

## CHAPTER-III

### RECRUITMENT POLICY

#### 1. Purpose:

- 1.1. Aims to provide criteria and guidelines to leaders and managers to recruit employees who are competent and capable to deliver desired results and contributes to the growth of the University.
- 1.2. To guide interviewers to adopt effective recruitment practices and attracts talent on an ongoing basis.
- 1.3. To provide equal employment opportunities irrespective of sex, caste, creed, color, nationality, religion, community or political opinion.
- 1.4. University does not recruit any child labour either by the Management or through any of the contracts engaged in business. University does not encourage forced labour.

#### 2. Scope:

For selection of all cadres in Sankalchand Patel University, Visnagar and its constituent Colleges/Institutions.

#### 3. Manner of Appointment:

Whenever vacancies arise or when new posts are created, the appointment on such teaching posts shall be made through direct recruitment or by promotion of candidates available in the University.

- 3.1 All the appointment to permanent posts of teachers in the University shall be with the approval of the Governing Body/Board of Management on the recommendation of a Selection Committee in accordance with the provisions of the Statutes after such posts have been duly advertised with such qualifications and scales as have been prescribed by the University Grants Commission/respective councils for each category of teaching posts and the candidates concerned have been interviewed by the Selection Committee, except in case where such committee decides to consider the case of a candidate, otherwise than by an interview.

The Selection Committee shall consist of:

- i. President or his/her Representative
- ii. Provost or his/her Representative





- iii. Nominee of Sponsoring Body
- iv. HOIs and/or Dean of Faculty;
- v. Two experts (One External Expert Preferred) in the concerned discipline nominated by Provost upon recommendation of HOIs/Dean.

3.2 For making temporary appointments to posts of teachers for the temporary vacancy, an appointment shall be made on the recommendation of a Local Selection Committee consisting of Dean of the Faculty and Director/HOIs/Head of the Department.

3.3 Notwithstanding anything contained in the foregoing clauses of these policy, the President may invite a person of high academic distinction and professional attainment to accept a post of Professor Emeritus in the University, on such terms and conditions as it deems fit, and on the person agreeing to do so, appoint him to the post.

The President of the University may appoint a teacher or any other academic staff working in any other University or institution for undertaking a joint project as per MOU and in accordance with the manner prescribed in the Statutes.

#### 3.4 Appointment on contract basis:

The teachers shall as far as possible be appointed in substantive capacity. However, the Provost/President may, on an urgency basis, authorize appointment of teachers on contractual basis, when it deems it is necessary and urgency. The teachers should be appointed on contractual basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in a College/University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly appointed teacher.

#### 3.5 Appointment of Non-teaching employees:

The employee of University for the purpose of this policy mean administrative/other non-teaching employee. It excludes persons working on contract or casual basis. Whenever vacancy of administrative/other non-teaching employees arises or new post is created, appointment on such post in the University shall be made by the Provost with the approval of the President and the recommendation of a Selection



Committee in accordance with the provisions of the Statutes after such posts have been duly advertised with such qualification and scale as have been prescribed for the post.

The Selection Committee for appointment to the administrative/other non-teaching employee's posts shall consist of the President, Provost, Registrar and HOD/HOD of the concerned Institute/Department.

#### 3.5.1 Appointments on contract basis:

The employees shall as far as possible be appointed to substantive post. However, the University may, on an urgency basis, authorize appointment of employees on contractual basis, when it deems it is necessary and urgent. Provided that such appointments shall as far as possible be in accordance with the selection norms and procedures laid down herein. All such appointments are to be with the approval of Provost/President.

