



Dr. Yashwant Singh Parmar University of
Horticulture and Forestry, Nauni, Solan (H.P.)
"DIRECTORATE OF RESEARCH"

No.UHF/DR/Rectt./IV-15/2025/- 5325 - 5360

Dated: 20.11.25

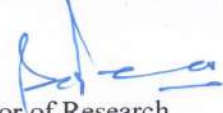
CIRCULAR

The guidelines regulating engagement of Research Associate/Senior Research Fellow/Junior Research Fellow/Young Professional-I & II/Supporting staff etc. have been circulated from time to time. But, it is being noticed that the cases sent to this directorate are sometimes lacking in one or the other formality. Therefore, to facilitate the regulating of such cases the detailed guidelines/procedures are laid out as follows in a chronological order:

- After approval of project from funding agency the necessary approval of competent authority for implementation of project as well as approval to engage the project staff i.e. Research Associate, SRF/JRF, Project Associate, Young Professional-I & II etc. and supporting staff may be sought within fortnight from approval of project. Simultaneously it may be ensured that the physical Grant in Aid for the purpose is also received from the funding agency.
- As soon as the approval of competent authority is received the advertisement containing qualifications of the post may be got recommended by the departmental committee and sent to this office for final approval. The qualification needs to be strictly in accordance with those laid down for the post. Experience, if any required, should be related to the particular project.
- A nominee of Director of Research should be included as a member of interview/evaluation committee for all posts viz Research Associate/Senior Research Fellow/Junior Research Fellow/Young Professional-I & II/Supporting staff etc. which may be intimated well in advance i.e. one week before from the date of interview to nominate a member for the same. Nominee of the Vice-Chancellor is thus not required.
- The interview will only be conducted for the post of Research Associate/Senior Research Fellow/Junior Research Fellow, Young Professional-I & II etc. However, only evaluations of documents may be done for the supporting staff and test may be taken where required. Further, the skilled post of supporting staff may be filled under the project and unskilled worker etc. may be engaged on outsource basis through firm approved/empanelled by this University.
- The award of marks/evaluation of documents may be done strictly in accordance with the approved scorecard of this directorate (copy of scorecard of various posts attached).
- The recommendations of selection committee may be sent to this directorate alongwith all the applications which are received for the requisite post within 03 days from the date of interview or date of evaluation/test where required so that the engagement of project staff is done at the earliest and the project funds may be utilized properly.

- The conditions in the contract agreement of the selected staff should be strictly in accordance with the appointment letter and be witnessed by the PI and CO-PI, where available. The contract agreement should be prepared and submitted by the selected candidate at the time of joining, salary will start from the date of agreement is submitted (Specimen enclosed).
- No written/verbal consent should be taken from the project staff to work at his/her own risk and it may be ensured that the services are terminated immediately where physical funds are not being received.
- The one-month notice prior to resignation should be sent immediately to this directorate for acceptance. Once the acceptance of notice is conveyed to the department, steps to engage another person may be initiated immediately.
- The experience certificate during period of engagement is to be issued by the Head of the department. However, the final experience certificate on resignation of incumbent or termination of project will be issued by this directorate.

These guidelines may be brought to the notice of all concerned.


Director of Research

Endst.No.Even: 5325-5360

Dated: 20.11.25

Copy for information and necessary action to:

1. All the Statutory Officers, UHF, Nauni (Solan).
2. The Dean, College of Horticulture and Forestry, Neri, Distt. Hamirpur (H.P).
3. The Dean, College of Horticulture and Forestry, Thunag at Gohar (Gudhari), Distt. Mandi (H.P).
4. All the Heads of the Department/Offices, UHF, Nauni (Solan).
5. All the Associate Directors (R&E)/Incharge outstations including KVKs.
6. The Secretary to Vice-Chancellor, UHF, Nauni (Solan).
7. The Assistant Registrar o/o the undersigned.
8. File No.UHF/DR/RECTT./IV-27/2015/-.


