



MALLA REDDY VISHWAVIDYAPEETH

(DEEMED TO BE UNIVERSITY)

Recognised Under Section 3 of The UGC Act, 1956, Vide Notification No.9-4/2024-U.3(A) by
Department of Higher Education, Ministry of Education, Government of India.

RECRUITMENT & SELECTION POLICY

(TEACHING & NON-TEACHING EMPLOYEES)

Purpose

The purpose of this Recruitment Policy is to establish a fair, transparent, merit-based, and systematic process for the recruitment of Teaching and Non-Teaching employees at **Malla Reddy Vishwavidyapeeth (MRV)**. The policy aims to attract competent professionals while ensuring compliance with the applicable regulations of the University, statutory authorities, and Government norms.

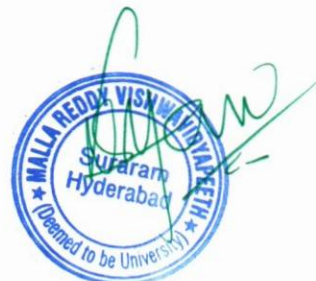
Scope

This policy applies to the recruitment of:

- Professors, Associate Professors, Assistant Professors
- Research Faculty and Academic Staff
- Administrative Officers
- Technical Staff
- Hospital Staff (where applicable)
- Skilled, Semi-skilled, and Support Staff
- Contractual, Ad-hoc, Guest Faculty, and Temporary Employees

Guiding Principles

- Merit-based and transparent selection.
- Equal Opportunity in employment.



- Non-discrimination based on gender, religion, caste, disability, or any other protected characteristic.
- Compliance with applicable statutory and regulatory requirements.
- Selection based on qualifications, competency, experience, and institutional requirements.
- Confidentiality throughout the recruitment process.

Time Frame for Faculty Recruitment

To ensure timely and transparent recruitment of faculty, Malla Reddy Vishwavidyapeeth shall adhere to the following recruitment schedule, in line with the applicable UGC guidelines. The entire recruitment process shall ordinarily be completed within **six (6) months** from the date of initiation.

S. No.	Activity	Description	Time Frame
1	Identification of Vacancies	Assessment of existing vacant teaching positions and those likely to arise during the next six months, including category-wise reservation roster. The vacancies shall be notified on the University website and the designated online portal.	Within 15 days from the date of initiation of the recruitment process.
2	Permission to Fill Vacancies	Proposal for filling vacancies shall be submitted to the Competent Authority. Approval shall be accorded within 30 days of receipt of the proposal, failing which it shall be deemed to have been approved, as per applicable regulations.	Within the next 30 days .
3	Release of Advertisement	Publication of recruitment notification in leading National Dailies, Employment News, and on the University website, allowing one month's time for submission of applications.	Within the next 15 days .

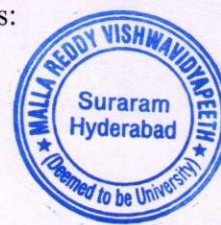


S. No.	Activity	Description	Time Frame
4	Constitution of Selection Committee	Constitution of the Selection Committee in accordance with the University Act, Statutes, and UGC Regulations.	Within the next 15 days . This activity may be carried out simultaneously with Activities 2 and 3.
5	Fixing Dates for Selection Committee Meetings	Scheduling of Selection Committee meetings and obtaining confirmation from members for participation in the selection process.	Within the next 15 days .
6	Scrutiny of Applications	Scrutiny of applications, preparation of the shortlist, issue of interview call letters, and publication of the shortlisted candidates on the University website.	Within the next 30 days .
7	Conduct of Interviews	Conduct of interviews and selection of suitable candidates by the Selection Committee.	Within the next 30 days .
8	Approval and Issue of Appointment Orders	Approval of the Selection Committee recommendations by the Competent/Statutory Authority, issuance of appointment orders, and publication of the selected candidates on the University website and the designated online portal.	Within the next 30 days .

Note: All concerned authorities, Deans, Heads of Departments, and administrative offices shall ensure strict adherence to the above timeline so that the recruitment process is completed efficiently, transparently, and within the prescribed six-month period.

Modes of Recruitment

Recruitment may be undertaken through any of the following modes:



a) Permanent

Faculty or staff appointed against sanctioned permanent posts through the regular recruitment process.

b) Contractual

Appointments made for a fixed tenure to meet specific institutional requirements.

c) Ad-hoc

Temporary appointments made until regular recruitment is completed.

d) Guest Faculty

Faculty engaged on an hourly, lecture, or semester basis for specialized teaching requirements.

Sources of Recruitment

- Internal Promotion
- Internal Transfer
- Campus Recruitment
- Employee Referral
- Employment Exchanges
- Newspaper Advertisements
- University Website
- Job Portals
- Professional Networks
- Recruitment Agencies
- Walk-in Interviews
- Executive Search (for senior positions)



Selection Committee(Teaching & Other Academic Staff)

Sl. No.	Name	Designation	Position	As per Norms
1	Dr. Anil Kual	Vice-Chancellor	Chairperson	Vice-Chancellor
2	Dr. Chandrakanth D Shirole	Professor in Medical College Latur	Member	One nominee by the Chancellor
3	Dr. Sreelatha	(Dean - MRMCW),	Members	Three Subject Experts nominated by the Vice-Chancellor from the panel approved by the Academic Council
	Dr. K V Ramanaa Reddy	(Dean - MRIDS)		
	Dr. Kanaka Durga Returi	(Principal – MRTC)		
4	Dr. Rakesh Prabhu	(CEO – MRNH)	Member	External Expert
5	Concerned Dean	Dean	Member	Dean of the concerned Faculty
6	Concerned HOD	HOD	Member	Head of the concerned Department/School
7	As Per Requirement		Member	Academician belonging to SC/ST/OBC/Minority/Women/Differently-abled category, wherever applicable, nominated by the Vice-Chancellor

