RECRUITMENT POLICY

SANTHIRAM ENGINEERING COLLEGE

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SREC, Nandyal, Kurnool- Dt. A.P

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The Scales of Pay, Qualifications and the suitability of employees to post them against the vacant posts of Teaching and Non-Teaching shall be decided based on the recommendations of the UGC/AICTE/ University and the directions of the Government. However, the decision of the Governing Body is final.

I. CLASSIFICATION OF EMPLOYEES

CATEGORY		DESIGNATION OF THE POST
A. TEACHING STAFF		
1	a)	Principal
2	a)	Professor
	b)	Associate Professor
	c)	Assistant Professor (Grades)
3		**LIBRARY AND INFORMATION CENTRE**
	a)	Librarian
	a)	Assistant Librarian
	b)	Library Assistant
	c)	Book Bearer / Desktop Publishers
4		**PHYSICAL EDUCATION**
	a)	Physical Director
	b)	Asst. Physical Director
B. NON TEACHING STAFF		
1		**ADMINISTRATION DEPARTMENT**
	a)	Administrative Officer
	b)	Junior Assistant
	c)	Store Keeper
2		**ACCOUNTS DEPARTMENT**
	a)	Accounts Officer
	b)	Jr. Accountant
3		**NETWORKING DEPARTMENT**
	a)	Systems Engineer
	b)	Network Administrator
4		**TECHNICAL STAFF**
	a)	Laboratory Assistant
	b)	Technician Grade – I
	c)	Technician Grade – II
	d)	Programmer
	e)	Computer Operator
5		**SUPPORTING STAFF**
	a)	Data Entry Operators
6		**DRIVERS AND MAINTENANCE STAFF**
	a)	Drivers
	b)	Security / Attender / Sweeper / Gardener / Waterman

Note: -

A. Teaching Staff:

Employees under category 2 to 4 will come under Vacation Department.

B. Non-Teaching Staff:

1. Employees under category 1, 2 and 6 come under Non-Vacation Department.
2. Employees under Category 3, 4 and 5 come under Vacation Department.

Appointment to the various categories of posts in the service shall be made as detailed hereunder:

TEACHING STAFF:

	Category	Method of Recruitment
1	(a)	By Appointment on Deputation / Direct Recruitment.
2	(a) & (b) & (c)	By Appointment on Deputation / Invitation or Direct Recruitment.
3	(a) & (b) & (c)	By Direct Recruitment
4	(a) & (b)	By Direct Recruitment

Non – Teaching Staff:

	Category	Method of Recruitment
1	(a)	By Direct Recruitment / Promotion
	(b) & (c)	By Direct Recruitment
2	(a)	By Direct Recruitment / Promotion
	(b)	By Direct Recruitment
3	(a) & (b)	By Direct Recruitment
4	(a) & (c) & (d) & (e)	By Direct Recruitment
	(b)	By Direct Recruitment / Promotion
5	(a)	By Direct Recruitment
6	(a) & (b)	By Direct Recruitment

NOTE:

A) Subject to the availability of Posts, selection by written Examination as well as through an interview to every Post will be conducted. Selection shall be made on grounds of merit, suitability and experience. The Qualifications (for the above Posts i.e. Teaching and Non-Teaching Posts) will be as prescribed as per rules by the UGC / AICTE / University / State Government from time to time.

B) However, under exigency, the President may nominate any Candidate to any post on Contract basis.

The Minimum Age limit for appointment by Direct Recruitment to the posts is as shown below.

S.No.	Designation of the Post	Minimum Age
1	Principal	45 Years
2	Professor	40 Years
3	Associate Professor	34 Years
4	Assistant Professor	23 Years
5	Administrative Officer	35-40 Years
6	Accounts Officer	30-35 Years
7	Other Staff	22 Years
8	Attendant / Watchman / Sweeper / Mali.	22 Years

In exceptional cases like high academic qualifications and long service, the selection Committee / President as the case may be may relax the Age Limit to the extent necessary, giving due reasons. Age relaxation can be considered in all deserving cases.

IV. QUALIFICATIONS FOR APPOINTMENT:

The Qualifications prescribed by UGC/AICTE/ University/State Government from time to time shall be followed. The Qualifications for the respective Posts in force at present by UGC / AICTE / University/State Government are given below for quick reference only.

QUALIFICATIONS FOR ENGINEERING AND MBA:

S.No	Programme	Cadre	Qualifications and Experience
1	-	**Principal**	Minimum of 13 years' experience in teaching and/ or Research and/or Industry. **OR** In case of Research experience, good academic record and books/research Papers publication / IPR / Patents record shall be required as deemed fit by the expert members in Selection committee. H Index is desirable. If the experience in industry is considered, the same shall be at Managerial level equivalent to Professor level with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members of the Selection committee. Flair for Management and Leadership is essential.
2	Engineering / Technology, and MBA	Professor	Qualifications as defined for the post of Professor Post PhD publications and guiding PhD students is highly desirable.

