

GUIDELINES FOR THE RECRUITMENT PROCESS

Advt No.: IPRO/Reg./RPC/Advt. No. 33rd/2026-27/20, Date: 23.04.2026

As per **Point No. 6** of the Advertisement and with the approval of the Competent Authority, the recruitment process for the advertised posts vide Advertisement No. IPRO/Reg./RPC/Advt. No. 33rd/2026-27/20, dated 23.04.2026 shall include following stages:

1. **Eligibility Determination Process (EDP)**
2. **Competence Evaluation Test (CET)**
3. **Scorecard-Based Eligibility Determination (SCBED)**
4. **Interview-Based Evaluation (IBE)**

In the first stages, eligibility will be checked primarily and the ineligible applicants shall not be considered for the next stages of the process. The marks distribution for the subsequent stages of the recruitment process will be as follows:

S. No.	Recruitment Stage	Maximum Weightage/ Marks
1	Competence Evaluation Test (CET)	40 Marks
2	Scorecard-Based Eligibility Determination (SCBED)	40 Marks
3	Interview-Based Evaluation (IBE)	20 Marks
	Total	100 Marks

The detailed procedure for each stage is given below.

1. ELIGIBILITY DETERMINATION PROCESS (EDP)

- 1.1 This process will be conducted by the Provisional Eligibility Determination Committee (PED-C). The committee will conduct a preliminary scrutiny of all applications for the minimum academic qualifications, age and caste/ category and other terms and conditions as well as other eligibility criteria/ specified conditions in the advertisement. **Candidates who fail to meet the minimum qualifications, conditions, or submit the required documents will not be considered for the next stages.**
- 1.2 During the preliminary screening, if the committee observes that any information provided by a candidate lacks the required details as per the instructions, or contains false disclosures, or if any document in the application is found to be incomplete, untrue, fake, incorrect, defective, or outside the purview of the specified qualifications, eligibility, or conditions, the committee shall be authorized to declare the said candidate ineligible and reject their application.
- 1.3 The list of eligible and ineligible candidates prepared by the committee will be published on the university website, clearly indicating the reason for the ineligibility of ineligible candidates. Only the candidates found eligible will be permitted to participate in the subsequent stage, *i.e.* the Competence Evaluation Test (CET).

2. COMPETENCE EVALUATION TEST (CET)

- 2.1 A Competence Evaluation Test (CET) shall be conducted in this stage. **The date, time and other details of the examination shall be notified on the University website.** The syllabus for this CET has been uploaded on the website.

- 2.2 The candidates will have to pay a fee of Rs 400 + 18% GST for the CET as mentioned in the point 6(7) of the advertisement. The link for the fee payment shall be available on the university website from 24.09.2026 to 05.10.2026. If any candidate fails to pay the required fee, he/she shall not be allowed to appear in the examination and not considered in subsequent stages.
- 2.3 Admit cards shall also be made available on the University website/ MP Online portal before 7 days of the date of CET.
- 2.4 The CET shall consist of 100 objective-type questions, with one mark for each question. Accordingly, the CET shall carry a maximum of 100 marks. The duration of the examination shall be 90 minutes. The syllabus for the CET is available on university website.
- 2.5 There shall be a provision for negative marking in the CET. For every incorrect answer, 0.25 mark (one-fourth mark) shall be deducted. Thus, for every four incorrect answers, one mark shall be deducted from the marks obtained.
- 2.6 Minimum qualifying marks in CET are given below:

S. No.	Category	Minimum Qualifying Marks
(a)	Scheduled Tribe (ST)	40%
(b)	Scheduled Caste (SC)	40%
(c)	Other Backward Classes (OBC)	45%
(d)	Economically Weaker Section (EWS)	45%
(e)	Persons with Disabilities (PwD)	45%
(f)	Unreserved (UR)	50%

Qualifying in the CET is mandatory for consideration in the subsequent stages of the recruitment process.

- 2.7 It is not mandatory for all candidates declared 'qualified' in the CET to participate in the subsequent stages. Participation in future stages for qualified candidates will be governed by the notification dated 14.08.2023. A category-wise merit list of candidates declared 'qualified' in the CET will be prepared; from this list, a minimum of three and a maximum of eight meritorious candidates per advertised post will be selected for the subsequent process. This process will be conducted category-wise for each advertised post.

For example: If the number of advertised posts in a category is 01 (one), a maximum of eight candidates will be selected for the next stage. If the number of advertised posts in a category exceeds by 01 (one), then 03 applicants will be added in it thus total 11 applicants for the two posts will be selected. Subsequently, for each additional advertised post, 03 applicant will be added to the count for the next stage.

- 2.8 If two or more candidates declared 'qualified' in the CET and hold the same marks at the last position of the category-wise merit list (prepared based on the required number of posts), all such candidates with equal marks will be included in the merit list and will be considered for subsequent stage; they will be assigned the same rank and listed alphabetically by name.
- 2.9 The marks obtained in the CET shall be converted to a maximum of **40 marks** for the purpose of determining the final merit. The CET marks shall be multiplied by a factor of **0.40**. **Example:** If a candidate obtains **60 marks out of 100** in the CET, he/she will receive **$60 \times 0.40 = 24$ marks out of 40** for the CET component.
- 2.10 The result of the Competence Evaluation Test (CET) shall be published on the official website of the University.

