



SANTHIRAM COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi – Affiliated to JNTUA, Anantapur
NH – 18, Nandyal, Kurnool District, Andhra Pradesh - 518501

RECRUITMENT POLICY

(Recruitment, Service Rules and Promotional Policy)

Recruitment policy and service rules are framed for the effective administration and smooth functioning of the institute.

A. Recruitment Policy:

The Process of recruitment of faculties

- The requirement of teaching staff considering Student Teacher ratio / Cadre ratio is calculated as per the norms laid down by AICTE/PCI/UGC/SPPU/DTE.
- The advertisement post-wise viz. Professor, Associate Professor, Assistant Professor is published in leading newspapers or other means of communication systems like Social Media.
- Applications are invited within the stipulated time.
- After stipulated time, the received applications are sorted subject wise, post wise and a summary is prepared.
- Short listing of applications of eligible candidates is done by Head of the Department of Institute in consultation with principal as per the norms of AICTE /PCI/DTE/UGC/SPPU/GOVT.
- Selection Committee is formed by Principal and Management with two subject experts of other institutes and after coordinating with Selection Committee members, the dates of interview are finalized.
- The shortlisted candidates are intimated minimum 05 days in advance as per rules about the date, time and venue of interview by sending letters / email / telephone calls.
- On the day of interview, original document verification is carried out before candidates attend the Interview.
- Interview of Eligible candidates is carried out by Selection Committee
- Appointment orders are issued by the chairman of the selection committee to the selected candidates and they are given a time period of 15 days to one month for joining. However, candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of which it will be presumed that



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candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.

B. The Process of recruitment of Technical/Non-Teaching staff:

- The requirement and availability of technical and non-teaching staff is reviewed as and when required.
- The advertisement is published in leading newspapers and applications are invited within the stipulated time.
- After stipulated number of days, the received applications are sorted and a summary is prepared.
- Short listing of applications of eligible candidates is done by Head of the Department of Institute in consultation with Principal as per the eligibility norms.
- Selection Committee is formed by Principal and Management with subject expert and head of department.
- The shortlisted candidates are intimated minimum 15 days in advance about the date, time and venue of interview by sending letters / e mail / telephone calls.
- On the day of interview, original document verification is carried out before candidates attend the Interview.
- Interview of eligible candidates is carried out by the Committee.
- The reports of selection committee along with the required documents are submitted to Principal and Management.
- Appointment orders are issued by the Principal to the selected candidates and they are given a time period of 15 days to one month for joining. However, candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of which it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.



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Appointment & Service Rules

- The services of the staff will be governed by the rules and regulations of UGC, AICTE and PCI.
- The appointment to the specified post is in clear vacancy on full time basis for the period of one year probation period from the date of joining.
- The salary will be as per the sixth pay commission of UGC /AICTE.
- The selected candidate have to submit the original certificates of degree, experience, relieving, NOC from last employer, last pay certificate etc., (if any) before joining the duties.
- The selected candidate shall not engage in any other job paid full time or part time or otherwise during the continuance of the services without the permission of the competent authority/management.
- Your appointment may be terminated at any time by either side/party, by giving on months' notice or one month's pay in lieu of notice period spent in service is more than six months.
- If you are found absent continuously for more than thirty days without permission, your services will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above you will be liable for disciplinary action and punishment decided by the management.
- During the period of service the candidate shall not directly or indirectly do such things which are subversive to the interests of the society/University/institute/college/students.
- The candidate have to communicate his acceptance to the principal within seven days from the date of order of appointment, failing which the appointment is liable to be cancelled.