Director of Research

Approved score card for the selection committee for the post of Research Associate/Senior Research Associate and Junior Research Fellow:

Name of the Project :
 Qualification : Essential:
 : Desirable:

Number of posts:
 Name of the post with emoluments:

Sr. No.	Name of the Candidate with Correspondence address	Educational Qualification (35 Marks) M Sc =20 Ph D =15	Experience (05 Marks)	Interview (10 Marks)	Total Marks (50 Marks)
		M Sc Ph D			

Certified that marks in score card have been given to those candidates who were present in the interview and no candidate is relative of the selection committee. On the basis of qualification marks and interview, the following candidate(s) is/are recommended for section:

1.-----2.-----3.-----

The following candidate(s) are kept in panel for a period of one year:

1.-----2.-----3.-----

[Handwritten signature]

Approved
[Handwritten signature]
Director of Research
 Director of Research
 Horticulture & Forestry
 Nauni, Solan-173230

Score Card for the post of Young Professional-II

Name of the Project:

Name of post:	No. of Posts	Essential Qualification	Desirable:	Emoluments
Young Professional-II (YP-II)	UR= SC= OBC= Others=			

Sr. No.	Name of candidate/father's name	D.O.B	Category	Qualification	Name of Institute	Year of Passing	% age of marks	Educational qualification (35 marks)		Experience(s) (05 marks)	Interview (10 Marks)	Total (50Marks)	Remarks
								Graduation	Post-Graduation				
1.	2.	3.	4.		5.	6.	7.	8.	9.	10.	11	12.	13.

Certified that marks in score card have been given to those candidates who were present in the interview and no candidate is relative of the selection committee. On the basis of qualification marks and interview, the following candidate(s) is/are recommended for section:

1.-----2.-----3.-----

The following candidate(s) are kept in panel for a period of one year:

1.-----2.-----3.-----

Approved

Director of Research

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Score Card for the post of Young Professional-I

Name of the Project:

Name of post			No. of Posts	Essential Qualification					Desirable		Emoluments		
Young Professional-I (YP-I)			UR= SC= OBC= Others=										

Sr. No.	Name of candidate and father's name		D.O.B	Category	Qualification	Name of Institute	Year of Passing	% age of marks	Educational qualification (35 marks) Graduation: 35 Graduation		Experience(s) (05 marks)	Interview (10 Marks)	Total (50 Marks)	Remarks
1.	2.		3.	4.		5.	6.	7.	8.	9.	10.	11.	12.	13.

Certified that marks in score card have been given to those candidates who were present in the interview and no candidate is relative of the selection committee. On the basis of qualification marks and interview, the following candidate(s) is/are recommended for section:

1.-----2.-----3.-----

The following candidate(s) are kept in panel for a period of one year:

1.-----2.-----3.-----

Approved

Director of Research



Sample Score Card Sheet for Class – III Posts (On prescribed qualification)

1. No. of Posts :
 2. Name of the Project :
 3. Department :
 4. Qualification :
 Essential :
 5. Others :
 6. Name of the post with emoluments:
 7. Score Card

Sr. No.	Name of the candidate with correspondence address	Essential Qualification		Weightage for prescribed qualification out of 87.50 marks	Certificates' marks out of 12.50 marks				Total marks obtained out of 100 marks	Remarks
		Class/ Examination passed/ Degree	Marks obtained by the candidate in the qualifying examination / degree (%)		Category*	Approved (12.50 marks)	Marks obtained on the basis of certificates attached	Total marks obtained as per column No. 8		
1	2	3	4	5	6	7	8	9	10	11
1.	e.g. Ms D/o VPO	e.g. Graduation	e.g. 50.00	e.g. $50 \times 0.875 = 43.75$	1. BA/P 2. LSF 3. NEP 4. DAP 5. NSS 6. BPL 7. W/D/D/SW 8. SD/O 9. Trg U/I 10. Exp.	1 1 1 1 1 2 1 1 1 2.5	e.g. 1 - 1 - 1 2 - - - -	e.g. 5.00	e.g. $43.75 + 5.00 = 48.75$	Selected 1.. 2.. (Kept in panel, if any) 1.. 2.. Any other:

