

Employee Selection and Recruitment Policy

Preamble:

JSS Academy of Higher Education & Research (JSS AHER) is committed to providing quality education, conducting translational research, and serving the community through patient care and outreach activities. The success of our institution relies on the strength of our human resources. This policy outlines the standardized process for selecting and recruiting qualified candidates who align with our vision and values.

Policy Brief & Purpose:

The Employee Recruitment and Selection Policy of JSS AHER aims to attract and select the most suitable candidates, both internal and external, for various positions within the institution. We are dedicated to promoting equal opportunity and maintaining a well-planned, discrimination-free recruiting process. Additionally, this policy is guided by the regulations of UGC, PCI, AICTE, MCI, DCI, and other relevant bodies.

Scope:

This recruitment and selection policy applies to all employees involved in the hiring process at JSS AHER and encompasses all potential job candidates.

Procedures:

1. Recruitment and Selection Process:

The recruitment teams at JSS AHER shall follow the following steps in the hiring process:

- Identify the need for recruitment based on staffing requirements and organizational objectives.
- Determine whether to conduct internal or external recruitment for the position.
- Develop a comprehensive job description and create a job advertisement that accurately represents the open position and the institution's mission.

- Utilize appropriate sources, internal or external, to post the job opening.
- Determine the selection stages and establish a feasible timeframe for the recruitment process.
- Review resumes from the JSS AHER & MVP database and other sources.
- Source potential candidates through various channels, including job portals, referrals, and professional networks.
- Shortlist applications based on the defined criteria.
- Conduct interviews and assess candidates' qualifications, skills, and suitability for the role.
- Conduct background checks for the shortlisted candidates, ensuring compliance with legal requirements.
- Evaluate any referrals provided by existing staff members or reliable sources.
- After careful consideration, select the most suitable candidate for the position.
- Obtain final approval from the Chancellor before making an official appointment offer.
- Issue an official appointment order to the selected candidate.

Please note that the order of stages may overlap, and HRD head/Registrar may modify the process as deemed appropriate. The first five stages are mandatory for all recruitment processes.

2. Posting Jobs Internally:

HRD section has the option to post a job opening internally before initiating external recruitment. When opting for internal posting, they should:

- Set a deadline for internal applications.
- Communicate the opening through internal circulars, emails, or word-of-mouth.

3. Creating Job Descriptions:

HRD section shall create job advertisements based on comprehensive job descriptions for each role. Job ads must be clear, concise, and accurately represent the open position and organizational mission. They should include:

- A brief description of JSS AHER and its mission.
- A list of job requirements, including a stipulation that candidates must be at least 18 years old.
- Application instructions and guidelines.

4. Employee Selection Stages:

JSS AHER follows a standardized recruiting process that may be tailored to meet specific role requirements and approved by the relevant authorities. The standard process includes:

- Resume screening to shortlist potential candidates.
- Interviews to assess candidates' qualifications, skills, and alignment with institutional values.
- Evaluation of any referrals provided by existing staff members or reliable sources.

5. Revocation of Appointment Order:

In cases where a formal appointment order needs to be revoked, the recruiting authority and the human resources department shall draft and sign an official document. This document must contain a legitimate reason for revoking the appointment order. Legitimate reasons may include:

- The candidate being ineligible to work for JSS AHER at the specified location.
- The candidate providing falsified references or misleading information about a critical matter.
- The candidate failing to accept the offer within the specified deadline (as mentioned in the appointment order).
- Recruiting /HR Division of JSS AHER must formally notify the candidate as soon as possible in such instances.

Review and Amendment:

The policy provides clearer guidelines for the recruitment and selection process, emphasizes the importance of equal opportunity, and highlights compliance with relevant regulations. It aims to ensure a transparent and fair selection process for all candidates and reflects the institution's commitment to hiring the most suitable individuals to achieve its vision and mission.


The Vice-Chancellor and Registrar of JSS Academy of Higher Education & Research hold delegated authority and responsibility for the effective implementation of the policy.

Date of Implementation: 04.06.2016

Date of Last Revision: 04.06.2023

Date for Next Revision: 04.06.2026




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