



वास्तुकला परिषद्  
Council of Architecture

वास्तुविद अधिनियम, 1972 के अंतर्गत भारत सरकार का एक स्वायत्त सांविधिक निकाय  
(An Autonomous Statutory Body of Govt. of India, under the Architects Act, 1972)

**HABEEB KHAN  
PRESIDENT**

Ref. No.CA/5/Academic/2021/Circular  
March 26, 2021

- 1. TO ALL SECRETARIES OF HIGHER/TECHNICAL EDUCATION IN STATES/UTS OF INDIA**
- 2. TO ALL DIRECTORS OF TECHNICAL EDUCATION IN STATES/UTS OF INDIA**
- 3. TO ALL THE VICE-CHANCELLORS & REGISTRARS UNIVERSITIES AWARDING B.ARCH./M.ARCH. DEGREE IN THE COUNTRY**
- 4. TO ALL THE HEADS OF ARCHITECTURAL INSTITUTIONS IMPARTING RECOGNIZED ARCHITECTURAL QUALIFICATIONS IN THE COUNTRY**
- 5. ALL PRACTISING ARCHITECTS IN THE COUNTRY**

Sub.:- Recruitment of Faculty of Architecture at Architectural institutions – Model documents to be used for Selection Committee Process – reg.

Dear Sir/Madam,

In continuation of our earlier Advisory dated 15.03.2021 issued on the above subject, the Council has prepared some model formats/documents to be used for Selection Committee Process for recruitment/promotion of faculty.

These documents are listed as under :

1. Proforma for Staff Selection to be filled at the time of interview by the Head of the Institution of Management in case the Head is an applicant at the interview. The filled proforma is to be given to nominee of the Council at the time of interview.
2. Format of Attendance Sheet of Interviews for Staff Selection to be used by the institution.
3. Format of Scrutiny Report for the various Teaching posts in Architecture.



4. Format of Minutes of Meeting (MoM) for Staff Selection Committee. The minutes are to be duly signed by the members of the Selection Committee.

After the conduct of interviews and selection process, copies of these documents should be provided to the nominee of the Council on the Selection Committee of the institution/university, who shall submit the same to office of the Council for information and records.

These documents/formats have been developed by the Council for use by the institutions and nominees of the Council in order to make the selection/recruitment process of faculty of Architecture smoother and more transparent. The universities/institutions may add any further information in addition to what is contained in these formats, as per feasibility and requirement.

In view of the above, all the institutions, universities and appointing authorities are requested to adopt these model formats for selection process of faculty of Architecture while making recruitment/promotion.

Warm Regards,

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke, followed by a colon and a period.

**HABEEB KHAN**

Encl.: as above

## SCRUTINY REPORT FOR THE POST OF PRINCIPAL / DIRECTOR / HOD

Institute Code : \_\_\_\_\_ Name of Institute : \_\_\_\_\_  
 No. of Posts advertised : \_\_\_\_\_ No. of Posts to be filled : \_\_\_\_\_ No. of Applications received : \_\_\_\_\_ No. of Applicants eligible : \_\_\_\_\_

Sr. No.	DETAILS OF APPLICANT	CoA Regn. No.	Details of Qualification				Teach. Experience (No. of Years)	Research/ Professional Experience (No. of Years)	Scrutiny Remarks (Eligibility wrt to MSAER, 2020 Norms)	
		Validity up to	UG Degree	Percentage / CGPA	PG Degree name	Percentage / CGPA				Ph. D.
		Date of Regn. (as per Regn. Certificate)	Year of Passing		Year of Passing					Year Ph.D. Awarded

1	Name : _____	CA/ ____ / _____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add. _____			Comments :						Teach. Exp. :	Eligible / Not Eligible
	_____			Comments :						Work Exp. :	Eligible / Not Eligible
	_____			CGPA Score:						Comments :	Others : _____
	_____										
	_____										
	Mob. No. _____										

2	Name : _____	CA/ ____ / _____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add. _____			Comments :						Teach. Exp. :	Eligible / Not Eligible
	_____			Comments :						Work Exp. :	Eligible / Not Eligible
	_____			CGPA Score:						Comments :	Others : _____
	_____										
	_____										
	Mob. No. _____										

