

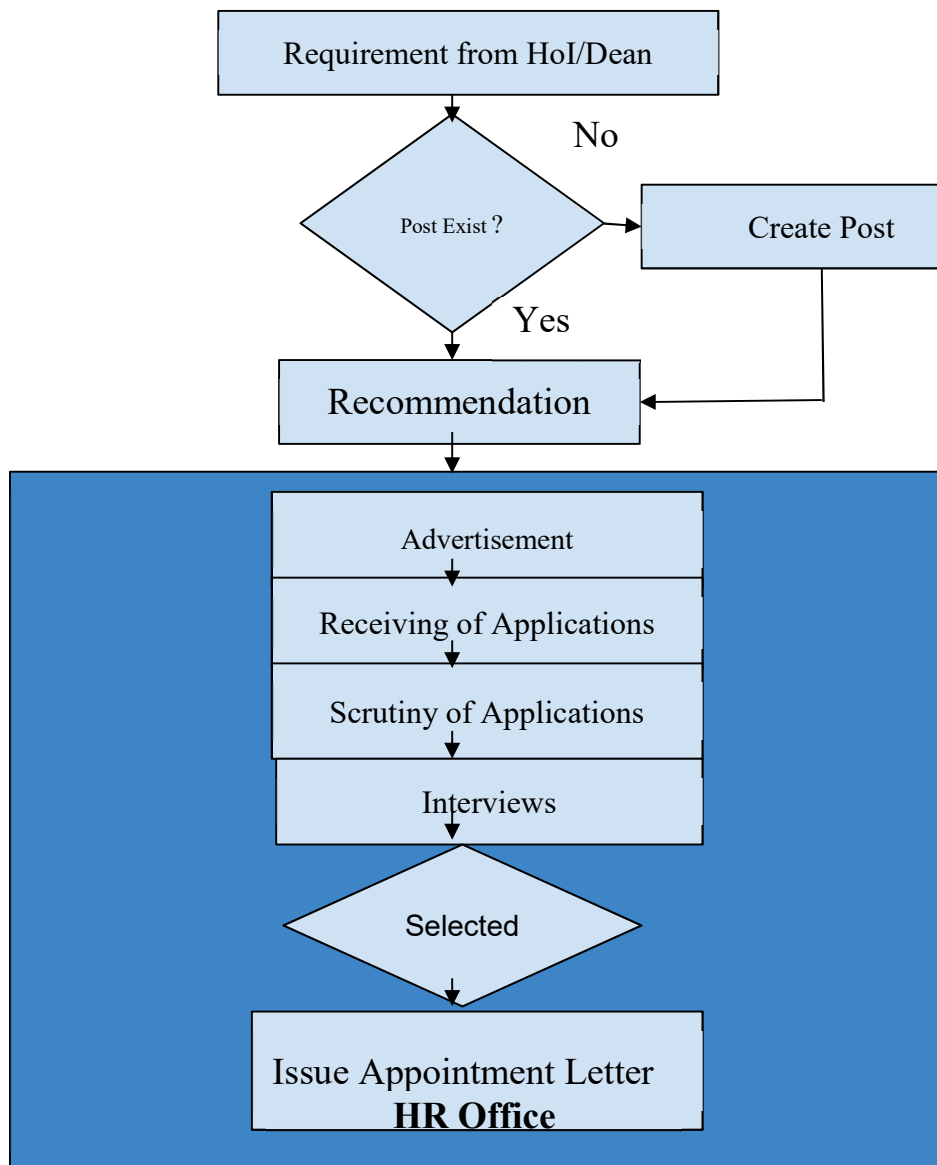
RECRUITMENT POLICY

Tantia University is committed to fair and transparent recruitment practices. We value diversity and strive to create an inclusive workplace where all individuals are treated with respect and have equal opportunities for employment. This policy outlines our commitment to merit-based hiring and our efforts to eliminate bias and discrimination in the recruitment process.

- 1. Manner of determination of vacancies or creation of posts:** The Manager Human Resource (Establishment & Recruitment) shall in the beginning of every academic session determine in consultation with Head of each department the number of vacancies academic and non –academic, to be filled during that session, with necessary details for the approval of the Board/Chairperson.
- 2. Minimum Educational Qualifications:** The minimum educational qualification for all Teaching and Non-Teaching staff shall be as per UGC norms/eligibility declared by TU from time to time.
- 3. Mode of Advertisement:**
 - (a) All vacancies in the University shall be advertised on TU’s web portal. If required, the recruitment advertisement may be displayed on any one of the leading job portals and/or on a newspaper of national recognition.
 - (b) The advertisement shall specifically mention the minimum Eligibility, Qualifications, Age and other conditions for each post.
 - (c) The fact that certain vacancies reserved for SC/ST/OBC/Women/Differently abled categories of candidates shall clearly be mentioned in the advertisement.
 - (d) The closing date of receipt of applications shall be not less than 7 days from the date of appearance of the advertisement.
 - (e) The University may prescribe a fee for applications.

