Recruitment Policy

1. General

This document lays down the necessary and desirable requirements for the recruitment .of the faculty/staff with a view to attain and maintain high standards in academics as well as a reasonable degree of satisfaction of the individual aspirations of the employees.

2. Aim

To lay down policy guidelines for the recruitment of Faculty/ Staff at BIET Lucknow.

3. Classification of Employees

The employees can be broadly classified under following categories -

(a) **Academic.** This shall include Director, Professors, Associate Professors and Assistant Professors including ad-hoc/ visiting faculty. In addition, it will also include, Librarian, Deputy Librarians and assistant Librarians.

(b) **Technical.** This shall include Lab Superintendents, Lab Instructors, Lab Technicians, Maintenance staff, and such other staff as may be decided by the Management.

(c) **Administrative.** This shall include Registrar; Administrative Officer, Placement and Training Officers, Accounts Officer/Accountant, , Sports Officer, Office Superintendent, Hostel Warden and such other staff as may be decided by the Management.

(d) **Miscellaneous.** This shall include Gardeners, Drivers, Helpers (Peons) and such other staff as may be decided by the Management.

4. Recruitment

<u>Creation of Data Bank:</u> . A data bank of prospective candidates is maintained by Registrar office through following modes —

(a) **Advertisement.** Advertisement will be given in the leading newspaper one month before the academic session or as and when the need arises.

(b) **Through 'Careers' link.** Our web site link may be used by the prospective employees.

(c) **Through personal references.**

5. **Short Listing of Resumes.**

(a)   A requirement for a faculty / staff will be initiated by the department concerned to Registrar office.

(b)   Registrar takes out a list of eligible candidates from the data bank as per the eligibility criteria. The criteria as laid down by AICTE. For the rest of the categories, eligibility criteria are laid down based on the ground needs. The list is forwarded to the Screening Committee.

6. **Screening Committee**

(a)   The Committee will comprise of

(i)   Director
(ii)   Concerned HOD.

(b)   The committee will look into following parameters —

(i)   Complete academic record of the candidate including the institute candidate graduated from.

(ii)   Honours and awards.

(iii)   Research publications (Conference and seminars), Book Writing, Case writing and Ph. D guidance etc.

(c)   After final short listing, the candidates will be called for interview by a selection Committee.

7. **Composition of Selection Committees**
(i) HOD of the concerned department.
(ii) Director
(iii) External Expert - for academic post only
(iv) University nominee – for academic post only

8. **Selection Process.** The candidate will undergo the following validation system -

Stage 1:   Demonstration of the teaching skills.
Stage 2:   Personal Interview

9. **Recommendations of the Committee.** All the selection procedure of the Selection Committee shall be completed immediately after the selection committee meeting. Minutes will be recorded.

10. **Appointment Letter** and terms and conditions are mentioned in service rule of the institute.

11. **Personal file** of the employee is maintained by registrar office.

Prof. (Dr.) S.K. Agrawal
Director