**POLICY ON RECRUITMENT & SELECTION (Colleges)**

The policy on recruitment & selection is designed to ensure that the group hires the “Right Fit” candidates at the right time through the most possibly correct judgment. The Jaipuria Group of education is an equal opportunity employer and appoints the right candidate without any discrimination on the grounds of race, religious beliefs, color, and gender, and disability, ancestry, place of origin, age, marital status, and source of income or family status.

**Responsibility:**  It is the responsibility of the HR department to ensure compliance of the complete policy in accordance with the group ethics and principles. All new appointments/transfers should be approved by the Competent Authority of the group.

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| --- | --- | --- |
| **SNO** | **Designation** | **Approving Authority** |
| 1 | All class IV and maintenance staff | Director on recommendation of the Head of Administration |
| 2 | All Academic staff including Head of the Department and Dean - Academics | JIM - Selection panel from University along with director.  JSB – Director |
| 3 | Head of Placement and Administration | Chairman on recommendation from the Director (JIM- Incase the teaching faculty takes up the role as add on responsibility, process as per 2 will be followed) |
| 4 | Director | JIM – Candidate selected by Chairman will be interviewed by selection panel from university  JSB- Chairman |

Decision on finally forwarding the candidates for interview with Chairman/ Interview panel will be done only after completion of background check and due diligence by Head of HR.

**Recruitment Planning:**

* All institutes have to initiate their person power planning for staff in the month of March and freeze the new hire (additional hiring) requirement by March 31 and get it duly approved by the Chairman
* The implementation of the hiring process for academic staff is completed in the month of July to ensure no unfilled faculty positions at the start of the new session.
* Any recruitment during the year will be against sanctioned strength only.

**Sourcing candidates:**

The candidate sourcing will for Management Institutions will be done as per the following:

* Application received in response to the vacancy advertisement in the local newspaper
* Existing CV data base (Created & maintained by HR)
* e-Recruitment Portals
* Market Intelligence, Personal Network, Head hunting and internal references
* Hiring through Consultants ( Mostly for critical positions)

**Process and Implementation: (Colleges)**

**Hiring Matrix for schools:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SNO | Position | Recruitment process | Recruitment Status | Compensation | Probation Period |
| 1 | Asst Professor | Interview with panel from University | On Probation | As per Qualification, experience | 1 year |
| 2 | Associate Professor/Professor/Sr Professor | salary disbursal | On Probation | As per Qualification, experience | 6 months |
| 3 | Non academic staff/Director | 2 rounds of Interview | On Probation | As per Qualification, experience | 1 year |