



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.

MRV RECRUITMENT AND SELECTION POLICY



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RECRUITMENT & SELECTION POLICY

(Teaching & Non-Teaching Employees)

1. 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 (including UGC Minimum Qualification norms), and Government norms.

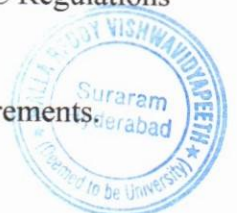
2. SCOPE

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 /Visiting/ Adjunct Faculty, and Temporary Employees

3. 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, including UGC Regulations on minimum qualifications for appointment of teachers.
- Selection based on qualifications, competency, experience, and institutional requirements.



- Confidentiality throughout the recruitment process.
- Avoidance of conflict of interest at every stage of recruitment and selection.

4. MANPOWER REQUISITION

Recruitment shall commence only after:

- Submission of Manpower Requisition by the concerned Department.
- Approval by the Head of Department.
- Verification by Human Resources.
- Approval by the Registrar/Vice-Chancellor/Competent Authority.

5. 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/ Visiting/ Adjunct Faculty

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

6. SOURCES OF RECRUITMENT

- Internal Promotion
- Internal Transfer
- Campus Recruitment
- Employee Referral
- Employment Exchanges
- Newspaper Advertisements
- University Website / Online Career Portal



- Job Portals
- Professional Networks
- Recruitment Agencies
- Walk-in Interviews
- Executive Search (for senior positions)

7. COMPOSITION OF SELECTION COMMITTEES FOR VARIOUS ADMINISTRATIVE AND ACADEMIC POSTS OF MRV

7.1 Vice-Chancellor

The Vice-Chancellor shall be a whole-time salaried officer of the institution deemed to be University and shall be appointed by the Chancellor from a panel of three names suggested by *a Search-cum-Selection Committee*.

Search-cum-Selection Committee

S.No	Composition
1	A nominee of the Chancellor, who shall be a reputed academician as the Chairperson of the Committee;
2	A nominee of the Chairman, University Grants Commission; and
3	An academician, with not less than ten years' service as Professor, nominated by the Executive Council.

7.2 Pro-Vice-Chancellor

Rule Position
● On the recommendation of the Vice-Chancellor, the Executive Council shall appoint a Professor as Pro-Vice-Chancellor to discharge the duties of the Pro-Vice-Chancellor in addition to his or her duties as a Professor:



7.3 Registrar / Finance Officer / Controller of Examinations

Sr. No.	Rule Position
1	Vice-Chancellor
2	One nominee of the Chancellor
3	Two Members of the Executive Council nominated by it.
4	
5	One Person not in the service of the University nominated by the Executive Council.

7.4 Dean of the School

Rule Position
● Every Dean of the school or faculty shall be appointed by the Vice-Chancellor from amongst the Professors in the school or faculty, by rotation, for a period of two years: ● Provided that if there is only one Professor or no Professor in a school or faculty, the Dean shall be appointed, for the time being, from amongst the Professor, if any, and the Associate Professors in the school or faculty.

7.5 HEAD OF THE DEPARTMENT

Rule Position
● There shall be a Head of the Department or chairperson of the Centre for each of the department or Centre in the institution deemed to be University, who shall be appointed by the Vice-Chancellor from amongst the Professors of the department or Centre: ● Provided that if there is no Professor in the department or Centre or there is only one Professor in the department or Centre, whose term as Head of the department or chairperson of the Centre is ending, the Vice Chancellor may appoint an Associate Professor as Head of the Department.

7.6 UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018

There shall be one or more Selection Committees constituted, for making recommendations to the Executive Council for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed, in accordance with the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in



Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018/Statutory Bodies wherever applicable.

7.7 Disqualification:

- (1) A person shall be disqualified for being chosen as, and for being, a member of any of the authorities, or being appointed as, and for being, an officer, of the institution deemed to be University if—
 - (a) if he or she is of unsound mind; or
 - (b) if he or she is an un-discharged insolvent; or
 - (c) if he or she has been convicted by a court of law for an offense involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months; or
 - (d) If he or she has not been appointed as per the provisions of these regulations.
- (2) If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned above, the question shall be referred to the Chancellor, and his or her decision shall be final and no suit or other proceedings shall lie in any civil court against such decision.

7.8 Teaching Positions

Rule Position	Members
Vice-Chancellor who shall be the Chairperson of the Committee.	Chair person
An academician not below the rank of Professor to be nominated by the Chancellor, wherever applicable.	Professor
Three experts in the subject/field concerned to be nominated by the Vice- Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.	Panel of Members approved by Academic Council
Dean of the faculty, wherever applicable.	Concerned Dean
Head/Chairperson of the Department/School.	Concerned HoD
An academician belonging to the SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.	As Per Requirement
Four members, including two outside subject experts, shall constitute the quorum.	Expert members



7.9 Non-Teaching Positions

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

7.10 Conflict of Interest

- Every member of a Selection Committee shall furnish a written declaration of no conflict of interest with any candidate under consideration; a member with a declared conflict shall recuse from that specific selection process.

8. RECRUITMENT PROCESS

1. Approval of manpower requirement.
2. Advertisement/Notification of vacancies.
3. Receipt of applications (through the University's online Career Portal or as otherwise notified).
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.



9. 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
- For teaching positions, the minimum qualifications, NET/SET/Ph.D. requirements, and Academic/Research Score (API/PBAS-based, as applicable) prescribed under the prevailing UGC Regulations on Minimum Qualifications for Appointment of Teachers and Academic Staff.

10. 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

11. RESERVATION & EQUAL OPPORTUNITY

The University shall provide equal employment opportunities and implement reservation policies wherever applicable under law and institutional policy, including maintenance of a post-based reservation roster for SC/ST/OBC/EWS/PwD and other categories as prescribed by the Government/UGC from time to time. Recruitment shall be free from discrimination and aligned with the University's Equal Opportunity Policy.

12. 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)
- Notice period and, where applicable, any service bond conditions
- Terms and conditions of employment

13. PROBATION

Employees appointed on regular positions shall ordinarily be placed on probation for a period of one year from the date of joining, as per the University's Service Rules. The probation period may be extended at the discretion of the Competent Authority, subject to a maximum period as prescribed in the Service Rules. Confirmation shall be subject to satisfactory performance.

14. DOCUMENTATION

Selected candidates shall submit:

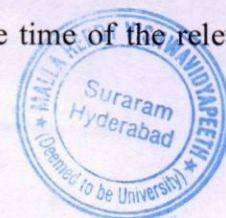
- Educational certificates
- Experience certificates
- Identity and address proof
- PAN, Aadhaar, and other statutory documents
- Medical fitness certificate (where applicable)
- Police verification, if required

15. CONFIDENTIALITY & DATA PRIVACY

All recruitment-related information, interview assessments, committee deliberations, and candidate records shall remain confidential and shall be accessible only to authorized personnel. Personal data of candidates shall be collected, stored, and processed in accordance with applicable data protection law (including the Digital Personal Data Protection Act, 2023) and retained only for the period necessary for recruitment and statutory record-keeping.

15.1 Grievance & Appeal Mechanism

A candidate who is aggrieved by any procedural aspect of the recruitment process may submit a written representation to the Office of Human Resources within a reasonable time of the relevant



stage. Such representations shall be examined by the Registrar/Competent Authority, whose decision shall be final.

16. 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.

MRV reserves its rights to modify, amend, or replace this Policy, including withdrawal, at any time.

— Office of the IQAC / Recruitment and Selection Policy, MRV-

**Sd/-
Registrar**

