

# Recruitment & Selection Process for faculty & non faculty members

## **Selection Process**

STEP I – Identification of Faculty Numbers

**STEP-II – Identification & Appointment of Selection Committee**

STEP III – Defining the process of recruitment and selection

STEP IV – Preliminary shortlisting profiles by the respective schools and online interviews to be arranged

STEP V – Scrutiny and final shortlist for interviews by the shortlisting committee & scheduling of interview with external panel members

STEP VI – Arrangements for the interview process

STEP VII – Selection and Recruitment process

STEP VIII – Issue of Offer letters.

# Process Flow for Recruitment & Selection

## **STEP I – Identification of Faculty / staff Requirement Number**

- The HR department in consultation with the VC & Deans shall prepare a School wise or department-wise faculty requirement matrix (FRM) based on the UGC guidelines of student-teacher ratio, courses to be offered and inputs from the departments.
- The HR department based on inputs/guidelines received from Deans/Functional Heads shall prepare job specifications for the identified positions which shall include required qualifications, experience, skills needed, and qualities expected for each position as per the UGC norms.

# Process Flow for Recruitment & Selection

## **STEP-II – Identification & Appointment of Selection Committee**

- A selection committee will be appointed by the Chancellor
- The Vice-Chancellor shall be the chairman of the committee
- The committee shall include a minimum of 3 external panelists from University of repute and can also include experienced/ proven subject matter expert or industry professionals (where applicable), Deans of the respective schools/ functional head, the Registrar & the HR Director

# Process Flow for Recruitment & Selection

## STEP III – Defining the process of recruitment and selection

- The committee shall decide and develop the screening criteria and rating process for each position
  - This would include minimum qualifications, API Scores, other relevant achievement/experience etc as defined in the job description
  - Assess the cultural fit to the purpose , vision and values of the University
  - Any relevant work in the field of liberal education and orientation towards research or any other attribute relevant to the role
- The committee shall finalize department/streamwise the expert members (Internal and External) to be a part of the interview panel.
- The HR department shall decide the schedule of the recruitment and selection process.

# Process Flow for Recruitment & Selection

## **STEP IV – Preliminary Shortlisting of received profiles by the Deans of the respective school**

- The HR Department shall forward the received profiles to the Deans of the respective school
- The Deans shortlist the profiles based on their requirement discipline-wise and give the shortlist to HR department to schedule the interviews
- Additionally shortlisted profiles should include all profiles which meet the minimum criteria even if there is no immediate requirement for the said positions and shortlisted profiles to also include future requirement even if there is no immediate need for such resources
- On line preliminary interviews by the school and an external panellist to be undertaken (details in STEP 7)

## **STEP V – Scrutiny and final shortlist for interviews by the shortlisting committee & scheduling of interview with external panel members**

- A list of external panellists for each school is prepared with the help of Deans of the respective schools
- The external panellists are approached to find their availability, date and mode of participation
- Based on availability of external and internal panel members, a suitable date is chosen for scheduling interviews. The interview call letters shall be sent to the eligible candidates with a mention of the selection process, schedule, venue, and documents required for the verification.

# Process Flow for Recruitment & Selection

## **STEP VI – Arrangements for the interview process**

- The Admin department shall make sure that the Venue of the selection and recruitment process is arranged as per the requirement
- In case of written tests, the classrooms to be organized and invigilation appointments to be done by the committee. (This step is optional)
- In case of written tests, the selection committee shall appoint department-wise Question paper setters and scrutiny members. Final Copy of QP to be sealed and kept with the Director, HR. (Only if the above process is to be adopted)
- Classrooms shall be arranged school-wise or department-wise for demonstration session/ presentation round.
- School wise candidate Rating and evaluation formats to be prepared and kept ready

# Process Flow for Recruitment & Selection

## STEP VII – Selection and Recruitment process

- The first round of shortlist will include candidates who need to be interviewed/called. Screening will be via online discussion .Panel composition- 1 external expert and 2-3 internal panelists
- Candidates selected in the first round will be called for a face to face interview with the final selection committee. Panel composition – 3 external panellists from institutions of repute including 1 subject matter expert, VC, Dean of the school, Registrar, Director – HR
- It is suggested that the VC shall address the candidates in the common facility before the start of the selection process
- Interview process will be a presentation round, functional /domain/subject matter round, HR round to check suitability for meeting expectations, culture match, salary fit etc.
- At every stage, panellists /selection committee should also look at the qualitative and the cultural fit of the candidate which should be in alignment with the university’s purpose, vision, value systems, alignment to the liberal arts education approach, IKS etc.
- Each member of the selection committee shall rate the candidates individually. The HR shall compile the list of the recommended candidates by the selection committee
- The list of the recommended candidates shall be submitted to the Chancellor of the University for approval by the Registrar, HR Director and Vice Chancellor

# Process Flow for Recruitment & Selection

## **STEP VIII – Issue of Offer letters**

- On the approval of the Chancellor, offer letters shall be prepared and issued to the selected candidates.
- Confirmation of joining shall be sought from the selected candidates in a stipulated time.

## **STEP IX – Joining formalities**

- The candidates shall report to the university authorities on the date of the joining
- Submission of documents shall be completed
- Joining report shall be filled and approval shall be taken from the Registrar
- The candidates shall be issued a letter of joining
- The candidates shall report to the respective school chairman and department head and submit the joining letter.