#### 4. Process:

##### 4.1 Recruitment Process:

- 4.1.1 The talent acquisition process begins once the manpower planning requirements have been determined and the necessary approvals are granted. The laid down process needs to adhere when a post is to be filled.  
Reference: SPU/REG/HRM/01 Policy on Manpower Planning.
- 4.1.2 HOIs will submit a duly recommended Manpower Requisition Form to HR Department for recruiting either a new or replacement post. Where the HODs/HOIs find it difficult to fill in the details, he/she should consult the Registrar.
- 4.1.3 After receiving the Manpower Requisition Form, the Registrar will verify if the manpower requisitioned is as approved in the Manpower Plan of the department. In case it is approved, Registrar will put in his/her remarks and forward it to President through Provost for approval to recruit. In the event the position is not approved, it will be forwarded to the President through Provost along with the revised Manpower Plan for the approval.
- 4.1.4 On approval the HR Section of the University will begin sourcing of applications and resumes from approved channels of sourcing such as databank, approved referral programs, online portals, advertisements in newspapers / journals / magazines or recruitment agencies. It is the



responsibility of HR department to adopt the most cost effective means of obtaining suitable candidates.

#### **4.2 Sources of recruitment are classified into Internal and External:**

**4.21 Internal:** The internal source of recruitment is an avenue to provide an opportunity for existing employees within the organization to perform the new role.

**4.2.1.1** Registrar will release an internal job posting calling for applications from the employees. Employees who have suitable qualifications may apply for the vacancy provided their HOIs issues no objection certificate. This provides growth opportunities for employees within the organization and encourages employee retention. This may be termed as Role Change which doesn't change other terms and conditions of employment except for change in the role being performed. Role Changes can be effected with or without Promotion (if there is a change in salary/ band).

**4.2.1.2** Employees can also refer their acquaintances who have suitable qualifications for the position. If the referred candidate is selected, the Registrar shall release a certificate of appreciation to the employee who referred the selected candidate. Referral program is not applicable to the family of the employee.

**4.2.1.3** Relatives / Family members can be hired, but not under the same department or under the same Head of the Department. However, it needs to be recommended by the Registrar and approved by the President through Provost.

**4.2.1.4** The rehiring of a staff can be done only after a gap of six months from the last working day provided the staff had resigned under normal circumstances. The HOIs can recommend through proper channel the rehiring however, the same needs to be approved by the President through Provost.

**4.22 External:** External source of recruitment can be classified under the following heads:

**4.2.2.1 Existing Data Bank:** The prospective applications available in the data bank can be utilized as per the requirement of the job specification. HR Department should refresh the data bank on a quarterly basis and must



maintain electronic folders with dates of resumes. Hardcopies can also be maintained by printing/writing date of receiving the resumes. In any case the data should not be more than six-month old.

4.2.2.2 Web Recruitment: HR section of the university should refer the approved job recruitment sites like Naukri, Monster, Linkedin etc. according to the requirements and put them into recruitment process as per the university guidelines. HR section, will obtain consent of such candidates before moving forward on such resumes. Registrar must seek approval of President through Provost to subscribe to the job sites such as Naukri, Monster, Linkedin etc to search the suitable resumes. Return on Investment should be calculated to ascertain the value of Web Recruitment especially during renewals.

4.2.2.3 Advertisement: Advertisements must be issued as and when required and when there are many positions to be recruited. Such advertisements should be published in University Web Portal and in the proper edition of the Print / Electronic media covering our requirements.

4.2.2.4 Human Resource Consultancy: This source can be used for identifying candidates for higher-level positions. This can also be adopted while we are not able to source candidates from any other cost effective source.

4.2.2.5 Campus Interview: To source high quality talent from reputed Institutions; HR Department of the University shall plan Campus Interviews on an ongoing basis or as and when required. The interviewers should be empowered to take selection decisions.

4.2.2.6 Conducting Walk-in-interview: To recruit large number of employees walk-in-interviews may be conducted.

#### **4.2.3 Scrutiny of applications:**

4.2.3.1 Applications are received by the HR Department from the candidates and they are scrutinized and short listed as per the job specification and norms. After preliminary check by HR, Screening Committee consisting of three members, appointed by the Provost shall screen all the applications according to the criteria laid down by UGC and other regulatory bodies. After that HR Department shall prepare a summary





of all the candidates finalized by the committee to be called for the interview.

