

RECRUITMENT AND SELECTION POLICY FOR FACULTY HIRING

Effective Date : 01.07.2020

Version : V-1

Purpose of the Policy:

- This recruitment process ensures fair and compliant hiring practices that align with guidelines set by AICTE and other authorities.
- NIET is committed to fostering a diverse and equitable work environment.

Hiring Principles:

- The qualifications and recruitment process for teaching positions will follow the regulations set forth by the All India Council for Technical Education (AICTE).
- Vacancies will be filled through a competitive selection process using fair and job-related criteria.
- Employees seeking redeployment with relevant skills and experience and a positive track record with NIET will be given priority consideration.
- The Institute is open to hire immediate family members of existing employees, provided they possess the requisite skills and qualifications. The recruitment process for such candidates will remain the same as for any other applicant, with the objective of hiring the best resource available.

Selection Process:

Our selection process involves developing a pool of qualified candidates, establishing a selection strategy, and conducting a thorough evaluation to identify the most suitable candidate for the position.

The Process of Recruitment:

- Staffing needs for teaching positions are calculated based on student-teacher ratios and Cadre ratios as per norms set by AICTE/UGC/AKTU.
- Category-wise and post-wise advertisements for Professor, Associate Professor, and Assistant Professor Positions are published in leading newspaper/s.
- Applications in the specified format are invited within a stipulated timeframe.
- Applications are also solicited through job boards and employee referrals.



- Applications are received, sorted by subject and position, and shortlisted by the Head of Department in consultation with the Director, adhering to AICTE/UGC norms.
- A Selection Committee is formed by the Director as per AICTE/UGC norms.
- In some cases, the management may conduct a pre-interview for candidate filtering.
- Interview dates are finalized after coordinating with Selection Committee members.
- Eligible candidates are interviewed by the Selection Committee, and "Minutes of Meeting" are prepared for shortlisted candidates.
- Selected candidates in interview needs to impart a demonstration lecture in front of selection committee.
- During demonstration lecture the candidate is judge on the basis of different parameters.
 - Technical Knowledge
 - Communication skills
 - Clarity of Voice
 - Personality
- Finally selected candidates are offered to join the institute on higher salary packages or as prescribed by the AICTE
- Document verification and other formalities are conducted on the selection date.
- Offer letters are emailed to shortlisted candidates.

Note- Management of NIET is always doing this practice round the year to uncover the high level academicians and capture the right candidate.



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Director