

## Recruitment and promotion policy

### **Recruitment Policy::**

#### **Eligibility::-**

#### **Assistant Professor::**

The minimum requirements of a good academic record, **55% marks (or an equivalent grade in a point scale wherever grading system is followed)** at the master's level

**The central government has temporarily put on hold the mandatory PhD requirement** for the post of assistant professor.

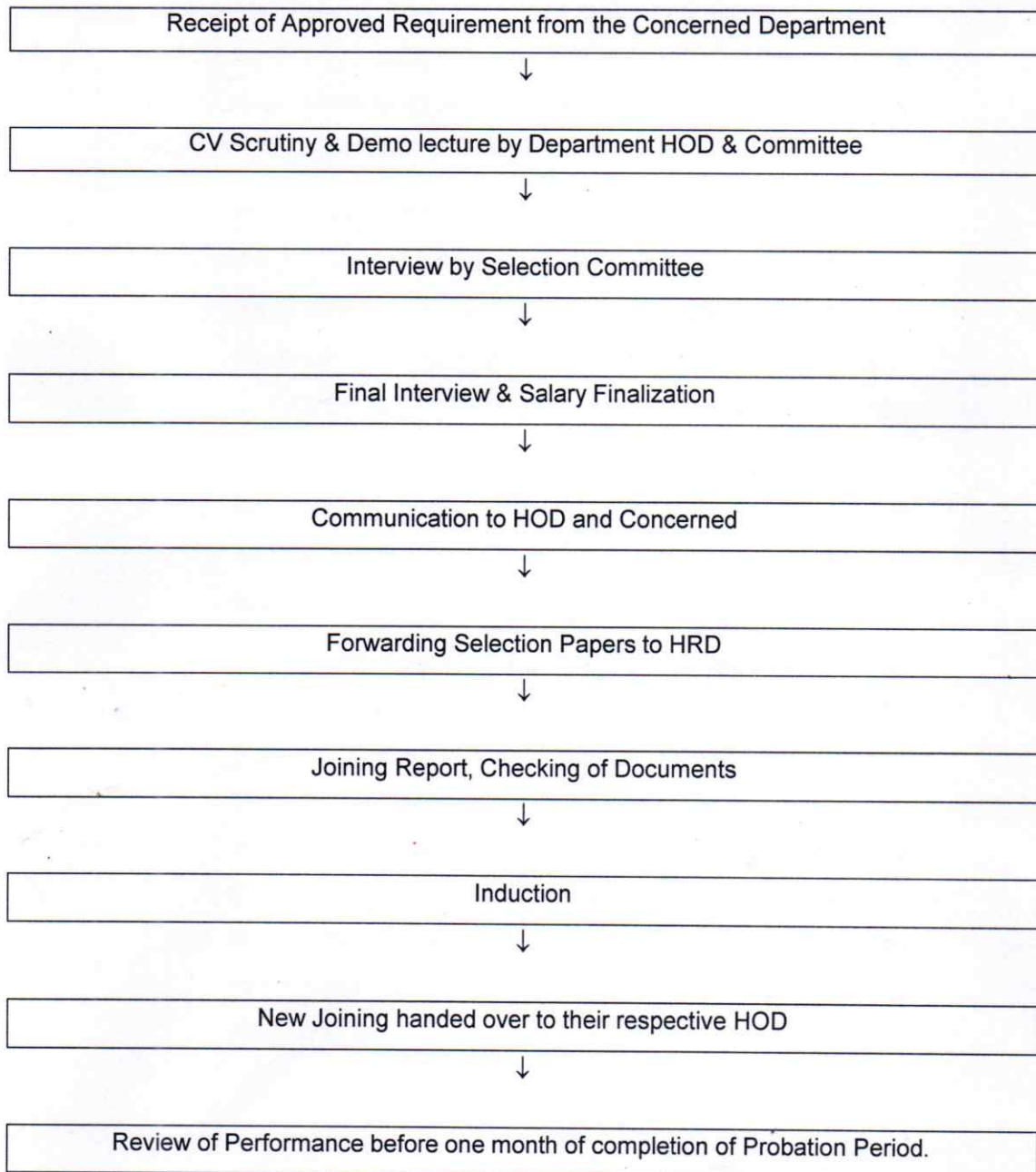
Entry level pay for Assistant Professor as per UGC is Entry Pay (Level 10-15) ₹ 21,600 – ₹ 67,000

#### **Associate Professor and Professor:**

As laid down in promotion policy, of those faculties who have been satisfying the criterions laid down for movement from Assistant Professor to higher position and compliance to all eligibility criteria subject to seniority and superiority, depending on requirement of educational institution.

