

## Process flow for Advertisement:

1. Principal Investigator to prepare an advertisement draft as per SRIC format and send the same to SRIC section for vetting.
2. Advertisement format draft to be shared through email to Dean (SRIC), CC- AR (SRIC), SRIC office(**deansric, sricoffice & arsrlic**) for vetting and approval.
3. Dean (SRIC & IR) will approve the advertisement draft.
4. The PI has to send the same along with Dean SRIC's approval to IT helpdesk (**it\_helpdesk**) to upload the same on institute webpage.
5. Meanwhile, the PI has to get the selection committee approved from Dean SRIC :

### 5. Selection Committee Constitution

(i)	One senior Faculty	Chairman
(ii)	Head of the Concerned School	Member
(iii)	Concerned Principal Investigator/ Co-Principal Investigator	Member
(iv)	One <b>faculty member</b> from the school	Member
(v)	One external expert from outside the School	Member

6. Screening of the applications, arranging interview, interview related calls are to be managed by the PI.
7. The selection committee will then finalise the minutes of the interview/selection (along with the documents of the selected candidate(s)) and forward the same to Dean (SRIC) for the final approval.
8. Once the minutes are approved by Dean (SRIC), SRIC office will issue the offer letter to selected candidate(s).
9. Candidate has to accept the offer letter within 10 days from the date of issuance of the offer letter.
10. Once the candidate physically reports to the institute, he/ she has to fill in joining report form and same will be signed by PI and forwarded to SRIC.
11. After the joining formalities and verification of documents at SRIC office, joining orders/ office memorandum shall be issued by SRIC office.