3	Name : _____	CA/ ____ / _____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add. _____			Comments :						Teach. Exp. :	Eligible / Not Eligible
	_____			Comments :						Work Exp. :	Eligible / Not Eligible
	_____			CGPA Score:						Comments :	Others : _____
	_____										
	_____										
	Mob. No. _____										

## SCRUTINY REPORT FOR THE POST OF PRINCIPAL / DIRECTOR / HOD

Institute Code : \_\_\_\_\_

Name of Institute : \_\_\_\_\_

Sr. No.	DETAILS OF APPLICANT	CoA Regn. No.	Details of Qualification				Teach. Experience (No. of Years)	Research/ Professional Experience (No. of Years)	Scrutiny Remarks (Eligibility wrt to MSAER, 2020 Norms)	
		Validity up to	UG Degree	Percentage / CGPA	PG Degree name	Percentage / CGPA				Ph. D.
		Date of Regn. (as per Regn. Certificate)	Year of Passing		Year of Passing					Year Ph.D. Awarded

4	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add.			Comments :							
				CGPA Score:						Teach. Exp. :	Eligible / Not Eligible
										Comments :	
										Work Exp. :	Eligible / Not Eligible
		Mob. No.								Comments :	
									Others :	_____	

5	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add.			Comments :							
				CGPA Score:						Teach. Exp. :	Eligible / Not Eligible
										Comments :	
										Work Exp. :	Eligible / Not Eligible
		Mob. No.								Comments :	
									Others :	_____	

6	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add.			Comments :							
				CGPA Score:						Teach. Exp. :	Eligible / Not Eligible
										Comments :	
										Work Exp. :	Eligible / Not Eligible
		Mob. No.								Comments :	
									Others :	_____	

# SCRUTINY REPORT FOR THE POST OF PROFESSOR

Institute Code : \_\_\_\_\_ Name of Institute : \_\_\_\_\_  
 No. of Posts advertised : \_\_\_\_\_ No. of Posts to be filled : \_\_\_\_\_ No. of Applications received : \_\_\_\_\_ No. of Applicants eligible : \_\_\_\_\_

Sr. No.	DETAILS OF APPLICANT	CoA Regn. No.	Details of Qualification				Teach. Experience (No. of Years)	Research/ Professional Experience (No. of Years)	Scrutiny Remarks (Eligibility wrt to MSAER, 2020 Norms)	
		Validity up to	UG Degree	Percentage / CGPA	PG Degree name	Percentage / CGPA				Ph. D.
		Date of Regn. (as per Regn. Certificate)	Year of Passing		Year of Passing					Year Ph.D. Awarded

1	Name : _____	CA/ ____ / _____		Percentage :					Qualifications : Eligible / Not Eligible
	Resi. Add. _____			Comments :					Teach. Exp. : Eligible / Not Eligible
	_____			Comments :					Work Exp. : Eligible / Not Eligible
	_____			Work Exp. :					Comments :
	_____			Comments :					Others : _____
	_____			Others :					_____
	Mob. No. _____			_____					_____

2	Name : _____	CA/ ____ / _____		Percentage :					Qualifications : Eligible / Not Eligible
	Resi. Add. _____			Comments :					Teach. Exp. : Eligible / Not Eligible
	_____			Comments :					Work Exp. : Eligible / Not Eligible
	_____			Work Exp. :					Comments :
	_____			Comments :					Others : _____
	_____			Others :					_____
	Mob. No. _____			_____					_____

3	Name : _____	CA/ ____ / _____		Percentage :					Qualifications : Eligible / Not Eligible
	Resi. Add. _____			Comments :					Teach. Exp. : Eligible / Not Eligible
	_____			Comments :					Work Exp. : Eligible / Not Eligible
	_____			Work Exp. :					Comments :
	_____			Comments :					Others : _____
	_____			Others :					_____
	Mob. No. _____			_____					_____

