

# RECRUITMENT POLICY



**VIGNAN'S LARA**  
**INSTITUTE OF TECHNOLOGY & SCIENCE**

Approved by AICTE New Delhi & Affiliated to JNTUK Kakinada

*An ISO 9001 : 2015 Certified Institution*



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## INSTITUTE OF TECHNOLOGY & SCIENCE

Approved by AICTE New Delhi & Affiliated to JNTUK Kakinada  
Vadlamudi - 522 213, Guntur District

### Recruitment Policy

Faculty members are recruited based on the qualifications prescribed by Regulations (2010) of AICTE and subsequent amendments, issued by AICTE from time to time. Staff Selection Committee at VLITS directs the finance officer to give advertisement in all leading newspapers inviting qualified and experienced candidates to meet the man power requirement of the institution. The institution has built a sound reputation of adequate faculty with required staff-student ratio. There is a three-tiered procedure of selection followed here is described below.

- i. An examination with MCQs is conducted to test the knowledge of the candidates in their respective domains.
- ii. Each of the shortlisted candidates is asked to present a demonstration lecture to examine them on communication and pedagogic skills.
- iii. Final interview is conducted by a committee consisting of Principal, HoD and two subject experts who will assess the candidate on their attitude and behavioral aspects.

Based on the performance in three levels, a selection list in the order of merit is finalized. Besides the above method of recruitment, the college also extends invitation to reputed senior professors by offering them attractive pay packages.

Non-teaching/Administrative staff members are recruited as per the state government norms and on the basis of prevailing procedures at the institution. The selection of technical staff is carried out at the department level by the interview committee comprising of HoD and two senior faculty members.

#### a. Issuing Offer Letters:

The offer letter is sent to the selected candidate based on the selected list. The candidate should confirm his/her acceptance in writing within the stipulated time mentioned on the offer letter.

#### b. Joining Report:



The candidate should submit a joining report in the Principal's office and report to the duties with the respective department. At the time of reporting to duty, staff members are required to submit their original certificates of higher study/degree/diploma and mark sheets.

**c. Letter of Appointment:**

The selected candidate must bring the relieving order from the previous organization and submit to the college on the day of reporting to duty. The candidate will be given the Appointment Letter duly signed by the Chairman on that same day.

**d. Scales of Pay:**

**Teaching Staff:**

The candidates are given AICTE scales of pay as applicable from time to time. At present we are offering sixth pay scale to all our faculties. For some deserving candidates in a specific teaching cadre, more payments can be made as prescribed by the Governing Body.

**All Other Posts:** Scales, as prescribed by the Governing Body from time to time.

**e. Allowances:**

Dearness allowance and house rent allowance shall be adopted as per the Government of Andhra Pradesh rates and ratified by the Governing Body.

**f. Fixation of Pay:**

An employee who is appointed to a post shall, unless otherwise stated, be eligible to draw pay at the minimum of the time scale of pay of that post. An employee, who is holding a post in a time scale and is promoted to a higher post, shall be entitled to draw pay in the time scale of pay of the higher post at the stage just next to or above his/her pay in the lower post after allowing an increment in the lower post. When, however, he/she had reached the maximum of the scale of pay of the lower post at the time of such a promotion, his / her pay in the higher post will be fixed in the same manner giving a notional increment in the lower post and onward fixation at the next stage of the scale in the higher post.

**g. Increments:**

All services in a post on time scale of pay shall count for increments in that time scale provided the faculty meet the performance indicators as per the self-appraisal form.

Leave, other than extraordinary leave without pay shall count for increments in the time scale applicable to the post which the employee holds, and on the post on which he/she holds lien, provided, however, that the appointing authority shall have the power to direct that

extraordinary leave shall be counted for increments, if it is satisfied that such leave was taken on account of illness or for any other cause considered by the Governing Body as proper and reasonable.

Where the probation of an employee is extended, the authority which extended the probation shall decide whether the second increment shall be allowed to be drawn, or kept in abeyance until the employee completes the period of extended probation and is ultimately confirmed by the appointing authority. The Principal will be the finalizing authority to sanction the increment for the Teaching and Non-teaching staff.

- h. **Ratification:** All the faculty recruited by the college staff selection committee and whose names are recommended for ratification shall undergo ratification process by affiliating university from time to time as compulsory. The institute shall notify all eligible faculties to attend the ratification interviews as per the affiliating university notified schedule.



  
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