

RECRUITMENT POLICY



Subramanya Education Society
**EAST WEST INSTITUTE OF
TECHNOLOGY**
Bengaluru-560091
www.ewit.edu.in

Subramanya Education Society®
EAST WEST INSTITUTE OF TECHNOLOGY
(Affiliated to VTU Belagavi, Approved by AICTE, New Delhi, Recognized by Govt. of
Karnataka, Accredited by NAAC & Recognized U/S 2 (f) & 12 (b) of the UGC Act 1956)



RECRUITMENT
POLICY


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Recruitment Policy

Scope:

The Recruitment Policy covers all activities that form part of the recruitment and selection process at **East West Institute of Technology**. The policy shall ensure that all aspects of recruitment are carried out in a proper and efficient manner.

In order, for the policy and procedure to be effective it is essential that every employee who is involved in any aspect of the recruitment and/or selection of staff is aware of this document and follows it.

Purpose:

The purpose behind the policy is to attract and select outstanding candidates who are suitable for the job/ responsibilities. This requires a sound and systematic recruitment process. It is to ensure that the recruitment and selection of candidates is based on the principles cited below which also meet the requirements of equal opportunities policy and other relevant employment legislations.

Principles:

1. The Institute believes in open competition ways for recruitment.
2. The Institute ensures that the right and the most meritorious candidates are hired through the recruitment process.
3. The Institute ensures that the recruitment and selection of candidates happen in a professional manner, following the set of rules and regulations.
4. The Institute ensures that all employees involved in recruitment and selection process are well trained to carry out the recruitment and that they comply with the regulations under the recruitment policy.
5. The recruitment is carried out in a manner that enhances the image of the Institute.
6. The Institute will put in best efforts to carry out the process in a transparent and efficient manner where in all candidates are treated equally and fairly so that the recruitment experience is a positive one for the candidates.
7. Any employee in the recruitment team who has a close relationship with any of the candidates applying for any position must make sure that, it has to be declared by the said employee before the recruitment process and he/ she will

not be involved in any decision making process.

8. Any information shared by the candidates will be treated with confidentiality and will not be shared with any third party.

Recruitment and selection process:

1. Classification of teaching faculty:

The teaching faculty of the Institute shall be classified into the following categories:

- a) Principal
- b) Professor
- c) Associate Professor
- d) Assistant Professor

2. Recruitment:

Recruitment of employees shall be made by the appointing authority on the basis of the selection made by the Selection Committee setup for the purpose.

Recruitment of employees shall be made through any one of the following sources:

- a) Direct recruitment as and when vacancies arise.
- b) Through advertisement in the press/ website, prescribing qualifications, Experience, etc. subject to the guidelines issued from time to time by the Management
- c) By any other means as may be approved by the Appointing Authority

3. Qualification:

The qualification for the various categories shall be as per UGC/AICTE/VTU norms.

4. Procedure of Recruitment:

Requirements by Departments: Based on the work load and faculty strength in the department, the HODs will give the request for the recruitment of additional staff based on specialization needed

Advertisement & call for applications:

Every post of teaching faculty, to be filled in by selection, shall be duly and



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widely advertised, according to the draft approved by the Management with reasonable time, to be determined by the Institute, normally which shall not be less than ten days, within which the applicants may, in response to the advertisement, submit their applications.

Once the last date is over, the respective departments shall prepare the summary of each candidate with his/her date of birth, qualification, experience, caste, present emoluments, etc. for scrutiny and short listing.

1. Scrutiny: All applications received for the advertised post shall be scrutinized by the respective department of the Institute. The department shall take assistance from the subject experts of the concerned departments while short listing the applications.
2. The department shall verify all the documents submitted by the candidates and after verification of the documents, shall recommend the names of the candidates to be called for the interview.
3. Ordinarily, the suitable and qualified candidates with higher merit shall be invited for the interview.
4. The date of the meeting of the selection committee shall be fixed so as to allow a notice of at least ten days of such meeting being given to each candidate.

Selection Committee:

There shall be a separate selection committee for each category of the teachers. Constitution and composition of such selection committee shall be as decided by the Principal. In general, it will consist of the following:

- i. Principal.
- ii. Head of the concerned department.
- iii. External subject expert (if required).
- iv. Internal Subject Expert.



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5. Appointment

a. Appointment of teaching faculty:

- i. The appointing authorities appoint the faculty as per the recommendations of the selection committee by issuing an appointment order.
- ii. The faculty appointed to a post shall produce a relieving order/ discharge certificate, service/ experience certificate and last pay certificate from his previous employer, if any, at the time of joining of the service.
- iii. The faculty appointed to a post shall produce the authentic proof of the date of birth, AADHAR card and UAN (if allotted under previous employments) before joining the post.

b. Appointment of Non-Teaching Staff:

Non-teaching staff members may be appointed on a temporary basis for an initial period of one year on a consolidated salary. Such temporary service may be either regularized or terminated at the discretion of the Head of the institution with the prior approval of the Management.

Any temporary appointment of non-teaching staff may be terminated at any time by the competent authority without notice or payment in lieu thereof and without assigning any reason whatsoever.

c. Appointment on Probation:

- i. Appointments of teaching faculty against permanent vacancies may begin with probation of one year which may be extended or ended on completion of the probationary period. In exceptional cases, the services of the probationer may be dispensed with during the period of probation, at the discretion of the competent authority.
- ii. Non-teaching staff on temporary service may be continued on probation upon rendering satisfactory service, such probation either leading to confirmation or dispensation of service, as the case may be.
- iii. No probationer shall be entitled to claim any privilege in respect of the period of probation or claim any compensation, in case the competent


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authority decides to dispense with his/her services at any time before the probation period is completed.

- iv. Service of an employee on probation can be terminated on the expiry of the period of probation without any notice. However, the members of teaching staff shall not ordinarily resign from their posts during the session of a course.
- v. Service of an employee on probation is deemed to be completed and made permanent employee at the end of the probationary period unless the services are terminated or probationary period is extended, by an order in writing.


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