## SCRUTINY REPORT FOR THE POST OF PROFESSOR

Institute Code : \_\_\_\_\_

Name of Institute : \_\_\_\_\_

Sr. No.	DETAILS OF APPLICANT	CoA Regn. No.	Details of Qualification				Teach. Experience (No. of Years)	Research/ Professional Experience (No. of Years)	Scrutiny Remarks (Eligibility wrt to MSAER, 2020 Norms)	
		Validity up to	UG Degree	Percentage / CGPA	PG Degree name	Percentage / CGPA				Ph. D.
		Date of Regn. (as per Regn. Certificate)	Year of Passing		Year of Passing					Year Ph.D. Awarded

4	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible	
	Resi. Add.			Comments :								
				CGPA Score:							Teach. Exp. :	Eligible / Not Eligible
											Comments :	
											Work Exp. :	Eligible / Not Eligible
											Comments :	
	Mob. No.									Others :	_____	

5	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible	
	Resi. Add.			Comments :								
				CGPA Score:							Teach. Exp. :	Eligible / Not Eligible
											Comments :	
											Work Exp. :	Eligible / Not Eligible
											Comments :	
	Mob. No.									Others :	_____	

6	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible	
	Resi. Add.			Comments :								
				CGPA Score:							Teach. Exp. :	Eligible / Not Eligible
											Comments :	
											Work Exp. :	Eligible / Not Eligible
											Comments :	
	Mob. No.									Others :	_____	

# SCRUTINY REPORT FOR THE POST OF ASSOCIATE PROFESSOR

Institute Code : \_\_\_\_\_

Name of Institute : \_\_\_\_\_

No. of Posts advertised : \_\_\_\_\_

No. of Posts to be filled : \_\_\_\_\_

No. of Applications received : \_\_\_\_\_

No. of Applicants eligible : \_\_\_\_\_

Sr. No.	DETAILS OF APPLICANT	CoA Regn. No.	Details of Qualification				Teach. Experience (No. of Years)	Research/ Professional Experience (No. of Years)	Scrutiny Remarks (Eligibility wrt to MSAER, 2020 Norms)	
		Validity up to	UG Degree	Percentage / CGPA	PG Degree name	Percentage / CGPA				Ph. D.
		Date of Regn. (as per Regn. Certificate)	Year of Passing		Year of Passing					Year Ph.D. Awarded

1	Name : _____	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add. _____			Comments :						Teach. Exp. :	Eligible / Not Eligible
	_____	_____	Comments :	Work Exp. :	Eligible / Not Eligible						
	_____	_____	CGPA Score:	_____	Comments :	_____					
	_____	_____	_____	_____	Others :	_____					
	_____	_____	_____	_____	_____	_____					
	Mob. No. _____	_____	_____	_____	_____	_____					

2	Name : _____	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add. _____			Comments :						Teach. Exp. :	Eligible / Not Eligible
	_____	_____	Comments :	Work Exp. :	Eligible / Not Eligible						
	_____	_____	CGPA Score:	_____	Comments :	_____					
	_____	_____	_____	_____	Others :	_____					
	_____	_____	_____	_____	_____	_____					
	Mob. No. _____	_____	_____	_____	_____	_____					

3	Name : _____	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add. _____			Comments :						Teach. Exp. :	Eligible / Not Eligible
	_____	_____	Comments :	Work Exp. :	Eligible / Not Eligible						
	_____	_____	CGPA Score:	_____	Comments :	_____					
	_____	_____	_____	_____	Others :	_____					
	_____	_____	_____	_____	_____	_____					
	Mob. No. _____	_____	_____	_____	_____	_____					

# SCRUTINY REPORT FOR THE POST OF ASSOCIATE PROFESSOR

Institute Code : \_\_\_\_\_

Name of Institute : \_\_\_\_\_

Sr. No.	DETAILS OF APPLICANT	CoA Regn. No.	Details of Qualification				Teach. Experience (No. of Years)	Research/ Professional Experience (No. of Years)	Scrutiny Remarks (Eligibility wrt to MSAER, 2020 Norms)	
		Validity up to	UG Degree	Percentage / CGPA	PG Degree name	Percentage / CGPA				Ph. D.
		Date of Regn. (as per Regn. Certificate)	Year of Passing		Year of Passing					Year Ph.D. Awarded

