

Date: 01/07/2021

**Policy-Appointment of Faculty and Non-Teaching Staff (Revised)**

- 1) Employees may be classified as (a) Regular Employees, (b) Ad hoc Employees, (c) Employees on Probation, (d) Contract Employees, and (e) Employees through Contractors
- 2) The eligibility criteria such as minimum qualification, age, experience, physical fitness, and/or any other conditions for the purpose of selection for appointment to any teaching post or to the post of principal in an institution shall be strictly in accordance with the recruitment rules in vogue published by the respective council, Government and affiliating authority from time to time for the respective level and only after satisfactory completion of probation period prescribed herein
- 3) An appointee shall devote whole time to the service of the institute and shall not engage directly or indirectly in any business of any other assignment which may interfere with the proper discharge of his duties.
- 4) If the consultancy work is undertaken with the prior permission of the management shall be subject to sharing income with the institute as per the prevailing rules.
- 5) In case, the regular employee desires to tender resignation of his post, he shall be required to give three months prior notice, or shall have to deposit three months gross salary in lieu thereof.
- 6) No person shall be continued in service if it is noticed at any point of time that he has been dismissed from any other service in any other organization for any misconduct or is found lunatic or becomes of unsound mind or has been convicted for any offense involving moral turpitude.
- 7) One term of appointment to the post of Principal / Director i.e. Head of the Institute shall normally be for five years and he may be reappointed for one more term of 5 years at the discretion of the management.
- 8) The Vice Principal of the institute shall be nominated by the Principal with the approval of the management of the trust and the term of Vice Principal shall be co-terminus with the Principal's post.
- 9) Recruitment for any regular teaching post shall be made exclusively by the selection through the regular interview process.

There shall be a selection committee including experts in the respective subjects as per norms of the affiliating University, and duly constituted by the competent authority to conduct interviews and make recommendations of the eligible and competent candidates for the appointment to the various posts of teaching faculty.

- 10) The Chairman of the selection committee for any post of the teaching faculty shall be the Chairman of the Governing Body or his nominee duly authorized.





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- 11) The selection committee shall consist of members as prescribed by the affiliating authority whereas the head of the institution shall be the member secretary of the committee.
- 12) For the appointment of teachers to any regular teaching posts such as Assistant Professor, Associate Professor, Professor, as well as Principal / Director, the institute shall publish an advertisement in two region-wide leading newspapers in the name of the institute furnishing detailed postal address, telephone numbers, etc. of the institute.
- 13) The last date of submission of applications shall normally be a minimum of 10 days after the date of publication of the advertisement so as to allow the aspiring applicants to submit their applications well in time.
- 14) The particulars of eligibility, experience, additional qualification, minimum age limit if any, and mode of submitting applications shall be mentioned in the advertisement.
- 15) Institute reserves the right to reject or accept any or all applications received after the last date.
- 16) The scrutiny committee shall be appointed by the institute which shall consist of the head of the department and senior teaching faculty who are well conversant with prevailing recruitment rules for the teaching posts.
- 17) The scrutiny committee shall scrutinize all the applications and fix up the suitable criteria for sorting out the candidates to be called for interview in the maximum ratio of 1:10.
- 18) The date of the interview shall be communicated to each member of the staff selection committee and also to the candidates to be called for interviews at least two days before the date of the interview.
- 19) The particulars of the candidates called for interview shall consist of name, address, contact numbers, date of birth, details of qualification, experience, research publications, and training programs undergone if any, etc.
- 20) A copy of the particulars of the candidates shall be provided to each member of the staff selection committee before the commencement of the interview.
- 21) The staff selection committee shall interview and adjudge the merits of each candidate by the requirements as advertised.
- 22) The committee shall recommend the names of the candidates arranged in order of merit of the persons if the number of recommended candidates exceeds one.
- 23) The appointment shall be subject to approval from the concerned affiliating University. A letter of appointment shall be issued mentioning therein the designation of the post, the scale of pay, and important conditions of service.
- 24) Any candidate whose appointment is not approved by the competent authority shall be considered as an Ad hoc appointment and scales, status as well as salary may change accordingly.

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- 25) In case, the entire procedure for appointment to the regular teaching or non-teaching posts as mentioned above is not followed, the appointments shall be treated as ad hoc appointments for a certain specified period of less than 11 months and the Institute shall have a right to discontinue the services of the person so appointed at any point of time without assigning any reason thereof.
- 26) The candidate who is not selected by the duly constituted committee or not approved by the affiliating body but appointed by the management for a specific period of less than one academic year shall be considered as purely temporary appointment.
- 27) The purely temporary appointed are subjected to discontinuation of service at any point of time during the specified period of appointment without any notice and without assigning any reason therefore.
- 28) The appointment of the candidate made for a specified period will be deemed to have been terminated on the last day prescribed in the appointment order. However, management has a right to continue his appointment for some period beyond the last date based on exigencies.
- 29) In case the post of principal falls vacant for some reason, it shall be filled by appointing officiating principal from amongst Heads of Departments/Senior teaching faculty to hold the charge of the post of Principal in addition to his own charge. It shall be entirely the discretion of the Governing Body to select a person for officiating the principal's post irrespective of seniority, qualification, or position.
- 30) The Person so appointed shall be designated as In-charge Principal or Officiating Principal and will enjoy all the powers of the post so long as he or she continues to work as officiating. However, approval from affiliating University shall be necessary.
- 31) The appointments of the various non-teaching supporting staff shall be made through the agency dealing with the appointments on a contractual basis. In such a case the statutory liability shall rest on the contractor.
- 32) Teaching faculty appointed on a regular basis through the entire procedure mentioned herein shall be on probation for two years from the date of joining duties in the forenoon otherwise from the next day.  
  
Upon consideration of the report, the competent authority may approve the completion of the probation period from a particular date, extend the probation period by a maximum of one year, or terminate the services by giving one month's notice or one month salary in lieu thereof, or revert him/her to the post if any held by the employee before the appointment on probation.
- 33) The approval to the completion of the probation period does not confer on the employee any special right of permanence to continue in the post forever in which he has completed the probation period.

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- 34) If the probation period is not completed satisfactorily services of the employee shall be terminated provided that at least one month's notice is served on him before the expiry of the period of probation or one month's salary is paid in lieu thereof.
- 35) It shall not be necessary to assign any reason for terminating the services of an employee on probation if it is held that he has not completed his probation satisfactorily.
- 36) In case the required numbers of suitable candidates are not available through regular interviews the Competent Authority shall appoint candidates on an ad hoc basis for a specific period not more than the academic session.
- 37) The employees appointed on an ad hoc basis shall not be eligible for facilities extended to the regular employees including leave rules.

Dr. Sanjay Badjate  
Principal

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