



Kasegaon Education Society's Rajarambapu College of Pharmacy, Kasegaon.

RECRUITMENT:

The recruitment shall be as per AICTE/ PCI/DTE/University guidelines.

Advertisement of Vacancies

Every post of teacher to be filled in by selection, shall be duly and widely advertised, according to the draft approved by the university together with the minimum and desirable qualification, as prescribed with reasonable time for submitting the application within which the applicant may, in response to the advertisement, submit his/her application. After the last date is over, the office shall prepare the summary of each candidate with his/her date of birth, qualifications, experience, caste, reservation, present emoluments, etc. and shall place the same before the scrutiny committee.

Scrutiny Committee

There shall be a separate scrutiny committee for the post the teacher to be appointed in the College or Recognized Institution as follows:

- i. The Chairman of the Management or his/her nominee (Chairman)
- ii. The Principal
- iii. The Head of the Department of the subject concerned / one professor/ Principal of other affiliated college.

Provided further that, if there is no Head of the Department in the subject concerned, then the senior most teachers in the subject in the college shall be a member of the Scrutiny Committee.

Ordinarily, the suitable and qualified candidates with higher merits calculated on the basis of provisions made in reservation policy shall be invited for the interview and shall not exceed the following ratio of the number of vacancies to the number of candidates : 1:8, 2:14, 3:20,

4:26, 5:32, and for more than five vacancies, the candidates invited shall be upto six candidates per vacancy to be filled in.

Selection Committee

There shall be a separate selection committee for the post of teacher to be appointed in the affiliated college/s or recognized Institution/s other than conducted colleges as follows:

(A) Selection Committee for the post of Assistant Professor /Associate Professor/ Professor/Principal (Direct Recruitment) :

As per University norms.

Temporary Appointment

Only in exceptional circumstances and in the interest of teaching, the management shall make a temporary appointment with the permission of the university against the substantive vacancy in the following manner :

- i. If the vacancy of the teacher is to be filled in temporarily for a period not exceeding one term, the Principal of the college or recognised Institution, in consultation with the Chairman, shall appoint a qualified person and the information shall be sent to the university within a week for its approval.
- ii. If the vacancy of the teacher exists for a period exceeding one term but not more than one year, then the vacancy shall be filled in on the recommendation of Local Selection Committee constituted as follows:
 - a. The Chairman of the Management or his/her nominee as Chairman
 - b. The Principal
 - c. The Head of the Department in the concerned subject seniormost teacher nominated by the Principal.
- iii. Local Selection Committee shall interview the eligible/qualified candidates and recommend the name(s) in order of merit for the appointment.

- iv. The proceedings of the Local Selection Committee shall be sent to the university within a week for its approval.
- v. Selected candidate, after getting due approval from the university, shall be appointed against the substantive vacancy.
- vi. The Principal shall send the changes-in-staff form of such teacher(s) within two weeks from the date of his/her joining, to the university for its approval.

Appointment of Clock Hour Basis Teacher

- i. If, for any subject, the workload of three to eleven periods per week is available, then the principal may appoint the clock hour basis teacher ..
- ii. The procedure of appointment of full-time teacher shall be made applicable to the clock hour basis teacher and teacher to be appointed on proportionate basis.
- iii. The clock hour basis teacher shall be allotted examination works like supervision, assessment of answer sheets, paper setting, etc.

Reservation Policy

- i. The appointments and advertisement of the various categories of teachers in the college shall be subject to the reservation policy laid down by the government, from time to time.
- ii. Relaxation in the qualifications, age limit, etc. shall be as recommended by the PCI/AICTE and accepted by the government and the university, from time to time.
- iii. The College shall constitute Standing Committee as per the recommendation of the PCI/AICTE for the welfare of the backward community teachers and employees including women candidates.
- iv. There shall be not less than two meetings of the Standing Committee in a year and the proceedings of these meetings shall be made available for inspection to the special cell.

Procedure and criteria for appointment by promotion for non teaching staff

- i. Promotion in each cadre shall be made solely on the basis of seniority cum merit.
- ii. The person holding the post specified shall be eligible for promotion subject to his possessing minimum qualification and experience on the first day of the month of July of the year as required.

- iii. Subject to his possessing minimum qualifications and experience on the first day of the month of July of the year, "Minimum Qualification" and experience for promotions should be considered or as the case may be. In case suitable candidate is not available for making promotion to a post under consideration, then the procedure for direct recruitment shall be adopted/ shall be selected from the existing faculty based on performance.
- iv. No persons shall be considered for first promotion in the service unless he is substantively appointed and confirmed on the lower post in the service.
- v. The authority for promotion shall, at the time of promotion, nominate the faculty simultaneously to a grade, fix the seniority for them with reference to the rank fixed by selection committee at the time of appointment, irrespective of date of joining.
- vi. The Departmental Promotion Committee on the basis of Annual Confidential Reports for the last five years shall judge the fitness of a particular candidate for promotion. Once a set of candidates is identified as fit for promotion, then the only criterion for promotion shall be the criterion of either seniority or hard and progressive work as per confidential report.

LIABRARY

- **Assistant Librarian to Librarian:** As per norms.

ADMINISTRATIVE

- **Qualification and Experience**

Registrar

- i. Post Graduate Degree of a Statutory University with 55% marks or B Grade as per UGC norms. At least 05 years experience in academic Institution or equivalent post in academic administration.
- ii. Office Superintendent - A Bachelor's Degree or equivalent with 07 years of experience of administration.
- iii. Minimum 5 years experience as Head Clerk/Senior clerk or 05 years experience as superintendent.

Junior Clerks to Senior Clerk/Head Clerk

- i. A bachelor degree in any discipline
- ii. Minimum 08 years experience as junior cler

LABORATORY:

Lab Assistant to Lab technician

- i. Qualifying D. Pharm.
- ii. Minimum 5 years experience as Lab assistant.

Junior peon to senior peon/ Hawaldar

- i. Seventh pass /SSC or higher qualification shall be preferred.
- ii. Minimum 05 years experience as junior peon.

Promotional Policies:

The designations and Promotional Policies is given below.

Designations and Promotional Policies

Sr. No.	Class	Designations
1.	Super Class 1	Principal, Professor
2.	Class 1	Associate Professor
3.	Class 2a	Assistant Professor
4.	Class 2b	Librarian, Registrar Office, Superintendent
5.	Class 3a	Lab Assistant, Lab Technician, Clerk (Junior, Senior and Cashier), Computer Operator, Store In-charge and Electricians.
6	Class 3b	Bus Driver
7.	Class 4	Peon, Lab Attendant, Watchman
8.	Class 5	Sweepers