4	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible	
	Resi. Add.			Comments :								
				CGPA Score:							Teach. Exp. :	Eligible / Not Eligible
											Comments :	
											Work Exp. :	Eligible / Not Eligible
											Comments :	
	Mob. No.									Others :	_____	

5	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible	
	Resi. Add.			Comments :								
				CGPA Score:							Teach. Exp. :	Eligible / Not Eligible
											Comments :	
											Work Exp. :	Eligible / Not Eligible
											Comments :	
	Mob. No.									Others :	_____	

6	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible	
	Resi. Add.			Comments :								
				CGPA Score:							Teach. Exp. :	Eligible / Not Eligible
											Comments :	
											Work Exp. :	Eligible / Not Eligible
											Comments :	
	Mob. No.									Others :	_____	

# SCRUTINY REPORT FOR THE POST OF ASSISTANT PROFESSOR

Institute Code : \_\_\_\_\_

Name of Institute : \_\_\_\_\_

No. of Posts advertised : \_\_\_\_\_

No. of Posts to be filled : \_\_\_\_\_

No. of Applications received : \_\_\_\_\_

No. of Applicants eligible : \_\_\_\_\_

Sr. No.	DETAILS OF APPLICANT	CoA Regn. No.	Details of Qualification				Teach. Experience (No. of Years)	Research/ Professional Experience (No. of Years)	Scrutiny Remarks (Eligibility wrt to MSAER, 2020 Norms)	
		Validity up to	UG Degree	Percentage / CGPA	PG Degree name	Percentage / CGPA				Ph. D.
		Date of Regn. (as per Regn. Certificate)	Year of Passing		Year of Passing					Year Ph.D. Awarded

1	Name : _____	CA/ ____ / _____		Percentage :					<b>Qualifications :</b> Eligible / Not Eligible
	Resi. Add. _____			<b>Comments :</b>					
	_____			<b>Teach. Exp. :</b> Eligible / Not Eligible					
	_____			<b>Comments :</b>					
	_____			<b>Work Exp. :</b> Eligible / Not Eligible					
	_____			<b>Comments :</b>					
	Mob. No. _____			<b>Others :</b> _____					

2	Name : _____	CA/ ____ / _____		Percentage :					<b>Qualifications :</b> Eligible / Not Eligible
	Resi. Add. _____			<b>Comments :</b>					
	_____			<b>Teach. Exp. :</b> Eligible / Not Eligible					
	_____			<b>Comments :</b>					
	_____			<b>Work Exp. :</b> Eligible / Not Eligible					
	_____			<b>Comments :</b>					
	Mob. No. _____			<b>Others :</b> _____					

3	Name : _____	CA/ ____ / _____		Percentage :					<b>Qualifications :</b> Eligible / Not Eligible
	Resi. Add. _____			<b>Comments :</b>					
	_____			<b>Teach. Exp. :</b> Eligible / Not Eligible					
	_____			<b>Comments :</b>					
	_____			<b>Work Exp. :</b> Eligible / Not Eligible					
	_____			<b>Comments :</b>					
	Mob. No. _____			<b>Others :</b> _____					

# SCRUTINY REPORT FOR THE POST OF ASSISTANT PROFESSOR

Institute Code : \_\_\_\_\_

Name of Institute : \_\_\_\_\_

Sr. No.	DETAILS OF APPLICANT	CoA Regn. No.	Details of Qualification				Teach. Experience (No. of Years)	Research/ Professional Experience (No. of Years)	Scrutiny Remarks (Eligibility wrt to MSAER, 2020 Norms)	
		Validity up to	UG Degree	Percentage / CGPA	PG Degree name	Percentage / CGPA				Ph. D.
		Date of Regn. (as per Regn. Certificate)	Year of Passing		Year of Passing					Year Ph.D. Awarded

