



# SHIVLINGESHWAR COLLEGE OF PHARMACY

Almalta Tq. AUSA Dist. Latur - 413 520, Maharashtra, India  
Approved by PCI New Delhi, DTE, Mumbai & Affiliated to SRTMU, Nanded & MSBTE, Mumbai.

## STAFF RECRUITMENT POLICY

### 1. Introduction

This Staff Recruitment Policy of the Pharmacy college is designed to ensure a fair, transparent, and merit-based recruitment process for faculty and staff positions. The policy adheres to the guidelines and regulations set forth by the Pharmacy Council of India, University Grants Commission (UGC), and the State Government. It outlines the procedures and criteria for recruitment, selection, and appointment of qualified individuals to various positions within the college.

### 2. Equal Opportunity Employer

The college is an equal opportunity employer and prohibits discrimination based on caste, gender, religion, disability, or any other factor protected by law. All recruitment processes will be conducted in a non-discriminatory manner, ensuring equal opportunities for all eligible candidates.

### 3. Vacancy Notification

Whenever there is a vacant position, the college will notify the vacancy through appropriate channels, including college website, job portals, and newspapers, as per the guidelines of the statutory bodies. The notification will clearly outline the position requirements, qualifications, experience, and other relevant details.

### 4. Eligibility Criteria

The eligibility criteria for faculty and staff positions will be determined as per the guidelines of the Pharmacy Council of India, UGC, and the State Government. The criteria will include minimum educational qualifications, teaching/research experience, and any other specific requirements prescribed for the position.



## **5. Application and Screening**

Interested candidates must submit their applications along with the required documents, such as CV, educational certificates, experience certificates, and any other supporting documents specified in the vacancy notification. The college will screen the applications and shortlist candidates based on the eligibility criteria mentioned in the notification.

## **6. Selection Process**

The selection process will include various stages such as written tests, interviews, presentations, and demonstrations, as per the nature of the position. The selection committee, comprising qualified members as per the guidelines, will evaluate the candidates' suitability for the position based on their knowledge, skills, experience, and aptitude.

## **7. Interview and Assessment**

Candidates who qualify the initial screening will be called for interviews and assessments. The college will conduct interviews in a fair and unbiased manner, ensuring that all candidates have equal opportunities to present their qualifications and skills. The assessment may include subject-specific knowledge, teaching abilities, research capabilities, communication skills, and other relevant attributes.

## **8. Reference Checks**

Reference checks may be conducted for shortlisted candidates before finalizing the appointment. The college will contact the provided references to verify the candidate's qualifications, experience, and professional conduct.



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## **9. Appointment and Documentation**

The selected candidate will receive an offer letter specifying the terms and conditions of employment. Upon acceptance of the offer, the candidate will be required to complete the necessary documentation, including joining formalities, submission of relevant certificates, and compliance with the statutory requirements.

## **10. Compliance with Regulations**

The college will ensure strict compliance with the regulations and guidelines issued by the Pharmacy Council of India, UGC, and the State Government regarding faculty

In conclusion, the Staff Recruitment Policy and Staff Welfare Policy outlined above demonstrate the commitment of the Pharmacy college to uphold the standards set by the statutory bodies, including the Pharmacy Council of India, UGC, and the State Government. These policies ensure that the recruitment process is fair, transparent, and merit-based, providing equal opportunities to all eligible candidates. The college strives to create a supportive work environment that promotes the well-being and job satisfaction of its faculty and staff members, adhering to safety regulations and providing comprehensive benefits and professional development opportunities. By implementing these policies, the college aims to attract and retain highly qualified individuals, fostering a culture of excellence and contributing to the overall growth and success of the institution.

**Principal,**  
**Shivlingeshwar College of Pharmacy,**  
**Almala**