3. SCORECARD-BASED ELIGIBILITY DETERMINATION (SCBED)

- 3.1 The Scorecard-Based Eligibility Determination of the shortlisted candidates will be conducted by the Scorecard-Based Eligibility Determination Committee (SCBED-C) on the basis of the prescribed scorecard and the documents submitted by the candidates.
- 3.2 The SCBED-C shall perform the following functions:
- (i) To thoroughly re-examine the eligibility of the prescribed number of eligible candidates' applications, in accordance with the rules specified in Point No.2.7. If the committee finds any candidate's application to be 'ineligible', it shall be authorized to reject that application, citing the reason(s) for doing so.
 - (ii) The Scorecard-Based Eligibility Determination Committee (SCBED-C) shall prepare individual scorecards for all these candidates; these shall be kept in a sealed envelope maintaining strict confidentiality until the interview process is concluded.
 - (iii) The Scorecard-Based Eligibility Determination Committee (SCBED-C) shall also prepare a summary sheet of the scorecards for all these candidates; this shall be kept in a sealed envelope maintaining strict confidentiality until the interview process is concluded.
 - (iv) In addition to the above, the Scorecard-Based Eligibility Determination Committee (SCBED-C) shall prepare a list of all these candidates in alphabetical order also. Call letters for the interview shall be issued to the candidates based on this list.
- 3.3 The SCBED shall carry a maximum of **80 marks** on the basis of modal scorecard. The marks obtained by a candidate shall be converted to a maximum of **40 marks** for the purpose of determining the final merit. The marks obtained in the SCBED shall be multiplied by a factor of **0.50**. **Example:** If a candidate obtains **50 marks out of 80** in the SCBED, he/ she will get **$50 \times 0.50 = 25$ marks out of 40** for this SCBED component.

4. INTERVIEW-BASED EVALUATION (IBE) AND APPOINTMENT

- 4.1 Based on the alphabetical list prepared by SCBED-C, interview call letters will be issued to eligible candidates via e-mail and Speed Post at least 07 days prior to the date of the interview.
- 4.2 If any discrepancy or false disclosure is observed by the Committee regarding the documents submitted with the application, a written record shall be prepared, and action will be taken to exclude the candidate from the interview process in accordance with the prescribed procedure; furthermore, depending on the gravity of the matter, a criminal case may be registered against the candidate, and legal action may be initiated. In the event of cancellation, a cancellation order citing the specific reason shall be issued to the candidate immediately and an acknowledgment of receipt obtained from the candidate and kept on record

- 4.3 The Interview-Based Evaluation (IBE) will be conducted by the 'Interview and Selection Committee (ISC)', constituted in accordance with University Statutes. The Interview-Based Evaluation (IBE) shall carry a maximum of 20 marks.
- 4.4 The Interview and Selection Committee (ISC) shall evaluate each candidate's performance in the interview and award marks out of 20. The average of the individual scores/ marks awarded by the ISC Chairperson and members to determine the final marks and an 'Integrated Result Sheet' will be prepared and signed by the Committee. Until this process is complete, the candidates' marks obtained in the CET and SCBED, as well as the previously prepared merit/ ranking list, will not be disclosed to the Interview and Selection Committee (ISC).
- 4.5 Once the Integrated Result Sheet has been prepared and signed by all concerned, the envelope containing the marks from the Competence Evaluation Test (CET) and the sealed envelope of summary sheet of scores *i.e.* SCBED will be opened before the Interview and Selection Committee (ISC). The ISC will then proceed to add these marks to the interview scores. Before opening of the envelopes, the committee will sign to verify that the envelopes remain sealed.
- 4.6 Based on the aforementioned three components, the Interview and Selection Committee (ISC) will prepare a statement of the candidates' total marks and compile the final merit list/ ranking of the candidates who appeared for the interview, starting with the highest total score.
- 4.7 If the total marks obtained by more than one candidate are found to be equal, priority shall be accorded as follows:
- (a) In the event of a tie in total marks, the older candidate shall be given priority.
 - (b) If ages are also equal, priority shall be determined based on the marks obtained according to the model scorecard.
 - (c) If the marks obtained according to the model scorecard are also equal, priority shall be determined based on the marks obtained in the qualification/eligibility examination.
 - (d) If the marks obtained in the qualification/ eligibility examination are also equal, priority shall be determined based on the marks secured by the candidates in the scorecard under the categories of (1) academic qualification, (2) publications, and (3) work experience, in that order.
- 4.8 Appointment letters will be issued sequentially to the high-ranking candidates in each category according to the number of advertised posts based on the final merit list/ranking, starting from the candidate with the highest marks.
- 4.9 In all matters relating to the recruitment process, the decision of the Competent Authority shall be dealt with in accordance with the applicable rules, regulations and statutory provisions. If any computer or clerical error is found during the selection process or even after the issuance of results, the University reserves the right to rectify or withdraw or cancel the process.
