



**VIGNAN'S**

Foundation for Science, Technology & Research

**UNIVERSITY**

(Estd u/s 3 of UGC Act of 1956)

(ACCREDITED BY NAAC WITH 'A' GRADE)

## PROCEEDINGS OF THE REGISTRAR

F.No.VFSTR/Reg/A1/41/2017

Date : 10.08.2017

Sub : VFSTR - Policy for Faculty Recruitment Drives in various IITs, NITs, IIITs etc..  
- Reg.

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### POLICY FOR FACULTY RECRUITMENT DRIVES IN VARIOUS IITs, NITs, IIITs / NIFTEM etc..

The Office of the Registrar inform the concerned IITs, NITs, IIITs, NIFTEM etc., about the requirements of faculty in various Departments by filling the Job Notification form (JNF) online along with all the details including compensation etc.. Thereafter, on mutually convenient dates, Senior Professors / Deans / Head of Departments visit the respective campuses and conduct the recruitment drive (both Technical and HR rounds) with the help of the local senior faculty as part of the recruitment process and select suitable candidates for faculty positions in the Institute. Offer Letters are sent to the selected candidates, with the approval of Vice-Chancellor, at the earliest opportunity.

**Impact of Campus Recruitment of Faculty at IITs / NITs / IIITs / NIFTEM etc..:-**

- *The general teaching and learning environment is greatly enhanced by covering the courses beyond the syllabus and also encouraging the students towards competitive examinations like GATE.*
- *Some of the good systems and best practices of the parent institutions are adopted by the faculty for the betterment of the institution.*
- *The research output is on the increase with the increase in number of publications in the standard journals and also in funded projects.*

  
REGISTRAR

VIGNAN'S FOUNDATION

FOR SCIENCE, TECHNOLOGY AND RESEARCH

Controller of Examinations, UGC Act 1956

VADLAMUDI-522 213.

A.P. INDIA

To

All the Deans, HoDs, Finance Officer, Training Officer, Controller of Examinations, Workshop Superintendent, Librarian and Physical Director

Copy to:

PA to the Vice-Chancellor



## **PROCEEDINGS OF THE REGISTRAR**

F.No.: VFSTR/Reg/AR2/40/2018-19/1

21.06.2018

Sub: VFSTRU- Faculty Recruitment-Procedure-Order- Reg.

### **Faculty Recruitment (Online/Offline)**

#### **1. Inviting Applications for faculty position (Professor / Associate Professor / Assistant Professor)**

- Vacancies to be identified first by the HOD concerned. As per norms, HOD should identify the current and required faculty strength for their department.
- The information regarding vacancy should be notified to Registrar
- Further, Note Approval is taken from Hon'ble Vice-Chancellor to conduct Offline/Online Recruitment by giving advertisements in various mediums i.e., Online, University Website and national dailies (if required).

#### **2. Advertisement**

- Keeping the Department requirements in mind, advertisement should be prepared highlighting department, positions vacant, qualifications required, last date for applying, interview mode, Email ID and Contact Person Number.
- The Advertisement should be forwarded to all Online Advertisement Portals like Facultyplus.com, Naukri.com, indeed.com and all others. Also, advertisement should be placed in university website and other national dailies as required.

#### **3. Screening of Applications**

- The received applications should be screened and categorised based on positions applied such as: -
  - Professor
  - Associate Professor
  - Assistant Professor

and based on their qualifications such as: -

- Ph.D. Awarded
- Ph.D. Thesis Submitted & awaiting Award of Degree
- Ph.D. Pursuing
- Non-Ph.D.'s



- All the received applications are screened for their eligibility in terms of qualifications, experience, age, etc and systemized by the Section Officer / In-charge at Registrar's Office.
- The screened applications should be forwarded to the department concerned for further screening.

#### 4. Shortlisting of Candidates

- At department level, the HOD along with his/her nominated faculty members should screen the applications for shortlisting.
- The shortlisted applications should be reverted back to the Registrar's Office for issuance of Call Letters.
- On receipt of shortlisted application along with the rejected applications, the concerned section In-Charges should update their database with HOD remarks.
- A Note should be prepared with a shortlisted applications and submitted to Hon'ble Vice-Chancellor through Registrar with a proposed date of interview for the shortlisted applicants.

