



CAMBRIDGE INSTITUTE OF TECHNOLOGY
KR PURAM, BENGALURU-560036

Recruitment Process – (2021-22)

Recruitment Process Handbook



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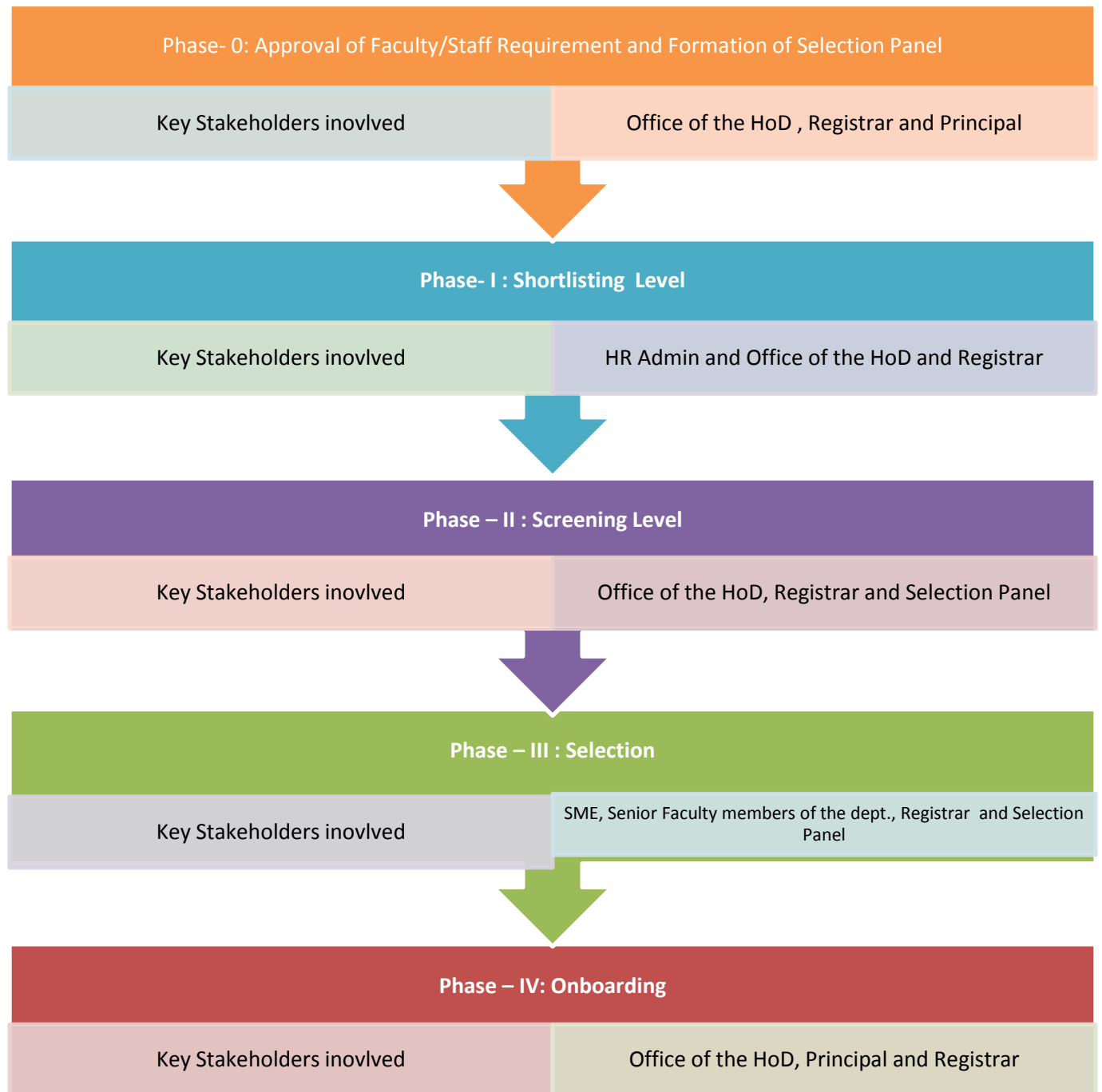
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1.0 Overview of recruitment process

The recruitment process at Cambridge Institute of Technology is mentioned in the flowchart below





