SELECTION PROCESS FOR ADMINISTRATIVE STAFF

First Round:

Upon completing the standard procedures of advertisement and initial shortlisting, selected candidates proceed to the Written Test held at the College campus. The test, scrutinizing administrative competencies, includes questions devised by the Management and encompasses a one-hour duration, inclusive of a dictation segment.

Following the Written Test, candidates undertake a computer assessment to evaluate their proficiency in computer skills. The Vice President addresses the candidates post-test and communicates the date by which they will receive notification regarding their selection status.

After the Written and Computer Test, two sets of marking sheets containing candidate names and answer sheets are submitted to the Vice President. The answer sheets are individually assessed by two designated Professors to uphold objectivity in evaluation. Subsequently, candidates progressing to the next round are selected based on their average scores.

Second Round:

Successful candidates are duly notified via email about their progression to the second phase, which entails a Personal Interview. Details concerning the interview schedule are communicated to the candidates in advance.

Post Personal Interview, the panel convenes to collectively review and discuss each candidate's performance.
The final decision pertaining to candidate selection is made by the Vice President in collaboration with the principal, ensuring a comprehensive and equitable recruitment process.

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