## **Employment, Policies, Rules and Practices**

### ***MAJOR SELECTION STAGES & PROCESS FOR RECRUITMENT***



**Employment Application:** SE relies upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or if the person has been hired, termination of employment.

**Selection and Recruitment:** Teaching staff will be recruited as per GTU Guidelines. Non teaching staff will be recruited as per Management requirements. Selection and recruitment of Employee shall be made on an open competitive basis in accordance with the needs of the Management. If any department or College wants manpower (replacement / new) they have to justify their need and have to take written approval from the management and handing over that approval document in HR Department.

All appointments shall be made by Management. When an applicant is successfully appointed, he/she shall be given a letter of appointment signed by General Manager. Successful applicants, if required, may at the discretion of Management, have to undergo a medical examination & Service Bond. Successful applicants have to submit following self attested Xerox copy as determined by the Management on commencement of their service.

- Certificates of Std. 10<sup>th</sup>, 12<sup>th</sup>, Graduation, P.G., Masters, Doctorate, etc.
- Work Experience certificates for all previous jobs.
- Last three months pay slip / certificate of previous job.
- 5 passport size photograph
- Residence proof copy any 1(Passport, Driving License, Electricity bill,Aadhar Card, Telephone bill)
- PAN Card copy & Aadhar Card copy

### **Promotion Policy::**

- a. An entry level Assistant Professor, possessing Ph.D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade (stage 2) after completion of four years service as Assistant Professor.
- b. An entry level Assistant Professor possessing M.Phil. Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, such as LL.M. / M.Tech./MBA/MCA, etc. shall be eligible for the next higher grade (stage 2) after completion of five years service as Assistant Professor.
- c. An entry level Assistant Professor who does not have Ph.D. or M.Phil, or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade (stage 2) only after completion of six years service as Assistant Professor.
- d. The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down in this statute.

- e. Assistant Professors who have completed five years of service in the second grade (stage 2) shall be eligible; subject to meeting the API based PBAS requirements laid down by this Statute, to move up to next higher grade (stage 3).
- f. Assistant Professors completing three years of teaching in third grade (stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by this Statute, to move to the next higher grade (stage 4) and to be designated as Associate Professor.
- g. Associate Professor completing three years of service in stage 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage 5), subject to a) satisfying the required credit points as per API based PBAS methodology provided in Table I-III of Appendix-I stipulated in this Statute, and b) an assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor. Provided that, no teacher, other than those with a Ph.D., shall be promoted or appointed as Professor.

### **Interview Committee:**

There would be 3 stages of interview for recruitment process:

- a. On application of a candidate meets with the requirement of UGC to be eligible for recruitment as Assistant Professor and verified by H.R.Deptt,
- b. He/She will have to give a demo lecture of min.1 to max 2 sessions in divisions decided by the Campus Director/Principal. Wherein HOD of department and Campus Director or his representative will sit as nominee. Upon satisfactory report (i.e. with over 50% weightage by both members), he would got to another tier as under:
- c. He/She would be appearing before interview committee consisting of Principal of the concerned college, Campus Director, General Manager(as Management representative) and one H.R. Representative or any one so nominated by G.M.vice the department.
- d. Upon the Committee finding the candidate okay with minimum Good or Excellent review, would be short listed to face Chairman sir at his availability.
- e. The Salary part of the candidate would be discussed and decided by Director and General Manager of the Campus.

*N.S. Shah*

**Neelima Shah**

**General manager**