

SRM University Delhi-NCR, Sonapat, Haryana
Recruitment Policy-2022

1. Introduction
2. Core Principles
3. Recruitment & Selection Procedure
4. System & Procedure for Regular Appointment
 - 4.1 Shortlisting
 - 4.2 Selection Procedure
 - 4.3 Making the Appointment
5. System & Procedure for Ad-hoc Recruitment
6. System & Procedure of Confirmation of Regular Selected Employees
7. Induction

1. Introduction

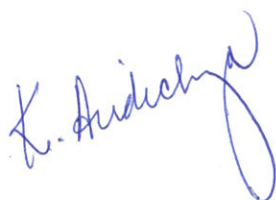
- This policy aims to provide a fair and transparent recruitment process which is cost effective and in a timely manner.
- This document is about the system and process of all the activities that form part of the recruitment process.
- The process refers to all the steps and routine taken into consideration in the recruitment process, from working out the requirement to the advertisement, searching out the qualified talent on board and then their orientation.

2. Core Principles

- University is committed to a merit-based recruitment policy.
- The recruitment of an employee is conducted in a professional, time-bound, transparent and responsive manner.
- Attracting good talent, retaining and creating a conducive environment unleashing potential candidate is the fundamental recruitment policy.
- The University will treat all candidates fairly, equitably and efficiently, with due respect and courtesy, ensuring that the candidate experience is positive, irrespective of the outcome.
- All documentation relating to applicants shall be treated confidentially by following the existing relevant law.

3. Recruitment & Selection Procedure

- The HoDs must prepare Teaching/Administrative workload (as per the cadre ratio) and project the faculty/staff requirement, considering the replacement, if any.
- The HoDs must discuss overall faculty/staff requirement with the domain Dean/Associate Dean and submit the requirement to the HR Office for further process through the domain Dean/Associate Dean.
- The HR Office shall prepare a consolidated requirement and shall submit it with the Hon'ble Vice Chancellor through the Registrar for submission to the Hon'ble Chancellor for approval.
- The recruitment process shall commence only when evaluation for the requirement for a post and its financial implication have been duly approved by the competent authority.
- Once approval is obtained, the concerned Department Head shall provide the job description to the HR Department. The job description should accurately reflect the requirement of the post.



- The person specification should state both the essential and desirable qualifications in terms of skills, aptitudes, knowledge and experience for the job, which should be directly related to the job applied equally to all aspirants.
- The post shall be advertised widely through the University website /social media.

4. Selection & Procedure for Regular Recruitment

4.1 Shortlisting

- List of all the applicants , applied for the post, shall be prepared by the HR
- A Committee shall be constituted by the Hon'ble VC to define the eligibility and shortlisting criteria for shortlisting the candidates.
- The committee shall shortlist the candidates based on the criteria (laid down in the previous step) in the ration 1:4 or 1:5.

4.2 Selection Procedure

- The Selection Committee shall be constituted by the Hon'ble VC consisting of the following members:
 - Vice Chancellor – Chairman
 - Dean Academic Affairs –Member
 - Deputy Director Administration (HO)-Member
 - Group HR (HO)-Member
 - Concerned Dean- Member
 - Governing Body Nominee-Member
 - External Subject Expert (s)
 - HR –Convener

NOTE: Advisor to the Hon'ble Chancellor will attend the selection committee as an observer.

- Shortlisted candidates shall be invited for the interview giving at least a notice of one week.
- Based on the performance of the candidates in the interview and their academic records, the selection committee will prepare a list of selected candidates.
- The Selection committee recommendations shall be shared with the Hon'ble Chancellor by the HR through the Registrar.
- Unsuccessful candidates will be informed about the outcome of the selection process.

Remark: The interview for a regular position shall be held once/twice in an academic session.

4.3 Making the appointment

- The candidates approved by the Hon'ble Chancellor for final regular appointment shall be sent an offer letter for seeking his/her acceptance for the said offered position.
- The final appointment letter shall be issued to an employee on the day of his/her joining.

5. System & Procedure for Ad-hoc Recruitment:

Ad-hoc appointment would be made based on the requirement arising out the faculty/staff leaving the University in between the running semester. There is a need to evolve a proper system and prescribed procedure for making such appointment.

The following procedure is prescribed for making Ad-hoc appointments.

- Ad-hoc appointments would be made only for the replacement(s) or as per the need basis.

L. Andichya *MR* *P.V. Singh*

- HoD of the concerned department, having requirement for Ad-hoc appointment, should make fair assessment for the workload of the existing faculty/staff. If the HoD is satisfied that there is an urgent requirement for appointment of additional Faculty/Staff, a written request with eligibility for the post is to be forwarded to HR Department by the HoD through the respective domain Dean/Associate Dean/Administrative Head of the concerned department.
- The HR Department shall take the approval for all the ad-hoc appointments from the Hon'ble VC (in case of teaching staff) and Registrar (in case of non-teaching staff).
- Based on the approval, the posts shall be advertised widely through the University website/social media.
- A Committee shall be constituted by the Hon'ble VC to define the eligibility and shortlisting criteria for shortlisting the candidates.
- The committee shall shortlist the candidates based on the criteria (laid down in the previous step) in the ratio 1:4 or 1:5.
- The shortlisted candidates shall be invited for the interview (by giving reasonable notice to the candidates).
- The Selection Committee shall be constituted by the Hon'ble VC consisting of the following members:

Faculty selection:

- Dean Academic Affairs –Chairman
- Concerned Dean- Member
- Hon'ble VC's nominee- Member
- Concerned Department HoD –Convener

Staff selection:

- Registrar –Chairman
- Director Administration- Member
- Hon'ble VC's nominee- Member
- Concerned Department HoD-Convener (in case of Lab Staff)
- Administrative Officer- Convener (in case of Administrative Staff)
- The recommendation of the Selection Committee shall be signed by all the members of the Selection Committee, and it is to be placed before the Hon'ble VC through the Registrar for approval.
- The selection of Ad-hoc employees to be appointed shall be for a short duration depending upon the requirement of the concerned Department. In normal circumstances, it may be for one semester or till the regular appointment is made, whichever is earlier.
- Ad-hoc appointed employee shall be upgraded (to Regular position) unless he/she faces the duly constituted selection committee of the University and get the recommendation from it.

6. System & Procedure of Confirmation of Regular Selected Employees:

Once an employee completes the probation period, he/she may be confirmed after screening by the duly constituted committee consisting of the following members:

- Vice Chancellor – Chairman
- Dean Academic Affairs –Member
- Concerned Dean- Member
- Governing Body Member- Nominee

K. Audichya *MR* *P.V.S.H*

- Registrar-Member
- HR -Convener

NOTE: Advisor to the Hon'ble Chancellor will attend the selection committee as an observer.

Based on the recommendation of the selection committee, the employee will be confirmed or probation period may be extended for further period from six months to another one year.

7. Induction

Induction is the final stage of the recruitment process. Once the successful candidate has accepted the offer of employment and joins, the Manager/Head of Department shall be responsible for preparing a comprehensive induction programme for the new employee.

K. Audichya

AB
D-c-sih