



**स्वामी राम हिमालयन विश्वविद्यालय**  
**Swami Rama Himalayan University**

## **RECRUITMENT POLICY**

Approved by the Board of Management in its 22<sup>nd</sup> Meeting held on  
12<sup>th</sup> January 2019

**Swami Rama Himalayan University**

Swami Ram Nagar, Jolly Grant- 248 016, Dehradun, Uttarakhand

# Swami Rama Himalayan University

## RECRUITMENT POLICY

### 1. Short Title & Commencement

- 1.1 This Policy shall be called “Recruitment Policy” of Swami Rama Himalayan University.
- 1.2 This Policy shall be deemed to have come into force from the date of approval of the Board of Management of the University.
- 1.3 Unless otherwise specifically provided in this Policy, pronouns in masculine, feminine and neuter genders shall be construed to include any other gender, and words in the singular form shall be construed to include the plural and vice versa.

### 2. **OBJECTIVE:** This policy aims to strategically forecast the staffing needs, formulate budgetary considerations, and acquire human resources possessing the essential qualifications, skills, aptitude, merit, and suitability aligned with the University's requirements.

- 2.1 The primary goal is to uphold professional standards and implement best practices across various recruitment processes.
- 2.2 Secure personnel with the appropriate skill set for the University while fostering a conducive environment for their retention.
- 2.3 Facilitate the professional development of employees, preparing them for future roles within the University.
- 2.4 Affirm the University's commitment to fair treatment by articulating a recruitment policy that ensures equal consideration for job applicants and incumbents, regardless of age, gender, marital status, caste, community, race, color, religion, ethnic background, nationality, national origin, sexual orientation, or disability.
- 2.5 Regularly assess and update selection criteria and procedures to guarantee that individuals are evaluated and managed based on their relevant merits and abilities.

### 3. **DEFINITIONS:**

- 3.1 “**University**” means the Swami Rama Himalayan University (SRHU).
- 3.2 “**Competent Authority**” (CA) means The Vice Chancellor or any other authority delegated with powers in this behalf.

  
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3.3 “**Employee**” means any person appointed by the University in regular or temporary capacity and includes the trainee.

#### 4. **RECRUITMENT CATEGORIES & MODE:**

- 4.1 Faculty for various disciplines – Recruitment may be either from outside or through internal promotions.
- 4.2 Administrative/Supervisory/Executives – Direct Recruitment will normally be made unless specifically decided otherwise by the University.
- 4.3 Skilled/Semiskilled/Technical including Staff Nurses: - Either by absorbing internal trainees or students of the University or otherwise from direct sources.
- 4.4 Unskilled/ class IV/Security/Mali/Housekeeping – Direct or through outsourcing

Any deviation from the above prescribed mode should be made with the prior approval of the competent authority.

#### 4.5 **Eligibility Criteria:** The applicant / incumbent must have:

- Attained, at least, 18 years of age,
- Sound mind and physically fit
- Requisite qualification & experience, and
- Not convicted in any kind of criminal offence.

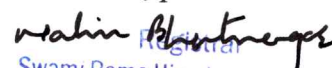
Absence of any of the above criteria will disqualify the applicants / incumbents for the recruitment in this University, any exception shall be on management discretion only.

#### 5. **RECRUITMENT SOURCES:** Recruitment for any post can be either from

- 5.1 Existing database maintained and updated in this regard.
- 5.2 Open Market through advertisement in press/website/Professional Networking sites
- 5.3 Hiring from Placement service agencies
- 5.4 Employees referral & alumni referral
- 5.5 In-house campus interviews
- 5.6 Internal Promotions

#### 6. **RECRUITMENT PROCESS:**

- 6.1 **Manpower Planning:** Responsibility for manpower planning for the University shall rest with HR department in consultation with the Head of the respective constituent academic unit/department, ensuring availability of the right mix of manpower, required to elevate academic & administrative excellence and to provide quality healthcare services taking into consideration the workload, patient

  
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load, required skillset, number of beds, number & type of procedures, and level of care, specializations, infrastructure etc.

