



**KRANTIGURU SHYAMJI KRISHNA VERMA KACHCHH
UNIVERSITY**

Guidelines for Post-Ph.D. Entrance Test Process

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 or have been exempted from it and are eligible for the Personal Interview.
2. The Department of Research and Development will provide the list of candidates who have either passed the Ph.D. Entrance Test or have been exempted from it, along with their original application forms and attached documents to the Heads of Departments (HoDs).
3. The Department of Research and Development will provide the HoDs with a detailed list of registered and newly recognized Ph.D. supervisors in the concerned subject. This list will include information on currently occupied seats, vacant seats, and supervisors who wish to intake new students during the Ph.D. admission process.
4. The Head of the Department (HoD) will contact all available supervisors to confirm the exact number of seats they wish to fill during the current academic year's admission process.
 - a. If a Ph.D. degree is awarded or a thesis is successfully completed during this period, and the supervisor wishes to increase their seat intake, the seats may be adjusted accordingly.
 - b. The HoD will also contact any newly recognized Ph.D. supervisors in the respective subject. If these new supervisors wish to intake students for the current admission cycle, the total available seats will be finalized including their intake capacity.
5. The final list of vacant seats and their category-wise allocation (bifurcation), in accordance with Government reservation rules, will be prepared by the concerned HoD in coordination with the Coordinator of the SC/ST/OBC Cell and the Equal Opportunity Cell. The Personal Interview process will be conducted strictly based on this finalized list. Under no circumstances will the number of seats be increased or decreased after the completion of the Personal Interview process.



6. The following panel members are recommended for the Personal Interview process:
- Honorable Vice-Chancellor / Nominee of the Vice-Chancellor
 - Dean of the Concerned Faculty
 - Head of the Department
 - Two Subject Experts
 - 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:
- 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).
 - Consult with the two available subject experts, to ensure their availability on the proposed Personal Interview date and send them official invitation letter.
 - Through Official Letter, invite the Honorable Vice-Chancellor to the Personal Interview; in case of unavailability, request a nominee from the Vice-Chancellor.
 - Through Official Letter, inform the Dean of the concerned faculty about the date of the Personal Interview and invite them to attend.
 - 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.
 - 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, 10th and 12th 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), 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.
 - i. From this General Merit List, seats for the General Category must be filled first.
 - ii. Subsequently, the remaining candidates must be allocated to their respective reserved categories based on merit against the available seats in those specific categories to finalize the selection list.
- f. For candidates exempted from the Ph.D. Entrance Test, 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. (**Candidates who have cleared the NET/GSET for Ph.D. admission but do not possess a scorecard, and whose certificates explicitly state 'Qualified for Lectureship', shall be awarded marks equal to the highest marks obtained by any other candidate within their respective*



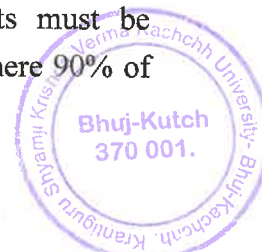
subject)

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 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. Points to Consider While Preparing the Ph.D. Merit List:

- i.** If a candidate belonging to a reserved category has specified their category in the admission form but qualifies for a seat in the General Category based on merit, they must be granted admission under the General Category.
- ii.** Candidates who have qualified in the NET / GSET / Ph.D. Entrance Test under a specific reserved category, but secure a position in the General Category based on their merit score, must be admitted against the General Category seats.
- iii.** Regarding vacancies during the admission process, if seats reserved for the SC (Scheduled Caste) or ST (Scheduled Tribe) categories remain unfilled, an internal category transfer may be performed to fill vacant SC seats with eligible ST candidates and vacant ST seats with eligible SC candidates. If seats under the SC or ST categories still remain vacant after this internal transfer, the university may explore the possibility of organizing a special entrance examination to fill those positions. However, if seats reserved for the SEBC (Socially and Educationally Backward Classes) or EWS (Economically Weaker Section) categories remain vacant, they must be filled directly by candidates from the General Category, and no special examination will be required or conducted to fill these specific vacancies.
- iv.** In accordance with Krantiguru Shyamji Krishna Verma Kachchh University regulations, the total available Ph.D. seats must be allocated based on a specific geographic distribution where 90% of



the seats are reserved for graduates of Kachchh University, 8% for graduates of other universities within the State of Gujarat, and 2% for graduates from universities outside Gujarat. In the event that qualified candidates from Kachchh University are unavailable to fill its designated quota, those vacant seats must be offered to eligible candidates from other universities within Gujarat, ensuring the transfer is executed in a manner that strictly preserves the category-wise reservation percentages mandated by State and Central Government rules. Conversely, if qualified candidates from other universities within Gujarat are unavailable, the vacant seats in that quota must be offered to eligible candidates from universities outside Gujarat while strictly adhering to the respective category-specific reservation criteria. Furthermore, candidates who have cleared national-level professional courses recognized by the UGC as equivalent to a Master's degree, such as CA, CS, or CMA, with the requisite qualifying marks will be categorized under the quota for universities outside the State of Gujarat, and the merit list will reflect this classification accordingly.

- v. The reservation guidelines, rules, and regulations issued from time to time by the University Grants Commission (UGC) and the Government of Gujarat must be strictly followed.
- i. 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.
- j. 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.
- k. 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.



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10/9/26



DEPARTMENT OF _____

K. S. K. V. Kachchh University

Bhuj, Kachchh- Gujarat

DOCUMENT VERIFICATION FOR PERSONAL INTERVIEW PROCESS - (SUBJECT)

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

Venue: _____

ATTENDENCE 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.								
4.								

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 PROCESS - (SUBJECT)

Date (Day) and Time: _____ (_____), 11:00 am onwards
Venue: _____

ATTENDENCE OF CANDIDATES

Sr. No.	Name of the Candidate	Sign Of the Candidate
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 PROCESS- (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.			
5.			
6.			



Head
Department of _____
K.S.K.V. Kachchh University



DEPARTMENT OF _____
K. S. K. V. Kachchh University
Bhuj, Kachchh- Gujarat

PERSONAL INTERVIEW PROCESS- (SUBJECT)
Date (Day) and Time: _____ (_____), 11:00 am onwards
Venue: _____

MARKS OF PERSONAL INTRVIEW

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



Expert 1



DEPARTMENT OF

K. S. K. V. Kachchh University

Bhuj, Kachchh- Gujarat

PERSONAL INTERVIEW PROCESS- (SUBJECT)

Date (Day) and Time: _____ (____), 11:00 am onwards

Venue:

COMBINED MARKSHEET

Sr. No.	Seat No.	Name of the Candidate	Category	Last University	Exam	70% OF PET / NET- GSET MARKS	TOTAL MARKS OF PI (OUT OF 30 %)	FINAL TOTAL OF COLUMN (7+8) (OUT OF 100)
					PET/NET- GSET Total Marks			
1.								
2.								
3.								
4.								

Expert 1

Expert 2

SC/ST/OBC

Coordinator/Member

Hold

Dean

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





DEPARTMENT OF _____
K. S. K. V. Kachchh University
Bhuj, Kachchh- Gujarat

PERSONAL INTERVIEW PROCESS - (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, Available Seats: _____

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





Krantiguru Shyamji Krishna Verma

Kachchh University

Personal Interview Process 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

