



## **STANDARD OPERATING PROCEDURES (SOP)**

### **6.2.2 RECRUITMENT POLICY**

The Institute has a well-planned, structured, robust and transparent recruitment process in order to appoint suitable and efficient individuals for various positions.

#### **Recruitment and Selection Procedure:**

- The Head of the Institute is responsible for the recruitment and selection of all employees. The Human Resource (HR) department will also be assisting in this process.
- The Head of the institute shall get an approval from the Governing Council (GC) after obtaining the staff requirement (Job requisition form) from the concerned department, who are in need of staff.
- The head of the institution shall make a review along with the IQAC on
  - The need for the vacancy to be filled.
  - Whether any work in re-organization could be considered.
  - Nature of replacement. e.g. full time, part time, permanent, temporary.
  - The existing job description person specification and position.
- The HR in consultation with the IQAC shall draft the job description for the post.
- The job description must contain:
  - The expected duties and responsibilities
  - The level of seniority associated with the post
- The person specification shall describe:
  - The type of qualifications expected.
  - The knowledge, skills, aptitude and competency required.
  - The professional experience needed for the effective performance of the job
- The requirement shall be solely based on applicant's abilities and individual merit.
- Existing employees of the Institute are also eligible to apply for the vacant posts.
- Any candidate with a disability will not be excluded unless the person does not meet the minimum essential criteria mentioned in the job specification.

#### **Advertisement, and call for interview:**

- The call for required post along with job description, qualification required and communication details of college (email ID/Phone number) along with the closing date shall be posted as newspaper advertisement and on the college website.
- The HR forwards the received job applications to the Head of the Institute for shortlisting of the same.
- The HR shall communicate the finalized candidates for the scheduled interview.

#### **Interview Panel & Process:**

- The IQAC shall constitute the interview panel. The panel shall comprise of at least three individuals i.e. the Head of the institution, the HOD and an expert from the related field.
- Each members of the interview panel shall be provided copies of all application forms, the details of job description, job specification and agenda at-least three days before interview.



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### **Interview Guidelines:**

- The panel has to give information about the role to the candidates.
- Supplementary and follow-up questions may be asked.
- Each member of the panel must make note of the candidate's response to the questions posed to evaluate the performance. This evaluation document shall be signed and returned to the HR department for further process.

### **Selection methods**

- Structured interviews
- Presentation, practical demonstration (mandatory for all academic posts).

### **Selection/Shortlisting of candidates:**

- The Head of the institution should review the list of short listed candidates as per the recommendation of the interview panel and forwards the list to the HR to prepare the offer letter.
- The HR forwards the offer letter of selected candidates to the management/GC approval.

### **Offering post:**

- On the selection of a suitable candidate, the HR department has to give the intimation to the concerned candidate notifying them the outcome of the interview within 7 days of receiving the approval from the Chairman of the institution.
- The candidates will be given 7 days to contact the HR department to confirm their acceptance of the offer made by the institution.
- On the acceptance of the offer by the selected candidate, the appropriate appointment letter shall be prepared by the Head of the institution and given to the HR department
- The candidates will be asked to report for duty on a date as decided by the management& Head of the Institute after submitting their original documents (marks card and experience certificate, if any)
- All the new members of the staff will be subject to a probationary period.
- The new employees shall attend the induction program or any other relevant programs decided by the Institution.