

This document covers Selection Procedure
for Management and Non-Teaching
Positions

Selection Procedure for Management and Non-teaching Positions

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GSFC University,
FERTILIZER NAGAR, VADODARA

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Selection Procedure for Management and Non-teaching Positions

1. Policy Statement:

It is the policy of GSFC University to provide equal employment opportunities to all applicants for employment without regard to race, colour, religion, age, sex, disability, national origin, veteran status, marital status, or sexual orientation.

The objectives of the University are to attract, select, retain and motivate qualified individuals to occupy vacant positions.

2. Purpose:

GSFC University has outlined a process for hiring best suitable personnel. This Manual explains the steps to the hiring process for hiring Management, Teaching and Non-teaching staff and making a successful selection.

All hiring of employees should be in accordance with the University's Employment Policies and will be on One year's probation initially. The procedures outlined in this manual outline the steps that are to be followed in hiring personnel.

3. Guidelines for initial Scrutiny :

- The bio data received is scrutinised on the basis of quality of experience, quality of the educational institutions and age criteria. (An approval for the selection procedure is taken for every position which includes the screening process based on qualification and experience and details of the expert panel for the interview.)
- The percentage of a candidate in the required educational degree should be 55% or more than that (It may vary for junior level positions but a prior approval for the same shall be taken).

4. Screening Committee

- Screening Committee (SC) shall be assigned to shortlist the candidates before finally calling them for further assessments.
- SC will consist for the Non-Teaching position shall primarily comprise of Director (A and EF) and invitees from concerned department. Other key officers like Provost, Directors (EDC), Registrar, CLO, etc. can be invited in cases pertaining to their roles.

5. Selection Committee / Expert Panel

For the purpose of Personal Interview, the following members shall comprise of selection committee for appointment of Officers and Administrative Staff / Technical Staff–

- 1) Director (Administration & Enabling Functions);
 - 2) The Provost;
 - 3) A nominee of the President;
- Director (Admin. & EF) / Provost will be the Chairperson of the Selection Committee for faculty positions.
 - The Selection committee / Expert Panel shall also consist of an industry expert, or expert from a renowned University. The experts shall be related to the concerned subject and nominated by the President.

Selection Committee / Expert for higher posts, namely Directors, Registrar and Deputy Registrar will consist of-

- a. President or his nominee
- b. Member of Board of Management or its nominee
- c. External Expert

The Experts to be invited for recruiting different positions shall be called as per their availability.

6. Selection procedure for Management/ Non- Teaching Positions/ Student Counsellors:

A. Non- Teaching Positions :

- Candidates who get shortlisted for this position after the initial scrutiny will be given an assignment / case study based on the day to day practical issues. The assignment needs to be submitted by the candidate within a specified time as decided by the HR department of GSFCU.
- The assignment shall be evaluated by the Selection Committee / Expert Panel.
- Further, the Selection Committee / Expert Panel for the interview may also decide to give an assignment to the candidate on the day of / during the Interview and they shall also assign a time limit for the same.
- The assignment given to the candidates before/during the interview process, will be assessed and evaluated by the Selection Committee / Expert Panel.
- The final round shall be the personal interview.

B. Management Positions :

I. Director

- The Shortlisted candidates (based on initial scrutiny) will be sent a case study based on day to day practical issues and expected to submit the assignment in a stipulated amount of time.
- Screening committee shall be appointed to assess the assignment (case study) submitted by the candidates and they shall shortlist the candidates based on their performance in the assignments.
- The final round shall be the personal interview / interaction.

II. Registrar, Deputy Registrar

- The shortlisted candidates will be given a case study based on day to day practical issues which they have to complete in a stipulated amount of time.
- A Screening committee shall be appointed to assess the assignments (case study) submitted by the candidates and they shall shortlist the candidates based on their performance in the assignments for the final round i.e. the interview.

- The assignments (case study) shall be discussed at length during the interview.
- The recruitment for the position of Registrar as well as other teaching staff shall be based, to the extent possible, on the applicable UGC guidelines as well as the criteria set by the University.

III. Student Counsellors :

Stage 1 –

- The biodata of the candidates shall be shortlisted based on their educational qualification, quality of the institutes and the grades obtained. As they are fresh pass outs, their experience shall not be taken into consideration. The weightage of Academic record and Experience shall be 50%. The Screening Committee shall review the records. The committee shall be assigned to shortlist the candidates before finally calling them for further assessment.

Stage 2 –

- The next stage shall be to conduct an online open book examination containing 45 objective questions to be completed within thirty minutes for the shortlisted candidates. The candidates shall be informed about the venue, date and time of the examination through mail. (May sought deviation with prior approval if needed)
- On completion and submission of their test, the score will be visible to them.
- The test results of all the candidates who have appeared for the examination shall be available with the HR department of GSFCU and they shall further shortlist the candidates based on the scores obtained.

Stage 3 –

- The third stage of recruitment process will require development of a Lab experiments at the industry, similar to that of the Assistant Professors. They are expected to select an industrial unit based on the write up prepared by GSFCU and shall be evaluated on the basis of the experiment that they will design for the students. The Lab Experiments shall be evaluated by an Industry personnel present at the time of the interview.

Stage 4 –

- The fourth stage of recruitment process will require candidates to appear for a demo lecture in front of the students as well as the Expert panel, similar to that of Assistant Professors. The candidates shall be given a list of topics from the present course structure for the demo lecture which will be communicated to them in advance and the selection of a particular topic has to be informed/conveyed to the HR department in advance.
- The expert panel and students will analyse and evaluate the performance of each candidate in the Demo Class. Each candidate shall be given one complete lecture session i.e. approximately for one hour or less.
- The Panel shall have a separate scoring sheet wherein they have to evaluate candidate scores based on his subject knowledge, teaching technique, communication skills, etc. This shall fall under the “Assessment of Domain Knowledge and Technical Skills” which has 30% weightage in the scoring system. The Students shall also be given a separate feedback format wherein they have to rate the candidates based on their performance at the lecture.

Stage 5–

- The final shortlisted candidates (after the previous rounds) shall be eligible to go for the next round of interview i.e. with the Selection Committee / Expert Panel. Lab experiment designed by the candidate shall also be assessed by the Expert Panel during the interview. The interview performance shall have weightage of 20% in the scoring system.

Note:

Considering the exigencies and need at a relevant point of time, relaxation in the procedure maybe made in respect of the selection of various Faculties and staff with the approval of the President.

7. Evaluation Criteria & assessment sheet

GSFC UNIVERSITY								
EVALUATION SHEET FOR PERSONAL INTERVIEW - SELECTION COMMITTEE								
DATE:								
Sr. No.	Name of the Candidate	COMPETENCIES						
		Job knowledge	Assignment/ Case Study	Relevant Background & Quality of Experience	Strategic Planning & Problem solving skills/ Critical Thinking	Interpersonal & Communication Skills	Motivation/ Initiative	Total Marks
		20 marks	30 marks	15 marks	10 marks	15 marks	10 marks	100 marks
1								
2								

Name :-

Designation :-

Signature:- _____