

Recruitment Policy



AMAR SHAHEED KANCHAN SINGH AUTONOMOUS P.G College

**Shivpuri, Fatehpur - 212656
(U.P.) INDIA**

<https://www.asksapgcollege.in/> | asksapgcollege.in@gmail.com

0		Issued for Implementation
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1. Introduction

The Recruitment Policy of Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur, is designed to ensure a fair, transparent, and efficient process for recruiting academic and non-academic staff. This policy aims to attract, select, and retain highly qualified and dedicated individuals who will contribute to the college's mission of excellence in education and research.

2. Objectives

The primary objectives of this recruitment policy are:

- To establish a clear and systematic approach for recruiting staff.
- To ensure the recruitment process is fair, transparent, and free from bias.
- To attract highly qualified candidates who align with the college's values and goals.
- To promote diversity and equal opportunity in the workplace.
- To comply with all relevant legal and regulatory requirements.

3. Scope

This policy applies to all recruitment activities for academic and non-academic positions at Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur.

4. Principles of Recruitment

The recruitment process at Amar Shaheed Kanchan Singh Autonomous P.G College is guided by the following principles:

- All recruitment processes will be transparent, with clear criteria and procedures.
- All candidates will be treated equally and fairly, with decisions based on merit and qualifications.
- The college is committed to promoting diversity and inclusion in its workforce.
- All recruitment activities will comply with applicable laws, regulations, and college policies.

5. Recruitment Committee

A Recruitment Committee will be established to oversee the recruitment process. The committee will consist of:

- The Principal (Chairperson)
- Heads of Departments (as relevant)
- One senior faculty member
- One external expert (if required)

The committee is responsible for:

- Developing job descriptions and selection criteria.
- Reviewing applications and shortlisting candidates.
- Conducting interviews and assessments.
- Making recommendations for appointments.

6. Job Analysis and Description

Before initiating the recruitment process, a thorough job analysis will be conducted to determine the specific requirements of the position. This includes:

- Defining the roles and responsibilities of the position.
- Identifying the qualifications, skills, and experience required.
- Developing a detailed job description and person specification.

7. Advertising Vacancies

Vacancies will be advertised through appropriate channels to ensure a wide reach. These may include:

- College website and notice boards.
- Local and national newspapers.
- Online job portals and professional networks.
- Internal announcements.

All advertisements will include:

- A brief description of the position and responsibilities.
- Required qualifications and experience.
- Application process and deadline.
- Contact information for inquiries.

8. Application Process

The application process will be clearly outlined in the job advertisement. Applicants will be required to submit:

- A completed application form.
- A detailed CV/resume.
- Cover letter outlining their suitability for the position.
- Copies of relevant qualifications and certificates.

9. Shortlisting Candidates

The Recruitment Committee will review all applications against the selection criteria. A shortlist of candidates will be prepared based on:

- Relevance of qualifications and experience.
- Evidence of required skills and competencies.
- Alignment with the college's values and goals.

10. Interview and Selection

Shortlisted candidates will be invited for an interview, which may include:

- Panel interview with the Recruitment Committee.
- Presentation or teaching demonstration (for academic positions).
- Practical tests or assessments (if applicable).

The interview process will assess candidates on:

- Professional knowledge and expertise.
- Communication and interpersonal skills.
- Problem-solving and critical thinking abilities.
- Fit with the college's culture and values.

11. Reference Checks

Before making a final decision, reference checks will be conducted for the selected candidate(s). This includes:

- Contacting previous employers or professional references.
- Verifying the candidate's employment history and qualifications.
- Assessing the candidate's suitability for the position.

12. Offer of Employment

Once the final candidate is selected, an offer of employment will be made. The offer will include:

- Position title and job description.
- Salary and benefits package.
- Terms and conditions of employment.
- Start date and probation period.

The candidate will be required to sign and return the offer letter to confirm acceptance.

13. Induction and Orientation

New employees will undergo an induction and orientation program to familiarize them with the college's policies, procedures, and culture. This includes:

- Introduction to key staff and departments.
- Overview of college facilities and resources.
- Training on specific job duties and responsibilities.
- Information on college policies and regulations.

14. Probation Period

All new employees will be subject to a probation period, typically six months. During this period, the employee's performance and suitability for the position will be assessed. Regular feedback and support will be provided to help the employee succeed.

15. Equal Opportunity and Diversity

Amar Shaheed Kanchan Singh Autonomous P.G College is committed to promoting equal opportunity and diversity in its recruitment process. This includes:

- Ensuring all recruitment activities are free from discrimination based on race, gender, age, religion, disability, or any other protected characteristic.
- Actively seeking to attract a diverse pool of candidates.
- Providing reasonable accommodations for candidates with disabilities.

16. Confidentiality and Data Protection

All personal data collected during the recruitment process will be handled in accordance with data protection laws and college policies. This includes:

- Ensuring the confidentiality of applicant information.
- Using applicant data solely for recruitment purposes.
- Storing and disposing of applicant data securely.

17. Monitoring and Evaluation

The Recruitment Committee will regularly monitor and evaluate the recruitment process to ensure it remains fair, transparent, and effective. This includes:

- Reviewing recruitment outcomes and feedback from candidates.
- Assessing the diversity and quality of the applicant pool.
- Making improvements to the recruitment process as needed.

18. Grievances and Appeals

Candidates who have concerns or grievances regarding the recruitment process can submit a formal complaint to the Recruitment Committee. The complaint will be investigated, and appropriate action will be taken to address any issues. Candidates who are not selected for a position may request feedback on their application and interview performance.

19. Continuous Improvement

Amar Shaheed Kanchan Singh Autonomous P.G College is committed to continuous improvement in its recruitment practices. This includes:

- Keeping abreast of best practices and trends in recruitment.
- Providing training and support to Recruitment Committee members.
- Seeking feedback from candidates and employees to improve the recruitment process.

20. Conclusion

The Recruitment Policy of Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur, is designed to ensure a fair, transparent, and effective process for recruiting staff. By adhering to this policy, the college aims to attract and retain highly qualified individuals who will contribute to its mission of excellence in education and research.

Approved by



Principal

