

27/1/86

**DR. PANJABRAO DESHMUKH KRISHI VIDYAPEETH, AKOLA**

**OFFICE OF THE ASSOCIATE DEAN (INSTRUCTION)**

**CIRCULAR\***

**No. ADI/TO/IN-SERVICE/271/2023**

**Dtd : 07/09/2023**

During the **Academic Year 2023-24**, the University has to select Academic staff members and Agriculture Assistants as "IN-SERVICE CANDIDATES for Master degree and Ph.D. degree admission" in Dr. Panjabrao Deshmukh Krushi Vidyapeeth, Akola.

**Discipline and Number of seats:**

One candidate in each discipline every year at Post Graduate Institute, Dr. PDKV, Akola under following discipline.

**(I) In the Faculty of Agriculture-**

**(A) M. Sc. (Agriculture):**

1. Agronomy
2. Agril. Botany
  - a. Genetics and Plant Breeding (GPB)
  - b. Plant Physiology
  - c. Seed Science and Technology
3. Agricultural Economics
4. Agricultural Extension Education
5. Livestock Production and Management & Dairying
  - a. Livestock Production and Management
  - b. Dairy Science
6. Entomology
7. Plant Pathology
8. Soil Science

**(B) M. Sc. (Horticulture)**

1. Fruit Science
2. Vegetable Science
3. Floriculture and Landscaping

**(C) M. Sc. (Forestry)**

1. Silviculture & Agro-Forestry
2. Forest Biology & Tree Improvement
3. Forest Resource Management
4. Forest Products & Utilization

**(D) M. Sc. (Agril. Bio-Technology)**

1. Molecular Biology and Biotechnology

**(II) In the Faculty of Agricultural Engineering & Technology**

**(A) M. Tech (Agricultural Engineering & Technology)**

1. Processing and Food Engineering
2. Farm Machinery and Power Engineering
3. Irrigation & Drainage Engineering
4. Soil & Water Conservation Engineering
5. Renewable Energy Engineering
6. Agriculture Structure and Environment Management

**A) Ph. D. degree programme** - One candidate in each discipline every year except at Sr. No. 9 and 10 once in two years alternately starting from Sr. No. 9 at first year at Post Graduate Institute, Dr. PDKV, Akola under following discipline.

**I) In the Faculty of Agriculture**

1. Agronomy
2. Soil Science
3. Plant Physiology
4. Genetics and Plant Breeding
5. Agricultural Extension Education
6. Agricultural Economics
7. Entomology
8. Plant Pathology
9. Livestock Production and Management
10. Dairy Science
11. Fruit Science
12. Vegetable Science
13. Floriculture and Landscaping
14. Molecular Biology and Biotechnology

**II) In the Faculty of Agricultural Engineering and Technology**

1. Farm Machinery and Power Engineering
2. Processing & Food Engineering
3. Irrigation & Drainage Engineering
4. Soil & Water Conservation Engineering
5. Renewable Energy Engineering

4. Eligibility: : 1. **For Master Degree** : The candidate must possess Bachelor Degree in Concerned faculty.  
 2. **For Ph. D Degree** : The candidate must possess Master Degree in Concerned Discipline or subject.

5. Criteria for selection : The application for admission to In-service quota shall be scrutinized and the department wise general merit list shall be prepared by the following selection committee constituted by the University.

- |                  |   |
|------------------|---|
| Chairman         | : Director of Instruction & Dean                                    |
| Member Secretary | : Associate Dean (Instruction)                                      |
| Member           | : Dean (Agril. Engineering)   |
|                  | : One Associate Dean to be nominated by VC                          |
|                  | : One Head of Department, Agriculture Faculty to be nominated by VC |
|                  | : Deputy Registrar (Academic)                                       |
|                  | : Deputy Registrar (Estt.)  |

The selection committee shall select the candidate on the basis of the following.

