

**7.1 OBJECTIVES**

The aim of PERIIT- Recruitment Process is to promote richness of mankind by enhancing human resource capital by translating, identifying the organizational goal, recruit and retain, potential highly qualified, talented and diverse faculty / staff members for its institutions.

**7.2 CONSTITUTION OF THE RECRUITMENT COMMITTEE**

The Recruitment Committee (RC) appointed by the Chairman PERIIT Institutions takes the major responsibility of the recruitment process. The Recruitment Committee is constituted specifically for the selection of committed and dedicated candidates for various positions namely for teaching faculty, non-teaching faculty and office staff etc., governing the recruitment procedure. The composition of the RC for PERIT consists of

1. The Interview Committee Chairperson (Principal of the college)
2. Head of the Departments nominated by the Principal.
3. One Subject Expert identified by the Principal.
4. The Chairman of the Institutions or a member nominated by chairman

**7.3 APPOINTMENT**

- Qualifications for various posts shall always be in accordance with the Norms prescribed by the AICTE/Anna University from time to time.
- Employees appointed shall be on probation for a period of two years and only after satisfactory completion of the probation, their services will be confirmed.



## **7.4 RECRUITMENT PROCEDURE**

Total number of vacancy positions in each department for the next academic year will be identified by the respective HoDs. List of required number of faculty with specializations will be submitted to the Principal.

A letter requesting for approval to conduct Staff Selection will be submitted to the Chairman with details of vacancies to be filled in each department for the next academic year.

After getting Chairman's approval, an advertisement stating the designation, department, qualification and specialization for faculty required will be published in newspaper. Link to download the application form and the last date for submission of the application form will also be stated in the advertisement. The same details will be made available in the college website.

Once the applications are received, they will be segregated and will be sent to the concerned departments.

HoDs will be requested to shortlist the candidates based on the number of faculty positions required at different designations.

After short listing, the summary of the shortlisted candidates to be called for interview will be submitted to the Principal by the respective Heads of the Departments. Interview dates will be finalized based on the availability of the Chairman and the expert members. Chairman's approval to conduct the interviews will be requested briefly mentioning the dates, timing, venue, details of expert members, etc.

The shortlisted applicants will be mailed informing the following details: Interview date; Time; Venue; they will be asked to prepare well for few subjects that they can handle in the class. Original certificates – UG, PG, and Ph D, service and salary certificates are to be shown at the time of interview.



On the day of interview, a separate committee will verify the certificates brought by the candidates. A booklet containing list of shortlisted candidates and a copy of their application form along with their qualification and eligible scale of pay will be prepared for the Staff Selection Committee. Interview will be conducted with a committee constituting Chairman, Principal, Vice principal, HoD, Expert Members. Candidates appearing for the interview will be asked to make a brief presentation of their profile including their research contributions using PowerPoint presentation. Salary calculations will be made based on the norms of the college in advance. The likely salary offered will be informed to the candidates. Negotiation is also permitted and committee may recommend a salary higher than the salary as per norms for the deserving candidates. On completion of the interview process, list of the recommended candidates duly signed by the committee members will be submitted to the Chairman for his approval.

After Chairman's approval, individual mails will be sent to the selected, waitlisted, and not selected candidates. Appointment orders will be given to the selected candidates in person. On receiving the appointment order, they are requested to provide an acceptance letter to join duty on the date specified.

## **7.5 QUALIFICATIONS**

- Recruitment of Faculty Members is done based on the norms prescribed by AICTE / Anna University for Various cadres.
- Teaching: Assistant Professor / Associate Professor / Professor.
- Non- Teaching: Lab In charge / Librarian / Placement & Training officer and Administration.

## **7.6 SELECTION CRITERIA**

- The candidates are required to file in the Application form of the institution and then will be subjected to an interview by the Recruitment committee.



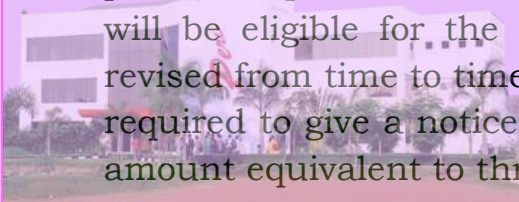
- The candidates shall be requested to give a technical presentation on any one topic of their interest for about 10 minutes, for the purpose of assessing their communication skills and then the personal interview shall be conducted to assess their technical knowledge. The Committee shall prepare a panel of selected candidates in the order of merit.
  - The committee securitizes the candidates in the ratio of 1:2 and submits the interview reports with recommendations to the Chairman for further action. The Chairman will take the final decision as regards the appointment of the individual.
  - After this, the Chairman will release an appointment letter indicating pay package and service rules to the selected candidate.
- **Joining Report:** At the time of joining, faculty should submit joining report to the office, with the signature of HOD and Principal.
- Faculty must also submit all their original documents to the Administrative office while joining.

### **7.7 JOINING FORMALITIES**

On the date of joining, they need to write a joining report through HoD to the Principal. They will be given employee number, college ID card, and academic calendar. On successful completion of the above procedures, they will be reporting to their respective departments.

### **7.8 PROBATION POLICY**

All Appointments to the posts shall ordinarily be made with a probation period of one year. On the successful completion of the probation period, the individual will be confirmed with post. He/she will be eligible for the benefits as per the norms of the PERIIT (as revised from time to time.) In case any faculty desires to discontinue, is required to give a notice in writing three months in advance or pay an amount equivalent to three month's salary.



During the Probationary period the Management is at liberty to terminate the services at any time without assigning the reasons.

## **7.9 PROMOTION POLICY**

The objective of the promotion policy is to recognize and reward, merit and competence. It improves the organizational and functional effectiveness.

All promotions shall be subject to completion of minimum qualifying period and other requirements such as employee's current academic performance, their research work, number of publications, commitment of the staff for the improvement of the institution etc. Promotion and Career Advancement interviews are carried out annually for the eligible teaching faculty members. The eligible faculty members are required to submit their Appraisal Form, describing their academic and research activities as well as their contribution towards departmental as well as institutional activities. They are evaluated by a team of senior professors comprising of Chairman, Principal, Vice principal, Subject Experts from reputed institutions like IIT, NIT, IISc, etc and respective Heads of the Departments. Based on their eligibility, performance, contributions to the institution in various aspects and suggestions by their respective heads of the department, they are promoted/ moved to next level/ grade.

Promotion interviews are carried out for the eligible supporting staff members. Based on their nature of work, performance and suggestions by their respective heads of the department, they are promoted to the next level.

