



**KRANTIGURU SHYAMJI KRISHNA VERMA KACHCHH  
UNIVERSITY**

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**Guidelines for Post-Ph.D. Entrance Test Process – 2025**

**APPLICABLE FOR THE Ph. D. ADMISSION PROCESS-2025**

**PERSONAL INTERVIEW (P.I.)**

1. The Department of Research and Development will publish the final list of candidates on the university website. This list will include those who have either passed the Ph.D. Entrance Test 2025 or have been exempted from it and are eligible for the Personal Interview.
  2. The Department of Research and Development will also publish the final list of category-wise available vacant seats in specific subjects on the university website.
  3. The Department of Research and Development will publish a detailed list of recognized Ph.D. guides at the university on the university website.
  4. The Department of Research and Development will provide detailed list of registered Ph.D. guides, including information on filled seats, vacant seats, and guides who wish to take on new students during the Ph.D. admission process for 2025 to the Heads of Departments (HoDs).
  5. The Department of Research and Development will provide the list of candidates who have either passed the Ph.D. Entrance Test 2025 or have been exempted from it, along with their original application forms and attached documents to the Heads of Departments (HoDs).
  6. The following panel members are recommended for the Personal Interview process:
    - a. Honorable Vice-Chancellor / Nominee of the Vice-Chancellor
    - b. Dean of the Concerned Faculty
    - c. Head of the Department
    - d. Two Subject Experts
    - e. Coordinator/Members of the SC/ST/OBC Cell and the Equal Opportunity Cell
  7. After receiving the aforementioned details and documents, the respective Heads of Departments (HoDs) will schedule the date for the Personal Interview, allowing at least 15 days for students to prepare and plan their journey to the university. The following process is recommended for finalizing the date of the Personal Interview:
    - a. Obtain approval for the proposed names of two experts from the Honorable Vice-Chancellor to be invited for the Personal Interview process.
- Note: 1. The proposed external experts must hold Ph.D. guideship at any UGC-recognized university and have the designation of Professor or Associate Professor.*



*Alternatively, they may be an Assistant Professor at any UGC-recognized university or scientist at a recognized state or central research institute, with at least 10 years of experience with good research records in the specific subject or discipline with a Ph. D. student guided successfully. 2. It is mandatory for the subject experts to come for personal interview however, under special case during emergency or some national/international expert, either of the experts can be present in online mode with due permission of the higher authorities (Vice-Chancellor).*

- b. Consult with the two available subject experts, to ensure their availability on the proposed Personal Interview date and send them official invitation letter.
  - c. Through Official Letter, invite the Honorable Vice-Chancellor to the Personal Interview; in case of unavailability, request a nominee from the Vice-Chancellor.
  - d. Through Official Letter, inform the Dean of the concerned faculty about the date of the Personal Interview and invite them to attend.
  - e. Through Official Letter, inform the Coordinator of the SC/ST/OBC Cell and the Equal Opportunity Cell about the date of the Personal Interview and invite him. If the coordinator nominates a member, send an official invitation letter.
  - f. Officially notify the eligible students about the Personal Interview process via email and phone. Additionally, publish the date, time, and day of the Personal Interview on the university website, along with a detailed schedule for document verification and the Personal Interview.
8. **Instructions for Candidates Appearing for the Personal Interview:** Candidates are responsible for arranging their own transportation to the department. Please note that no Travel Allowance (TA) or Daily Allowance (DA) will be provided. Attendance at the Personal Interview is mandatory. Candidates must report to the relevant department at least 30 minutes before the scheduled time for document verification and Personal Interview. Failure to attend either the document verification or the Personal Interview will result in disqualification from the Ph.D. registration process, and no further opportunities will be granted.
9. On the day of the Personal Interview, the following guidelines must be followed by the Head of the Department (HoD):
- a. **Document Verification of Eligible Candidates:** Verify various documents, including the School Leaving Certificate, 10<sup>th</sup> and 12<sup>th</sup> grade marksheets, all graduation and post-graduation marksheets, degree certificates/provisional degree certificates, NET/GSET/GATE etc... certificates (if claimed and got the exemption from the Ph.D. Entrance Test 2025), and category certificates along with non-creamy layer certificates in the case of OBC/SEBC candidates.
  - b. The HoD will maintain an attendance sheet for students during document verification, as well as for students and panel members during the Personal





Interview process.