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2.0 Formation of the Selection Panel

1. Formation of panel of selection committee members from each department (as per VTU TAAS norms comprising of Chairperson – Governing Council Chairman or his nominee, VTU Nominee, HoD, External Subject Experts(two) of Cadre Principal/Professor, Principal (Member Secretary)
2. Two External subject matter experts(to be identified by the office of the HoD) are recommended. Related departments can be combined together. One subject expert from each department as per the combination mentioned below
 - i. CS,AI/ML & IS
 - ii. ECE&EEE
 - iii. Civil & Mechanical
 - iv. MBA (one external expert and one expert from Cambridge B.Com college)
 - v. MCA (one external expert and one expert from CS or IS department)

3.0 Recruitment Process

Phase- 0 : Faculty Requirement approval and release of advertisement on various platforms such as newspaper, social media, institutional website etc.

Phase- I : Shortlisting Level

1. Department wise classification of Applications received through google form
2. Shortlisting of applicants at the department level as per the current requirement as well as AICTE/UGC/VTU Norms (Appendix –I)
3. Communication to shortlisted applicants via email (Common format/contents to be followed). Email to be sent through careers@cambridge.edu.in email id (mail merge option can be used). The list of applicants shortlisted for demo round to be shared (with careers email id mentioned above) in Excel format (Appendix –II) by the respective departments within *2 working days* of receiving the resumes/applications.

Phase – II : Screening Level

1. First level of screening to be done through online Demo session with a duration of 10 minutes followed by query session of 5 minutes
2. Post the demo session online personality test to be administered



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3. Ratio of shortlisting Asst. Professor- 1:10 (For one position of Assistant Professor min. of 10 applicants to be shortlisted) , Associate Professor/Professor – 1:5
4. Phase – II to be completed within one week from completion of Phase- I

Phase – III : Selection

1. Shortlisted applicants after demo to be called for face-to-face technical round and final interview on campus. The communication to the shortlisted applicants must be sent through careers email id with details of the date, time, venue of selection round and list of original documents to be produced for verification
2. Filling up of registration form and original documents/testimonials verification
3. On campus face-to-face discussion
 - a. Department level – Technical Round with at least two senior faculty members in the department
 - b. Technical Interaction with Subject Matter Experts
4. Shortlisted applicants are to appear for the final round of interview and offer negotiation with the panel of selection committee members.
5. The list of selected candidates to be prepared based on the consolidated evaluation with inclusion of at least 10% of the number of selected candidates as wait-listed candidates.
6. Releasing of letter of intent to the selected candidates
7. Phase – III to be completed within two weeks from completion of Phase- II

Phase – IV: Onboarding

1. Releasing of appointment letter after joining letter is submitted by the candidate to office of the HoD and Principal
2. Induction and orientation programme to be held within a week of joining the organization by new faculty members
3. Phase – IV to be preferably completed two weeks prior to the commencement of the semester



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Appendix –I

Eligibility norms as per statutory body requirement (AICTE/UGC/VTU)

1. Minimum Qualifications for direct recruitment as an Assistant Professor

(a) Engineering / Technology

B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.

(b) Management

Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C. A. / ICWA / M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.

(c) MCA

B. E. / B. Tech. / B. S. and M.E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with First Class or equivalent in any one of the degrees.

OR

B. E., B. Tech. and MCA with First Class or equivalent in any one of the two degrees.

OR

Graduation of three years' duration with Mathematics as a compulsory subject and MCA with First Class or equivalent with 2 years of relevant experience after acquiring degree of MCA.

2. Minimum Qualifications for direct recruitment as an Associate Professor

(a) Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch

AND

(b) At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.

AND

(C) Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

3. Minimum Qualifications for direct recruitment as Professor

(a) Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

(b) Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND



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(c) At least 6 research publications at the level of Associate Professor in SCI journals / UGC /AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Cosupervisor till the date of eligibility of promotion.

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC /AICTE approved list of journals till the date of eligibility of promotion.

Appendix –II

Format to shortlist Applicants in Phase – I. The list to be in Excel Format

Sl. No	Name of the Candidate	E-mail id	Position Applied for	Department	Date of Online Demo Session	Time of online demo session	Link to join online demo session
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