



RECRUITMENT POLICY

1. Introduction

FIMT College recognizes that a systematic, transparent, and professional approach to hiring is essential to institutional success and growth. Human resources with high caliber and potential are crucial to achieving academic excellence.

This policy provides a framework for open recruitment and merit-based selection of both faculty and non-teaching staff, ensuring fairness, inclusivity, and efficiency in all recruitment processes.

2. Core Principles

The recruitment and selection process at FIMT College will adhere to the following principles:

- Attracting and Retaining Talent : Identify, attract, and retain individuals best suited for each role.
- Equality, Inclusivity, and Diversity : Provide equal opportunities without discrimination on the basis of gender, caste, religion, disability, marital status, or other protected grounds.
- Professional and Timely Process : Conduct recruitment professionally, within a reasonable time frame.
- Clear Job Descriptions : Define essential and desirable qualifications, skills, and experience.
- Objective Selection Criteria : Use transparent, pre-approved evaluation methods.
- Structured Interviews : Assess both essential and desirable criteria through a systematic interview process.
- Selection Panel : Include qualified panel members for screening and interviews.
- Non-Discrimination : Ensure fairness and compliance with applicable laws at every stage.

3. Scope

This policy applies to the selection of:

Teaching Faculty – Permanent, contractual and guest lecturers.

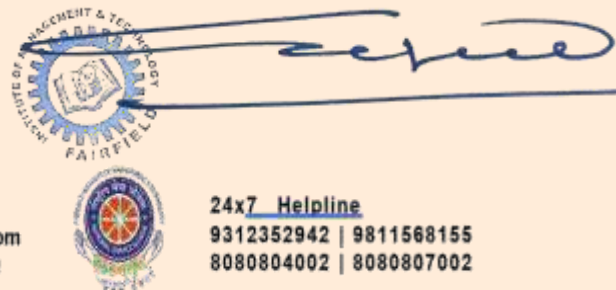
Non-Teaching Staff – Administrative, technical and support staff.



4. Recruitment and Selection Procedure

The recruitment of faculty at FIMT College follows a structured and transparent process designed to ensure fairness and merit-based selection.

- **Identification of Vacancies** – At the end of each academic year, or when needed, the Academic In charge identify vacant faculty positions and HR Head identifies vacant administrative position based on academic requirements.
- **Intimation and Approval** – The Academic In charge formally informs the Director and Management about the vacancies, and recruitment can proceed only after receiving approval from both authorities.
- **Job Description Preparation** – A comprehensive job description is developed, outlining duties, responsibilities, working conditions, and both essential and desirable qualifications, skills, and experience.
- **Advertisement of Vacancies** – Positions are advertised through at least two leading newspapers and the official FIMT College website to reach a wide pool of candidates.
- **Screening of Applications** – The HR department reviews applications to ensure they meet the eligibility criteria. Candidates who qualify are informed of further process.
- **Interview Panel Formation** – The selection panel typically consists of the Director (Chair), Advisor, Subject Expert, Management Representative, Academic In Charge and HR Head, with a minimum quorum of three members.
- **Evaluation of Candidates** – The panel predefines evaluation criteria and uses a standardized scoring sheet. Verification of educational and professional certificates is done prior to the interview.
- **Final Selection and Appointment** – A list of selected candidates is prepared based on candidate performance, and selected applicants receive offer letters, followed by appointment letters. All recruitment documents are stored securely in the HR office for record-keeping.





5. Faculty Eligibility & Job Descriptions

i) Assistant Professor

Eligibility:

- Postgraduate degree in relevant discipline from a recognized university.
- UGC NET preferred; candidates pursuing Ph.D. will be given preference.
- Research publications and teaching experience desirable.

Responsibilities:

- Deliver curriculum as per prescribed syllabus.
- Engage in research and publish papers.
- Guide students and evaluate performance.
- Participate in departmental and institutional activities.

ii) Associate Professor

Eligibility:

- Ph.D. with minimum 10 years of teaching experience at college level.
- Strong research record with publications, book authorship, and conference presentations.