4	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add.			Comments :							
				CGPA Score:						Teach. Exp. :	Eligible / Not Eligible
										Comments :	
										Work Exp. :	Eligible / Not Eligible
										Comments :	
	Mob. No.								Others :	_____	

5	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add.			Comments :							
				CGPA Score:						Teach. Exp. :	Eligible / Not Eligible
										Comments :	
										Work Exp. :	Eligible / Not Eligible
										Comments :	
	Mob. No.								Others :	_____	

6	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add.			Comments :							
				CGPA Score:						Teach. Exp. :	Eligible / Not Eligible
										Comments :	
										Work Exp. :	Eligible / Not Eligible
										Comments :	
	Mob. No.								Others :	_____	

## PROFORMA STAFF SELECTION

(To be filled at the time of interviews by the Head of the Institution or Management in case Head of the Institution is an applicant at the interviews and given to CoA Nominee)

<b>DETAILS OF ADVERTISEMENT</b>	
1	Date of the advertisement published :
2	Name of Newspaper/s wherein advertisement was published :
3	No of posts published in the advertisement -
i	Principal / Director :
ii	Professor :
iii	Associate Professor :
iv	Assistant Professor :
4	Total No. of post advertised :
5	Last date of application mentioned in the advertisement for applicants :
6	CoA Letter No. and Date of Appointment of CoA Nominee :

<b>DETAILS OF SELECTION PROCEDURE</b>	
7	Scrutiny Report prepared on :
8	Total No. of applications received :
9	No. of eligible applications :
10	Interview Call Letters sent to all applicants on :
11	Date of Interviews :
12	Were candidates informed about Pay Scale :
13	Were non eligible candidates informed about their ineligibility and communicated accordingly :
14	Did the CoA Nominee receive the Scrutiny Report before the date of interviews :
15	Attendance sheet of the Interviews attached :

<b>DETAILS OF SELECTION COMMITTEE MEMBERS</b>	
16	Name of CoA Nominee :
17	CoA Registration No. of CoA Nominee :
18	Name of Head of Institute with designation (If already appointed) :
19	CoA Registration No. of Head of Institute :

**SUBJECT EXPERTS FOR - PRINCIPAL / DIRECTOR**

20	Name of Subject Expert - 01	:
21	CoA Registration No. of Subject Expert - 01	:
22	Name of Subject Expert - 02	:
23	CoA Registration No. of Subject Expert - 02	:

**SUBJECT EXPERTS FOR - PROFESSOR**

24	Name of Subject Expert - 01	:
25	CoA Registration No. of Subject Expert - 01	:
26	Name of Subject Expert - 02	:
27	CoA Registration No. of Subject Expert - 02	:

**SUBJECT EXPERTS FOR - ASSOCIATE PROFESSOR**

28	Name of Subject Expert - 01	:
29	CoA Registration No. of Subject Expert - 01	:
30	Name of Subject Expert - 02	:
31	CoA Registration No. of Subject Expert - 02	:

**SUBJECT EXPERTS FOR - ASSISTANT PROFESSOR**

32	Name of Subject Expert - 01	:
33	CoA Registration No. of Subject Expert - 01	:
34	Name of Subject Expert - 02	:
35	CoA Registration No. of Subject Expert - 02	:

**NOTE :**

Subject Experts can be same for all cadre or as per the directives of the local statutory bodies / affiliated University

**DETAILS OF SELECTION COMMITTEE MEMBERS**

36	Name of Chairperson of the Selection Committee	:
37	Designation	:
38	CoA Registration No.	:
39	Name of Selection Committee Member - 01	:
40	Designation	:
41	CoA Registration No. (if any)	:

42	Name of Selection Committee Member - 02	:
43	Designation	:
44	CoA Registration No. (if any)	:
45	Name of Selection Committee Member - 04	:
46	Designation	:
47	CoA Registration No. (if any)	:
48	Name of Selection Committee Member - 04	:
49	Designation	:
50	CoA Registration No. (if any)	:

\_\_\_\_\_  
**Seal / Stamp of Institution**

**Signature of Authorised Signatory :** \_\_\_\_\_

**Name :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**CoA Registration No. :** \_\_\_\_\_

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

Place : \_\_\_\_\_

(This MoM of Staff Selection Committee is to be printed on the Letter Head in Triplicate)

