

NOTICATION NO. KU/POL./2021/001

Date: 26th July 2021

Subject: Employees' Referral Policy for recruitment of Human Resources

Keeping in view, growing need for quality human resources, to augment strategic as well as operational tasks of 'Karnavati University', this policy on 'Employee Referral Scheme' is being issued.

Referrer

- a. All Faculty members can refer 'CVs' of prospective employees to HR Department. Such CVs being referred, has to be complete in all respect, including attachment of 'Recruitment Form'.
- b. CVs of only those prospective employees are to be recommended, who have completed their Ph. D. in a relevant discipline

Ideal Candidates being referred

- a. The candidates should have earned their Ph. D. degree, from Indian Universities, fulfilling minimum standards of Ph. D including compulsory course-work, as prescribed by University Grants Commission (UGC).
- b. In case, Ph. D degree is earned from International Universities then equivalence and validity given by Association of Indian Universities' (AIU) is required to be attached, besides evidence of having attended course-work, is to be submitted.
- c. The curriculum vitae of those candidates who have good publications, in journals listed in SCOPUS/ Web of Science, would be desired. Other publications would not be considered.



- d. Candidates who have filed patents, IP, would add value in process of scaling up human resources.
- e. The curriculum vitae of those candidates who have done some consultancy projects, Executive training, extra- mural projects, created 'e-learning' courses and such scholarly activities would be expected.
- f. On receipt of referrals, HR would carry out diligence and selection board will interact with such candidates.
- g. Referral bonus will be released to 'KU' employees, after three months of joining of such candidates, referred by them.
- h. Service of such candidates must be continuous except regular leave and as such 'long leave' will not be considered before release of referral honorarium.

Referral Honorarium

The slab of referral honorarium, paid to referrer, for each category of hire, will be as under-

- a. Assistant Professor: Rs 5,000/ (Rupees Five Thousand only)
- b. Associate Professor: Rs 7,000/ (Rupees Seven Thousand only)
- c. Professor and above: Rs 10,000/ (Rupees Ten Thousand only)

This policy comes into effect, from date of issue.

This issues with approval of the Vice Chancellor.


Tariq Ali Saiyed
Registrar

