

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

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BBD City, Faizabad Road, Lucknow Campus - 226028

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**Ref. No.: HR & Admin./2021/006**

**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 hard 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.

- (x) Reporting of selected candidates to the duty.

## **2. SCREENING**

- (i) Recruitment is normally done twice in a year during June and December.
- (ii) Number of vacancies is notified by Competent Authority based on student strength / resignations or terminations of staff members, to the management for approval / information.
- (iii) Vacancies are advertised in leading newspapers in English.
- (iv) Screening of applications is done by the respective screening committee appointed by HR in consultation with the Director.
- (v) Short listed candidates are informed through call letters and overtelephones by HR Department / Director office.
- (vi) At times, walk in interviews are also conducted for immediate postings.

## **3. INTERVIEW**

- (i) Interview Committee consists of CEO, Director, HR Head, Designated Authority, Academic Council members and respective Heads of the department and subject experts, as per norms of AICTE/affiliating University.
- (ii) Direct interview is conducted for senior posts. Selection committee shall be constituted by the Chairperson through

HR Department as per the guidelines approved by the Governing Council.

#### **4. JOINING FORMALITIES**

At the time of joining, the new recruit would have to furnish the following to the Personnel Department:

- (i) Joining Report
- (ii) Medical check-up and fitness report
- (iii) Proof of Date of Birth
- (iv) Original Aadhar and PAN card with photocopies.
- (v) Original Certificates supporting qualification/experience for verification with copies to be furnished to the Institution.
- (vi) Four passport size photographs
- (vii) Names and addresses of two persons for contracting in case of emergency.
- (viii) Short listed candidates are informed through call letters and overtelephones by HR Department / Director office.
- (ix) At times, walk in interviews are also conducted for immediate postings.

#### **5. INTERVIEW**

- (i) Interview Committee consists of CEO, Director, HR Head,

Designated Authority, Academic Council members and respective Heads of the department and subject experts, as per norms of AICTE/affiliating University.

- (ii) Direct interview is conducted for senior posts. Selection committee shall be constituted by the Chairperson through HR Department as per the guidelines approved by the Governing Council.

## **6. JOINING FORMALITIES**

At the time of joining, the new recruit would have to furnish the following to the Personnel Department:

- (i) Joining Report
- (ii) Medical check-up and fitness report
- (iii) Proof of Date of Birth
- (iv) Original Aadhar and PAN card with photocopies.
- (v) Original Certificates supporting qualification/experience for verification with copies to be furnished to the Institution.
- (vi) Four passport size photographs
- (vii) Names and addresses of two persons for contacting in case of any emergency.