

**OFFICE OF THE HUMAN RESOURCE  
BABU BANARASI DAS INSTITUTE OF TECHNOLOGY &  
MANAGEMENT**

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Ref. No.: HR & Admin./2021/086

May 20, 2021

**RECRUITMENT POLICY**

**1. RECRUITMENT PROCEDURE:**

- (i) Requisition of the teaching and non-teaching staff by HOD
- (ii) Advertisement in leading newspaper and/or through Website by the Director
- (iii) Applications to be collected through mail and /or hand copies
- (iv) Listing of candidates along with the summary of their academic and other details
- (v) Constitution of selection committee including external academic expert as per requirement
- (vi) Issuing call letters by post/mail
- (vii) To conduct interviews
- (viii) Preparation of merit list by selection committee
- (ix) Selection of candidates as per merit and letters of appointment issued as per AICTE norms.