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## Faculty Recruitment Policy

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### 1. Objective:

1.1 The strength of an institution depends on the competence and quality of its human resources. The objective of the faculty recruitment policy is to ensure a systematic recruitment process in identifying and hiring the best qualified faculty for all the academic positions.

### 2. Applicability

2.1 This policy is applicable for new faculty recruitments of the Institution.

### 3. Process

3.1 Vacancy in the department is a pre-requisite for all recruitments in the institute.

3.2 The concerned Head of the Department shall intimate the Principal about the vacancies at each level in the programme. Principal will seek approval of the Management and proceed with the process of recruitment.

3.3 Administrative Officer shall prepare a detailed job description for the position to be filled up, in consultation with the concerned department. The eligibility criteria shall be in coherence with the norms of the regulatory bodies.

3.4 The Principal shall notify the vacancy position seeking suitable profiles through various online sources, advertisements in newspapers and internal reference etc.

3.5 HOD shall screen and shortlist the profiles depending on their suitability for the position. The shortlisted profiles will be forwarded to the Principal.

3.6 Administrative Officer will coordinate the entire process of conducting the interviews.

3.7 Depending on the grade / level of the position being recruited, the interview panel / college staff selection committee shall consist of the concerned HOD, Principal, Deans, external experts, convener of the college and member of the management.

3.8 The Institute shall offer equal-opportunity for all candidates.

Dt. 15-07-2014



*ATP*  
 PRINCIPAL

**V.R.Siddhartha Engineering College**  
**AUTONOMOUS**  
**VIJAYAWADA-520 007**