



# The S.I.A. College of Higher Education

Accredited B<sup>+</sup> by NAAC  
(Affiliated to University of Mumbai)

P-88, MIDC Residential Area, Dombivli Gymkhana Road, Near Balaji Mandir, Dombivli (East), 421 203.

Email : office@thesiacollege.com Website : www.thesiacollege.com

Ref. No : \_\_\_\_\_

Date : \_\_\_\_\_

## Recruitment and Selection Policy

The institution ensures openness and transparency in all the steps to appoint eligible candidates without any discrimination by adopting policies as prescribed by University of Mumbai.

### Procedure

Identification of vacancies due to introduction of new courses, resignation and retirement:

- A copy of advertisement is sent to the University for Approval. On the receipt of the approval advertisements are realised in the National/state level newspaper. Fifteen days time are given for the applicants to apply for the post advertised.
- Setting up Screening Committees to identify candidates to be interviewed are selected and interview letters are sent to the candidate
- Setting up Selection Committee to interview the identified candidates to be interviewed. - The selection committee panel is constituted sanctioned by the university to conduct the interviews
- Selection committee reports are placed before the university with required documents for approval
- Once the approval letters received from the university, the appointment letters are issued to the candidates.



*P. Rajmaji*  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)