4.2.3.2 HR department of the university will check the requirements raised as per the approved manpower requirements.

4.2.3.3 The shortlisted applications will then be presented to the selection committee at the time of interview for final selection.

4.2.3.4 The rejected candidates will be informed about the outcome over a courtesy call by the HR Department. The message in the call should be in the approved and in a courteous manner stating that the candidate "is not shortlisted and he/she may pursue her/his career interests elsewhere." Details of why the person is rejected or any other reason/information whatsoever should be kept confidential and not revealed to the candidate. Relegating this responsibility to junior personnel will have detrimental effects on the purpose of this clause.

#### **424 Interview & Selection process:**

4.2.4.1 Shortlisted candidates will be called for interview through a phone call/E-Mail/Registered Post etc. A mutually convenient time shall be given to the candidates to make necessary arrangements to appear for the interview.

4.2.4.2 In case of short listed outstation candidates, the university may provide with to and fro travel fare, lodging & boarding and internal transportation (if required). But, this should be with the prior approval of the President through Provost and as per relevant travel policy norms.

4.2.4.3 HR Department will invite the candidates for interview, and make the necessary administrative arrangements. This will include:

- a. Scheduling of interview time
- b. Intimation to the candidates regarding time and venue well in advance.
- c. Intimation to the experts or selection committee
- d. Organising Written/Technical Test to candidates, where applicable



- e. Send interview pack (Resume, Candidate Evaluation Sheets, Written/Technical Test Results, if any) to each expert prior to the interview.

**Written /Technical Test:** Wherever necessary for the selection process of that position, a standard questionnaire or a practical test will be held for testing the skill of the candidates with very clear threshold levels. There should be a provision for the written test, in case numbers of candidates are very high (more than 10 times of no of posts) for the given number of posts. On successful completion of the Written/Technical Test, the candidate will be short listed for a personal interview.

4.2.4.4 Personal Interview / Selection: The experts have the responsibility of making the right selection of candidate. Experts have a serious commitment to the selection process prescribed in the policy. The integrity of the selection process, particularly the interviews, must not be compromised.

4.2.4.5 All applications either selected or not selected in separate covers shall be submitted to the Office of the Registrar.

**Note:** 1. HR representative shall verify the original documents of candidates before conduction of the interview.

- 2. Registrar shall verify the original documents of the selected candidates from the concerned authority.

The Waitlisted/Not Selected candidates will be informed about the outcome over a courtesy call by the HR Department. The message in the call should be in the approved and in a courteous manner stating that the candidate "is not shortlisted and he/she may pursue her/his career interests elsewhere." Details of why the person is rejected or any other reason/information whatsoever should be kept confidential and not revealed to the candidate. Relegating this responsibility to junior personnel will have detrimental effects on the purpose of this clause

## 5. Exceptions:

The recruitment can start from any level in the process on special requirement brought upon and approved by the President.



## **6. Terms and conditions of service**

All employees of the University or any of its constituent Institutions shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service as specified here in.

## **7. Age of Entry/Age of Retirement:**

- 7.1 Minimum/Maximum age for appointment to any post in the University shall be as per the prevailing norms of the government authorities.
- 7.2 All officers/teachers/employees of the University shall, if they are not employed for a fixed period, retire from the University service with effect from the afternoon of the last day of the month in which they attain the superannuate age as prescribed by University Grants Commission or respective Statutory Body or Government (as applicable). However, the University can appoint officers/teachers/employees on contract basis as per the requirement of the university.

