

GUIDELINES TO INSTITUTE FOR STAFF RECRUITMENT AND V.C. NOMINEE FOR THE SELECTION PROCESS

(A) ADVERTISEMENT :

The Institute has to publish detail advertisement for the interview in all editions of one leading gujarati daily news paper and one english news paper. gujarat edition.

The advertisement must consist of, cadre of post, no. of vacancies, date, venue & start time of interview, description of eligibility criteria.

(B) SELECTION COMMITTEE :

Institute has to constitute selection committee inline of prescribed norms of AICTE, New Delhi. Following are the recommendations.

- (1) Two members from management, nominated by the managing trustee.
- (2) Two members as external subject experts, not below the cadre/post of vacancies.
- (3) One member nominated by the Vice Chancellor of the affiliating body.

(C) REQUEST LETTER FOR VC NOMINEE :

Institute has to write a request letter with date, time and venue of scheduled interview program at least 10 working days before the date of interview to Gujarat Technological University for VC nominee.

(D) SUBMISSION OF FILE :

Institute will submit the complete file of selection procedure comprising of following documents duly signed by the selection committee after the completion of interview process.

- (a) Copy of advertisement
- (b) Request letter for VC nominee - as well as appointment letter.
- (c) Name of post, no. of vacancies, no. of applicants, no. of candidates appeared for the interview etc.

Sr. No.	Department	Cadre Post	No. of Vacancies	No. of Applicants	No. of Applicants Appeared	No. of Candidates Selected

- (d) Cadre/Branch wise summary of selected candidates, preferably in format given below.

Sr. No.	Name of Candidate	Cadre/ Post	Highest Educational Qualification	Teach./Indust. Experience	Remarks

- (e) Minutes of selection committee
- (f) Evaluation sheet

Important Note :

- (1) Institute has to provide to and fro A.C. car facility for the VC nominee. In case VC nominee travels by his/her own car, travelling expense shall be borned by the institute at the rate of Rs. 8/- per k.m. (AICTE has prescribed car at the rate of Rs. 16/- per k.m.).
- (2) Honorarium for nominated member is Rs. 2,000/- per day as per AICTE, New Delhi notification dated 1-12-08.