



# BALAJI COLLEGE OF PHARMACY

Approved by A.I.C.T.E. PCI New Delhi and Affiliated to J.N.T.U.A., Ananthapuram

Sanapa Road, Alamuru (P), Rudrampeta, Ananthapuram – 515002. (A.P.)

[www.balajipharmacy.ac.in](http://www.balajipharmacy.ac.in)

Principal.t1 @jntua.ac.in

8886630042

## *Recruitment/Selection and Appointment of Staff*

*RECRUITMENT / SELECTION OF TEACHING / NON-TEACHING / ACADEMIC / TECHNICAL AND ADMINISTRATIVE STAFF.*

In order to maintain full scale of staff as per the norms and also to have a mix of well qualified and experienced staff in the institution, keeping in view the guidelines issued by the Society, it has been decided to adopt the following policy for recruitment of staff for both Teaching and other categories.

### 1. Staff Strength

- The Strength of Teaching Staff shall be as per PCI Norms.
- Strength of the Non-Teaching Staff shall be as per Andhra Pradesh State Government/ University Norms.

### 2. GENERAL GUIDELINES

- The rules prescribed for selection of employees from time to time as notified by PCI/University/Government of Andhra Pradesh shall be followed.
- A post shall be filled up either by direct recruitment through open advertisement or by promotion from amongst the qualified and eligible internal candidates, as directed by the Governing Body.

The recruitment may be

- Bi-annual
- Continuous Process
- Selection / Ratification by the University.

### 3. Qualifications and Experience of Staff

- The qualifications, age, experience etc, shall be as PCI Norms in respect of Teaching Staff




# BALAJI COLLEGE OF PHARMACY

Approved by A.I.C.T.E. PCI New Delhi and Affiliated to J.N.T.U.A., Ananthapuramu

Sanapa Road, Alamuru (P), Rudrampeta, Ananthapuramu – 515002. (A.P.)

 [www.balajipharmacy.ac.in](http://www.balajipharmacy.ac.in)

 Principal.t1 @jntua.ac.in

 8886630042

## 4. Selection of Assistant / Associate Professors / Professors

The Selection Committee for the post of Assistant Professors/ Associate Professors / Professors shall have the following composition.

- Chairperson of the Governing Body of the college or his / her nominee from among the members of the Governing Body.
- The Principal of the College.
- Head of the Department concerned.
- Subject experts from other institutions (at least one)

## 5. PRINCIPAL OF COLLEGE

The selection committee for the post of Principal / Director shall have the following composition.

- Chairperson of the Governing Body of the college as the Chairperson.
- Two members of the Governing Body of the College to be nominated by the Chairperson of whom one shall be an expert in academic administration.
- Three experts consisting of the Principal / Director of a College, Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college) out of a panel of six experts approved by the relevant statutory body of the University concerned.

## 6. Appointment

The Management is the Competent Authority to appoint any employee. The Management or Principal on behalf of the Management shall issue the Appointment Orders.

The Management/Governing Body may in special circumstances appoint persons by invitation/deputation/contract basis year after year up to a maximum period of Five Years or up to the maximum age of Sixty-Five Years.

- All the staff recruited will be initially on Ad-hoc basis for first one year on a contract.




# BALAJI COLLEGE OF PHARMACY

Approved by A.I.C.T.E. PCI New Delhi and Affiliated to J.N.T.U.A., Ananthapuramu

Sanapa Road, Alamuru (P), Rudrampeta, Ananthapuramu – 515002. (A.P.)

 [www.balajipharmacy.ac.in](http://www.balajipharmacy.ac.in)

 Principal.t1 @jntua.ac.in

 8886630042

- All the Teaching Staff will be exposed to the University selection Committee for ratification. Ratified staff will be appointed on permanent basis with AICTE Pay Scales.
- Faculty who are not recommended for appointment as Assistant Professors will be given an opportunity to opt for lower/non-teaching appointment.
- Non-Teaching Staff will be appointed on permanent basis after assessing their performance after completion of one year and on the recommendation of the Head of the Department.

## 7. Probation

- The initial appointment to posts in the College shall ordinarily be made on probation for a period of Two Years. Persons appointed to a higher post by Promotion/Selection shall be on probation for a period of One Year only in a continuous period of Two Years.
- The management/Governing Body upon the recommendation of the Principal for valid and sufficient reasons may extend the probation period of an employee for such period as may be found necessary or terminate his/her services after due notice.
- The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him/her, even if the stated period of probation is completed.
- After confirmation, the appointee shall hold the office till the age of superannuation which shall ordinarily be Sixty Five Years in the case of Teaching Staff and Fifty Eight Years in respect of Nonteaching Staff unless otherwise found unsuitable to discharge his / her regular duties.
- If a person having been appointed temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date of joining in the regular post.



# BALAJI COLLEGE OF PHARMACY

Approved by A.I.C.T.E. PCI New Delhi and Affiliated to J.N.T.U.A., Ananthapuram

Sanapa Road, Alamuru (P), Rudrampeta, Ananthapuram – 515002. (A.P.)



[www.balajipharmacy.ac.in](http://www.balajipharmacy.ac.in)



Principal.t1 @jntua.ac.in



8886630042

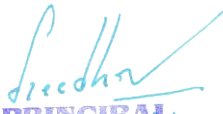
- Any application of the employee seeking employment elsewhere shall not be forwarded during the probation period.
- The rules governing probation shall not apply to appointments made on
- Temporary/Contract/Contingent Basis.
- The service of any candidate appointed on Temporary/Contract Basis, can be terminated at any time without any notice and without assigning any reason thereof.

## 8. Orientation of Staff

- Every staff member appointed in the college shall be given a brief introduction about the college by the principal on the day of his/her joining and briefed about the HR policies of the college and the Society.
- The HOD of the respective department also shall brief the candidate / new incumbent and introduce her / him to all the staff members of the team.
- The HOD will also ensure that all the registration/arrival and reporting formalities, including submission of joining report etc. are completed by obtaining the assistance of the office team.

## 9. SENIORITY

- In the case two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the order of seniority among them as per the order of merit fixed by the selection committee or as per the time and date of joining.

  
**PRINCIPAL**  
Balaji College of Pharmacy  
Rudrampeta, Alamuru Post  
ANANTHAPURAMU.