



Recruitment Procedure

1. Introduction:

The vision of SVCET, Chittoor is translated into an organizational goal to identify, recruit and retain highly qualified, talented, and diverse faculty / staff, for positions in all academic fields.

The recruitment of faculty / staff is a crucial activity at SVCET, Chittoor. The Staff Selection Committee is constituted specifically for governing the recruitment procedure.

The process of recruitment includes:

- Search for prospective candidates
- Shortlisting of prospective candidates
- Preliminary Selection–Staff Selection Committee
- University Ratification of the Selected Candidates

1. Search for Prospective Candidates:

- The search for prospective candidates is implemented in the following two ways simultaneously:
- Advertisements are placed in the leading Telugu and English dailies listing the openings
- The details of the openings including eligibility criterion, scale of pay and other conditions are displayed in the Advertisement
- The candidates have to satisfy the eligibility criterion to facilitate further consideration of their candidature.

2. Application Procedures:

- The application can also be downloaded from the website and should be submitted along with necessary enclosures to the Administrative Office, on or before, the scheduled date.

- Retired personnel from teaching / industry and R&D are encouraged to apply for the posts
- The application should include all the relevant authenticated data regarding age, academic qualifications with Class / Grades, experience, post held, publication list, statement of teaching interests, phone no, e-mail id and the names of three references (with contact information) together with attested copies of certificates and marks cards (of all the years / semesters) etc., induplicate (in two sets)
- Separate application is to be submitted in the event of candidates applying for more than one category of post.
- Candidates, who had applied for the same posts before, have to apply afresh again The age limit is as per the AICTE /UGC norms and sub sequent orders in force.

3. Short listing of prospective candidates:

Applications, when received, are organized, relevant information summarized, and sent to the respective HOD's by the Administrative Office, for short listing. The objective of short listing is two folds: -

- To reject applications that do not meet the eligibility criteria
- To short list the candidates from the remaining list so that the number of candidates to be called for interview with the Staff Selection Committee remains within manageable limits.

Usually, primary concerns at this stage are the educational background, previous experience and research activities done by the candidate. The concerned HOD shortlists the candidates based on the requirements of the respective department. The resumes of the shortlisted candidates are further ranked in the order of merits by the concerned HOD and sent to the Administrative Office along with their comments and observations for the next level of the Recruitment Process.

4. Staff Selection Committee:

The Selection Committee is constituted in the following manner, with representatives as listed under, for each department.

Head of the Institution/Principal	-	Chairman
Representative of the Management	-	Member
HOD of the Department	-	Member
Subject Expert	-	Member

The committee will evaluate the suitability of prospective candidates for a particular position. Based on their observations, the committee will recommend the list of selected candidates. The successful candidates are issued offer letters with a 15 days' time frame to accept the offer. After receiving acceptance letters from the candidates, appointment orders are issued to them. The principal of the college has aveto in the selection.

5. University Ratification

A Committee with the following members is constituted under the chairmanship of the Vice Chancellor of the affiliating university, to oversee the ratification procedure. The members of committee include;

- Subject Expert (2to3)
- Principal of the affiliated college
- Secretary or Nominee of the Correspondent
- Nominee of the Commissioner of Technical Education
- Registrar of the affiliating university
- Director of Academic and Planning of the affiliating university

The Committee interviews the candidates and recommends the list of selected candidates to the institution. The process involves appointing newly ratified faculty and also ratify the services of the existing faculty. The procedure is carried out on a regular basis, as per the requirement.