- a) Positively Good remarks in the confidential reports of the candidate for the three years in the preceding five years.
- b) Merit to be determined on the following points
  - 1) Seniority in service (Length in service): Two points for each completed year of service. Candidates should enclose seniority list along with application form.
  - 2) Publications: One point for each published Research paper in National / International Journals of repute (Copy of Reprints be necessarily enclosed with NAAS ratings).
  - 3) Academic career: Half point for each percentage of marks over 75% aggregate of eligible degree in concerned discipline or subject (fraction will not be considered). The percentage be calculated as per the formula given below;

**For Master degree programme**

Conversion formula for 4.00 to 10.00 point scale:  
 $y = 1.5 + 2x$  for  $x = 2$  to  $3.5$  and  
 $y = 8.5 + 3(x - 3.5)$  for  $x = 3.51$  to  $4.00$  where



y = points in 10.00 point scale and  
x = points in 4.00 point scale

**For Ph. D Degree programme**

Percentage of marks = CGPA in 10.00 point scale x 10

Conversion formula for 4.00 to 10.00 point scale:

$$y = 1.5 + 2x, \text{ for } x = 2 \text{ to } 3.5 \text{ and}$$

$$y = 8.5 + 3 \{x(-)3.5\}, \text{ for } x = 3.51 \text{ to } 4.00$$

Where y = CGPA in 10.00 point scale and

x = CGPA in 4.00 point scale.

- 4) Academic distinction: Person holding medals /prizes/ awards conferred by the University or National Institute or Council or State / Central Govt. for teaching/research/extension works are to be considered for allotment of points. One point for each item.
- 5) Posting where research is not feasible: Bonus half point for each year of service in the area where the candidate is posted in Extension/Administration /Schools/Farms.
- 6) Other things being equal, preference in selection will be given as per seniority of the cadre and within the cadre.

**Note** Minimum Qualifying Score as per M. Sc./ M. Tech. i.e. MCAER PG CET – 2023 (Open category 5.5 and reserved category 5.0) and for MCAER Ph. D. CET – 2023 (Open category 6.5 and reserved category 6.0) and mcaer weightages is necessary.

**6. Procedure :**

1. Application in the prescribed form from the University employees shall be invited by the Associate Dean (Instruction) for admission.
2. The employee shall send the application form through the Head of office before due date with an advance copy to the Associate Dean (Instruction).
3. The applications received shall be placed before the selection committee for scrutiny and to prepare a merit list.
4. The Registrar will notify the list of selected candidates and forward the final selection list to the concerned Associate Dean / Head of Office at least fifteen days before the date of registration for the courses.

## Rules & Regulations for in-service candidates

### For M.Sc./Ph.D . Degree Admission:

- 1) The in-service candidates shall be entitled for study leave and other benefits as per rules.
- 2) The candidate should have completed five years of service in this University as on 1<sup>st</sup> January of the year and should not be on probation period.
- 3) The age of the candidate should not be more than 50 years as on 1<sup>st</sup> Jan. of the year of application.
- 4) In-service candidate who will be awarded the fellowship by ICAR or any other agency will be entitled for salary benefits as per service rules and regulations.
- 5) The applications for admission to In-Service quota shall be scrutinized and the department wise general merit list shall be prepared by the following committee constituted by the University.

Chairman	-	Director of Instruction & Dean
Member Secretary	-	Associate Dean (Instruction)
Member	-	Dean (Agril. Engineering)
	-	One Associate Dean to be nominated by VC
	-	One Head of Department, Agriculture Faculty to be nominated by VC
	-	Deputy Registrar (Academic)
	-	Deputy Registrar (Estt.)

- 6) The salary and the expenditure incurred shall be recovered from candidate who failed to complete the programme within prescribed limit of years from the date of admission.
- 7) In-service candidates shall be allowed to join back parent department after completion of qualifying examination and course work.
- 8) This resolution will supersede all the resolutions made earlier in this regard.

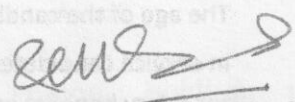
The eligible staff member on regular establishment and who agree to abide by the rules and regulations mentioned above and the terms and conditions appended in Annexure I may send the application in the prescribed form enclosed in Annexure-II duly filled to the Associate Dean (Instruction), Dr. PDKV, Akola through proper channel on or before **"22<sup>nd</sup> September, 2023 for M. Sc. / M. Tech. degree"** and **"09<sup>th</sup> October, 2023 for Ph. D. degree"** admission (The candidate may also send advance copy of the application, however, duly signed final application must reach to the Associate Dean-Instruction, Dr. PDKV, Akola before due date) with DD of Nationalized Bank for Rs. 2000 /- for open category and Rs. 1000 /- for reserved category in favour of Asstt. Registrar, Post Graduate Institute, Dr. PDKV, Akola payable at Akola.

