



Recruitment Policy and Process

1. Purpose

The purpose of this Recruitment Policy and Process is to ensure a transparent, fair, and merit-based system for attracting, selecting, and appointing qualified personnel in alignment with institutional goals and statutory norms.

2. Scope & Applicability

This policy applies to the recruitment of: - Teaching Staff - Non-Teaching Staff - Administrative Staff - Technical / Support Staff - Contractual / Temporary Staff

3. Recruitment Objectives

- To attract competent and qualified candidates
- To ensure equal opportunity and non-discrimination
- To comply with statutory, regulatory, and institutional requirements
- To select the right candidate for the right role

4. Recruitment Authority

- Recruitment shall be carried out with approval of the Management / Governing Body.
- A duly constituted Selection Committee shall conduct the recruitment process.

5. Manpower Planning

- Departments shall submit manpower requirements annually or as required.
- Recruitment shall be initiated based on workload, vacancies, and budget approval.

6. Mode of Recruitment

Recruitment may be conducted through: - Newspaper advertisements - Institutional website / notice board - Online job portals - Walk-in interviews - Internal promotion / deputation (where applicable)

7. Eligibility Criteria

- Qualifications, experience, and age shall be as per UGC / AICTE / Government / Institutional norms.
- Relaxations, if any, shall be as per applicable rules.

8. Recruitment Process

8.1 Notification

- Vacancies shall be notified with details of post, qualifications, experience, and last date.

8.2 Application Screening

- Applications shall be screened based on eligibility criteria.
- Shortlisted candidates will be informed of the interview schedule.

8.3 Selection Procedure

The selection process may include: - Written Test (if applicable) - Teaching / Skill Demonstration - Personal Interview - Document Verification

8.4 Selection Committee

The Selection Committee may consist of: - Head of the Institution / Nominee - Subject Experts - Head of Department - HR Representative - Management Representative

9. Selection Criteria

- Academic qualifications
- Relevant experience
- Subject knowledge / technical skills
- Communication skills and attitude
- Overall performance in the selection process

10. Appointment

- Selected candidates shall receive an Appointment Order.
- Appointment shall be subject to verification of certificates and credentials.
- Probation period shall be as per Service Rules.

11. Joining Formalities

- Submission of original certificates and self-attested copies
- Acceptance of HR Policies & Service Rules
- Medical fitness (if applicable)

12. Reservation & Equal Opportunity

- Reservation policies shall be followed as per Government norms.
- No discrimination shall be made on the basis of gender, caste, religion, or disability.

13. Confidentiality

All recruitment-related information and records shall be treated as confidential.

14. Amendments

The Management reserves the right to amend or modify this Recruitment Policy and Process as required.

15. Effective Date

This policy shall come into force with effect from the date of approval by the Management.

Approved by the Competent Authority