

Recruitment Policy
(Including for Walk in Interview)

1. CREATING A POSITION

- i. Creation of positions for a period of minimum 1 Year (renewable on performance basis) as detailed in the Detailed Project report (DPR). It needs to be approved by the BoD of Divyasamparak iHUB Roorkee for Devices Materials and Technology Foundation.
- ii. However, CEO can recruit someone directly on Adhoc basis for a period of 89 Days after approval by Project Director.

2. PREPARATION OF DRAFT ADVERTISEMENT

- i. CEO will send the draft advertisement to Board of Directors for approval.
- ii. Board of Directors will approve the draft advertisement and return it to the CEO for notification/ advertisement to be published on Divyasampark's website.

3. RECRUITMENT PROCESS

- i. Mode of applications: Online/Offline applications may be invited.
- ii. Stages in Selection Process:
 - The selection committee may follow a multistage screening process that may include application screening, telephonic screening, in person/online interview, reference checks, etc.
 - The selection committee recommends the hiring and the duration of appointment at a position based upon the hiring process.
 - The final hiring is approved by the Board of Directors of the company for senior positions at managerial/CEO level or higher or equivalent position(s). For other positions, Project Director of Divyasamparak iHUB Roorkee may approve.

4. ADVERTISEMENT OF THE POSITIONS

The advertisement shall be displayed on Divyasamparak's website. If required under special circumstances, advertisement can be done through other means after approval from BoD.

5. SCREENING OF APPLICATIONS

- (i) The CEO will fix the meeting of Screening Committee and send the report of the screening committee to Board of Directors for approval.
- (ii) The CEO will issue the letters to the candidates called for interview after Screening Committee report should be approved by Board of Directors.
- (iii) For walk in interview, screening is not required.

6. SCREENING COMMITTEE CONSTITUTION

- (i) Chief Executive Officer (CEO)

Chairman

प्रो. सुदेब दासगुप्ता / Prof. Sudeb Dasgupta
सुदेब दासगुप्ता
सेक्रेटरी, बोर्ड ऑफ डायरेक्टर/
Secretary/ Board Of Director
टी.आई.एच. रूड़की / TIH Roorkee

(ii)	Project Director	Member
(iii)	One Nominee of CEO/BOD	Member

7. INTERVIEW


- (i) The CEO will fix the date of the interview and get the interview conducted. The CEO will send the recommendations of the Selection Committee to Board of Directors for approval.
- (ii) The CEO will arrange the walk-in-interviews on the advertised date by a duly approved Selection Committee.

8. SELECTION COMMITTEE CONSTITUTION

- A selection committee is approved for hiring against an approved position by the BoD of the company.
- The selection committee should include atleast **three members** that may include:
 - i. Board of Directors of Divyasampark iHUB Roorkee for Devices Materials and Technology Foundation,
 - ii. TIH affiliated faculty or IIT Roorkee faculty members,
 - iii. Project Director, and or
 - iv. External invited members.
- For hiring at manager/CEO level or higher or equivalent position, the candidates will be presented and interviewed by the Board of Directors along with other experts.
- For other positions, the selection committee may comprise as mentioned above.

9. FINAL SELECTION /APPOINTMENT

Selection Committee report will be approved by Board of Director and appointment letter will be issued by CEO.


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