



Delhi School of Professional Studies and Research
(Approved by AICTE, Ministry of HRD, Govt. of India)

DSPSR/P/B/01

ISSUED DATE: 05/10/09

STAFF RECRUITMENT AND SELECTION POLICY

Applications for teaching and non-teaching staff shall be invited through internet, job portals, news paper, college website, employee referrals, etc. Applicant qualification should be in accordance with AICTE norms. Applications shall be shortlisted on the basis of qualification and experience. Shortlisted applicants shall be communicated through e-mail, mail and telephone. Subject experts of national repute shall be invited to be part of selection committee. Selection committee shall judge applicants on various parameters through interviews, demo lectures, presentations, etc. Selection committee shall take decision regarding appointment of staff. Minutes of this meeting shall be sent for approval to the Governing Body for final approval. After approval of Governing Body appointment letters shall be sent to the applicants through mail, e-mail and telephone. Applicants shall communicate their acceptance to the college. Competent authority shall maintain the record of each selected faculty member in separate file. Certificates shall be verified by competent authority. After final selection, induction program shall be organized and new recruits shall be given all the relevant information related to DSPSR, rules & regulations, duties and responsibilities, etc.

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