



Sri Dharmasthala Manjunatheshwara College
(Autonomous), Ujire-574 240, Dakshina Kannada, Karnataka State

6.2.2. Staff Recruitment Procedure



Sri Dharmasthala Manjunatheshwara College
(Autonomous), Ujire-574 240, Dakshina Kannada, Karnataka State

With reference to staff recruitment procedure, we have an elaborate, systematic staff recruitment procedure against the vacancies. Our H.R. Department checks the staff requirement, institution – wise (among our sister institutions) and designation – wise, after studying the workload submitted. The department also has to obtain the approval from our honorable Secretary for the appointment of new staff. The vacancy's newspaper advertisement and constitution of the interview committee will happen after consulting the E.O. (Executive Officer). Finally after some routine steps, our honorable Secretary approves the eligible candidate against a particular vacancy. The confirmation of probationer also happens according to certain procedures.

In this way, our institution follows the same staff recruitment procedure every year.



SRI DHARMASTHALA MANJUNATHESHWARA EDUCATIONAL SOCIETY (Regd.)

UJIRE - 574 240, Dakshina Kannada
Regd. S. No. 35/85-86, GSTIN : 29AAATD4267A5ZV

PRESIDENT :
Dr. D. VEERENDRA HEGGADE

Date: 28/2/2022

Ref. : SDMESU/ 578/2022

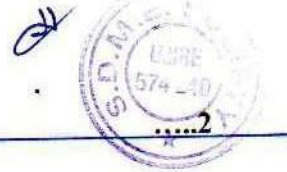
STAFF RECRUITMENT PROCEDURE

Steps to be taken at the end of academic year every year:

1. HOI shall submit details of their staff requirement for next academic year, at the conclusion of academic year.
If vacancy arises in between the year, the proposal is to be submitted within a week.
2. A) In the case of a faculty whose services are not confirmed, if he/ she is willing to continue and is found competent, a declaration must be obtained by HOI to this effect (**Format 1**).
B) If a faculty member is not willing to continue for next academic year, necessary declaration must be obtained & forwarded to the office of Secretary on the last working day. (**Format 2**)
C) Discontinuing from the services during middle of academic year and submitting resignation after commencement of new academic year must be totally avoided. Notice period as per policy should be strictly adhered to.
(Ref: SDM Employees Service regulation Book)
3. HOI shall submit a staff requirement statement for next academic year (as per **Format -3A**). This must be accompanied by workload details (in Format 3B, 3C, or 3D as applicable), time-table and any latest guidelines from the authorities like CCIM, AICTE, KLA etc. to justify/ substantiate the staff requirement.
4. If the institution has no new requirement, a NIL report is to be submitted.

Steps to be taken at Head Office

1. HR Dept. to assess staff requirement Institution-wise, designation-wise, after studying the workload submitted.
2. HR Dept. to obtain approval from Secretary for appointment of new staff / replacement for those who have resigned or retired.
3. If applications are available, HR Dept. to short-list the applications based on eligibility, experience & additional qualification like Ph.D./ NET
4. If applications are not available, HR Dept. to take steps for giving newspaper advertisement in consultation with Executive Officer. (Ad **Format - 4**)
5. Get quotation & again consult EO before giving order for publishing.
6. Constitute Interview Committee in consultation with EO; fix venue, date & time (**Format -5**).
7. Address letters to interview committee members (**Format-5A- Chairperson, 5B- Members**)
8. Inform candidates about the interview through Phone call and SMS/e-mail.



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Conducting Interview & thereafter

- All interviews for selection of candidates to be made through a committee constituted for the purpose. The committees shall include HOI, Subject expert and Management representative.
- The Committee members will make independent assessment of each candidate and give their assessment in the Interview Sheets. (Format-6A & 6B)
- During interview, besides assessing subject knowledge & suitability for the post, candidates command over English language and communications skills to be assessed. Salary for the post is to be discussed with the candidate.
- On conclusion of the interview, the Chair-person of the committee will collect interview sheets from other members and hand over to H R Dept.
- The institution will consolidate and place recommendations of the Interview Committee submit to HR department HO for placing before the Secretary (Format-7) and obtain his approval.
- Once the approval is obtained, the appointment orders will be prepared. Separate format of appointment order shall be used for:
 - fixed term appointments /appointment on contract basis -Format- 8
 - appointment on probationary basis - Format- 9
 - appointment on part-time basis - Format- 10
- The successful candidates may be informed over phone the terms of appointment & the date given for reporting for duty.
- If any candidate expresses inability to join, the same shall be brought to the notice of EO and permission to issue appointment order to next candidate may be obtained if waiting list /standby candidate is available & suitable.
- Only after the above process, the appointment orders shall be dispatched.
- In the case of fixed term /part-time /employment on contract, termination letter is to be issued by HOI on the last working day of the term.

Confirmation of probationer

- In the case of probationary appointments, performance of the probationer shall be assessed during probationary period. HOI shall submit a recommendation to HR Department 30 days before completion of probationary period (Format -11) to facilitate taking appropriate decision by the Management in time.
- On the basis of performance, confirmation of service /extension of probationary period or termination of service shall be decided in consultation with EO. Pre-confirmation interview may be conducted wherever necessary. Approval from Secretary may be obtained before confirmation. Confirmation Order to be issued. (Format- 12A- teaching, Format 12B- non-teaching)



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- Provision for extension of probationary period shall be used sparingly, depending on the circumstances of the case. If the candidate was on maternity leave or study leave, etc during this period & performance could not be assessed properly; if there is need to give some more opportunity to improve & come up-to the expectations of the Management, probationary period may be extended by six months. In all such cases of extension, final report must be obtained from HOI (format) & confirmation interview shall be conducted for taking a final decision.

At the end of probationary period, if the performance of probationary employee is not satisfactory, he / she shall be relieved from service on the last working day of probationary period itself. There must be no deviation. In such as case, if the employee is not relieved and allowed to continue beyond probationary period, the concept of deemed confirmation will apply & the HOI will be answerable for this lapse.


M.Y. HARISH
Executive Officer
SDM Educational Society (R.)
UJIRE - 574 240