

I. RECRUITMENT & SELECTION POLICY AND POLICY ON SERVICE CONDITIONS OF EMPLOYEES

1. Classification of teaching faculty:

The teaching faculty under the constituent institutions of the Trust shall be classified into the following categories:

- a. Principal/ Director;
- b. Professor;
- c. Additional Professor
- d. Associate Professor;
- e. Assistant Professor
- f. Senior Lecturer (selection grade)/ Senior Lecturer/ Lecturer;
- g. Graduate Teacher/Graduate Assistant/Primary Teacher/
Assistant Teacher

2. Recruitment:

Recruitment of employees shall be made by the Appointing Authority on the basis of the selection made by the Selection Committee setup for the purpose.

Recruitment of employees shall be made through any one of the following sources:

1. Direct recruitment as and when vacancies arises.
2. Through advertisement in the press/ website, prescribing qualifications, experience, etc. subject to the guidelines issued from time to time by the Management.
3. Promotions to employees to higher/post as per promotion policy.
4. Through Employment Exchange as per provisions of the Employment Exchange Compulsory Notification of Vacancies Act, 1959.
5. By any other means as may be approved by the Appointing Authority.

3. Qualification:

The qualification for the various categories of teaching faculty shall be as decided by the authorities of the Trust/ Institution and as per the respective statutory authorities.

4. Procedure of Recruitment:

a. Advertisement & call for applications:

Every post of teaching faculty, to be filled in by selection, shall be duly and widely advertised, according to the draft approved by the Management together with the minimum and desirable qualification, as prescribed, the scale of pay and number of posts to be reserved for the members of the socially disadvantaged class of the society and women candidates; reasonable time, to be determined by the Management, normally which shall not be less than ten days, within which the applicants may, in response to the advertisement, submit their applications.

After the last date is over, the Trust office shall prepare the summary of each candidate with his/her date of birth, qualification, experience, caste, present emoluments, etc. and shall place the same before the scrutiny committee.

b. Scrutiny:

There shall be a scrutiny committee to scrutinize the applications received for the post(s) of teaching faculty. The scrutiny committee shall consist of:

- (1) Principal of the concerned college;
- (2) Head of the Department concerned;
- (3) Representative of Nitte Education Trust

- i. The scrutiny committee shall verify all the documents submitted by the candidates and after verification of the documents, shall recommend the names of the candidates to be called for the interview.
- ii. Ordinarily, the suitable and qualified candidates with higher merit shall be invited for the interview and shall not exceed five candidates per vacancy to be filled in.
- iii. The date of the meeting of the selection committee shall be fixed so as to allow a notice of at least fifteen days of such meeting being given to each candidate; and the particulars of each candidate shall be sent to each member of the Selection Committee so as to reach them at least seven days before the date of the selection committee meeting.

c. Selection Committee:

There shall be a separate selection committee for each category of faculty/ staff in each institution under the Trust. Constitution and composition of such selection committee shall be as decided by the Management.

4. Appointment

a. Appointment of teaching faculty:

- i. The appointing authority shall appoint the faculty strictly as per the recommendations of the selection committee

constituted under the rules of the Memorandum of Association and after the approval of Board of Management.

- ii. The appointment order shall be issued under the signature of the President/ Trustee or any competent authority, so authorised by the President/Trustee in writing.
- iii. The faculty appointed to a post shall produce a relieving order/ discharge certificate, service/ experience certificate and last pay certificate from his previous employer, if any, at the time of joining of the service.
- iv. The faculty appointed on a post shall produce a medical fitness certificate from the competent medical authority, within a month after joining the post.
- v. The faculty appointed to a post shall produce the authentic proof of the date of his/ her birth and AADHAR card and UAN (if allotted under previous employment/ s) before joining the post.

b. Appointment against Temporary/ Leave vacancy:

- i. Appointment of teaching faculty may be made against temporary vacancy arising for a specific period of time or against the leave vacancy of an existing staff member. Such appointments shall cease upon the efflux of the time for which they are made. Any temporary appointment of teaching faculty may be determined at any time by the competent authority without notice or payment in lieu thereof and without assigning any reason whatsoever.
- ii. Non-teaching staff members may be appointed on a temporary basis for an initial period of six months/ one year on a consolidated salary. Such temporary service may be either extended or terminated at the discretion of the Head of the institution with the prior approval of the President/ Trustee. Every appointment, whether

temporary or permanent or any extension thereof, shall stand determined upon the expiry of the period of first appointment, unless continued thereafter in clear written terms. Any temporary appointment of non-teaching staff may be terminated at any time by the competent authority without notice or payment in lieu thereof and without assigning any reason whatsoever.

5. Appointment on Probation:

- i. Appointments of teaching faculty against permanent vacancies may begin with probation of one year which may be extended or determined as the case may be. In exceptional cases, the period of probation may be dispensed with, at the discretion of the competent authority.
- ii. Non-teaching staff on temporary service may be continued on probation upon rendering satisfactory service, such probation either leading to confirmation or determination of service, as the case may be.
- iii. A probationer appointed at the initial or higher stage of a time scale may draw increments that fall due during the prescribed period of probation. He/she shall not however, draw any increments after the expiry of such period of probation unless the probationary period has been extended for a further period or his/her services have been confirmed, by an order in writing.
- iv. No probationer shall be entitled to claim any privilege in respect of the period of probation or claim any compensation, in case the competent authority decides to dispense with his/her services at any time before the probation period is completed.
- v. Service of an employee on probation can be terminated on the expiry of the period of probation without any notice. However, the members of teaching staff shall not ordinarily resign from their posts during the session of a course.

- vi. Service of an employee on probation is deemed to be terminated at the end of the probationary period unless the services are confirmed or probationary period is extended, by an order in writing.

6. Confirmation of Services:

1. An employee appointed temporarily or on probation shall continue to do so until his services are confirmed by a letter in writing and not upon expiry of the date of first appointment. The services of an employee so appointed may be determined at any time either before or after completion of the period of temporary appointment or on probation if the same is found to be not satisfactory.
2. Appointments of teaching staff/ senior administrative staff against permanent vacancies may be made directly on a confirmed basis.

7. Appointment on Contract Basis:

Any appointment after the age of retirement shall generally be on contract, such appointments being eligible only for a consolidated salary and with no accrual of Provident fund or other statutory terminal benefits.