Selection Committee Deans Recruitment

Sl. No.	Name	Designation	Position	As per Norms
1	Dr. Anil Kual	Vice-Chancellor	Chairperson	Vice-Chancellor
2	Dr. Chandrakanth D Shirole	Professor in Medical College Latur	Member	One nominee by the Chancellor
3	Dr. Sreelatha	(Dean - MRMCW),	Members	Three Subject Experts nominated by the Vice-Chancellor from the panel approved by the Academic Council
	Dr. K V Ramanaa Reddy	(Dean - MRIDS)		
	Dr. Kanaka Durga	(Principal –		



	Returi	MRTC)		
4	Dr. Rakesh Prabhu	(CEO – MRNH)	Member	External Expert
5	As Per Requirement		Member	Academician belonging to SC/ST/OBC/Minority/Women/Differentl y-abled category, wherever applicable, nominated by the Vice-Chancellor

Non-Teaching Positions

- Registrar/Competent Authority
- Concerned Department Head
- HR Representative
- Subject/Technical Expert
- Management Nominee

Recruitment Process

1. Approval of manpower requirement.
2. Advertisement/Notification of vacancies.
3. Receipt of applications.
4. Preliminary screening by HR.
5. Shortlisting of eligible candidates.
6. Written Test/Skill Test (where applicable).
7. Technical Assessment/Teaching Demonstration (for faculty).
8. Personal Interview.
9. Reference and background verification.
10. Salary negotiation.
11. Selection Committee recommendation.
12. Approval by Competent Authority.
13. Issue of Offer Letter.
14. Joining formalities.



15. Induction and Orientation.

Eligibility Criteria

Candidates shall possess qualifications, experience, and other eligibility requirements prescribed by:

- Applicable regulatory authorities (where relevant)
- University Statutes and Ordinances
- Job Description approved for the position

Selection Criteria

Selection shall be based on:

- Educational qualifications
- Relevant experience
- Technical and subject knowledge
- Teaching and research credentials (for faculty)
- Communication skills
- Leadership and managerial competencies (where applicable)
- Performance during the selection process
- Reference verification

Reservation & Equal Opportunity

The University shall provide equal employment opportunities and implement reservation policies wherever applicable under law and institutional policy. Recruitment shall be free from discrimination and aligned with the University's Equal Opportunity Policy.



Offer of Appointment

Appointments shall be made only after approval by the Competent Authority. The appointment letter shall specify:

- Designation
- Department
- Salary and benefits
- Nature of appointment (Permanent/Contractual/Ad-hoc/Guest)
- Probation period (if applicable)
- Terms and conditions of employment

Probation

Employees appointed on regular positions shall ordinarily be placed on probation as per the University's Service Rules. Confirmation shall be subject to satisfactory performance.

Documentation

Selected candidates shall submit:

- Educational certificates
- Experience certificates
- Identity and address proof
- PAN, Aadhaar, and other statutory documents
- Medical fitness certificate (where applicable)
- Police verification, if required

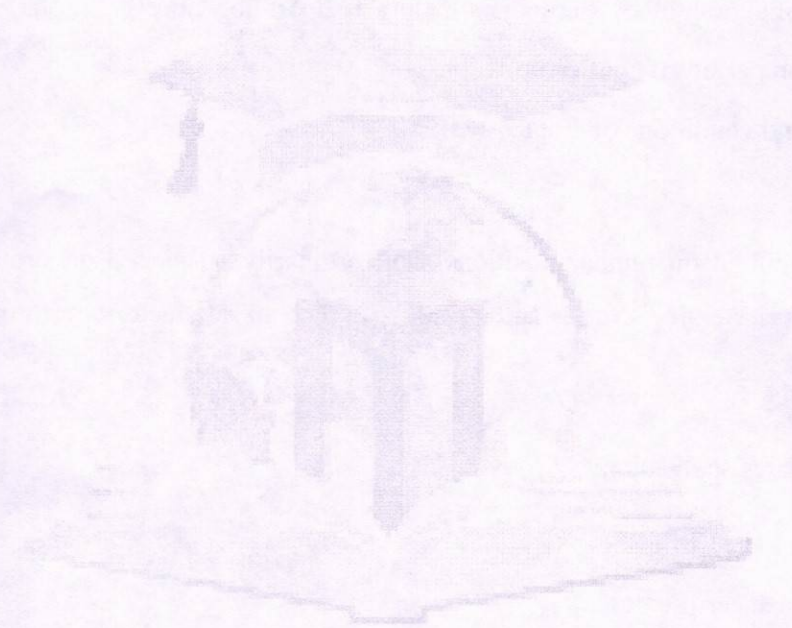
Confidentiality

All recruitment-related information, interview assessments, committee deliberations, and candidate records shall remain confidential and shall be accessible only to authorized personnel.



Policy Review

This Recruitment Policy shall be reviewed periodically by the Office of Human Resources and may be amended with the approval of the Executive Council/Competent Authority to ensure compliance with applicable laws and institutional requirements.



**MALLA REDDY
VISHWAVIDYAPEETH**
(Deemed to be University)

