



TECHNIQUE POLYTECHNIC INSTITUTE, HOOGHLY

RECRUITMENT POLICY, PROCEDURE & GUIDELINES

PART-1 : Purpose, Scope & Responsibilities

1.1. Policy Statement

The recruitment and selection policies of Technique Polytechnic Institute are designed to assist departments in obtaining the most qualified candidates in terms of knowledge, skills, experience and aptitude in compliance with Equal Employment Opportunity. Consideration should be afforded to all candidates without regard to race, religion, color, sex, disabilities, sexual orientation, national origin or age.

1.2 Purpose

Recruitment and Selection guidelines relating to :

- Advertisement of job vacancies
- Job descriptions
- Application procedures
- Scrutiny and preparation of final list (by H.R. Department)
- Faculty Selection Tests (conducted by H.R. Department)
- Short listing procedures
- Attendance of Candidates
- Teaching competencies
- Personal interview with Technical Expert & Board Members
- List of successful candidates
- Preparation of panels if necessary
- Offers of employment
- List of unsuccessful candidates

1.3 Scope & Responsibility

This document is applicable to all Chairperson, Committee Members , Technical Expert and who are involved in the recruitment process. All such person have a role to play and a contribution to make to ensure that the most suitable candidate is chosen for each position that arises.

PART-2 : Policy Overview

Step : 1 : Whenever a post becomes vacant, it will be reviewed by the Chairman, Governing Body.

Step : 2 : When the decision to recruit the post has been made, H.R. Department will take necessary action to fulfill the criteria before the recruitment process is commenced.

Step : 3 : The job description and person specification will be reviewed and prepared for each post to ensure that the candidates accurately and adequately reflect the skills, qualities, experience and attributes required for the post.

Step : 4 : Vacancies will be advertised as openly and as widely as possible. The advertisement will state the overall purpose of the job and give clear guidance on the required method of application.

Step : 5 : No fees will be charged to the candidate for application for the post.

Step : 6 : Initial short listing of the candidates will be undertaken by a minimum of two people of H.R. Department as per eligibility criteria .

Step : 7 : Final short listing of the candidates will be done on the basis of the result of the Faculty / Staff Selection Test.

Step : 8 : Final short listed candidates will be called for Interview by the Technical Expert & Board Members.

Step : 9 : Formal offer letter will be given to the selected candidate / candidates.

Step : 10 : Job description , duties and responsibilities relating to the job to be clearly mentioned in the offer letter.