- c. Once the document verification is completed, students will be called individually for the Personal Interview. The time allocated for each student during the Personal Interview should be at least 10 minutes. The Personal Interview will consist of a total of 30 marks.
- d. During the Personal Interview, any panel member may ask questions, but the **authority for assessment will rest solely with the two external subject experts.**
- e. After the completion of the Personal Interview, the panel will prepare a final combined result for the merit list. The final combined marksheet will include a weightage of 70% for the Ph. D. Entrance Test and 30% for performance in the Personal Interview.
- f. For candidates exempted from the Ph.D. Entrance Test 2025, the following marks will be assigned in place of the Ph.D. Entrance Test marks:
  - i. **For UGC NET/UGC-CSIR NET Category – II (Lectureship) and Category –III (Ph.D.) and GSET/GSLET:** Actual marks/percentage (out of 100) as mentioned in the marksheet/certificate of UGC NET/UGC-CSIR NET/GSET/GSLET.
  - ii. **For students who qualify for fellowship/scholarship in UGC-NET Category I (JRF)/UGC- CSIR NET Category I (JRF)/GATE/CEED and similar National level tests (with authenticity determined by the Deans of the respective faculties), as well as foreign students:** Marks will be considered equivalent to the highest marks scored in the Ph.D. Entrance Test- 2025 in their respective subjects. In case of similar merit between the students after personal interview, the decision will be based on the cumulative post-graduate marks of the candidates.
- g. The panel will prepare the final combined result after the Personal Interview process and publish it on the same or next day. This result must be signed by all panel members and published on the university website, as well as shared with all candidates who participated in the Personal Interview process.
- h. The panel will prepare a category-wise final merit list, strictly following state and central government norms, and may include up to three candidates on a waiting list. This list must be signed by all panel members and published on the university website, as well as shared with all candidates who appeared in the Personal Interview process.
- i. After the declaration of the final result, the Head of the Department will submit a copy of all documents and communications conducted prior to and during the Personal Interview process, along with the combined marksheets



and merit list, to the Department of Research and Development.

j. Details regarding various expenses incurred during the Personal Interview and experts' remuneration/T.A./D.A./food allowance are as follows:

- i. Only two external experts will receive remuneration of ₹2000 per expert for the Personal Interview.
- ii. Both experts will be reimbursed for travel expenses according to the norms of the Government of Gujarat. Bus/train tickets will be reimbursed at actual cost. If experts travel by personal car, reimbursement will be based on kilometers traveled, along with toll tax, provided they submit a copy of their driving license, vehicle registration certificate, and toll receipts. If hiring a car from a travel agency, reimbursement will be provided as per the actual bill, but prior permission from the Registrar (on noting) is required. *{Request: In case both experts are traveling by personal or special car, it is advisable to propose experts who can travel together in the same car (either from the same city or along the same route)}.*
- iii. Accommodation for experts will be arranged in the university guesthouse. The HoD must book this by writing an official letter to the Estate Department in advance and confirming the booking. If the guesthouse is unavailable, accommodation in a reasonable hotel/guesthouse nearby may be arranged with prior permission (on noting) from the Registrar's Office.
- iv. If the Honorable Vice-Chancellor's nominee is invited from outside the university, T.A. and D.A. allowances will be provided as per university norms.
- v. Deans, HoDs, the Coordinator of SC/ST/OBC Cell, VC- nominee from the university campus, and Ph.D. guides will not receive honorarium, seating charges, or T.A.
- vi. If experts stay in the university guesthouse, the HoD may arrange lodging and food through administrative staff. The bill will be submitted to the university after the Personal Interview, but prior permission (on noting) from the Registrar is required.
- vii. On the day of the Personal Interview, the HoD will arrange breakfast, tea, lunch, and snacks for panel members. Advance approval (on noting) is necessary to confirm the tentative amount of expenditure.
- viii. The HoD will officially submit the honorarium bill, T.A./D.A. bill, and other expenditure bills related to the Personal Interview to the Registrar's Office (Including original bills, approvals on noting, and any relevant documents for reimbursement).
- ix. In accordance with the University Grants Commission's Regulations on Minimum Standards and Procedures for the Award of Ph.D. Degrees, 2022 (Page 11, Section 6.1, Paragraph 2), and the Ph.D. Ordinance 2023-24 of



Krantiguru Shyamji Krishna Verma Kachchh University, the university has extended Ph.D. guideship recognition to scientists from state and central government research institutions. Recognized Ph.D. guides from these research institutes will recommend suitable candidates—those working in their research labs or projects—to be registered for the Ph. D. program under their guidance through the appropriate channels to the university. Furthermore, the relevant departments of the university will carry out all necessary procedures for Ph.D. registration, including the appointment of co-guides from the concerned department. Nevertheless, candidates from such research institutes must apply for the Ph.D. program at Krantiguru Shyamji Krishna Verma Kachchh University and either appear for and pass the Ph.D. Entrance Test or obtain an exemption from the test according to university rules. Additionally, they must participate in further processes, including Document Verification, Personal Interview, and all other admission procedures recommended by the university and in line with its guidelines for Ph.D. registration.

  
12/5/25  
REGISTRAR  
K. S. K. V. Kachchh University  
BHUV-KACHCHH







DEPARTMENT OF \_\_\_\_\_

K. S. K. V. Kachchh University

Bhuj, Kachchh- Gujarat

**DOCUMENT VERIFICATION FOR PERSONAL INTERVIEW - (SUBJECT)**

Date (Day) and Time: \_\_\_\_\_ (\_\_\_\_\_), 11:00 am onwards

Venue: \_\_\_\_\_

**ATTENDANCE OF CANDIDATES**

Sr. No.	Seat No.	Name of the Candidate	Category	Last University	Exam PET/NET- GSET etc..	ABESENT/ PRESENT?	DOCUMENTS VERIFIED?	SIGN OF THE CANDIDATE
					Total Marks			
1.								
2.								
3.								

