

Recruitment Policy @ ANITS

The Mission of ANITS is translated into an organizational goal to recruit and retain well qualified, committed, and diverse faculty / staff, for positions in all academic / administrative fields. The candidates selected must have continued learning attitude and be able to contribute to the overall development of the student as well as the institute. The recruitment of faculty / staff is a crucial activity at ANITS and the Standing Committee is constituted specifically for governing the recruitment procedure. Recruitment will be based on the need in given areas within the department. HoDs of various departments identify the vacancies based on the academic / administrative workload and the guidelines by AICTE, and submits the list to the Principal. The vacancies in all the departments is consolidated by the office of the Principal and forward it to the management for approval. The recruitment process is initiated on getting the approval from the management.

The institute reserves the right to fill or not fill any or all of the advertised posts. Mere fulfilment of the qualifications and experience requirement does not entitle the candidate to be called for an interview. However, exceptionally meritorious candidates in any area of specialization pertaining to the said department will be considered.

Various stages of recruitment process include:

1. Search for prospective candidates
2. Short listing of prospective candidates
3. Selection of short listed candidates
4. University ratification of the selected candidates

1. Search for prospective candidates:

Advertisements are placed in leading Telugu and English dailies listing the openings. The eligibility criteria, scale of pay and other conditions are specified in the advertisement. A rolling announcement is also issued on the institute website with all relevant details. The application forms can be downloaded from the institute website and should be submitted along with all necessary enclosures to the office of the Principal on or before the due date. The application should include all the relevant authenticated information related to age, academic qualifications with class/grade, experience, posts held, list of publications, projects and patents if any, statement of teaching interests, academic achievements, phone number, e-mail id and names of three references with contact details. The duly filled in application is submitted along with attested copies of certificates and mark sheets of all years/semesters, experience certificates and proof of last drawn salary etc.

A separate application is to be submitted in the event of the candidate applying for more than one category of posts. Candidates who had applied for the same post before, have to apply afresh again. The age limit is as per the AICTE / UGC / State government norms and subsequent orders in force.

2. Short listing of prospective candidates

The applications received are organized, relevant information is summarized, and sent to the respective HODs by the office of the Principal, for scrutinizing. The concerned HoD shortlists the candidates to reject the applications that do not meet the eligibility criteria. The resumes of the shortlisted candidates are further ranked in the order of merit by the concerned HoD based on the requirements of the respective department, educational background, previous experience and research activities done by the candidate, and sent to the office of the Principal along with their comments and observations for the next level of the recruitment process. In case if the number of short listed candidates is not within manageable limits, written test is conducted and merit list is prepared. The candidates in the merit order, considering the reservation policy stipulated by the state government, are then called for an interview in the ratio of 1:5.

3. Selection of short listed candidates

Standing committee for staff selection of faculty / staff is constituted with the following members.

1. Principal, Chairman
2. Head – Academics, Member
3. A senior professor nominated by the Principal, Member
4. Head of the concerned department, Member
5. Representative from HR Department, ANES, Member
6. Subject expert, Member

The committee will evaluate the suitability of prospective candidates for a particular position on the basis of subject knowledge, confidence level, clarity of thought, audibility, communication skills and research ability, through an interview and demonstration of a topic of candidate's choice. Based on the observations, the committee will recommend the list of selected candidates to the management. Taking approval from the management, the successful candidates are issued offer letters with in a stipulated time frame to accept the offer. After receiving acceptance letters from the candidates, appointment orders are issued. The scale of pay is fixed based on experience and qualification. All the appointments made are placed before the governing body for ratification.

4. University ratification of the selected candidates

A Committee is constituted under the chairmanship of the Vice Chancellor of the affiliating university, to oversee the ratification procedure.

The Committee interviews the candidates and recommends the list of selected candidates to the institution. The process involves ratification of newly appointed faculty and also ratification of the services of the existing faculty. The procedure is carried out on a regular basis, as per the requirement.