



Hajee Karutha Rowther Howdia College

Government Aided Autonomous Institution / ISO 9001 : 2015
Affiliated to Madurai Kamaraj University, Madurai.
Uthamapalayam (Post), Theni (District), Tamilnadu. Pin code: 625 533.

Hajee Dr. H. MOHAMED MEERAN, M.A., M.Phil., Ph.D.,
Principal

20th June 2018

POLICY FOR THE RECRUITMENT OF THE TEACHING STAFF:

Hajee Karutha Rowther Howdia College (Autonomous) is committed to recruit the qualified candidates for its intuition as Teaching Staff, following the guidelines of the U.G.C and the State Government of Tamil Nadu. The Recruitment Policy is given below:

1. The institution gives advertisement in the leading dailies, inviting applications from the eligible candidates to the vacancies approved by the Director of Collegiate Education.
2. The candidates who made themselves are eligible as per the academic qualifications laid down by the U.G.C. will be considered.
3. The eligible applied candidates are intimated to attend the interview through letters / e-mails mentioning the time and venue of the interview.
4. The invited candidates, on their arrival shall sign in the interview attendance register and are directed to go the respective Departments and meet the Heads of the Departments.
5. The candidates, on their arrival in their respective departments shall be asked to submit their testimonies to the selection committee.
6. The selection committee consists of the HOD and few nominated senior members of the Department check the testimonials and ascertain the genuineness of the certificates submitted by the candidates.
7. The Committee conducts interview to the candidates and award marks to them based on their performance.
8. Then the Committee directs the candidates to engage classes to the students in their presence and marks are awarded to the candidates on the basis of their performance.
9. The Committee consolidates the marks obtained by the candidates both in the interview and class room Teaching and submit to the Principal.
10. The Principal directs the Candidates to attend another interview convened by the Managing Committee and submit the performance report of the candidates from the Department concerned.
11. Based on the performance in the selection process of the Teaching Staff by the Managing Committee the candidates are selected and are intimated to join duty.
12. The Secretary and Correspondent issues appointment orders to the candidates selected to join duty.

The same procedure is followed for the appointment of Management Teaching Staff in the Un Aided section.



PRINCIPAL
Hajee Karutha Rowther Howdia College
(Autonomous)
UTHAMAPALAYAM-625533.