

**STANDARD OPERATING PROCEDURE FOR SELECTION OF FACULTY ON
CONTRACTUAL BASIS**

1. For selection of Faculty on contractual basis a committee will be constituted as follows:-
 - (a) **Assistant Professor.**
 - (i) Director - Presiding Officer
 - (ii) Principal - Member
 - (iii) HOD - Member (from same dept)
 - (iv) Two Senior Faculty Member (Professor/ Associate Prof. level)
 - (b) **Professor/ Associate Professor.** In addition to committee under Para 1 (a) above. External expert from other college at the level of Professor must be called as member.
2. Based on qualification, years of experience in teaching/ R&D due weightage for industry experience can be given.
3. For every individual candidate panel member will prepare interview mark list based on following parameters:- (Sheet attached as **Appendix**).
 - (a) Education Qualification (20 Marks).
 - (b) Experience (20 Marks).
 - (c) Knowledge of Subject including latest Development (30 Marks).
 - (d) Communication & Teaching Skills (30 Marks).
4. Based on No. of vacancy merit list based on complied marks of members will be prepared.
5. Waiting list (Min 25%) can also be prepared. This list will be used in case candidate shortlisted will not able to joined.
6. Payment/ Salary will be fixed as per guidelines of HQ AWES recd from time to time. Negotiation of salary based on previous experience and time line will be done by Director AIT and decision of the same will be binding on selected candidate, once agreed upon.
7. This policy may be amended/ modified from time to time as per necessity.
8. Earlier SOP issued vide letter No AIT/0001/Gen Rul/Adm dt 09 Jun 2020 is hereby cancelled.

File No: AIT/0001/Gen Rul/Adm
Army Institute of Technology
Dighi Hills, Pune 411015


(MK Prasad)
Col
Director, AIT

Date: 03 Jun 2025

Distribution:-

Jt Director	}	For Information pl
Principal		
All HOD	-	For necessary action
AIT Website	-	HOD(IT) for display on website

Appx

(Ref Para 3 of AIT SOP No AIT/0001/Gen
Ru/Adm dt 01.11.2025)

SCORE SHEET FOR SELECTION OF FACULTY MEMBER ON
CONTRACTUAL BASIS

Ser No	Name of Candidate	Education Qualification	Experience	Knowledge of Subject Including Latest Developments	Communication & Teaching Skills	Total
		(20)	(20)	(30)	(30)	(100)

Date:

Name and Signature of Panel Member