



Children's Education Society (Regd.)

# The Oxford College of Pharmacy

(Recognised by the Govt. of Karnataka, Affiliated to Rajiv Gandhi University of Health Sciences, Karnataka, Drug Control Board of Karnataka, Approved by Pharmacy Council of India, New Delhi)


Accredited by National Assessment and Accreditation Council (NAAC)

## Recruitment Policy

Policy Effective Date: <01-02-2020>

### Revision History

Ver No.	Change Description	Prepared By	Reviewed By	Approved By	Date
01	TOCP-Service & Administrative Manual- Recruitment Policy	IQAC-TOCP	TOCP	Chairman TOCP	06.06.2009
02	TOCP-Service & Administrative Manual- Recruitment Policy	IQAC-TOCP	TOCP	Chairman TOCP	01.03.2014
03	TOCP-Service & Administrative Manual- Recruitment Policy	IQAC-TOCP	TOCP	Chairman TOCP	01.01.2020

  
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## 1. Objective

It is true that employees are the true assets of any organization. It is therefore imperative that a sound recruitment policy is in place to ensure certain guidelines are established to ensure consistency and quality in Teaching Learning Process. The policy will endeavour to make the recruitment process an excellent experience for both the recruitment teams as well as the candidates.

## 2. Scope and Applicability

This process is applicable to The Oxford College of Pharmacy under the aegis of Children's Education Society (Regd.), JP Nagar: Bengaluru - 560 078, Karnataka.

## 3. Definition/Glossary

Term/Abbreviation	Definition/Expansion
TOCP	The Oxford College of Pharmacy
HOD	Head of the Department
RGUHS	Rajiv Gandhi University of Health Sciences
PCI	Pharmacy Council of India
HR	Human Resource Manager

## 4. Policy/Process

### 4.1. Definition

The Recruitment process begins to maintain sanctioned cadre strength as per AICTE/PCI and RGUHS guidelines for each semester. Based on approved numbers and experience required for the Teaching & Learning Process, the Staff Selection Committee will commence the recruitment. Recruitment is a continuous process having to take care of sanctioned manpower and replacement of manpower who have left the organization during the year.

### 4.2. Hiring Process and Procedures

#### 4.2.1. Personnel requisites

Personnel requisites i.e. the Qualification and Experience are as prescribed in the PCI and RGUHS norms and Standards.





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## 4.2.2. Recruitment meetings

The Principal of The Oxford College of Pharmacy will call for a meeting before the commencement of the next academic year to identify any deficiencies that are prevailing in the concerned departments. If any such deficiencies are noted, the cadre would be approved and further taken for recruitment process.

## 4.2.3. Job postings

Appointment to the post of regular faculty positions shall be made on merit and on the basis of Newspaper advertisement, advertisement in college website, social media, faculty plus platforms will be released based on requirement seeking applications for the recruitment of Professors, Associate Professors, Assistant Professors and for other Non-Teaching and Support Staff.

The Department HODs will be shared with the applications and resumes as required. The applications from the aspirants will not be less than 15 days from the date of publication of the advertisement.

## 4.2.4. Internal applicants

Current employees with a satisfactory employment status may apply for internal job openings. The process for such applications will be based on the Internal Job position policy of The Oxford College of Pharmacy

All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by the HODs.

## 4.2.5. Interview process

The Applications / Resumes received thereafter shall be screened and Interview mall will be sent to the eligible candidate for 1<sup>st</sup> Round of Interview along with Demo.

The date of the meeting of every selection committee will be so fixed and the quorum to constitute the selection committee shall be as follows: -

1. Chairman, TOCP
2. Management Representative
3. Principal, TOCP
4. Dean (Academics), TOCP
5. University Nominee
6. HOD, TOCP
7. Concerned HODs in case of interdisciplinary streams.
8. Senior Faculty Member from the Department
9. Senior External Expert





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## 4.2.6. Selection Criteria

