

RECRUITMENT POLICY

Objective:

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

Applicability

All new recruits in all grades

Policy & Procedure

Provision in approved recruitment policy will be a pre-requisite for all recruitment in the institution.

Any departure from the above will need special approval from the appropriate approving authority. The concerned HOD is to get in touch with HR Department with the details of the manpower required. HR will then seek approval of Chairman, and only then proceed with the process of recruitment.

HR shall prepare a detailed job description for the position to be filled up, in consultation with the concerned department.

HR shall source the profiles for the required position, through various sources viz., advertisements (newspapers, portals...), consultants, internal reference etc.

HR shall screen and shortlist the profiles depending on their suitability for the position. The list of shortlisted profiles will be communicated to the concerned HOD and Principal.

HR will coordinate the entire process of conducting the interviews.

Depending on the grade/level of the position being recruited, the interview panel / selection committee will consist of the concerned department HOD, Principal, Subject experts and HR - Head.

The Institution shall be an equal-opportunity employer, with affirmative action towards socio-economically weaker section of societies.