

<b>Name of the Policy/ Guidelines</b>	<b>Recruitment Policy</b>
<b>Short Description</b>	Policy guidelines for recruitment of University staff
<b>Scope</b>	This Policy is applicable to all Teaching and Non- Teaching staff recruitments Constituent Units and Departments of Nitte (Deemed to be University)
<b>Policy status</b>	<input type="checkbox"/> Original <input checked="" type="checkbox"/> Revised
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<b>Approval Authority</b>	Vice Chancellor
<b>Responsible officer</b>	Registrar

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# **Recruitment policy**

## **Scope:**

The Recruitment policy covers all activities that form part of the recruitment and selection process at Nitte (Deemed to be University). The policy shall ensure that all aspects of recruitment are carried out in a proper and efficient manner.

In order for the policy and procedure to be effective it is essential that every employee who is involved in any aspect of the recruitment and/or selection of staff is aware of this document and follows it.

## **Purpose:**

The purpose behind the policy is to attract and select outstanding candidates who are suitable for the job/ responsibilities and this requires a sound and systematic recruitment process. It is to ensure that the recruitment and selection of candidates is based on the principles cited below which also meet the requirements of equal opportunities policy and other relevant employment legislations.

## **Principles:**

1. The University believes in open competition ways for recruitment.
2. The University ensures that the right and the most meritorious candidates are hired through the recruitment process.
3. The University ensures that the recruitment and selection of candidates happen in a professional manner, following the set rules and regulations.
4. The University ensures that all employees involved in recruitment and selection process are well trained to carry out the recruitment and that they comply with the regulations under the recruitment policy.
5. The recruitment is carried out in a manner that enhances the image of the University/ constituent colleges outside.

6. The University will put in best efforts to carry out the process in a transparent and effective manner wherein all candidates are treated equally and fairly so that the recruitment experience is a positive one for the candidates.
7. The University believes in inculcating new and innovative practices in recruitment and will promote best practice.
8. The University also tries its best to make sure that the process is carried out in a cost effective manner.
9. Any employee in the recruitment team who has a close relationship with any of the candidates applying for any position must make sure that this is declared by the said employee before the recruitment process and he/ she will not be involved in any decision making process.
10. Any information shared by the candidates will be treated with confidentiality and will not be shared with any third party.

## **Recruitment and selection process:**

### **1. Classification of teaching faculty:**

The teaching faculty under the constituent institutions of the University shall be classified into the following categories:

- a. Principal/ Dean/ Director
- b. Professor
- c. Additional Professor
- d. Reader/Associate Professor
- e. Assistant Professor/ Lecturer
- f. Tutor/Resident/Registrar

### **2. Recruitment:**

Recruitment of employees shall be made by the appointing authority on the basis of the selection made by the Selection Committee setup for the purpose.

Recruitment of employees shall be made through any one of the following sources:

- a. Direct recruitment as and when vacancies arise.

- b. Through advertisement in the press/ website, prescribing qualifications, experience, etc. subject to the guidelines issued from time to time by the Management.
- c. Promotions of employees to higher/post as per promotion policy.
- d. Through Employment Exchange as per provisions of the Employment Exchange Compulsory Notification of Vacancies Act, 1959.
- e. By any other means as may be approved by the Appointing Authority.

### **3. Qualification:**

The qualification for the various categories of teaching faculty shall be as decided by the authorities of the University and as per the respective statutory authorities.

### **4. Procedure of Recruitment:**

#### **a. Advertisement & call for applications:**

Every post of teaching faculty, to be filled in by selection, shall be duly and widely advertised, according to the draft approved by the Registrar together with the minimum and desirable qualification, as prescribed and number of posts to be reserved for the members of the socially disadvantaged class of the society and women candidates; reasonable time, to be determined by the University, normally which shall not be less than ten days, within which the applicants may, in response to the advertisement, submit their applications.

After the last date is over, the HR department shall prepare the summary of each candidate with his/her date of birth, qualification, experience, caste, present emoluments, etc. for scrutiny and short listing.

#### **b. Scrutiny:**

All applications received for the advertised post shall be scrutinized by the HR department of the University. The HR department shall take assistance from the subject experts of the concerned departments while short listing the applications.

1. The HR department shall verify all the documents submitted by the candidates and after verification of the documents, shall recommend the names of the candidates to be called for the interview.

