

KHALSA COLLEGE OF PHARMACY, AMRITSAR

REVISED RECRUITMENT POLICIES, OCTOBER 2020

- The Director shall assess the staff requirement in the month of April every year or at the time of post vacant for the subsequent academic year.
- Director will obtain the staff requirement lists from all the heads of the department/Time Table Co-coordinator and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- The teacher student ratio shall be 1:15 and for this purpose the Professor shall also be included in counting the number of teachers.
- Director will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisors/Experts. University experts will be taken as per University norms.

RECRUITMENT

- The selection committee shall prepare a job description and job specification for the candidates to be recruited.
- The committee shall augment candidature from any or all of the following sources:
 - Advertisement in the Newspaper
 - Files maintained for storing the unsolicited applications
 - Internet and e-mail.
- The committee deems it fit, may also conduct walk in interviews for augmenting the required candidates.
- The committee shall short list the candidates personal Interviews
- The committee shall finalize the short listed candidates and submit their recommendation along with the Personal Data sheets of the candidates and MOM to the Director who in turn decides the appointment and seeks management approval.
- An offer of Appointment shall be released by the Director.
- Qualifications will be followed as per AICTE and KCOP norms.

Assistant Professor: 1st Div. in M.Pharm and B.Pharm. from AICTE & PCI recognized institute.

Associate Professor: Ph.D. with 1st Div. in M.Pharm. and B.Pharm. with five years teaching/industry/research experience

Professor: Ph.D. with 1st Div. in M.Pharm. and B.Pharm. with ten years teaching/industry/research experience or M.Pharm from Industry/Profession with minimum ten years of research experience is eligible for appointment as Professor.

Documents to be submitted at the time of joining:

1. Recent passport size photograph (3).
2. Detailed Bio data
3. Previous Experience Letter
4. Mark sheets/Certificates
5. First page of previous publications/patents
6. PAN Card.
7. Driving License
8. Voter ID/ Passport
9. Pharmacist Registration Certificate.