			A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS).
			Experience
			Minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor.
			OR
			Minimum of 13 years' experience in teaching and/ or Research and/or Industry. In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection committee.
			If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members in Selection committee.
3	Engineering / Technology and MBA	Associate Professor	Qualifications as defined for the post of Associate Professor PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD student is highly desirable. A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS). **Experience** Minimum of 5 years' experience in teaching and/or research and/or industry of which at least 2 years shall be post PhD is desirable
4	Engineering / Technology	Assistant Professor	BE / B Tech and ME / M Tech in relevant subject with First Class or equivalent either in BE / B Tech or ME / M Tech both UG and PG
5	MBA	Assistant Professor	First Class or equivalent in Master's Degree in Business Administration or equivalent and 2 years relevant Experience is desirable.

QUALIFICATIONS FOR MATHEMATICS, ENGLISH, PHYSICS AND CHEMISTRY:

S.No	Cadre	Qualifications and Experience
1	**Assistant Professor**	**i.** Good academic record as defined by the concerned university with at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited Foreign University. **ii.** Notwithstanding anything contained in sub-clauses (i) above, candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009.
2	**Associate Professor**	**i.** Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines. **ii.** A Master's Degree with at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed). **iii.** A minimum of **Eight years** of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers. **iv.** Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students. **v.** A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS).
3	**Professor**	A. (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of **10 publications** as books and/or research/policy papers (ii) A minimum of **ten years** of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level. (iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process. (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System(PBAS). **OR** B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

ADMINISTRATIVE / MINISTERIAL STAFF – QUALIFICATIONS:

S.No	Name of the Post	Qualifications
1	**Administrative Officer**	First class Graduate Degree from any Recognized University with 8 years of Experience from any reputed Educational Institution, out of which 5 years as Assistant Administrative Officer or Equivalent Position with Administrative ability to handle Educational Institution Systems.
2	**Accounts Officer**	1st class M.Com / MBA Finance / CA / CMA from any recognized University with 8 - 10 years of experience from any reputed Organization out of which 5 years at Managerial Level. OR Minimum 1st Class B.Com from any recognized University with Intermediate in ICWA/CA with 6-10 experience from any reputed Organization out of which 5 years at Managerial level. Expertise in Accountancy Systems, ERP Systems and Educational Institutions and UGC Accounting Guidelines is essential. Knowledge of Taxes (GST / TDS / PF / ESI & Statutory Payments, Licenses and others such) will be important. Fee Fixation related Experience will be preferred.
3	**Jr. Accountant**	I or II Class in B.Com / M.Com / MBA (Finance) from any recognized University with 2 years of experience with Accountancy and Tally in any reputed Institution / Organization. Skills: Persons with Good Typing Skills, MS Office / Excel and Accounting Packages, Documentation and Filing will be preferred.
4	**Assistant Librarian**	First Class in Masters from Library Sciences along with Bachelors in BA/BSc/BCom/BLis Degree from recognized University with 5years of overall experience in Library Sciences out of which 3 years of experience as Library Assistant.
5	**Library Assistant**	First Class in BLISc from Library Science along with Bachelors in BA/BSc/BCom Degree from recognized University with 2 years of experience in Library Science related to Educational Sector. Skilled in MS Office is a must.

6	**Book Bearer**	First or Second-Class Degree with CLISc. Typing and Computer knowledge will be preferred. Minimum of 1-2 years of experience in any Library Section.
7	**Desk Top Publisher**	First or Second-Class Degree with PGDCA. Experience in Typing, MS-Office, Page maker and Net Browsing Skills.
8	**Junior Assistant**	1st or 2nd Class in any Degree. MBA/PGDBM with specialization in relevant field will be preferred. Relevant experience Minimum 2 years in Purchases, Stores and Logistics Department in any reputed Educational Institution or Organization.
9	**Store Keeper**	1st or 2nd Class Diploma in any Engineering Branch with a minimum 15 years of experience in maintaining stores in reputed Organization.
10	**Systems Engineer**	1st Class Degree at B.Tech / Masters level in Computer Science with minimum 10 years' experience in Networking with any reputed Educational or IT Sector. Should be working at Managerial Level.
11	**Network Administrator**	1st Class Degree at B.Tech/Masters level in Computer Science. Require certifications, such as a Microsoft Certified System Engineer, Microsoft Certified System Administrator/Engineer and Cisco Certified Network Associate with minimum 8 years' experience in Networking with any reputed Educational or IT sector.
12	**Lab Assistant in Engineering**	1st or II Class BE/B.Tech/Diploma in concerned branch with good academic record. Minimum of 3 - 5 years in Industry/Engineering College required
13	**Lab Assistant in Chemistry**	1st or 2nd Class in BSc (Chemistry). Candidates with MSc Chemistry are preferred. Minimum of 3 - 5 years of experience In Industry/Engineering College.
14	**Technician Grade – I**	1st or 2nd Class in Diploma / ITI. Minimum 8 years of experience in relevant field. **OR** 3 – 5 years of Technician Grade-II experience
15	**Technician Grade –I (Physics)**	1st or 2nd Class in BSc / M.Sc., Minimum of 8 years of experience in relevant field
16	**Technician Grade – II**	1st or 2nd Class in Diploma/ITI. Minimum of 5 years of experience in the relevant field
17	**Computer Operator**	1st or 2nd Class Degree with PGDCA / Diploma in CSE / B.Tech / BCA / MCA / BSc / MSc with 2 years of experience in Corporate or Educational Institutions. Excellent Computer Skills and Knowledge in Operating Systems.