Responsibilities:

- Lead academic programs, mentor junior faculty, conduct research, and represent the college at academic forums.

iii) Professor

Eligibility:

- Ph.D. in relevant academic discipline from a recognized university.
- Postgraduate degree in the same discipline.
- Minimum 10 years of teaching experience at college/university level.
- At least 10 research papers in peer-reviewed/UGC-listed journals and 2 book publications.
- Strong analytical, communication, and leadership skills.

Responsibilities:

- Teach the prescribed curriculum and guide research scholars.
- Lead curriculum development and academic programs.
- Conduct research and publish papers/books.
- Mentor faculty and students.
- Represent the institution at academic events.

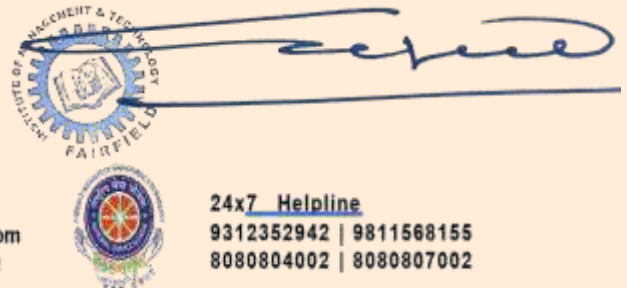
iv) Non-Teaching Staff

Eligibility

- Qualification as prescribed by the Appointment Committee for each role.
- Relevant diploma/degree or certification (as applicable).
- Prior experience preferred; knowledge of required tools/software.

Responsibilities

- Perform administrative or technical duties as per the post.
- Maintain records and assist in institutional operations.
- Support faculty, staff, and students in daily activities.
- Ensure compliance with policies and maintain confidentiality.





FAIRFIELD

Institute of Management & Technology

Affiliated to GGSIP University & an 'A' Grade College by DHE, Govt. of NCT Delhi
Approved by AICTE, BCI & NCTE, Recognised under 2(f) of UGC Act of 1956



6. Appointment Committee

The Appointment Committee at FIMT College ensures a fair, transparent, and merit-based recruitment process by bringing together academic, administrative, and management representatives to evaluate candidates objectively, uphold institutional standards, and maintain confidentiality throughout the selection process.

1. Constitution of the Appointment Committee

For Faculty Recruitment

The Appointment Committee for faculty positions shall consist of:

- **Chairperson** – Director, FIMT College
- **Vice Chairperson** – Representative of Management
- **Senior Staff Member/CAO** – In consultation with the Management
- **Expert-Advisor**, FIMT

Quorum Requirement: Minimum three members, including the Chairperson and Subject Expert, must be present for the selection process to be valid.

For Non-Teaching Staff Recruitment

The Appointment Committee for non-teaching positions shall consist of:

- **Chairperson** – Director, FIMT College
- **CAO/Administrative Head** – Member
- **HR Head** – Member

Quorum Requirement: Minimum two members, including the Chairperson, must be present for proceedings to be valid.

2. Roles and Responsibilities

- Review of Job Descriptions:** Ensure that eligibility criteria, qualifications, and job responsibilities are clearly defined before advertising vacancies.
- Shortlisting of Candidates:** Screen applications based on qualifications, experience, and other selection criteria.
- Conduct of Interviews:** Organize and conduct interviews using structured evaluation methods and maintain uniformity in the assessment process for all candidates.
- Evaluation and Scoring:** Allocate marks based on pre-approved selection criteria, ensuring transparency.



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- v. Recommendation to Management** :Prepare a merit list of selected candidates and forward it to the Management for final approval.
- vi. Record-Keeping**: Ensure proper documentation of all recruitment stages, including applications, score sheets, and interview notes.
- vii. Confidentiality and Integrity**: Maintain confidentiality of all recruitment-related information and ensure unbiased decision-making.

7. Probationary Period

All new employees will undergo a probationary period of 2 years .Performance will be evaluated before confirmation of employment.

8. Documentation & Confidentiality

All recruitment-related records will be maintained in the HR department and treated as confidential.

9. Policy Review

This policy will be reviewed annually by the Management Committee to ensure relevance and compliance with applicable regulations.

