



POLICY ON RECRUITMENT

Coondapur Education Society (R.) has a well-planned, structured and transparent recruitment process in order to attract and appoint the most suitable and efficient people for its various positions.

Recruitment and Selection Procedure :

- The Principals of CES institutions are responsible for the recruitment and selection of all employees.
- The Head of the institution must get an approval from the management after obtaining the staff requirement (Job requisition form) from the concerned department, who are in need of staff.
- The Head of the Institution shall make a review on
 - ✓ the need for the vacancy to be filled.
 - ✓ whether any work in re-organisation could be considered.
 - ✓ nature of replacements, e.g. full-time, part-time, permanent, temporary so on.
 - ✓ the existing job description, person specification and position.
 - ✓ whether any external advertisement is required.
- The Head of the institution must draft the job description for the post with a clear person specification.
- The job description must contain :
 - ✓ The expected duties and responsibilities.
 - ✓ The level of seniority associated with the post.
- The person specification shall describe :
 - ✓ The type of qualifications expected
 - ✓ The knowledge, skills, aptitude and competency required.
 - ✓ The professional experience needed for the effective performance of the job.
- The recruitment shall be solely based on the applicant's abilities and individual merit.
- Existing employees of CES are also eligible to apply for the vacant posts if they have the relevant qualification and skill.
- Any candidate with a disability will not be excluded unless the person does not meet the minimum essential criteria mentioned in the job specification.
- The recruitment panel should consist of the Head of the institution, H.O.D. and the President/Secretary of CES.
- All the job requisition forms received by the Head of the institution will be submitted to the Management for the final discussion as to whether the posts need to be approved and advertised.
- Once the management gives its approval, Head of the institution proceed with the preparation of the advertisement of the post.



Advertisements :

- The vacancies shall be displayed on the college website and also in newspaper advertisements.
- The advertisement must clearly mention the job description and job specification, the email ID for sending the application and the contact number for further enquiry along with closing date.
- The Head of the institution must organise the schedule agenda for the interviews (rooms, equipment etc.)

Interview Panel :

- The interview Panel must comprise at least four individuals i.e., the Head of the institution, the President/Secretary, the Vice Principal & the HOD.
- Each members of the interview panel shall be provided copies of all application forms, the details of job description, job specification and agenda at-least three days before interview.

Interview Guidelines :

- The panel has to give the candidate information about the role.
- Supplementary and follow –up questions may be asked.
- Each member of the panel must make note of the candidate's answer performance and the same document shall be signed and returned to the Principal.
- A reference check (one of which must be from their current last employer) shall be made.
- Verify the proof of qualification.

Interview Scoring :

- It is compulsory for the interview panel to maintain a scoring sheet. The candidates must score above the average of 4 to be appointed. The successful candidate will be the one who scores the highest.
- The panel must be able to justify their decisions. The Principal will keep the selected candidate's documents for 12 months in case of any future challenges from the candidate.

Short listing :

- The Principal must keep ready all the applications within two working days from the closing date. The Head of the institution must forward the same to the concerned HOD.
- The Head of the Institution should review the list of short listed candidates and report the finalised list to the management.



- The approval of the management is necessary before proceeding to invite the candidates for the interview. The Principal should give at least fourteen days of notice of the interview date so as to allow for the appropriate correspondence and sufficient notice of the candidate.

Selection Process :

Selection methods

- Structured interviews.
- Presentation, practical demonstration (mandatory for all the academic posts).

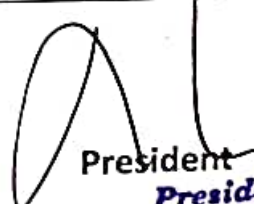
Interview arrangements :

- The candidates need to confirm their attendance to the college office Superintendent, who will update the same to the chairperson of the panel.
- Once the panel finalises the list of candidates, the selected candidates have to attend the Presidents' round, which will be the final round of interview.
- The Presidents' decision will be final.

Offering post :

- On the selection of a suitable candidate, the Principal has to give the intimation to the concerned candidate notifying them the outcome of the interview within 7 days of receiving the approval from the President of the institution.
- The candidates will be given 7 days to contact the Principal to confirm their acceptance of the offer made by the institution.
- On the acceptance of the offer by the selected candidate, the appropriate appointment letter shall be prepared by the Head of the institution.
- The candidates will be asked to report for duty on a date as decided by the management after submitting their original documents (marks card and experience certificate, if any)
- All the new members of the staff will be subject to a probationary period.
- The new employees shall attend the induction programme or any other relevant programme decided by the Institution.


Principal
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