#### 5. Call Letters to Applicants

- On receipt of Recommendation & Approval from Hon'ble Vice-Chancellor, candidates should be informed about the interview through e-mail at least one week prior to the commencement of Technical Round of Interview.
- The Mode of Interview, Rounds of Interviews with dates should be mentioned in Call Letter and seek candidate confirmation by giving time of 2 to 3 days. Also, applicants should be informed telephonically about interview date and takes oral confirmation from them about their participation and record it.
- On receipt of Applicant confirmation about their participation, a Schedule is to be prepared with Time Slots (minimum of 20 minutes per candidate) **(for the Online Technical Interview)**.
- The department concerned should provide ZOOM link and Password details to the Section In-Charge of the Registrar's Office for conduction of Technical Round & Final Round **(for Online interviews)**.
- The ZOOM Link and Time Slot required to be intimated to the confirmed applicants for their participation. The intimation should be done through e-mail communication & confirmation to be obtained from them about the receipt of call letter **(for Online interviews)**



- Parallely, Selection Panel should be constituted in consultation with HOD's concerned separately for Technical Round & Final Round and corresponding proceedings should be issued from Registrar circulated to Departments and individuals concerned.

#### **6. Selection Panel & Contribution**

- Selection Panel for Online Technical Round should be constituted as per regulations of UGC. One external member should be invited as External Subject expert.
- The ZOOM Link is shared to External Subject Expert immediately along with the schedule of Online Technical Interview with candidate profiles.
- The Technical Selection Committee along with External Expert Conducts Online Interviews to verify their Technical proficiency & teaching skills.
- An Evaluation Sheet along with applicant detailed CVs are to be sent to the Panel Members well in advance before commencement of interviews.

#### **7. Technical Selection Committee Composition**

- The Selection Committee examines candidate's publications, their technical knowledge, presentation skills either by conducting direct interviews or through ZOOM Video Conference and prepares a merit list as follows:
  - A - Excellent
  - B - Good
  - C - Average
  - D - Below Average
  - E - Rejected
- Only the shortlisted candidates are called for the Final Round of Interview.

#### **8. Final Round of Interviews**

- Candidates / Applicants who are shortlisted by the Technical Selection Committee are informed through e-mail and also telephonically by HR department of Registrar's Office about the final round of interview.
- The detailed schedule along with time slots are intimated to the candidates along with ZOOM link. Confirmation to be obtained about its receipt from the applicants (for Online interview)
- The Final Selection Committee is headed by Hon'ble Vice-Chancellor as Chairman, Registrar, Chairman of Technical Committee, HOD's concerned and Dean Student Affairs as its members.



- The Committee further examines various aspects of applicants like areas of interest of candidates, teaching skills, subject knowledge, student counselling system, attitude, research interest, etc.
- The committee recommendations are noted in Final Round Evaluation Sheet and categorised as follows: -
  - a. Selected for the post of Professor / Associate Professor / Assistant professor
  - b. Waitlisted
  - c. Not Recommended

## 9. HR Round

Based on the recommendations of Final Selection Committee, the selected candidates are telephonically contacted for salary negotiations like expected salary and Date of Joining etc. This task will be carried out either by Registrar or HOD concerned or as directed.

## 10. Issuance of Offer Letter

- Before Issuance of Offer Letter to the selected candidates, Minutes of Interview with particulars as given below will be submitted to Hon'ble Vice-Chancellor through Registrar for Approval.
  - ✓ Candidate Name
  - ✓ Experience
  - ✓ Designation Offered
  - ✓ Expected Pay
  - ✓ Recommended Pay
  - ✓ Expected Date of Joining
  - ✓ Remarks (if any)
- On receipt of approval of minutes, offer letters are prepared and sent to the candidates through Registrar's e-mail. Required Date of Joining will be clearly mentioned in the Offer letter.
- The selected candidates are telephonically informed to check their e-mails about Offer Letter issued and seek their acceptance from the candidates.
- All their requests & acceptances are recorded in a file for further correspondence.



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11. Thank you letter will be sent by Registrar to all those candidates who took part in this selection process (especially to those who could not gain selection).

**Note: -**

Administrative Instructions are prepared & circulated to all the members who are responsible for smooth conduct of online interviews.

*hmyh*

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