




A.E. KALSEKAR DEGREE COLLEGE

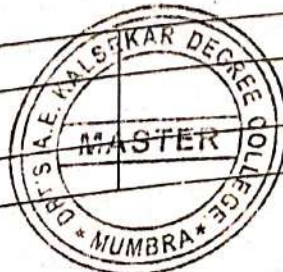
SOP For Staff Recruitment

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- 1. Purpose** : Establish a documented procedure for faculty and staff recruitment.
- 2. Scope** : A procedure is applicable to teaching staff as well as non teaching staff.
- 3. Responsibility:** Principal & Vice Principal
- 4. Process** :
 - Obtaining University Approval and Advertising in National/Local newspaper for Vacant Posts
 - Maintaining file of application received.
 - List of candidates is prepared & shortlisted candidates are called for Interview on the decided date and time.
 - Interviews are conducted & candidate found suitable are selected for the eligible posts.
 - Appointment letter are issued to the selected candidates
- 5. Records**
 - Advertisement
 - Resume of Candidates
 - Report Of The Interview Panel
 - Appointment letter file



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