2. Ordinarily, the suitable and qualified candidates with higher merit shall be invited for the interview and shall not exceed five candidates per vacancy to be filled in.
3. The date of the meeting of the selection committee shall be fixed so as to allow a notice of at least ten days of such meeting being given to each candidate; and the particulars of each candidate shall be sent to each member of the Selection Committee so as to reach them at least five days before the date of the selection committee meeting.

c. Selection Committee:

There shall be a separate selection committee for each category of the teachers. Constitution and composition of such selection committee shall be as decided by the Vice-Chancellor. In general, it will consist of the following:

- i. Vice-Chancellor (Chairman)
- ii. Principal of the concerned college
- iii. Head of the concerned department
- iv. External subject expert (if required)
- v. Assistant Director (HR)
- vi. Registrar (Member Secretary)

## **5. Appointment**

a. Appointment of teaching faculty:

- i. The appointing authority shall appoint the faculty strictly as per the recommendations of the selection committee constituted under the rules of the Memorandum of Association and after the approval of Board of Management.
- ii. The appointment order shall be issued under the signature of the Registrar.
- iii. The faculty appointed to a post shall produce a relieving order/ discharge certificate, service/ experience certificate and last pay certificate from his previous employer, if any, at the time of joining of the service.
- iv. The faculty appointed on a post shall produce a medical fitness certificate from the competent medical authority, within a month after joining the post.

- v. The faculty appointed to a post shall produce the authentic proof of the date of his/ her birth, AADHAR card and UAN (if allotted under previous employment/s) before joining the post.

b. Appointment against Temporary/ Leave vacancy:

- i. Appointment of teaching faculty may be made against temporary vacancy arising for a specific period of time or against the leave vacancy of an existing staff member. Such appointments shall cease upon the efflux of the time for which they are made, unless continued thereafter in clear written terms. Any such temporary appointment of teaching staff may be terminated at any time by the competent authority without notice or payment in lieu thereof and without assigning any reason whatsoever.
- ii. Non-teaching staff members may be appointed on a temporary basis for an initial period of one year on a consolidated salary. Such temporary service may be either extended or terminated at the discretion of the Head of the institution with the prior approval of the Vice-Chancellor. Every appointment, whether temporary or any extension thereof, shall cease upon the expiry of the period of first appointment, unless continued thereafter in clear written terms. Any temporary appointment of non-teaching staff may be terminated at any time by the competent authority without notice or payment in lieu thereof and without assigning any reason whatsoever.

c. Appointment on Probation:

- i. Appointments of teaching faculty against permanent vacancies may begin with probation of one year which may be extended or ended on completion of the probationary period. In exceptional cases, the services of the probationer may be dispensed with during the period of probation, at the discretion of the competent authority.
- ii. Non-teaching staff on temporary service may be continued on probation upon rendering satisfactory service, such probation either leading to confirmation or dispensation of service, as the case may be.
- iii. A probationer appointed at the initial or higher stage of a time scale may draw increments that fall due during the prescribed period of probation. He/she shall not however, draw any increments after the expiry of such period of probation unless the probationary period has been extended for a further period or his/her services have been confirmed, by an order in writing.

- iv. No probationer shall be entitled to claim any privilege in respect of the period of probation or claim any compensation, in case the competent authority decides to dispense with his/her services at any time before the probation period is completed.
- v. Service of an employee on probation can be terminated on the expiry of the period of probation without any notice. However, the members of teaching staff shall not ordinarily resign from their posts during the session of a course
- vi. Service of an employee on probation is deemed to be terminated at the end of the probationary period unless the services are confirmed or probationary period is extended, by an order in writing.

**6. Confirmation of Services:**

- a. An employee appointed temporarily or on probation shall continue to do so until his services are confirmed by a letter in writing and not upon expiry of the date of first appointment. The services of an employee so appointed may be terminated at any time either before or after completion of the period of temporary appointment or on probation if the same is found to be not satisfactory.
- b. Appointments of teaching staff/ senior administrative staff against permanent vacancies may be made directly on a confirmed basis.

**7. Appointment on Contract Basis:**

Any appointment after the age of retirement shall generally be on contract, such appointments being eligible only for a consolidated salary and with no accrual of Provident fund or other statutory terminal benefits.