



SOP for Staff Selection & Recruitment

Employees are the core and the heart of an institution. For this reason, the process of recruitment is critical to the overall success of the school & the teaching – learning processes. Hence, finding and selecting the right candidate for a vacancy is essential for the school. This is not an easy task and it is essential to have a formal procedure for employee selection. The process of staff selection must follow these procedures and stages.:

1. **DEFINING THE VACANCIES** – (Regular /Temporary & Contractual) - A proper identification with justification of staff requirements must be worked out at the school level by the Principal with the assistance of the HOD (set of proforma enclosed)- Annexure-A. Due approval and sanction of the proposed requirements in all departments of the school must be taken from the Secretary & Chairman of the School.

2. **DPC TO BE CONSTITUTED (if required)**:- A DPC to be formed for consideration of staff for promotions as per rules:
 - A panel of at least 4-5 senior most teachers of the department to be considered for the post.
 - The APAR of last 5 years of the candidates under consideration to be computed with the overall grading.
 - The final selection to be made on the basis of merit cum seniority. The criteria for selection is to be defined by the DPC.
 - Incase no one is found suitable, the DPC to recommend the post for advertisement and open selection.

NOTE: For the post of VP, HM, senior most PGTs/TGTs/Assistant Teachers are to be considered for promotion.

3. **ADVERTISING THE VACANCIES** - It is important to advertise the vacancies through the right medium. The advertisement should be carefully and well drafted. The essential and desirable qualifications for an eligible candidate is to

be specified, the age criteria, degrees from recognized Boards/ University, candidate should preferably be a regular student with at least II Div.in all exams, in case of TGT/PGT must have Hons. at the Graduate level. For pre-primary, candidates should be a graduate and have a degree in early childhood teaching from a recognized institution. All candidates should be technologically competent. It is equally important to place the advertisement in the relevant national and /or local newspapers and social media platforms. Applications are to be invited on the prescribed application form. (Enclosed as Annexure-B)

4. **REVIEW OF CANDIDATES' APPLICATIONS** – Once all applications have been received, they should be scrutinized very carefully. Resumes with misspelled words, incorrect language, incomplete information, and casually filled up applications should be rejected. If the candidate did not take the time to represent himself/ herself in a proper light at the very first instance, she/he does not merit consideration.
5. **REVIEWING & SHORTLISTING THE APPLICATIONS** – A committee headed by VP/HM along with the HOD/Senior teacher is to be constituted to shortlist the candidates/ applications forms. The criteria for shortlisting should be clearly defined to enable appropriate shortlisting. Academic qualification from a recognized institute, institutions attended, work experience, age, language and additional relevant competency, technology skills, are some considerations that should be taken into account.
6. **WRITTEN TEST** to be conducted for shortlisted candidates- The test should focus on assessing the subject competency and the language proficiency of the candidate. The questions on subject matter must be based on critical thinking. The candidate may be asked to write a small paragraph on pedagogy and role of teacher in the present scenario. Also, a short question paper prepared by the candidate for the relevant class/es may be given (to test grasp over subject and technique of questioning). Some questions on classroom/ school/ education related situation may be included. A reliable psychometric test could also be administered. A maximum of 20 to 25 candidates may be shortlisted for the Preliminary Interview.

7. **PRELIMINARY INTERVIEWS**: The committee for preliminary interviews may focus on soft skills (personality, presentability, communication) and the hard skills (subject knowledge and experience, and technical expertise). The committee will have minimum 3 members-and is to be headed by the respective VP/HM with at least one external subject expert. A Psychologist may be coopted in addition (if required). Up to a maximum of 5 to 6 candidates per vacancy must be shortlisted by the committee for the final interview.
8. **DEMONSTRATION** – The shortlisted candidates to be called for a Demo session. In the case of a teacher, the demo class should be aimed at assessing the comfort level of the candidate with technology skills, connect with the students, classroom control and management and the ability to communicate and explain the concepts effectively. Thereafter, the HOD eComputers could have a hands-on session with the candidate to assess computer competency skills for online teaching efficiency. Preliminary interview panel should recommend 3 to 4 candidates for each vacancy.
9. **BACKGROUND CHECK** – Whenever possible, a background check of the shortlisted candidates must be done w.r.t the details listed in their application forms. Special attention should be given to social media accounts of shortlisted candidates to check their social media platform conduct.
10. **FINAL SELECTION INTERVIEW** – this committee will consist of :
 - a. Chairman
 - b. Secretary (Manager)
 - c. An Educationist
 - d. Subject Expert

One of the members should be a female.

The committee will select the suitable candidate and also decide the term(s) of appointment.

A waiting list or panel of one/ two candidates may be made.

11. **OFFER LETTER** - Offer letters is to be issued to the candidates selected on probation and original certificates to be collected for verification.
12. **APPOINTMENT LETTER** - Verification of all certificates to be done by Office Staff and an appointment letter to be prepared. Appointment letters of all employee are to be signed by Secretary (Manager) Medical fitness test with specified tests reports and evidence of having applied for Police Verification are to be submitted at the time of joining. The report to be submitted within a month thereafter. Opening of the employee file on joining with all relevant documents and declarations to be ensured.

In the case of contract appointments, the clause of a 30 day notice period / salary in lieu thereof must be a part of the appointment letter to ensure school work does not suffer.

13. **INDUCTION PROGRAMME** - An induction program for at least a week be conducted for the new employee and a peer support nominated officially on joining of the selected candidate. The induction program must be well planned.
14. **ASSESSMENTS** - Quarterly observations of classroom teaching and engagement in other school related initiatives and activities be done and recorded. Due feedback should be given regularly to the employee and their signatures taken on the observation proforma and the APAR at the end of the session.
15. **PROBATION REVIEW** - After one year, review of probation is to be done if appointment is for regular vacancy. Probation may be extended by another year. In exceptional cases the probation may be extended upto 3 years. Extension of probation is to be communicated in writing before ending of probationary period.

In case, an employee is not found suitable to the post , the services may be terminated as per rules well in time without waiting for end of probationary period.
16. **CONFIRMATION** – Once an employee has been assessed and found suitable, his/her confirmation to the post be approved after obtaining sanction of Secretary

(Manager) and Chairman. The confirmation is to be communicated in writing to the employee.

NOTE

(1) Following Schedule for staff selection may be followed:

<u>Area</u>	Target timelines
a. Identifying the vacancies	December
b. Due approvals and sanctions	mid-January
c. Advertisement	end January
d. Test and practical interviews	February
e. Demo Class and	
f. Final interviews	March

Incase a candidate is required s to serve notice period to the present employer, the option of late joining from 1 July may be considered.

17. **MID SESSION APPOINTMENTS**– In case of a long term vacancy in the mid term session either because of

- a. Maternity/Long Leave.
- b. Resignation.

Institution may look at suitability of some superannuated employees for leave period appointment. In case it is not possible then out of the CVs available with school (or sister schools) a panel of candidates may be interviewed and suitable candidate be appointed on contract for the required period.

Advertisement and regular appointment of employee in mid-session should be done only under exceptional circumstances.