4. Procedure for selection:

- (f) The Manager, Human Resource Department shall prepare a list of eligible candidates after a careful scrutiny of the applications for interview.
- (g) The University has the right of short listing of candidates in order of merit, in case the number of eligible applicants is exceedingly high.
- (h) The candidates shall be informed well in advance about the Venue, Date and Time of interview by email/telephonically.
- (i) **General procedure:** If deemed fit, the selection committee, may for specific candidates or in general organize online/offline tests, psychometric evaluation and other skill assessment tests prior to personal interview, which may be taken in person or through video conferencing. After this the Selection Committee shall recommend the names of qualifying candidates, in order of merit mentioning marks /grades secured by each candidate to the competent authority for selection. The selection committee shall recommend candidates for appointment on the basis of aggregate of marks/ grade obtained at the tests/computer test and personal interview.



Recruitment Process

- 5. Selection Committee for Teaching Staff:** The Chairperson shall constitute a selection committee consisting of the following for recommending candidates in order of merit, for the post of Professor, Associate Professor or Assistant Professor and other teaching assistants:

- (j) President of the University
- (k) A member of the Board nominated by the Chairperson .
- (l) One academicians to be nominated by the President.
- (m) Dean/HoD of the Faculty concerned.

Selection Committee for Non-Teaching Staff: The **Chairperson**, keeping in view, the provisions of already existing ‘**Tantia University Recruitment Board [TURB]**’, shall constitute a Selection Committee, consisting of the following for recommending candidates for the post of Administrative and support staff:

- (n) Registrar
- (o) A member of the Board nominated by the Chairperson.
- (p) Head of the concerned Administrative department.

6. Special mode of appointment: Notwithstanding anything contained in these rules, the Chairperson may invite a person of high academic distinction and professional attainments to accept a post of Dean, Professor or Associate Professor or any other equivalent post in the University on such terms and conditions as the Chairperson may deem fit and on the person agreeing to do so, appoint him/her for the post.

7. Appointment and Probation:

- (q) All appointments in the University shall be made only after approval by the Chairperson.
- (r) The Registrar shall issue appointment letter to the candidate(s) appointed for any post in the University, clearly stating therein the period allowed for joining the service, and other terms & conditions.
- (s) A candidate joining the services of the University shall submit a joining report along with all other original documents, including a certificate of medical fitness from a registered medical practitioner to the HR Manager. The HR Manager shall return all the original documents after verification.

- (t) The HR Manager shall ensure to get the new employee registered on Biometric Machine and also on Universities' ERP portal.
- (u) The HR office shall release the Employee number and ID-Card as a proof of joining TU.
- (v) New employee should open a separate Bank Account as directed by the HR office in which every month his/ her salary may be directly deposited by the university.
- (w) A person appointed for any post in the university shall be on **probation for a period of two years**, provided that the Chairperson may, at his/her discretion, reduce **the probation to a period less than two years**.
- (x) If the services and performance of the employee are not found to be satisfactory during the period of probation, the Chairperson, at his/her discretion, may:
 - (i) Extend the period of probation by a specified period not exceeding one year,
 - or
 - (ii) Terminate his/her services by issuing one month's notice.

Confirmation: A probationer, upon satisfactory completion of the period of probation and fulfilling requirements, if any, shall be confirmed to the post.

8. Joining Procedure

Joining process involves the following:

- Uploading the primary details in the ERP as 'Candidate's Statement & Declaration'.
- The certificates and testimonials provided by the candidate are then meticulously verified against the original documents in terms of Education, Experience and Achievement (if any).
- Submitting the joining report.
- Formal information to the Head of concerned Department/Institute about the candidate's appointment.
- Issue of Id-card.
- Assisting for opening Salary Account with Bank

- The Induction/Orientation program is scheduled for the new appointees so as to familiarize them with the key operations, practices and policies of University/Institute.

9. Payment of Salary

The salary is usually disbursed within the first seven working days of every month.

10. Deduction from Salary

Deductions in salary may be made for TDS, any loan, retainer ship, etc.

11. Identity Card

- Every employee will be provided with an Identity card.
- Upon leaving the institute, employees must surrender their identity cards, badges, and other items. The surrender of the identity card is a requirement for the final settlement of dues.