



Greenwich University

Policy Title:	Recruitment and Selection Policy		
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N.B: This policy may be amended at any time without prior notice. All revisions shall supersede any previous versions and shall take effect immediately upon approval.

QUALITY ENHANCEMENT CELL
GREENWICH UNIVERSITY

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1. Purpose

The purpose of this policy is to ensure that Greenwich University recruits qualified, competent, and diverse staff through a transparent, fair, and merit-based recruitment process.

The policy also ensures compliance with Higher Education Commission (HEC) standards and institutional regulations.

2. Principles of Recruitment

The recruitment process at Greenwich University follows these principles:

- Merit-based selection
- Equal employment opportunity
- Transparency in recruitment
- Compliance with university salary scales
- Non-discrimination based on gender, race, religion, or background.

The university is committed to maintaining a diverse and inclusive workforce that reflects fairness and equal opportunities.

3. Workforce Planning

Before recruitment begins, the department identifies staffing needs based on:

- Student–teacher ratio
- Workload requirements
- New courses or programs
- Department expansion

Heads of Departments discuss staffing requirements and forward recruitment requests to the Dean and Selection Committee for approval.

4. Recruitment Process

Step 1 – Identification of Vacancy

A department identifies the need for a new faculty or staff member and submits a requisition to the HR Department.

Step 2 – Advertisement

Vacancies are advertised through:

- Newspapers

- Social media platforms
- University website

Step 3 – Shortlisting as per HEC & accreditation criteria

Applications and CVs received are reviewed, and eligible candidates are shortlisted based on qualifications and experience.

Step 4 – Interview

Shortlisted candidates are invited for an interview conducted by the Selection Board.

Step 5 – Selection

The Selection Board evaluates candidates and recommends suitable candidates for appointment.

Step 6 – Offer Letter

Selected candidates receive an official offer letter issued by the university.

5. Selection Board Composition

The Selection Board consists of:

- Vice Chancellor
- Nominee of the Board
- Two nominees of the Chancellor
- Nominee of the Society
- Dean of the concerned faculty
- Head of the concerned department
- Two Subject Expert

The Selection Board is responsible for reviewing applications, conducting interviews, and finalizing candidates.

6. Types of Employment

Employees at Greenwich University may be recruited under the following categories:

1. Permanent employee
2. Probationary employee
3. Part-time employee
4. Contract employee

7. Appointment Procedures

- All hiring documentation is processed through the Human Resource Department.
- Appointment letters are issued only by the Registrar Office.
- No employee is authorized to issue appointment letters on behalf of the university.

Employment is finalized only after submission of all required documents.

8. Probation Period

All newly appointed employees are placed on probation for a minimum of 3 months, which may be extended depending on performance evaluation.

During the probation period:

- Performance is reviewed by the immediate supervisor.
- Services may be terminated if performance is unsatisfactory.

9. Salary and Compensation

Employees are hired according to **Greenwich University salary scales**.

The minimum and maximum salary levels are determined based on:

- Qualification
- Experience
- Job position
- Institutional salary structure.

10. Orientation of New Employees

All new employees must undergo a New Staff Orientation Program before starting work.

The orientation program includes:

- Introduction to university mission and vision
- Job responsibilities and expectations
- Policies and procedures
- Training and development opportunities.

11. Conflict of Interest in Hiring

- Hiring of relatives or close associates of employees requires written approval of the Vice Chancellor.
- Recruitment decisions must remain impartial and free from conflicts of interest.

12. Equal Opportunity and Diversity

Greenwich University promotes equal opportunities in recruitment and ensures that selection is based solely on merit, qualification, and capability.

The university also encourages diversity and equal representation in its workforce.