



**BMS COLLEGE OF ENGINEERING, BANGALORE-19**  
(Autonomous College under VTU)

**Recruitment Procedure**

**1. Introduction:**

The vision of BMSCE is “Promoting prosperity of mankind by augmenting human resource capital through quality Technical Education and Training”. This translates into an organizational goal to identify, recruit and retain highly qualified, talented, and diverse faculty / staff, for positions in all academic fields.

The recruitment of faculty / staff is a crucial activity at BMSCE. The Board of Appointment (BOA) was constituted specifically for governing the recruitment procedure.

The process of recruitment includes:

- 1.1 Search for prospective candidates
- 1.2 Shortlisting of prospective candidates
- 1.3 Preliminary Interview (For entry level positions only)
- 1.4 Final Interview with the BOA

**2. Search for Prospective Candidates:**

- 2.1 The search for prospective candidates is implemented in the following two ways simultaneously:
  - Advertisements are placed in the leading Kannada and English dailies listing the open positions
  - The details of the open positions like eligibility criterion, scales of pay and other conditions are displayed on the BMSCE website

The candidates have to satisfy the eligibility criterion to facilitate further consideration of their candidature.

- 2.2 Application Procedures:
  - Application form can be obtained from the college office by paying the prescribed fee of Rs.200/-. The application can also be downloaded from the website; DD for the prescribed fees drawn in favour of the Principal, BMSCE, payable at Bangalore should be enclosed
  - Retired personnel from teaching/industry and R&D are encouraged to apply for the posts
  - The duly filled application along with required enclosures should reach the central office on or before the prescribed date



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- The application should include all the relevant authenticated data regarding age, academic qualifications with Class/Grades, experience, post held, publication list, statement of teaching interests, phone No, Email ID and the names of three referees (with contact information) together with attested copies of certificates and Marks cards (of all the years/semesters) etc., in duplicate (in two sets)
- Separate applications are to be submitted in the event of candidates applying for more than one category of post.
- Candidates who had applied for the same posts before have to apply afresh again
- All appointments will be on probation not being less than two years as per relevant rules
- The age limit is as per the Karnataka Civil Service (General Recruitment) Rules and subsequent orders in force and is relaxable to the extent as provided in the said rules and also in respect of retired candidates

### **3. Shortlisting of prospective candidates:**

Applications, when received, are organized, relevant information summarized, and sent to the respective HOD by the central office for short listing. The objective of short listing is two folds:-

3.1 To reject applications that do not meet eligibility criteria

3.2 To shortlist the candidates from the remaining list so that the number of candidates to be called for interview with the BOA remains within manageable limits.

Usually, primary concerns at this stage are the educational background, previous experience and research activities done by the candidate. The concerned HOD shortlists the candidates based on the requirements of the respective department. The resumes of the shortlisted candidates are further ranked in the order of merits by the concerned HOD and sent to the Central office along with their comments and observations for the next level of the Recruitment Process.



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### **4. Preliminary Interview (For entry level positions only):**

Initially the candidates applying for entry level positions will be screened by the BOA sub-committee. The BOA Subcommittee conducts the preliminary interview of the shortlisted candidates to evaluate them for their suitability and to ensure that the prospective candidates have the requisite skills and confidence in their respective domain.

During this round, the subcommittee members get an opportunity to assess the candidates better and the candidates get an opportunity to familiarize themselves with the college.

As this round concludes, the resumes of all the eligible candidates are forwarded to the BOA for the final round of interview.

### **5. Final Interview with the BOA**

The BOA conducts the final round of interviews with the shortlisted candidates. The successful candidates are issued offer letters with a 15 days' time frame to accept the offer. After receiving acceptance letters from the candidates, appointment orders are issued to them.

Note: All the meetings / interviews are scheduled in consultation with the head of the Institution, BMSCE.

### **6. Qualification / Experience / Pay Scale for Faculty & Staff:**

- 6.1 Minimum Qualification and Experience prescribed for Faculty of Engineering / MBA / MCA as per AICTE (All India Council for Technical Education) norms
- 6.2 Minimum Qualification and Experience prescribed for Faculty of Architecture as per COA (COUNCIL OF ARCHITECTURE) norms
- 6.3 Scale of Pay for Faculty of Engineering / Architecture / MBA & MCA as per AICTE
- 6.4 Minimum Qualification and Experience prescribed for Non-Teaching (Technical & Administrative) Staff as per State Government / C&R Rules.
- 6.5 Scale of Pay for Non-Teaching (Technical & Administrative) Staff as per State Government