18	**Programmer**	1st Class in B.Tech / MCA / MSc (comp) with sufficient of experience in Programming, Computing and Systems Operations. Excellent Academic Record will be preferred Skills: Well versed with Programming and Software's. Great insight on further developments, ability to learn and teach various programming languages. Skilled enough to understand the students' requirements and guide them to make them learn and understand better. Ability to assess the need, analyze the situations and provide on time solution in the Computer Labs ✓ Good Technical Skills ✓ Problem solver ✓ Analyzing ability
19	**Data Entry Operator**	1st or 2nd Class in any Degree with 1 - 2 years of experience as a Data Entry Operator in any reputed Institution. Good Typing Skills, Knowledge in MS Word, Documentation and Filing.
20	**Driver**	A pass in 10th Standard, should be able to read and write English and Local language and should possess professional Driving License with 8 years' experience in heavy vehicle.
21	**Attender /watchman/ Sweeper/ Mali / Gardener /Waterman**	A pass in 10th Standard. 3 years of any working experience from any organization.

NOTE:

1) Wherever there is need for Personnel for any of Posts and there is paucity of time to undertake the Persons to advertise and Recruit, Appointments may be done on Contract / Consolidated Salary for a Specific Period / One Year with dates fixed by the Selection Committee / Competent Authority Constituted for that purpose. After that said period of the Contract Appointment, the appointed employee will cease to be in Service. They will have to apply for the Posts afresh along with other Applicants and compete for Appointment.

2) No Contract Service / Experience will be considered for Promotion to any Post. The Contract Service / Experience of the SREC may be considered at the time of Recruitment by Selection for the first entry post.

iv. APPOINTMENT TO THE SERVICE:

1. A Person shall be deemed to have been appointed to the Service when his Appointment is made to a Post in accordance with the rules mentioned.

2. Every Appointee shall be subject to the conditions that he/she is Certified as being in reasonable health and physically fit for service by medical evidence as specified from time to time.

3. Every Person appointed to any post shall carry out any task assigned by the Principal in addition to his/her official duties.

4. The Seniority of the Employee in any Grade shall, unless, he / she has been reduced to a lower level on punishment or on leave on loss of pay, shall be determined by the date of his / her Appointment on Probation / time of joining duty.

5. The appointing authority while appointing two or more persons simultaneously to the same Grade Posts; Seniority for them shall be decided based on the merit awarded to them by the Selection Committee at the time of their Appointment, and the credentials they received after joining in the institution..

6. Initially, the Appointment of the Selected Candidate (Regular) will be temporary for a period of Two Years, after which, the performance of the Appointee will be reviewed to regularize the appointment. The Service conditions of the Incumbent will be governed by the Rules and Regulations of the institute issued from time to time.

7. Except in the case of Appointment on tenure or on a Contract basis or on Deputation, all Appointments to the Posts shall ordinarily be made on Probation for a period of Two years on Duty. The period of Probation can be extended by the Governing Body, in case of unsatisfactory performance of the Employee or on certain reasons. The President shall have the right to extend the period of Probation in respect of any Employee, on reasonable grounds

8. If any Person or Candidate is appointed on purely Contract position in a vacancy, such Candidates have no right to hold a Regular / Permanent position. However, the Candidates appointed temporarily may also apply for Regular/Permanent Post, following the usual exercise relevant to the Candidates in direct competition.

9. The Regular Teaching Staff shall continue in the service, till they reach the age of superannuation of 58 years. This will not apply to those on a Contract basis, which shall be decided by the Governing Body.

10. The Non-Teaching Employees shall continue in the service, till they reach the age of superannuation of 58 years. This will not apply to those who are on contract basis, which shall be decided by the Governing Body.

11. The Service of any Regular Employee can be terminated without assigning any reason with 3 months notice on either party or 3 months' pay in lieu thereof. The services of any Contract Employees can be terminated with One-month notice.

VI. RESIGNATION AND TERMINATION OF SERVICES OF AN EMPLOYEE:

1. Any Employee on the Regular Service shall provide a minimum of three months notice in case the Employee desire to be relieved on resignation or in the option shall pay three months Salary in lieu thereof. The resignation shall come into force from the date on which the appointing authority accepts the Resignation and the Candidate is relieved.

2. The Services of Contract Employee are likely to be terminated at any time, after issuing a Minimum of one-month notice and without assigning any reasons whatsoever.

3. The Management reserves the right to terminate the Services of a Regular Employee by giving three Months' Notice or Three Months' Salary in lieu thereof without assigning any reason.

4. The Management can suspend or terminate an Employee whether on Contract / Probationary or Regular if he/she is involved in Political activity, or in a Criminal Cases or in the event it is established by an Authorized Committee appointed for this purpose that the Employee has failed to do his duty, charged with moral turpitude or negligence of duties, or when convicted by a Court of Law.