Annexure II

RECRUITMENT POLICY

It is the responsibility of the Board of Trustees to ensure that all vacant positions as well as new regular and temporary positions are filled within a duration not exceeding six months. The Board must make sure that the positions can be filled under the organizational budget following the level and hiring authority norms. The Board will often delegate authority to the Executive Director to act on its behalf and complete the process.

For all new positions, a job description shall be established and include the following elements:

• Position summary

• Description of duties and responsibilities
• Conditions of work
• Required qualifications

* Tentative salary

A notice of a new or vacant position must be approved by the Board before it is released publicly only if the post is newly created and its budget is not part of a Sanctioned Project in which case, the ED is authorized to do so. Recruitment for a new or vacant position may be opened to internal and external [competition](http://www.fundsforngos.org/tag/competition/). For external recruitment, positions in the professional category can be advertised publicly through posters in local area and newspapers and Job portals like Devnet if they are regular positions, or if there is a limited tendering process for consultation.

 **Interview and selection:** As a general rule, Executive Director for positions III and below and Managing Trustee for positions for level IV and V will form a Selection Committee comprising at least two members including the immediate/ functional supervisor and one member of the ED Secretariat. The committee by itself or through designated person will publish/circulate the recruitment notice, and will go through the applications received retaining those that show the best qualifications. All short-listed candidates must be given 7 days of notice to be interviewed as far as possible. A physical interview before offering the job is mandatory. It will evaluate each candidate’s application with the help of an evaluation form created beforehand, containing well-defined criteria.

 Depending on the nature of vacant positions, the recruitment committee may decide on the methodology of selection namely, written test, group discussion and panel interview or any other option that seem reasonable. Wherever experience in other organisation is sought, a background check with one or more of the last three organisations must be made and such a check must be recorded before final selection.

 A list of the candidates chosen to be interviewed will be short listed by the Selection Committee. The interviews will serve to make a final choice and also to establish a database of potential future candidates. During interview of any new or vacant position below the Coordinator post, Project coordinator must be in the selection committee. A few members from the project team recruiting the personnel may be co-opted to assist the process, but not as members of the Recruitment Committee.

 Candidates who have worked in the ant earlier and had left honourably may be considered favourably for a new position and based on their work history available with older colleagues, extra weightage may be kept and recorded as it is easier to work with such people.

 A file will be maintained for recruitment wherein the procedure for recruitment and all hardcopies of the Evaluation Process will be maintained for at least 7 years and open to verification by anyone who wishes to.