



## **A P S COLLEGE OF ENGINEERING**

*(Recognized by AICTE, New Delhi, Affiliated to VTU, Belgavi, Accredited by NAAC)*  
Anantha Gnana Gangothri Campus, Somanahalli, Kanakapura Road, Bengaluru – 560082

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### **RECRUITMENT POLICY**

APS Educational Trust follows a structured and transparent process for the recruitment of employees for various positions within the institution. Below is the refined process:

#### **1. Announcement of Vacancies:**

- Vacancies or requirements for positions are announced through newspapers, online platforms, and internal communication channels.
- Profiles and resumes are invited from potential candidates through well-known professional networks and channels.

#### **2. Initial Screening and Shortlisting:**

- All received applications and resumes are reviewed for suitability based on qualifications and experience.
- Shortlisted candidates are invited to the College for a first-round discussion and demonstration classes. This allows the institution to assess their teaching or role-specific abilities.

#### **3. Final Discussion and Interview:**

- Candidates who pass the initial screening and demonstration phase are then called for a final discussion and interview at the Management Office.
- The interview panel consists of experts and members of the Staff Selection Committee appointed by the Management. They evaluate the candidates based on their expertise, skills, and alignment with the institution's values and requirements.

#### **4. Selection and Appointment:**

- Following the final interview, a final list of selected candidates are announced.

- Appointment letters are sent to the selected candidates after the completion of document verification.

#### **5. Joining and Induction:**

- The selected candidates are expected to join on the date specified in the appointment letter.

- Induction procedures are conducted to familiarize new employees with the institution's culture, policies, and expectations.

#### **6. Probation Period:**

-Teaching Staff: All newly appointed teaching staff will be on probation for a period of 1 year.

- Non-Teaching Staff: Newly appointed non-teaching staff will be on probation for a period of 2 years.

- During the probation period, the performance of the employees will be monitored and evaluated to assess their suitability for permanent employment.

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