The Head of the office shall forward the application of the candidates which is valid for the current academic year, along with the certificate of the Head of the office forwarding application.

The application received incomplete or unsigned by the applicant shall be treated as cancelled.

**Encl.:**

- 1) Annexure-I
- 2) Annexure-II

  
Associate Dean (Instruction)  
Dr. PDKV, Akola

**\*IN CASE OF ANY DISPUTE ARISING IN THE IMPLEMENTATION OF THIS SCHEME, THE DECISION OF THE VICE-CHANCELLOR SHALL BE FINAL AND BINDING ON ALL THE CONCERN.**

**Copy submitted for information to the;**

The Technical Secretary to the Hon' ble Vice- Chancellor for information to the Hon' ble Vice-Chancellor, Dr. PDKV, Akola.

**Copy submitted for information and necessary action to the:**

1. Director of Instruction / Research / Extn. Education, Dr.PDKV, Akola.
2. Dean, Faculty of Agriculture / Horticulture / Agril. Engg. /LAE/ PGS /, Dr.PDKV, Akola.
3. The Registrar, Dr. PDKV, Akola.

**Copy forwarded for information and necessary action with a request to circulate the circular amongst the staff members under your control.**

1. Associate Dean (All)
2. Head of Departments (All)
3. Director, CRS, Akola / CSPO, CDF, Wani Rambhapur
4. S.R.S.(All)
5. Officer In-charge (All)
6. Principal, Agril. Tech. Schools, (All)
7. In-Charge, ARIS Cell to upload on University Website "www.pdkv.ac.in" (C/47 to C/56).



21/12/23

## ANNEXURE-I

### TERMS AND CONDITIONS GOVERNING INSERVICE TRAINING.

- 1) The employee selected shall firstly be granted study leave for twelve months for completing the degree programme as per university employees service rules and thereafter if required, he/she may be granted further extension of maximum twelve months on application by the employee and on suitable recommendations by Guide, Head of the Department and respective Associate Dean. If further required, the employee may be granted leave due and admissible at their credit as per rules [M.C.S.R. (Leave) 1981-Extra ordinary leave] in combination of due leave upto a limit of total absence of 28 months, After this period the trainee shall be posted back to his/her establishment (if the course work and qualifying examination are completed) and the trainee has to complete research project by putting extra work in addition to his legitimate duties.
- 2) The In-service Trainee shall abide by the Rules and Regulations framed by the university for regular students in respect of discipline, conduct, residence, library, study tour, examination, etc.
- 3) The In-service trainee shall pay the fees and other charges as applicable to the regular students.
- 4) The trainee shall not confer on the employer a right to claim seniority /promotion because of the higher qualification acquired.
- 5) If the selected trainee fails to join the course under this scheme, he/she shall not be considered for selection for in-service training for next 5 years.
- 6) The trainee once selected and joined and has left the course without completion will also not be considered for In-service Training for next five years.
- 7) As per EC Regulation No. काप्र/१७/९८ दि.२.५.१९९८ the employee who has availed the facility of In-service Training twice shall not be considered for the scheme. For eligible candidates a period of 5 years between the first and second training is necessary before being considered for the second training.
- 8) The In-service Training shall be governed by the terms and conditions prescribed by the university from time to time.
- 9) On selection, the applicant before joining the course will have to execute, a bond (with the university) mentioning the salary and the expenditure incurred shall be recovered from candidate who fails to complete the in-service programme within prescribed limit of years from the date of admission and to serve the university for at least a period of 5 years after completion of the training.
- 10) The T.A. and D.A, shall not be admissible to the employee selected for In-service Training for joining the course during training and resuming the duty after completion of training.

