



**1. Objectives:**

To streamline the Recruitment process of organization with the right person at the right place at the right time and also to thrive a strong Employer Branding to attract the best talents.

**2. Scope:**

This procedure is applicable to MGM Medical College, Hospital and MCRI.

**3. Policy:**

At MGM Medical College, we are committed to have qualified and experienced faculty to provide quality medical education and patient care.

**4. Procedure:**

**4.1 Requirement of Teaching Staff**

Teaching Staff is required under following designations:

- Professor
- Associate Professor
- Assistant Professor
- Senior Resident
- Tutor

Respective HOD should submit an application/requirement form to dean office for requirement of faculty. **Annexure: 01**

**4.2 Sources of Recruitment**

Entry level to senior level recruitment will be based on available vacancy and additional requirement due to workload

Sources of recruitment will include:

- a. Newspaper advertisement.
- b. Website Notification
- c. Existing eligible faculty in case of promotion to higher position.
- d. Job Portals.

**4.3 Age limits for employment:**

As per NMC norms employment is permitted up-to 70 years of age.

For Senior Residents (Post MD/MS SR) the upper age limit is 45 years.



## MGM MEDICAL COLLEGE, AURANGABAD

### SOP for Recruitment of Teaching Staff (Faculty)

#### 4.4 Selection Process:

MGM IHS Shall constitute a selection committee for appointment of Teaching staff/Faculty at MGM Medical college, Aurangabad

Committee shall identify applications of eligible candidates (As per TEQ Norms published by NMC time to time).

Committee shall conduct interview of all eligible candidates as per vacancy and requirement (From Professor to Tutor/SR)

Committee shall finalize selection list and accordingly appointment orders shall be prepared.

#### 4.5 Appointment:

Dean shall be appointing authority for all teaching staff & doctors at MGM Medical college & Hospital, Aurangabad.

Dean office shall ensure that all the required documents are received and checked thoroughly before issuing the formal appointment order –

- a) Requirement of faculty
- b) Resume (hard copy) of the candidate.
- c) All required documents:
  - a. Degree Certificates
  - b. MMC/NMC registration certificate
  - c. Aadhar & Pan card
  - d. 04 Passport size photographs
  - e. Previous experience certificates if applicable
  - f. Relieving letter from previous institute if applicable.
  - g. BCBR Training Certificate
  - h. MET Training Certificate

Dean office shall issue an appointment order and shall complete joining formalities of faculty at institute as well as at department level.

#### 5. Responsibility:

Head of Department

Dean

Administrative office & Support Staff, Dean Office

Prepared by 



  
Dean  
Approved by  
MGM's Medical College  
Aurangabad.