



**Prerana Educational and Social Trust®**  
**PES Group of Institutions**  
NH 206, Sagar Road, Shivamogga - 577 204



### FLOW CHART / RECRUITMENT PROCESS

Call for applications / advertisements, CVs received by referrals, CVs received by e-mail, CVs received from Walk-in candidates, CVs received through current employees, HR CV Bank.

Screening of applications/CVs by HRD, concerned Department Head (if required) & Principal of the concerned institute.

Short-listing of applications / CVs Fixing a date for an interview / Formation of Interview Committee.

Sending of e-mails to shortlisted candidates, follow-up, arranging for an interview, Demo and interview day arrangements by HRD.

On the Day of the Interview: HRD/Concerned HOD to verify the CV with the documents/marks cards/degree certificates, candidate's credentials, eligibility, experience letters (if any), Publications, Presentations etc and produce the certified copies to the Panel/Committee for an interview along with filled-in Data Sheet to Subject Experts (internal and/or external depending on the case to case requirement), Concerned HOD, Concerned Principal.

Panel/Committee to interview in detail in terms of subject/technical knowledge and skills, communication etc and write the remarks neatly and legibly, whether recommended or not recommended with reasons

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**Principal**

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CCA, PES Trust shall also interview the candidate based on the recommendations of the interview panel and concerned Principal and send the remarks to CEO, PES Trust for final approval.

Hon. Office bearers of PES Trust may or may not be present during the interview, if they are present, they will also interview the candidate/s on the same day and accordingly candidature is finalized.

Recommendations of interview Panel, Committee, Principal and CCA will be sent to CEO, PES Trust by HRD and after the approval by CEO; offer letter and/or Appointment Order shall be prepared by HRD jointly signed by Principal of the concerned institute and CCA, PES Trust (R). Offer Letter may be issued to the candidate at this stage.

Principals to take all the responsibilities on qualifications, specializations, experience and eligibility as per statutory, approval and accreditation bodies for all teaching and non-teaching posts of the concerned institute. Whereas, for non-teaching posts and trust employees CCA to take the responsibility in terms of eligibility and qualifications.

On the day of reporting to the duty, HRD shall check all the original documents with one full set of Photocopies (for office records) of marks cards, degree certificates, and experience certificates, any other certificates, publications, presentation details etc as required by the department/institute. If HRD requires the help of the concerned department in verifying the documents, HRD shall take the help of concerned department HOD and put an official seal and signature of the concerned HOD, HRD & Principal of the concerned institute and return all the originals to the candidate on the same day.

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HRD shall collect statutory requirements such as Aadhar Card, address proof, Blood Group, PAN, PF/UAN, ESI No, Photos of the candidate, Bank Account No, Family Photo, Nominee details on statutory documents and complete all the joining formalities of the concerned institute and PES Trust.

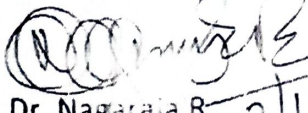
HRD to ensure collecting all statutory requirements and documents once again. Allow candidate to report to the duty officially to the Principal of the concerned institute. Trust employees can report directly to CCA, PES Trust. HRD/Principal/CCA can handover Appointment Order on the

HRD/HOD/Principal will have to introduce the employee to all the employees of the department and send a mail to the concerned Dept, Principal, IT, Library and accounts on the new employee and make necessary arrangements for sitting and performing of duties and responsibilities.

HRD/HOD/Principal to familiarize the HR Policies to the new employees

HRD to create a new file and keep all the records of the employee along with employee number. HRD is the custodian for all employees' records.

This has been approved by the Management

  
Dr. Nagaraja R  
CCA, PES Trust (R)



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