- i. **Faculty/ Consultant /Senior Resident-** The University has teaching programs in multiple disciplines along with a teaching hospital of the Himalayan Institute of Medical Sciences (a constituent unit of SRHU). The hiring of teaching professionals at a teaching institute (s) of the University shall be based on the directives of the Regulatory Body i.e. National Medical Council / Indian Nursing council / UGC etc.
  - ii. **Nursing Staff Manpower Planning** –Nursing requirements of the hospital will be based on the patient load, number of patient beds, and level of patient care, unit/specialization & INC guidelines and suggested Nurse Patient Ratio.
  - iii. **Paramedical:** Paramedical and Para-clinical hiring in laboratories, Radiology, Radiotherapy, Blood Bank, Operation Theater, Physiotherapy, Audiology, Endoscopy, Cath lab, CTVS, Nuclear Medicine, pharmacy, CSSD and other therapeutic units will be based on the existing workload and workload projections of the respective Unit.
  - iv. **Engineering & Maintenance:** The Manpower planning of engineering & Maintenance workforce will depend on the workload and infrastructural requirements of the University.
  - v. **Administrative and Support:** Hiring of the Administrative & Support workforce will depend on the workload, required skillsets and workload forecasts of the function.
- 6.2 The assessment of manpower requirement in each department will be reviewed depending on increase or decrease of workload, technological changes, or any other relevant factor.
- 6.3 The requirements of casual and other contingent staff shall not form a part of the Manpower Budget as the same will be shown only in terms of estimate of expenditure to be incurred in respect thereof as a part of the Budget of the Institution.

## 7. CONTINGENCY PLAN

As the University has a teaching Hospital as one of its constituent Unit, continuity of care is an essential component of the manpower planning process, hence, the university has a Contingency Plan for short term and long-term workforce shortages, specifically for the hospital. The requirement of the workforce shall be assessed as per the workload and following contingency measures will be exercised to mitigate the gaps for different employment categories:

  
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S. No	Area	Contingency Plan	Relation to SRHU
I.	Medical	Junior Residents of Himalayan Institute of Medical Sciences (HIMS) and MBBS Final year students can be helpful in case of an emergency at the Hospital.	SRHU Constituent unit- HIMS
II.	Nursing	The final year students of: General Nursing & Midwifery (GNM); B. Sc (Nursing); Post B.Sc.; MSc. (Nursing); Nurse Practitioner Critical Care (NPCC) from Himalayan School of Nursing (HCN)	SRHU Constituent unit- HCN
III.	Technician	SRHU runs both Graduate and Post Graduate programs for most of the Paramedical branches like -Physiotherapy, Radiology, Radiation Technology, Medical Laboratory, OT Technology. The final year students of these programs can be mobilized for handling any unexpected situation.	SRHU Constituent unit- HIMS-Paramedical
IV.	Clerks	Manpower from other constituent Units and Colleges of the University can be channelized immediately for handling any crises of Hospital manpower.	Others SRHU Constituent units
V.	Ward & OPD Attendants	Medical College and Other academic unit's Attendants can be mobilized to hospital.	Others SRHU Constituent units
VI.	Housekeeping & Security	Any requirement for this category of staff can be effectively managed as the University has multiple and established vendors on-board for providing manpower at SRHU.	Good Vendor Empanelment's

7.1 **Job Description:** Job description will be prepared by the Head of the respective departments along with HRD for all the positions. This will be prepared based on the information provided in the requisition form received from the functional department.

7.2 **Classification based on nature of the employment:**

Employees of the University shall be broadly classified as follows based on the nature of the employment:

- i) **'Regular/Permanent'** employee means an employee who has been employed on a Regular basis in a permanent vacancy and whose appointment in the permanent vacancy has been confirmed, in writing, by the Competent Authority of the University. It includes any person who has satisfactorily


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completed the prescribed probationary period in the same or higher or equivalent category in the University and whose employment is confirmed, in writing.

- ii) **‘Probationer’** means one who is provisionally employed to fill a permanent vacancy in a post and has not completed the period of probation. The period of probation shall ordinarily be 12 months. The Management may extend the period of probation of any employee for such further period, as it may deem necessary, if it is not satisfied with the work and / or conduct of any employee during the period of probation. In any case where the period of probation is extended, the employee concerned shall be informed in writing, before the date of the completion of probation.
- iii) **‘Employee engaged on Contract’** is one who is appointed specifically for a prescribed period, whose services will automatically come to an end on the expiry of the contractual period. ~~The University may, from time to time amend employee classification.~~
- iv) **‘Company Apprentice’** is one who is engaged essentially in learning any skilled work provided that the period of such learning shall not exceed one year for those with prescribed technical qualification and three years for others.
- v) **‘Outsourced’** is one who is employed on third party payrolls and compensated for rendering their services by the vendor/outsourced agency. These employees are not recruited by the University, but manpower requirement is assessed by the HR department.

