



PRIYADARSHINI DENTAL COLLEGE & HOSPITAL

STAFF SELECTION POLICY

VERSION: 03

DOC NO.: PDCH /SSP/03/2022

DATE OF ISSUE: 15/02 /2022

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1.0 Preamble:

Priyadarshini dental college and hospital follows proper guidelines in recruitment of staff to the various departments of dental college

2.0 Purpose:

The purpose the policy is to create the guidelines and clear outline for the process of faculty recruitment at the Priyadarshini dental college and hospital for both teaching and nonteaching.

3.0 Scope:

The policy is applicable to recruitment of all teaching and nonteaching faculty of Priyadarshini dental college and hospital



4.0 Definitions:

Teaching Faculty positions:

Tutor/Lecturer: A Bachelor of Dental Surgery qualification from DCI recognized institution

Senior lecturer: A Master of Dental Surgery qualification in the relevant discipline from DCI recognized institution

Reader: A Master of Dental Surgery qualification in the relevant discipline with required research work and minimum of 4 years of teaching experience in DCI

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recognized Dental College, with minimum of 20 publication points

Professor: A master qualification in the relevant discipline with required research work and experience of 5 years as Reader in DCI recognized Dental Institution with minimum of 30 publication points

Professor and Head: A master qualification in the relevant discipline with required research work and minimum 1 year experience as professor DCI recognized Institution, with minimum of 40 publication points



Principal: A master qualification in the relevant discipline with required research work and minimum of 1 year experience as professor experience in DCI recognized Institution.

Non-teaching staff:

Administrative officer: Minimum of bachelor degree qualification with sufficient knowledge in Information technology and computer operation, with previous work experience of atleast ten year of administrative service

Office Superintendent: Minimum of bachelor degree qualification with sufficient knowledge in communication and MS office operation, with previous work experience of atleast five years in administrative works

Secretary to principal: Minimum of bachelor degree qualification with sufficient knowledge in communication and MS office operation, with previous work experience of atleast three years

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Receptionist: Minimum of bachelor degree qualification with sufficient communication skills and work experience of minimum two years

Dental technician: Diploma in dental technician course from recognized institution, registered with state dental council and with previous work experience of minimum two years

Dental hygienist: Diploma in Dental Hygienist from recognized institution, registered with state dental council and with previous work experience of minimum two years



Dental mechanic: Diploma degree with previous experience of 3 years in dental mechanics.

Dental radiographer: Diploma degree with previous experience as dental radiographer minimum of two years

Network administrator: Bachelor degree in computer science or computer application with minimum work experience of three years

Photographer: Bachelor degree with sufficient training in Photography and professional experience as Photographer as two years

DTP operator: Diploma degree/ certificate course MS office from recognized institution with minimum one year experience

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Lift operator: Diploma degree/HSC with previous work experience of 2 years as lift operator.

Attendant/ Peon: HSC/SSLC qualification with previous experience of one year.

5.0 Custodian of the policy:

The staff selection policy shall be implemented by the staff recruitment committee of Priyadarshini dental college and hospital

6.0 Policy procedure:

Request from each department should be submitted to the staff recruitment committee

After the approval from the committee the search process is initiated with announcement/ advertisement

The review of the received applications will be done by the recruitment committee and short listed candidates will be called for the interview

Interview shall be conducted by the staff recruitment committee

The selected candidate shall be informed and offered offer of employment for the specific faculty position

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7.0 Roles and Responsibilities:

Staff recruitment committee:

Approving the recruitment for the vacant post

Advertising for the post vacancy and receiving and reviewing the applications

Conducting the interview process

Selection of deserving Faculty


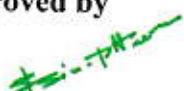
Principal:

Request from the institution to Recruitment committee for filling the vacant position of the institution

Recommending the requirements needed for the specific position

8.0 Review, Approval & Publication:

The policy shall be amended whenever required by the Staff recruitment committee and get approval from the Governing council.

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