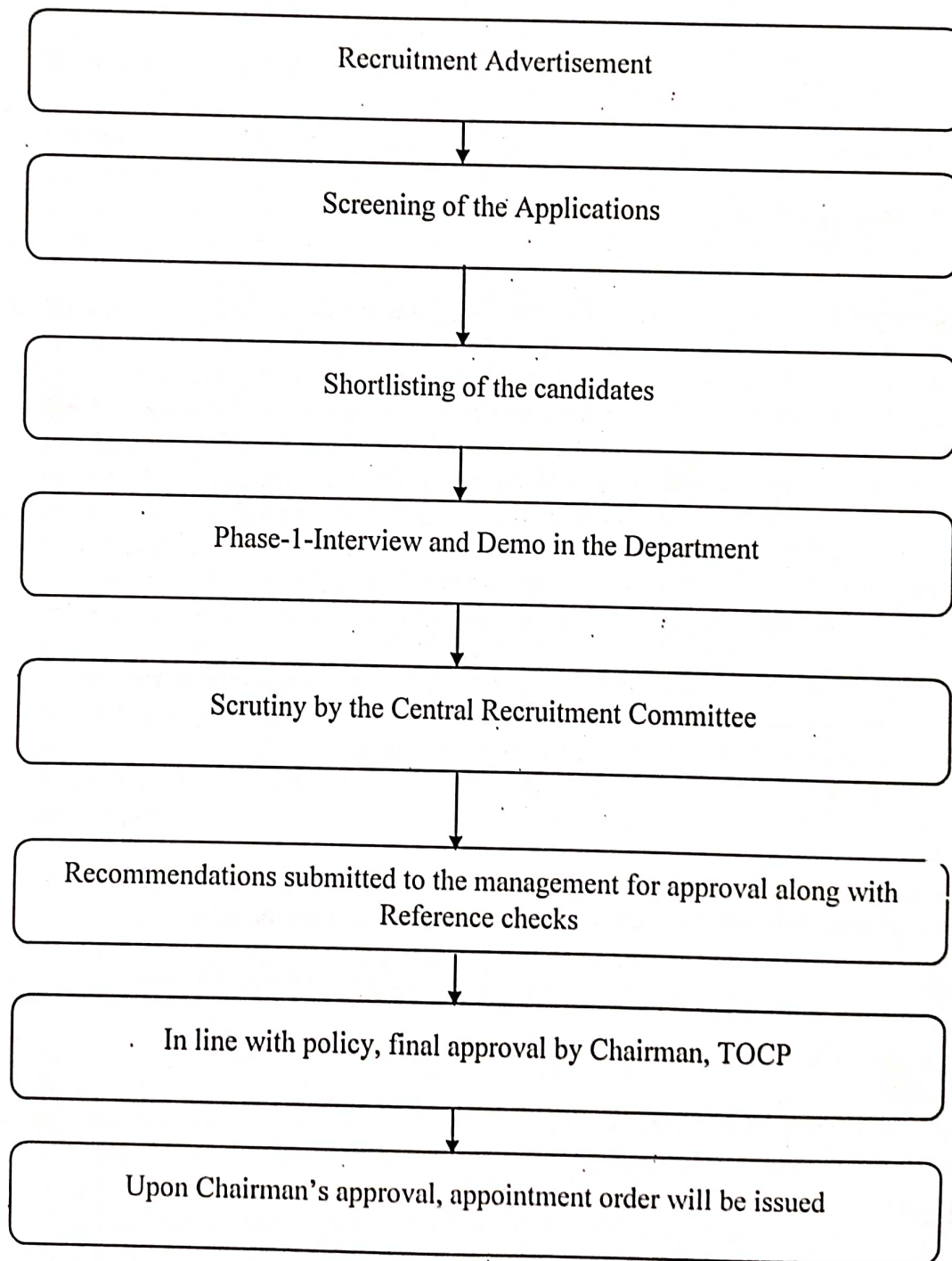
- a) The Selection Committee shall interview and adjudge with the demo class and merits of each candidate in accordance with the qualifications as prescribed by PCI/RGUHS from time to time.
- b) The staffing pattern and scale of pay applicable to the post of Principal, HODs and teaching staff shall be as prescribed by the PCI and RGUHS, as the case may be.
- c) The staffing pattern and scales of pay applicable to non-teaching, administrative and supporting staff and the scale of pay shall be as specified by PCI/RGUHS/Government of Karnataka.
- d) The minimum qualifications, teaching experience and other eligibility criteria for recruitment to the teaching posts, non-teaching posts, administrative posts and other categories of posts shall be as prescribed by the PCI/RGUHS/Government of Karnataka from time to time.
- e) Selection of candidates shall be based on the Demo/written Test or Interview, as the case may be, as suggested by the Selection Committee. Candidates shall be selected solely on the basis of merit. The process of selection shall be governed by the rules of recruitment prescribed by the PCI/RGUHS/Reservation of vacancies in favor of SCs, STs and OBCs, shall be at the discretion of the Management which is not mandatory.
- f) The Candidates whose names are included in the select list prepared by the Selection Committee may be appointed at the discretion of the Management or the Appointing Authority as specified in the Schedule. Their appointment shall be on probation in terms of the KCS (Probation) Rules 1977. The declaration of the period of probation and confirmation shall be under the provisions of the KCS (Probation) Rules 1977.
- g) The seniority of the employees of the academic staff shall be published Department wise every year and circulated among each employees and their signature obtained. The procedure prescribed in the Karnataka Government Servants (Seniority) Rules 1957 & the standing orders issued there under shall be adopted and enforced.
- h) Termination of the services of the temporary employees shall be in accordance with the provisions of the Karnataka Civil Service (Probation) Rules 1977 & the Karnataka Civil Service (General Recruitment) Rules 1977. In case of the probationer he/she shall be liable for discharge if found unfit/ unsuitable to hold the post in which appointed under Karnataka Civil Service (Probation) Rules 1977.