### 7.3 Recruitment Protocol:

- i) **Release of Advertisement:** - Once the approval is received from competent authority, an advertisement will be published in the leading national newspaper, job sites/ corporate/social networks including uploading on the University’s website. The advertisement shall include job title, required qualification & experience, last date for receipt of applications and other information as required.
- ii) **Receiving Applications:** - The HR Department shall receive all applications for employment and shall acknowledge receipt and maintain the record according to the post advertised. Invariably, no application will be accepted after the closing dates which have been mentioned in the respective advertisements.
- iii) **Screening of applications:** - A duly constituted committee shall screen the applications and shortlist the candidates who meet the minimum appointment requirements as advertised. Thereafter, HR Department shall forward the list of applicants shortlisted along with their applications to the competent authority.

  
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- iv) **Approval for Interview:** - Approval on date, time and venue for conducting the interview will be obtained from the competent authority.
- v) **Sending call letters along with the prescribed application form to the shortlisted candidates** – Once the date for the interview is finalized, the HRD will send interview call letters/and application form (to be brought duly filled at the time of interview) to the short-listed candidates. Candidates shall also be intimated regarding the interview through email and telephone. HRD will also ensure confirmation calls and emails from respective candidates.

#### 7.4 **SELECTION PROCESS:**

- i) **Constitution of Selection Committee-** The HRD shall constitute a selection committee in accordance with the Statues of the University after obtaining approval from the competent authority.
- ii) **Sending invitation letter to the committee members:** - The Registrar/HR Department will send letter of invitation to the committee members and confirmation regarding their availability shall be obtained, in writing, well in advance.
- iii) **Conducting Interview and selection of candidates/ verification of concerned certificates:** - The HR Department will place before each of the member of the Selection Committee synopsis of the shortlisted candidates along with interview guidelines and evaluation sheet. The HR Department will also ensure verifying academic and professional credentials, in original, of the candidates.
- iv) **Preparation of Interview report:** - Once the selection process is completed by the Selection Committee, the HRD will prepare an assessment summary on the prescribed format along with the recommendations of the Selection Committee and obtain approval from the competent authority.
- v) **Issuance of offer letter to the selected candidates:** Once approval of the selected candidate is obtained from the competent authority, HRD will issue offer letter to the selected candidates. The offer letter shall contain terms & conditions of appointment.
- vi) **Issuance of Appointment Letter:** - Once the selected candidate has completed the joining formalities including clearance of medical examination, HR will issue an appointment letter and provide details of the employee on board to the Finance Department within 15 days of his/her joining & ensure that the salary is processed on time. HR department will also help employee to open a Bank account for salary credit.

### 8. **PROCESS OF ON-BOARDING**

- 8.1 **Joining Formalities:** The selected candidate shall report to the HR Department for joining with ease. HR Department will make sure that all joining formality documents are completed on the first day of joining and create personal file of the

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employee on board. The following documents are mandatory and must be part of the personal file:

- i) Resume
- ii) Interview sheet and Joining Form.
- iii) Photocopy of Educational Certificates.
- iv) Relieving letter of the previous employer and experience certificates, wherever applicable.
- v) Proof of date of birth
- vi) Aadhar Card & PAN Card
- vii) Proof of previous salary drawn
- viii) Passport size photograph

Once the file is prepared the candidate shall be sent for medical fitness check-up. Subsequent to clearance of medical examination, the HRD will direct the employee on board to the designated department along with joining report under intimation to the concerned department. The medical examination report along with results of all medical tests, of the employee on board shall become a part of his personal file.

## 8.2 Pre-employment Medical Examinations:

- i) Candidates who have accepted offer letter for appointment in the University shall have to undergo pre-employment medical checkup at Himalayan Hospital on subsidized rates. The medical fitness checkup covers physical, mental, radiology and biological health investigations. Once the HR Department receives medical fitness report, the candidate shall be allowed joining his services in the University.
- ii) Those who join and are required to provide their services in the Hospital must be Hepatitis B Vaccinated including booster dose. In case of being already vaccinated, a titer report in support thereof should be submitted.
- iii) In case any candidate is unwilling for some investigations, the matter will be taken up with the Medical Superintendent of Himalayan Hospital for taking appropriate decision.