### MINUTES OF MEETING (MoM) FOR STAFF SELECTION COMMITTEE

A meeting of the Selection Committee as per existing Norms of Council of Architecture (CoA) to make recommendations to the Managing Committee of Institute Code & Institute Name

: \_\_\_\_\_ was held on \_\_\_\_\_,  
20\_\_\_\_ at \_\_\_\_\_ for the appointment of the following posts:

Principal / Director -  
Professor -  
Associate Professor -  
Assistant Professor -

Total number of Candidates reported for the interview were - \_\_\_\_\_

Attendance is appended along with this Minutes of Selection Committee Report.

The Selection Committee at its meeting held on \_\_\_\_\_ at \_\_\_\_\_

The Selection Committee adopted **Appendix - B** : Staff Requirement as mentioned in the **Council of Architecture (Minimum Standards of Architecture Education) Regulations, 2020** as per the letter received from Registrar CoA in this regard for consideration of qualifications, experience, knowledge of the subject and performance of the candidates at the time of interview, unanimously recommends to the Managing Committee of the Institute the names of the following of merit for the appointment of the post as mentioned below.

The following candidates are recommended in order of merit for the appointments are as under :

#### 1) Post : Principal / Director / HOD

Merit No.	Name of Candidate with Registration No.	Nature of Appointment (Regular / Tenure Basis for 3 Years)	Salary / Pay Scale
1	CoA Regn. No. - CA / ____ / _____		
2	CoA Regn. No. - CA / ____ / _____		
3	CoA Regn. No. - CA / ____ / _____		

**2) Post : Professor**

Merit No.	Name of Candidate with Registration No.	Nature of Appointment (Regular / Tenure Basis for 3 Years)	Salary / Pay Scale
1	CoA Regn. No. - CA / ____ / _____		
2	CoA Regn. No. - CA / ____ / _____		
3	CoA Regn. No. - CA / ____ / _____		
4	CoA Regn. No. - CA / ____ / _____		

**3) Post : Associate Professor**

Merit No.	Name of Candidate with Registration No.	Nature of Appointment (Regular / Tenure Basis for 3 Years)	Salary / Pay Scale
1	CoA Regn. No. - CA / ____ / _____		
2	CoA Regn. No. - CA / ____ / _____		
3	CoA Regn. No. - CA / ____ / _____		
4	CoA Regn. No. - CA / ____ / _____		
5	CoA Regn. No. - CA / ____ / _____		

**4) Post : Assistant Professor**

Merit No.	Name of Candidate with Registration No.	Nature of Appointment (Regular / Tenure Basis for 3 Years)	Salary / Pay Scale
1	CoA Regn. No. - CA / ____ / _____		
2	CoA Regn. No. - CA / ____ / _____		
3	CoA Regn. No. - CA / ____ / _____		
4	CoA Regn. No. - CA / ____ / _____		
5	CoA Regn. No. - CA / ____ / _____		
6	CoA Regn. No. - CA / ____ / _____		

Special Recommendations, Observation & Remarks (if any) :

Staff Selection Procedure statement has been annexed along with this main report.

The following members of Selection Committee were present at the interviews and subsequently for the meeting

<b>Sr. Name of the Selection Committee (SC)</b>	<b>Signature of the SC Member</b>
<b>No. Members, Designation &amp; CoA Regn. No.</b>	
CoA Nominee	
Subject Expert - 01	
Subject Expert - 02	

## ATTENDANCE SHEET OF INTERVIEWS FOR STAFF SELECTION

Name of Institution : \_\_\_\_\_

Institute Code : \_\_\_\_\_

Date of Interviews : \_\_\_\_\_

Sr. No.	Name of Candidate	Post Applied	Interview attended in Person / Online	Signature of Candidate
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

**Note :** Signature of Applicant not required if candidate has been interviewed on online / video conference mode.

\_\_\_\_\_  
**Signature of Authorised Signatory**

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

\_\_\_\_\_  
Seal of Institute / Trust / University