Documents Verified by:  
Clerk / etc....

Head  
Department of \_\_\_\_\_  
K.S.K.V. Kachchh University





DEPARTMENT OF \_\_\_\_\_

K. S. K. V. Kachchh University

Bhuj, Kachchh- Gujarat

**PERSONAL INTERVIEW - (SUBJECT)**

Date (Day) and Time: \_\_\_\_\_ (\_\_\_\_\_), 11:00 am onwards

Venue: \_\_\_\_\_

**ATTENDANCE OF CANDIDATES**

Sr. No.	Name of the Candidate	SIGN OF THE CANDIDATE
1.		
2.		
3.		

Head

Department of \_\_\_\_\_  
K.S.K.V. Kachchh University





DEPARTMENT OF \_\_\_\_\_

K. S. K. V. Kachchh University  
Bhuj, Kachchh- Gujarat

**PERSONAL INTERVIEW - (SUBJECT)**

Date (Day) and Time: \_\_\_\_\_ (\_\_\_\_\_), 11:00 am onwards

Venue: \_\_\_\_\_

**PANEL PARTICIPANTS AT THE PERSONAL INTERVIEW SESSION**

SR. NO.	NAME OF THE PANEL PARTICIPANT	DESIGNATION	SIGNATURE
1.			
2.			
3.			
4.			

Head  
Department of \_\_\_\_\_  
K.S.K.V. Kachchh University







DEPARTMENT OF \_\_\_\_\_

K. S. K. V. Kachchh University

Bhuj, Kachchh- Gujarat

**PERSONAL INTERVIEW - (SUBJECT)**

Date (Day) and Time: \_\_\_\_\_ (\_\_\_\_\_), 11:00 am onwards

Venue: \_\_\_\_\_

**MARKS OF PERSIONAL INTRVIEW**

Sr. No.	Seat No.	Name of the Candidate	Total Marks of GDPI (Out of 30)
1.			
2.			
3.			
4.			

Expert 1

Expert 2





DEPARTMENT OF \_\_\_\_\_

K. S. K. V. Kachchh University

Bhuj, Kachchh- Gujarat

**PERSONAL INTERVIEW - (SUBJECT)**

Date (Day) and Time: \_\_\_\_\_ (\_\_\_\_\_), 11:00 am onwards

Venue: \_\_\_\_\_

**COMBINED MARKSHEET**

Sr. No.	Seat No.	Name of the Candidate	Category	Last University	Exam PET/NET- GSET	70% OF PET / NET- GSET MARKS	TOTAL MARKS OF PI (OUT OF 30 %)	FINAL TOTAL OF COLUM (7+8) (OUT OF 100)
					Total Marks			
1.								
2.								
3.								

Expert 1

Expert 2

SC/ST/OBC Coordinator/Member

HoD

Dean

Hon. V. C./ V.C. nominee





DEPARTMENT OF \_\_\_\_\_

K. S. K. V. Kachchh University  
Bhuj, Kachchh- Gujarat

PERSONAL INTERVIEW - (SUBJECT)

Date (Day) and Time: \_\_\_\_\_ (\_\_\_\_\_), 11:00 am onwards

Venue: \_\_\_\_\_

MERIT LIST

1. Category: OPEN, Available Seats:

Sr. No.	Name of the Candidate	Category	Merit No.	PwD?	Remarks (In or Waiting?)

2. Category: SEBC/OBC

Sr. No.	Name of the Candidate	Merit No.	PwD?	Remarks (In or Waiting?)

3. Category: SC

Sr. No.	Name of the Candidate	Merit No.	PwD?	Remarks (In or Waiting?)

4. Category: ST

Sr. No.	Name of the Candidate	Merit No.	PwD?	Remarks (In or Waiting?)

5. Category: EWS

Sr. No.	Name of the Candidate	Merit No.	PwD?	Remarks (In or Waiting?)

Expert 1

Expert 2

SC/ST/OBC  
Coordinator/Member

HoD

Dean

Hon. V. C./ V.C. nominee







Krantiguru Shyamji Krishna Verma

## Kachchh University

### Personal Interview of \_\_\_\_\_ Subject

To,

(Name of Expert) \_\_\_\_\_

Honorarium to Expert for Personal Interview: Rs. 2,000/-

I hereby declare that I am resident of..... Situated in the republic of India in ..... State and that the income-tax rules in the force of Republic of India are re-applicable to me.

Address.....

.....

.....

Date: .....

#### Bank Details :

Bank Account No.: .....

IFSC Code : .....

Bank Name: .....

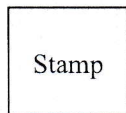
Branch Name: .....

.....

Name (as per Bank): .....

.....

#### Payment Received



Head of the Department

Accountant

Registrar