## 9. INDUCTION PROGRAMME-

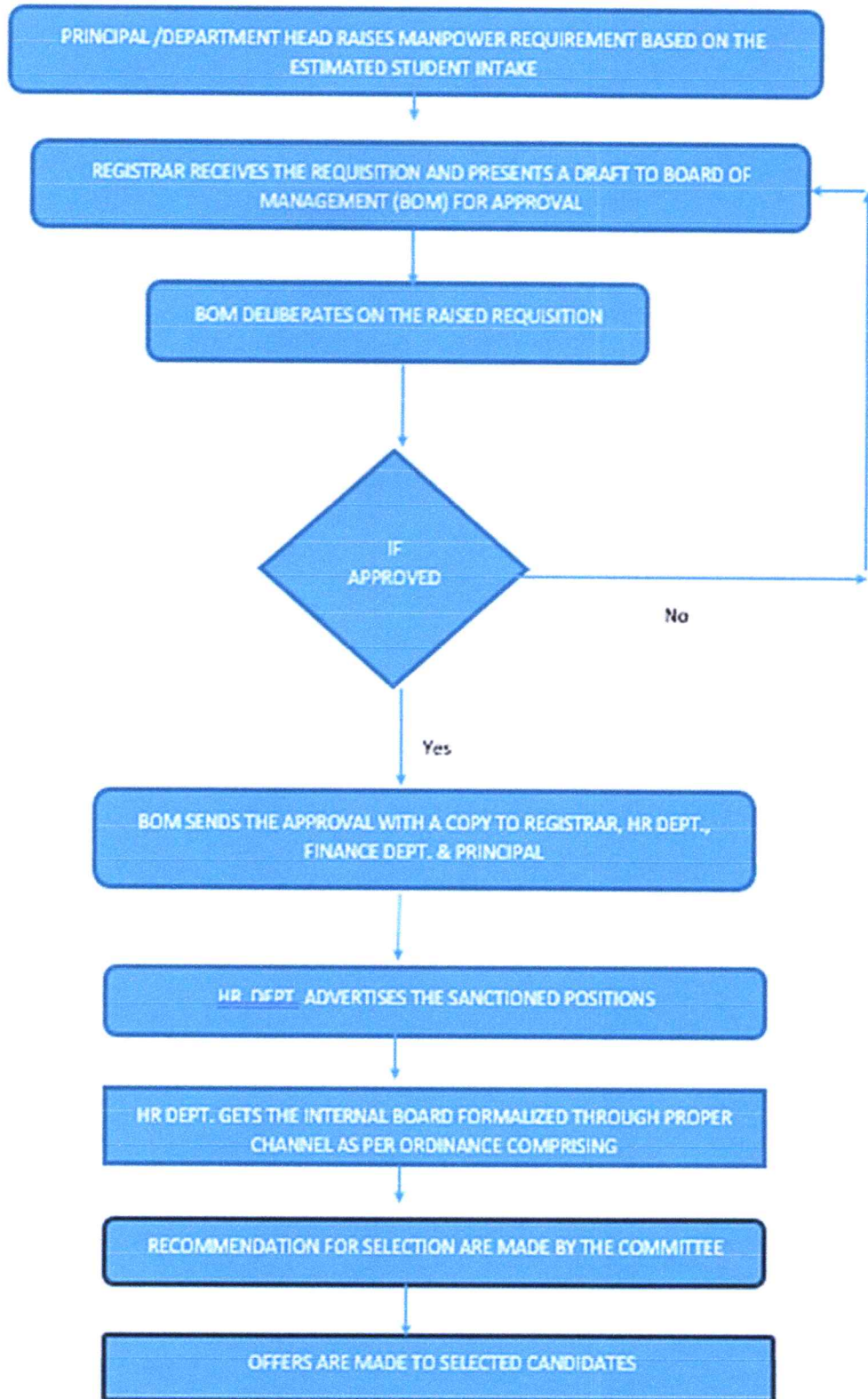
The HR Department will conduct induction programme within a reasonable period for the employees subsequent to their joining the services of the University. The induction programme will aim to enable the new entrants in settling down comfortably. The induction programme will also include introducing these employees with the 'vision & mission', 'values' of the University and various rules & policies.

  
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**10. THE RECRUITMENT FLOW CHART** The main stages are identified in the below flow chart –

**SRHU RECRUITMENT PROCESS**



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The University reserves the right to interpret, alter, amend, modify, cancel or withdraw any provision mentioned herein above in this Policy without any notice.

Notwithstanding anything stated in this Policy, for any unforeseen issues arising, and not covered by this Policy, or in the event of differences of interpretation, the Vice-Chancellor may take a decision and the decision of the Vice-Chancellor shall be final and binding.

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