



‘येथे बहुतांचे हित ।’

MARATHWADA MITRA MANDAL, PUNE

202/A, Deccan Gymkhana, Pune - 411004

Registration Under Societies Registration Act 1860-Mah./523 Dated 06/01/1967

Registration Under Bombay Public Trust Act 1950-F-338(P) Dated 19/01/1967

Tel. : 020-25665320, 8149032328 | Telefax : 020 -25653039

E-mail : mmmandal67@gmail.com

Shivajirao D. Ganage, President

Bhausaheb G. Jadhav, Exe. President

Kishor H. Mungale, Secretary

Recruitment Process for Teaching and Non-Teaching Staff

Marathwada Mitra Mandal, Pune – 411004

The recruitment of Principal, Associate Professor, Assistant Professor and Non-Teaching Staff for the affiliated colleges of Marathwada Mitra Mandal, Pune is carried out strictly in accordance with the provisions of the UGC Regulations, Savitribai Phule Pune University (SPPU) norms, and the directions issued by the Joint Director of Higher Education, Government of Maharashtra, from time to time. The entire process is transparent, time-bound, and based on merit and reservation rules.

1. Flow of Events / Activities Involved in the Selection Process

The recruitment process commences with the identification of vacant sanctioned posts and proceeds through statutory approvals, advertisement, selection, appointment, and final university approval. Each stage is completed systematically to ensure compliance with government and university regulations.

2. Preparation of Workload and Sanction from Joint Director, Higher Education

- I. The concerned college prepares the workload statement as per UGC and SPPU norms, considering student strength, subjects, divisions, and teaching hours.
- II. The workload and requirement of posts (Teaching and Non-Teaching) are then forwarded through proper channel to the Joint Director of Higher Education for scrutiny and sanction.
- III. Only sanctioned posts are considered for further recruitment action.

3. Roster Verification from SPPU and MVK

- I. After receipt of workload sanction, the reservation roster is prepared as per Government of Maharashtra reservation policy.
- II. The roster is submitted to Savitribai Phule Pune University (SPPU) and the Mandal / Management Verification Committee (MVK) for verification and approval.
- III. Recruitment is initiated strictly as per the approved roster points.

4. Obtaining No Objection Certificate (NOC) from Joint Director, Higher Education

- I. Based on the approved workload and verified roster, a proposal is submitted to the Joint Director of Higher Education for issuance of No Objection Certificate (NOC).
- II. The NOC is a mandatory prerequisite and authorizes the management to proceed with the recruitment process for the specified posts.





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5. Completion of Selection Procedure within Six Months

- I. The entire selection process is completed within six months from the date of receipt of the NOC from the Joint Director of Higher Education, as per government directives.
- II. Any delay beyond the stipulated period requires prior approval from the competent authority.

6. Advertisement of Vacancies at State Level

After receipt of NOC, vacancies are advertised widely to ensure maximum outreach and transparency. Advertisements are published at the State level in the following newspapers and platforms:

- I. English Newspaper : Loksatta / Indian Express
- II. Marathi Newspaper : Sakal (Marathi) / Sakal Times
- III. University News Section: Advertisement is also published in the University News Section / SPPU approved portal, as per university norms.
- IV. The advertisement clearly specifies: Name of the post, Number of vacancies, Reservation details, Required qualifications and experience, Pay scale, Application procedure, Last date for submission of applications

7. Communication with University and Other Authorities

- I. Letter to SPPU for Constitution of Selection Committee : A formal request is submitted to Savitribai Phule Pune University for approval and nomination of subject experts and members of the Selection Committee as per UGC and university norms.
- II. Letters to Various Statutory Authorities : Intimation of the recruitment is sent to the following authorities as directed by SPPU and Government rules: SPPU Employment Exchange / Reservation Cell, Social Welfare Office, Tribal Development Department, Other Backward Class Cells as applicable
- III. Maharojgar Cell : Vacancies are also uploaded on the Maharojgar Portal of the State Government, ensuring compliance with employment notification requirements.

8. Scrutiny of Applications

- I. All applications received within the stipulated time are scrutinized by a duly constituted Scrutiny Committee.
- II. Eligibility is verified with reference to: Educational qualifications, Experience, Reservation certificates, Supporting documents





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III. Only eligible candidates are shortlisted for interview.

9. Scheduling of Interviews

- I. After scrutiny, the interview schedule is finalized in consultation with the Selection Committee members and subject experts.
- II. The date, time, and venue of interviews are approved by the competent authority.

10. Invitation Letters to Selection Committee Members / Experts

- I. Formal invitation letters are issued to: University-nominated experts, Subject experts, Management representatives, Government nominees (wherever applicable)
- II. These invitations strictly follow SPPU and UGC appointment norms.

11. Call Letters to Eligible Candidates

- I. Call letters are issued to all eligible candidates at least 15 days prior to the scheduled date of interview.
- II. The call letter includes details of: -Date and time of interview, Venue, List of documents to be produced

12. Interview Process and Submission of Selection Committee Report

- I. The interviews are conducted in a fair and transparent manner by the duly constituted Selection Committee.
- II. After completion of the interviews, the Selection Committee Report is prepared and signed by all members.
- III. The report is submitted to the management within 72 hours from the date of interview.

13. Enclosures with Selection Committee Report

The following documents are enclosed with the Selection Committee report submitted to SPPU:

- I. Acknowledgement of interview intimation letters sent to various authorities
- II. Copies of interview call letters issued to eligible candidates
- III. List of applications received against the advertisement





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IV. Attendance sheet of candidates who appeared for the interview

V. Document verification sheets of candidates reported for interview

VI. Copies of newspaper advertisements

14. Appointment Order and Joining Formalities

- I. Based on the recommendations of the Selection Committee, appointment orders are issued to selected candidates after approval of the competent authority.
- II. Candidates complete joining formalities by submitting required documents and acceptance of terms and conditions of appointment.

15. Online Submission and Approval Process with SPPU

- I. After appointment and joining, the complete proposal along with all relevant documents is submitted online to Savitribai Phule Pune University for approval.
- II. The college follows up until final approval is granted by the university.

16. Conclusion

Thus, the recruitment process of teaching and non-teaching staff at Marathwada Mitra Mandal is carried out in a structured, transparent, and time-bound manner, ensuring strict compliance with government resolutions, university norms, reservation policies, and quality standards in higher education.

Secretary

Marathwada Mitra Mandal, Pune

Executive President

Marathwada Mitra Mandal, Pune

