that he/she will have to submit one-month resignation notice or by paying one month's salary in lieu thereof along with resignation notice, failing which an interest @18% per annum will be charged with effect from the date of submission of his/her resignation.
 - c. The contractual appointment will, however, be terminable by the institute without any notice in case:
 - i. If it is satisfied on medical evidence that he/she is unfit and is likely to remain unfit for a considerable period for the reasons of ill health and unable to discharge his/her duty. In such cases, the decision of the Director, PEC will be final and binding on him/her.
 - ii. If it is satisfied on verification that his/her character and antecedents is such that he/she is not fit for being retained in service at PEC.
 - iii. If any of the declaration made or information furnished is false or that there has been suppression of any factual information by the candidate that comes to the notice at any time during the service his/her service.
 - iv. If it is found that he/she has misconducted, his/her services would be terminated and the security amount shall be forfeited.
 - v. If the performance review is found to be unsatisfactory for two consecutive semesters.
 - d. **Leave Entitlement:** The Contract Faculty will be allowed to avail Casual Leaves and Special Casual Leaves as per institute norms. In case of female candidates, maternity leave is admissible as per institute norms. No other leave of any kind shall be admissible.
9. **Forwarding application for the posts outside PEC:** The application of a contract faculty for foreign employment shall not be forwarded. However, for employment within India, he/she would apply for NOC before submitting his/her application.
10. **Marriage Certificate:** The appointment is subject to condition that the faculty is required to submit an affidavit/undertaking regarding his/her marital status (whether married or unmarried) and is having one living spouse. In case he/she is having more than one spouse, he/she will submit a declaration of his/her having more than one spouse living.
11. **Other General Terms and Conditions:**
- a. The contract faculty will have to confirm to the rules and regulations, discipline and conduct prevalent in PEC.
 - b. Taking up private assignment from any organization outside PEC is not permitted.
 - c. No TA/DA will be paid for attending the interview or for joining the institute.
 - d. He / She will be required to bring relieving certificate from the previous employer in case of Govt./ Semi Govt./ Autonomous/ Statutory Bodies, at the time of joining.

12. **Declaration:** If any declaration given or information furnished by him/her proves to be false or if he/she is found to have willfully suppressed any material information, he/she will be liable to be removed from the services and also such other action as the Institute may deem necessary may be taken.
13. On being offered the position of contractual faculty on temporary basis for three years at PEC on the terms and conditions mentioned above, he/she would be required to report for joining the duties within a month from the date of issue of appointment order, in the Establishment section of PEC along with medical fitness, and other requisite documents. If he/she fails to report within prescribed time, it will be presumed that he/she is not interested in offered appointment and the offer will stand cancelled.

This is being issued with the approval of the Director (Ad-interim).


Dean Faculty Affairs

Endst.No.PEC/DFA/25/ 2016

Dated: 05 MAY 2025

A copy of the above is forwarded to the following for information and necessary action:

1. Deputy Director
2. All Deans
3. All HoDs/HoCs
4. AC F&A / Section Officers I & II
5. Superintendent (Establishment Section & Account Section)
6. PA to Director for information of the Director.
7. PA to Registrar for information of the Registrar.


Dean Faculty Affairs