*1. Belonging to notified Backward Area or Panchayats as the case may be; 2. Landless family / family having land less than 1 hectare to be certified by the concerned Revenue Authority; 3. Non-employment Certificate to the effect that none of the family members is in Government /Semi Government service; 4. Differently abled persons with more than 40% impairment/ disability /infirmary; 5. NSS (atleast one year) certificate holders/NCC/The Bharat Scouts and Guides/Medal Winner in National level sports competitions; 6. BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time; 7. Widow/divorced /destitute/single woman; 8. Single daughter /orphan; 9. Training of atleast 6 months duration related to the post applied for from a recognized University/Institution; 10. Experience upto a maximum of 5 years in Govt./semi-Govt. organization relating to the post applied for [0.5 mark only for each completed year].

Recommendation of the committee members.

Specimen of scorecard approved by


 Director of Research
 Dr. YS Parmar University of
 Horticulture & Forestry
 Nauni, Solan-173230

Sample Score Card Sheet for Class – III Posts (with written test)

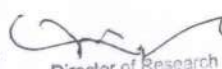
1. No. of Posts
2. Name of the Project
3. Department
4. Qualification
5. Essential
6. Others
7. Name of the post with emoluments:
8. Score Card

Sr. No	Name of the candidate with correspondence address	Essential Qualification		Written Test (85 marks)	Weightage for prescribed qualification out of 2.50 marks	Certificates' marks out of 12.50 marks				Total marks obtained out of 100 marks	Remarks
		Class/ Examination passed/ Degree	Marks obtained by the candidate in the qualifying examination / degree (%)			Category*	Approved (12.50 marks)	Marks obtained on the basis of certificates attached	Total marks obtained as per column No. 9		
1	2	3	4	5	6	7	8	9	10	11	12
1.	e.g. Ms D/o VPO	e.g. Graduation	e.g. 50.00	e.g. 60.00	e.g. $50 \times 0.025 = 1.25$	1. BA/P 2. LSF 3. NEP 4. DAP 5. NSS 6. BPL 7. W/D/D/SW 8. SD/O 9. Trg U/I 10. Exp.	1 1 1 1 1 2 1 1 1 2.5	e.g. 1 - 1 - 1 2 - - - -	e.g. 5.00	e.g. $60.00 + 1.25 + 5.00 = 66.25$	Selected 1.. 2.. (Kept in panel, if any) 1.. 2.. 3.. Any other:

*1. Belonging to notified Backward Area or Panchayats as the case may be; 2. Landless family / family having land less than 1 hectare to be certified by the concerned Revenue Authority; 3. Non-employment Certificate to the effect that none of the family members is in Government /Semi Government service; 4. Differently abled persons with more than 40% impairment/ disability /infirmary; 5. NSS (atleast one year) certificate holders/NCC/The Bharat Scouts and Guides/Medal Winner in National level sports competitions; 6. BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time; 7. Widow/divorced /destitute/single woman; 8. Single daughter /orphan; 9. Training of atleast 6 months duration related to the post applied for from a recognized University/Institution; 10. Experience upto a maximum of 5 years in Govt./semi-Govt. organization relating to the post applied for [0.5 mark only for each completed year].

Recommendation of the committee members.

Specimen of scorecard approved by


 Director of Research
 Dr. YS Parmar University of
 Horticulture & Forestry
 Nauni, Solan-173230

Sample Score Card Sheet for Class – IV Posts

1. No. of Posts
2. Name of the Project
3. Department
4. Qualification
Essential
5. Others
6. Name of the post with emoluments:
7. Score Card

Sr. No.	Name of the candidate with correspondence address	Essential Qualification		Weightage for prescribed qualification out of 85 marks	Certificates' marks out of 15 marks				Total marks obtained out of 100 marks	Remarks
		Class/ Examination passed/ Degree	Marks obtained by the candidate in the qualifying examination / degree (%)		Category*	Approved (15 marks)	Marks obtained on the basis of certificates attached	Total certificate marks obtained as per column No. 8		
1	2	3	4	5	6	7	8	9	10	11
1.	e.g. Ms D/o VPO	e.g. 10+2	e.g. 50.00	e.g. $50 \times 0.85 = 42.50$	1. BA/P 2. LSF 3. NEP 4. DAP 5. NSS 6. BPL 7. W/D/D/SW 8. SD/O 9. Trg U/I 10. Exp.	1 2 2.5 1 1 2.5 1.5 1 - 2.5	e.g. 1 - - - 1 2.5 - 1 - -	e.g. 5.50	e.g. $42.50 + 5.50 = 48.00$	Selected 1.. 2.. (Kept in panel, if any) 1.. 2.. Any other:

