

The University's selection & recruitment procedures are based upon the principles of appointment on merit and the provision of equal employment opportunity. The University aims to appoint the candidate who is the best fit for the vacant position, and the University does not discriminate against potential appointees on improper grounds.

3.1 Recruitment Procedure

Whenever a need arises, the vacancy of the requirement is notified to the HR Office by the Deans of the School/Heads of Sections along with the Manpower Requisition Form. The Manpower Requisition Form will be scrutinized by comparing the forecasted workload for the forthcoming semester. After forecasting, if the requirement is justified, the final sign off will be given by Pro Vice Chancellor & Vice Chancellor and the same will be considered by the HR Office for further processing.

- **Advertisement:** HR Office co-ordinates with the respective stakeholder for advertising in all leading Newspapers and VIT Website.
- **Acknowledgement:** Applications are received by post / e-mail /in person in response to such advertisements, are duly acknowledged by automated mail and sent to the respective Deans of Schools.
- **Scrutiny and screening:** The Deans along with their team, scrutinize the applications and furnish a list of eligible candidates who may be called for interview.
- **Interview Schedule:** HR Office in consultation with the Chancellor, Vice-Chancellor & Pro-Vice Chancellor finalizes the interview schedule.
- **Call for interview:** Candidates who fulfill the eligibility criteria are sent interview intimation (e-mail / phone) indicating the date and time of the Interview.
- **Selection Committee:** A Selection Committee is constituted from among the following officers for any recruitment.
 - a. Chancellor
 - b. Vice-Chancellor
 - c. Pro-Vice-Chancellors
 - d. Respective Dean/ Director/ Section Head/ Asst. Director - HR
 - e. Experts from the respective Domain/ Subject
 - f. External subject matter experts

- **Verification of Certificates and Letters of Reference:** Verification of certificates is done before the interview at the HR Office. Similarly Letters of Reference certifying the conduct and character of the candidate are also verified as to the authenticity of the facts submitted.
- **Interview Process:** To test the teaching skills, a team comprising Senior Faculty members would assess the incumbent's performance on various criteria's like,
 - i. Subject knowledge
 - ii. Presentation &
 - iii. Communication skills
- **Offer of Appointment:** HR interview is conducted by the selection committee. Overall performance is assessed and ranked based on the assessment on the criteria's mentioned as above. Depending upon the requirement and also on the merit of the candidate, candidates are short-listed and are issued with the provisional appointment order, indicating the terms and conditions of employment, the same day.
- **Acceptance:** A candidate who has been selected for appointment has to give his/her acceptance by signing on the copy of the provisional appointment order. He / She has to report for duty on the date mentioned in the order. In case he/she is not able to report for duty on the prescribed date, he/she has to inform the HR Office or the Respective Dean/ Director/ Sections Head orally as well as in writing prior to the said Date of Joining.
- **Failure to Report for Duty:** If any candidate who has received the provisional appointment order fails to report within a particular time frame fixed by the committee, then the next candidate in the order of merit will be considered for appointment. The provisional appointment order stands valid ONLY for 3 Weeks from the expected date of joining unless otherwise notified.

3.2 Procedure to be followed by a newly recruited candidate

Every Employee while joining shall:

- (1) Submit the following to the HR Office
 - (a) Joining Report
 - (b) All Original Degree certificates, Marks cards, Experience certificates etc along with the photocopy of the same.
 - (c) Recent Two Passport size Photograph (for his / her personal file)
 - (d) Application for ID card, SB Account – Indian Bank
 - (e) Fitness Certificate after undergoing complete Medical examination at the VIT Health Centre
 - (f) Relieving order of previous employer

- (2) Take charge of all materials, files etc., from his (or) her predecessor / Deans / Directors / Section Heads and report the fact to the HR Office through the Registrar
- (3) To encourage research and to help in academic activities.
- (4) After joining, The Employee will receive a mail from HR Office with a link for providing all the personal, professional details. All the Employees have to furnish the required info sought for in the link.
- (5) New joinee should undergo an induction programme organized by the HR / Academic Staff College.

3.3 Probationary Period:

The probationary period of a newly appointed candidate is normally one year unless otherwise notified.

3.4 Appointment:

- i. No person shall be deemed to be in the employment of VIT until and unless he has received a letter of appointment; provided where a person is engaged as casual Employee no such letter is necessary.
- ii. Full address and any change of address must be notified in writing to the Registrar by every Employee.
- iii. Every Employee shall be immediately on appointment furnish satisfactory evidence as to his date of birth and qualification both academic and technical.
- iv. All recruitments shall be subject to certificate of fitness for employment by our Doctor under our VIT Health Centre. VIT may at any time require any Employee to be examined medically. If the examination shows that Employee is suffering from any disease likely to be infectious to the Employee or with the health of other Employees, the University may terminate the employment of the Employee.
- v. All Employees thus terminated will not be eligible for re-employment until his condition is found satisfactory and or non-infectious at two consecutive medical tests conducted at three months interval.

3.5 Address & Date of Birth:

- i. An Employee at the time of appointment shall provide proof of his permanent residential address and proof of his age.
- ii. The tenure of service until retirement shall be reckoned from such date of birth provided by the Employee.
- iii. Any request for change in date of birth shall not be entertained after a period of one year of appointment.

3.6 Identity Cards:

- i. Every Employee shall be provided with Identity Card and shall always wear the ID Card at all times while he is in the premises.
- ii. In case he does not carry this card without satisfactory cause he may be refused entry and marked absent.

3.7 Entry & Exit:

Employees shall not enter or leave the premises except by the prescribed gate or gates. They shall not leave the premises during working hours without prior permission from the School / Centre Department Head.

3.8 Search:

As deemed necessary, all Employees entering or leaving the establishment at any time are liable to be searched within the premises by a person authorized by the Registrar. If any Employee is found in possession of any article unauthorized, they shall be seized. In case of Female Employee, she shall be searched by another lady only.

3.9 Transfer:

An Employee shall be liable to be transferred to any section, departments or campus in the interest of VIT. In case of refusal, such Employee shall be considered as absent from duty for the period of such refusal and in case the Employee is not willing to accept the transfer, he will be liable to be dismissed for dis-obedience of the orders, in accordance with procedure more fully provided for in these Rules.

3.10 Seniority :

Seniority shall be determined by the merit order assigned by the management. Seniority is fixed as per the date of entry to service in VIT in the respective cadre.