JSS Academy of Higher Education & Research
(Deemed to be University)
Accredited 'A+' Grade by NAAC
Sri Shivarathreeshwara Nagara
Mysuru – 570 015, Karnataka, INDIA

Employee Selection and Recruitment Policy

1. Preamble:

JSS AHER has the vision to provide quality education, promote translational research and serve the community through patient care and outreach activities. The human resource is the main pillar which can support and fulfil the vision. Hence, JSS AHER follows a standard policy to select and recruit manpower. This policy describes the process for identification, selection and recruitment.

2. Policy brief & purpose

- JSS Academy of Higher Education & Research **employee recruitment and selection policy** describes the process for attracting and selecting external and internal candidates.

- JSS Academy of Higher Education & Research is committed to equal opportunity policy at every selection stage. Recruiting teams shall aim for a well-planned and discrimination-free recruiting process.

- JSS AHER will be guided by UGC regulations, PCI/ AICTE/ MCI/ DCI regulations etc. from time time

3. Scope

This recruitment and selection policy applies to all employees who are involved in recruitment for JSS Academy of Higher Education & Research. It refers to all potential job candidates.

4. Procedures

4.1 Recruitment and selection process

Generally, recruiting teams could go through the following steps:

1. Identify the need for recruiting
2. Decide whether to recruiting externally or internally
3. Review the job description and compose a job advertisement
4. Select appropriates sources (external or internal) for posting the opening
5. Decide on the selection stages and possible timeframe
6. Review resumes in JSS AHER & MVP database
7. Source possible candidates
8. Shortlist applications
9. Proceed through all selection stages
10. Run background checks
11. Select the suitable candidate through interview and recommend
12. Approval by Chancellor
13. Make an official appointment order and issue

Stages may overlap. HRD head/Registrar may remove/add steps as appropriate. The first five stages are mandatory in every recruiting process.

4.2 Posting jobs internally

HRD section can post a job opening internally before starting recruiting external candidates. If they decide to post internally, they can:

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

4.3 Creating job descriptions

HRD section shall create job advertisement based on full job descriptions of each role. Job ads should be clear and accurately represent the open position. They should include:

- A brief description of JSS AHER and mission

- A list of requirements

  (Ensure to mention that the candidate should be more than 18 years old)
- How to apply

4.4 Employee selection stages

JSS AHER has follows a standard recruiting process that may be altered according to a role's requirements and approval of authorities. The standardprocess involves:

- Resume screening
- Interview
- Referrals Evaluation if any

5. Revoke of Appointment order

In case when a formal appointment order has to be revoked, the recruiting authority and human resources department should draft and sign an official document. This document should include a legitimate reason for revoking the appointment order. Legitimate reasons include:

- Candidate is proved to not be legally allowed to work for JSS AHER at a specific
- location Candidate has falsified references or otherwise lied about a serious issue
- Candidate doesn't accept the offer within the specified deadline (deadline must have been included in the appointment order)

Recruiting managers and HR must notify the candidate formally as soon as possible.
This policy will come into immediate effect.

6. Authority:

The Vice-Chancellor, Registrar & HR section of JSS Academy ofHigher Education & Research and Principals of the constituent colleges and Heads of the departments holds delegated authority and is responsible for all aspects of the "Employee selection and recruitment policy".

7. Date of implementation

This policy will come into immediate effect from 01.01 .2022

8. Date of revision

01.01.2024

REGISTRAR