## **8. Pay and Allowance:**

- 8.1 The Pay Scales of all employees of the University shall be such as prescribed by University Grants Commission/relevant statutory bodies and norms updated from time to time by Sankalchand Patel University.
- 8.2 Employees appointed on ad hoc basis or for a specific period or on contract basis will receive emoluments as may be agreed upon between them and the appointing authority. Provided that the appointing authority will ensure that they possess minimum qualifications and/experience as prescribed by the University Grants Commission/respective councils.
- 8.3 Allowances such as Dearness Allowance, Special Allowances, Transport Allowance, House Rent Allowance, Deputation Allowance, Travelling Allowance, per diem allowance (For international visit) etc. applicable to employees shall be such as fixed by the University.

## **9. Resignation, Termination of Service:**

- 9.1 The Service of any employee of the university or its constituent Institution shall be liable to termination on any of the following grounds:



- (i) Gross negligence in the discharge of duty;
- (ii) Misconduct;
- (iii) Insubordination or any breach of discipline;
- (iv) Physical or mental disability for the discharge of duty;
- (v) Any act prejudicial to the University or its property;
- (vi) Conviction by a Court of Law for offence involving moral turpitudes; and
- (vii) Guilty of activity which is anti-secular and which tends to create communal disharmony.
- (viii) Disclosure of any confidential information and Intellectual Property related matters without approval from competent authority of the university.

9.2 If a temporary employee wants to resign from service; he/she will have to give one month's notice in writing to the University. If the employee fails to give such a notice, the University shall recover one month's salary from unpaid salary or any deposit in account of University, from him/her in lieu of such notice. The period of one-month notice will commence from the date of receipt of the notice in the University office. Such employee will not be entitled for any leave during this notice period. However, in case of emergency, leave may be granted but this will extend the notice period.

9.3 If the University decides to relieve any employee not confirmed in the service, one month's notice shall be given to him/her or in lieu of notice, he/she shall be paid one-month salary but if the services are terminated on any ground as mentioned in sub-clause 9.1 above, then the University will terminate the services of the employee immediately without giving him/her one-month salary.

9.4 A permanent employee shall be required to give three months' notice in case he/she wants to resign, or he/she shall pay to the University three-month salary, in lieu of such notice but if the University terminates a permanent employee on any ground mentioned in sub-clause 9.1 above, then University can terminate the services of the employee immediately without giving him/her any notice and University shall not be liable to pay him/her any salary.

9.5 However, in exceptional circumstances, the notice period of either one month or three months may be waived off by the President on the recommendation of Provost.



9.6 An employee before leaving the University service shall hand over the charge of his/her post to a duly authorized officer for such purpose as designated by the HOs/Deans/Provost or Registrar. Employee has to take no dues certificate as per University norms.

9.7 An employee who is in the occupation of residential accommodation of the University/Sponsoring Trust, shall while leaving the service of the University vacate the residence allotted to him/her by the University and shall handover his/her complete articles/furniture in the allotted house to a person designated by Registrar. In the absence of this, if there is any damage or loss of articles from the house noticed at the time of vacation, the University shall have the right to recover the amount from his/her unpaid salary or deposit with the University.

**10. Provident Fund/ESI/Gratuity:**

Employees of the University shall be given the benefit of subscribing to the contributory Provident Fund, ESI and avail Gratuity as per the University norms.

**11. Code of professional ethics:**

The University shall evolve its own professional and general ethics after full discussion in the Academic Council and Governing Bodies and incorporate the same in its Regulations, for strict observance by the academic and other staff of the University.

**12. Residuary Matters:**

In regard to matters not specified or referred to in these Rules, the employees shall be governed by the Statutes/Ordinance/Policies/Decisions/Regulations and other orders applicable to the employees of the University in general.

**13. Power to Relax:**

All administrative orders/instructions providing any relaxation, exemption etc. of the provisions of recruitment rules issued with the approval of the President prior to notification of these Rules shall be superseded by such notification.

**14. Removal of Difficulty:**

If any difficulty arises in the implementation or operation of any of the provision of these Rules, the Provost/President may, from time to time, issue such general or special directions and instructions with the approval of the Board/Council but not



inconsistent with the provisions of these Rules, which appear to be necessary for the purpose of removing such difficulty.

