

**V.S.B ENGINEERING COLLEGE, KARUR**

**Human Resource Department**

**Recruitment Procedure**

**VSBECC / HRD / RP / 02**

**11/02/2009**

The sanctioned strength of each course is noted down as per the AICTE Norms.

The number of required staff is identified taking into account the available student strength also in each course.

For the requirement of staff, a requisition is made to the authority for selecting new faculty.

For recruiting new faculty Advertisement is given in newspapers and also in Media.

The number of candidates responded to the advertisement are shortlisted keeping in view the AICTE Norms for qualification and experience depending upon the post.

The interview committee for the selection of candidates is constituted with the approval of Chairman.

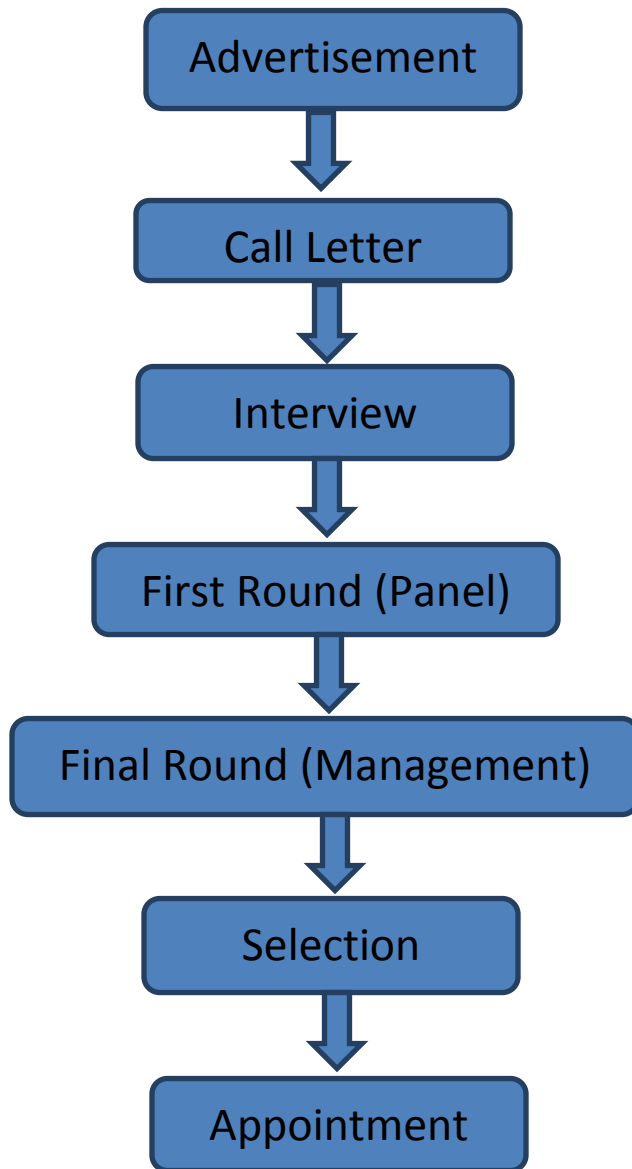
After that the venue and the date of interview is finalized and it is informed to the shortlisted candidates through call letter.

On the day of interview the registered candidates are interviewed by the selection committee based on different parameters.

The selected candidates list is forwarded to the Chairman for his approval.

After getting the approval of the Chairman, the appointment orders are issued to the selected candidates.

## Flow Chart



## **Procedure of Recruitment:**

- ✓ Advertisement in the leading Newspapers is given for recruiting faculty for the Departments.
- ✓ The applications received are scrutinized and Call Letters are sent to the shortlisted candidates through e-mail, by post and by information over phone.
- ✓ When the candidates enter the campus on the day of interview, they are directed to register their names in the attendance sheet and fill-up the application forms.
- ✓ Then the candidates are directed to meet the interview panel members.
- ✓ The panel members Interview the candidates and note down their Performance, Knowledge of Technical/Allied Subject and also their Attitude.
- ✓ After the interview panel remarks, the candidates meet the management.
- ✓ After reviewing the details and criteria, the management appoints them. Some candidates are kept in the waiting list.
- ✓ The appointed candidates join duty as per the notification of the appointment order.