



# **GOVINDA DASA COLLEGE**

**Affiliated to Mangalore University**

**Managed by H.V.Sangha, Surathkal**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Recruitment Policy Procedure**

# **Hindu Vidyadayinee Sangha Recruitment Procedure**

## **1. Recruitment Procedure**

It is the endeavor of the HVS to select the right candidate for the right post, keeping in view the provisions laid down by different statutes. The following procedure is to be followed for recruitment of both teaching and support staff:

### **1.1 Need analysis:**

Whenever any vacancy arises either due to resignation, retirement or due to additional workload, the Head of the Institution shall prepare a Need Analysis. The Need Analysis shall cover the following aspects:

- Name of post: i.e., recruitment for the post of .....
- Qualification required:
- Statutory requirements (like reservation):
- Applicable pay scale for that post:
- Duration for which post is to be filled:
- Preferences, if any:

The job requisition form (appendix 4) shall be signed by the Head of the Institution and endorsed by the Director-Admn. Or Correspondent as the case may be and shall be submitted to the **Secretary, HVS for further action.**

### **1.2 Approval for Post:**

The Secretary, HVS on receipt of the job requisition form makes an analysis of the financial implications and takes a decision after consulting the President, Director – Finance, and Treasurer. The Secretary then gives a formal approval to proceed with the Recruitment drive.

### **1.3 Recruitment:**

The Administrative officer proceeds with the recruitment procedure. The AO of the Sangha makes necessary arrangement such as advertisement, collects applications and short list the candidates in consultation with the secretary, director/correspondent and Head of the respective Institution. He also nominates the Interview Panel in consultation with the Chairman of HRM Committee.

### **1.4 Interview Panel:**

The Interview panel comprises: the President of HVS as Chairman, Vice President of HVS, Secretary of HVS, Chairman of HRM Committee or a Committee member nominated by him, Director / Correspondent of the Institution, Head of the Institution (as member Secretary), Head of the Dept. for which recruitment is made, an External Subject Expert nominated by Chairman,

and University or Govt. representative (wherever applicable). The interview shall be held on the stipulated day at the office of the HV Sangha. Administrative officer shall organize Panel meeting as convener.

### **1.5 Appointment:**

On the basis of Interview Panel's recommendations, offer letter (appendix 5) will be issued by the Secretary. Once the candidate accepts the offer the appointment letter (appendix 6) shall be issued to the candidate duly signed by the Secretary. The Appointment order shall specify, besides other things, the nature of appointment, duration of appointment and the pay scale.

### **1.6 Mandatory compliance:**

This procedure is to be followed irrespective of the fact whether the appointment is against leave vacancy or for a temporary vacancy or for a permanent vacancy.

### **1.7 Preservation of Documents:**

All relevant documents pertaining to recruitment shall be preserved by the administrative officer and made available to the parties concerned when required.

**Note: The above procedure is applicable when recruitment is done for staff paid by HVS. In case appointment is made as per Government order, relevant rules prescribed by the Government are applicable.**



SECRETARY  
SECRETARY  
HINDU VIDYADAYINEE SANGHA (R.)  
SURATKAL, D. K.