**\*IN CASE OF ANY DISPUTE ARISING IN THE IMPLEMENTATION OF THIS SCHEME, THE DECISION OF THE VICE-CHANCELLOR SHALL BE FINAL AND BINDING ON ALL THE CONCERNED.**

## ANNEXURE-II

FORM OF APPLICATION FOR IN-SERVICE M.Sc. Agri. /Hort. /Forestry /Agril. Bio- Technology / M. Tech (Agri. Engg.) and Ph.D (Agri. )/(Agri. Engg.) for AY: 2023-24

**Note:** The candidate will be held eligible for seeking admission to PG and Ph. D. degree programme only after clearing the M.Sc./ M.Tech. **MCAER PG CET- 2023** and **MCAER Ph. D. CET - 2023** in concerned faculty.

DISCIPLINE OF ADMISSION IN .....

**DR. PANJABRAO DESHMUKH KRISHI VIDYAPEETH, AKOLA.**

1. Full name of the applicant : \_\_\_\_\_  
(Beginning with surname in capital)

2. Date of Birth : In Figures \_\_\_\_\_  
In Words \_\_\_\_\_

3. Age as on 1<sup>st</sup> Jan. of year of application (Age of the candidate should not be more than 50 years) : \_\_\_\_\_

4. Name of the Employer : \_\_\_\_\_

5. Designation and office where serving : \_\_\_\_\_

6. Whether candidate belongs to reserved Category, if so mention category & attach cert. : \_\_\_\_\_

7. Date of first appointment in the University. : \_\_\_\_\_  
(The candidate should have completed five : \_\_\_\_\_  
Years of service in this university as on 1<sup>st</sup> Jan. \_\_\_\_\_  
of the year and should not be on Probation period)

8. Continuous length of service. : \_\_\_\_\_

9. Service Particulars

Sr. No.	Designation	Office/ Deptt. where working	Date of joining	Date of leaving	Remarks

10. Educational Qualifications from Graduation (attach attested copies of mark sheets and degree cert.)

Name of the Examination	Year of passing	Name of the University / Board	Division or Class secured	Percentage of marks or CGPA
Bachelors' Degree				
Masters' Degree				



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11. Marks obtained in MCAER M.Sc./M.Tech. PG CET-2023 or MCAER Ph.D. CET-2023 (attach mark sheet, if result declared) : \_\_\_\_\_
12. Publications of Research papers – Give : title, : \_\_\_\_\_  
year of journal ,Co-authors and enclose copies of reprints of all NAAS rated research papers.  
(Research papers shall not be considered if reprints are not attached)
13. Academic distinction (Give list of all medals, prizes and awards along with certificates) : \_\_\_\_\_
14. Preceding Five years confidential reports (Grade) : \_\_\_\_\_
15. Discipline and Faculty where admission : \_\_\_\_\_  
is required
16. Present Postal Address : \_\_\_\_\_
17. Details of D.D. No. \_\_\_\_\_ Date \_\_\_\_\_  
Amount \_\_\_\_\_ Bank Name and Address \_\_\_\_\_
18. i) I affirm that the particulars furnished above are true to the best of my knowledge and belief.  
ii) I have not availed the facility of In-Service training twice in my service carrier earlier.  
iii) I have not availed any facility of In-Service training or study leave or even not selected / joined and left any kind of course during the preceding last five years.  
iv) I, undertake that on my selection, I shall prosecute my studies diligently and shall abide by all rules and regulations framed by the University and all general and special orders passed by the University.

Place :

Date :

(Signature of the applicant)

**CERTIFICATE**

This is to certify that the information as mentioned by \_\_\_\_\_  
\_\_\_\_\_ in the application form (Annexure-II) who has applied for admission as an  
in-service candidate is correct as per the service book, office record and also certified that the applicant has  
not availed any facility of In-Service training or study leave for any kind of course in the preceding last five  
years. Also the facility of In-Service training has not been utilized by the applicant twice in his entire service  
period till date.

Place :

Date :

Signature of Head of the Office

(Forwarding the application)

**Note:** Candidate application should be routed through the channel > Office In-Charge under whom he/she  
is working / Head of Office > Controlling Officer > Head of the Department > Associate Dean (Instruction).