*1. Belonging to notified Backward Area or Panchayats as the case may be; 2. Landless family / family having land less than 1 hectare to be certified by the concerned Revenue Authority; 3. Non-employment Certificate to the effect that none of the family members is in Government /Semi Government service; 4. Differently abled persons with more than 40% impairment/disability /infirmary; 5. NSS (atleast one year) certificate holders/NCC/The Bharat Scouts and Guides/Medal Winner in National level sports competitions; 6. BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time; 7. Widow/divorced /destitute/single woman; 8. Single daughter /orphan; 9. Training of atleast 6 months duration related to the post applied for from a recognized University/Institution; 10. Experience upto a maximum of 5 years in Govt./semi-Govt. organization relating to the post applied for [0.5 mark only for each completed year].

Recommendation of the committee members.

Specimen of scorecard approved by


 Director of Research
 Dr. YS Parmar University of
 Horticulture & Forestry
 Nauni, Solan-173230

Form of agreement to be executed between the temporary employee(name of the post) and Dr Y S Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through Director of Research.

This agreement is made on thisday of in the year..... between Shri/Smt.....S/O,D/O Shri..... R/O.....(herein called the FIRST PARTY) and Director of Research, UHF, Nauni (Solan) (here-in-after referred to as the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY as(name of the post) and FIRST PARTY has agreed to the same, on the following terms and conditions:-

- i) that (name of selected candidate) appointment to the said post is purely temporary and co-terminus basis with the project and can be terminated at any time without assigning any reason.
- ii) that (name of selected candidate) shall be paid Rs..... per month (fixed) (HRA if applicable)
- iii) **that since the post is purely temporary, (name of selected candidate) shall have no claim for regularization against the post.**
- iv) that (name of selected candidate) shall be required to perform the duties comparable to your status as may be assigned to you from time to time.
- v) that (name of selected candidate) shall not be paid any TA/DA for joining the post.
- vi) that no other service benefits are attached with the post and (name of selected candidate) will not be entitled for the benefits being enjoyed by the regular employees of this University in accordance with the rules.
- vii) that (name of selected candidate) headquarters is liable to be changed anywhere in Himachal Pradesh.
- viii) that (name of selected candidate) shall be required to submit monthly progress report of the work done by you under the research project to the Principal Investigator/Head of the department and also maintain proper records of Research, Teaching and other experimental data and relevant records thereof, information and also account for the income, expenditure and goods vouchers etc. The necessary vouchers/receipts will be open for inspection by the University authorities.
- ix) that in case of unsatisfactory performance, the emoluments can be withdrawn.
- x) that University will not be obliged to provide any transport facility from (name of selected candidate) residence to the place of work.
- xi) that taking part in strike or creating any type of indiscipline will result to the termination from the post without serving any notice.

- xii) that (name of selected candidate) will not be entitled for any kind of leave except **15 days' Casual Leave, 02 days Restricted Holiday** in a calendar year and maternity leave as per rules.
- xiii) that (name of selected candidate) have to serve one-month notice prior to resignation or have to deposit one-month salary on immediate resignation.
- xiv) that (name of selected candidate) shall have to execute service contract agreement in triplicate on judicial stamp paper worth Rs.15/- at your own cost duly attested and registered with the Executive Magistrate or Notary Public at the time of joining **and ensure that the terms and conditions should be mentioned in accordance with appointment letter.**

IN WITNESS the FIRST PARTY and SECOND PARTY have herein to set their hands the day, month and year first above written.

IN THE PRESENCE OF WITNESS:

1. _____

(Signed and delivered by)
(FIRST PARTY)

2. _____

Director of Research
(SECOND PARTY)