## 4.2.7. Reference Checks

For all the selected candidates, it is mandatory to have Reference checks.

## 4.2.8. Flow Chart







## 4.2.8 Job offers

The Selection Committee recommends the candidates who have successfully completed all the above process for appointment to the post advertised as per PCI/RGUHS norms and standards subject to approval from the Chairman of TOCP. The selected candidates should accept the offer within 7 days and has to report to duty within 3 months from the date of acceptance of the Offer or else the job offer stands cancelled.

## 5. Resignation of the employee:

- a) The Principal and faculty members holding the post of Professor, Associate Professor and Assistant Professor shall not tender the resignation to the post held by them respectively at any time either in the midstream of an academic year or before completion of the course.
- b) Any employee desirous of tendering resignation to the post held by him/her shall submit the resignation letter giving at least THREE months advance notice. Such a resignation shall be submitted through the Head of the Department to the Principal and routed to the Management. Acceptance of the resignation shall be at the discretion of the Management. Such a resignation letter shall be hand written signed and submitted voluntarily & without there being any act of compulsion or coercion / duress. In the event of any employee securing appointment in the State Government or Union Government the Management may at its discretion accept the resignation tendered by such an employee waiving the 3 months' notice period. Provided that the resignations tendered by Post, E-Mail, Fax or Scanned copy shall not be entertained.
- c) An employee who has submitted 3 months advance notice of resignation shall not be entitled for any kind of leave during the period of notice except casual leave for 3 days. Such an employee shall be invariably be present on the last working day in the College to get himself/herself relieved of his/her duties in furtherance of the acceptance of the resignation.
- d) However, the Management may at its discretion accept the resignation tendered even without 3 months advance notice. It is subject to the condition that such an employee shall pay 3 months gross salary without any deduction in the form of crossed Demand Draft in lieu of 3 months advance notice for resignation.
- e) Any resignation tendered by an employee shall be considered by the Management and decision taken in the matter of acceptance of the resignation or its rejection in the interest of the students. If a decision to accept the resignation emerges then an order relieving from a particular date shall be issued. Until such time he/she shall continue to be in service and await the decision of the Management.



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- f) The Management may at its discretion accept the resignation tendered by an employee at any time during the period of notice and waive the remaining portion of the notice period in pursuit of meeting any expediencies and exigencies.
- g) Upon the acceptance of the resignation and issue of the relieving order the employee shall settle all the dues owed by him to the Institution and the Management. He/She shall hand over the physical possession of all the Documents, Equipment, Appliances, Apparatus and other properties held in custody to the person suggested by the Principal, He/She shall return the books borrowed from the Library. He/She shall immediately vacate the designated quarters held by him/her and shall pay the outstanding electricity and water charges. Only thereafter he/she shall be relieved by issue of a formal order by the Management upon receipt of the relevant "No-Due Certificate (NDC).
- h) Once the resignation is accepted and the employee is relieved of his duty in pursuance thereof it shall be final without liberty to withdraw the resignation. However, the Management may at its wisdom appoint such persons afresh without continuity of service or with continuity of service by condoning the interruption of service by sanctioning the leave due and admissible to such employees.

## 6. Termination of the employee:

- a) In certain cases, the Management reserves the right to terminate the employee by giving them one month's notice.
- b) In case of any disciplinary action or any other grave reasons, the Management reserves the right to terminate the candidate without any notice.

## 7. Non-compliance and Consequence

The hiring of relatives without the knowledge of or without informing HR or the Head of the Institution will be treated as non-compliance of this policy and appropriate action will be initiated under the rules of this policy or any other appropriate policy by HR.