



**Marathwada Mitra Mandal's**  
**COLLEGE OF ENGINEERING, PUNE**  
*Accredited with 'A' Grade by NAAC*

**THE PROCESS OF LOCAL SELECTION RECRUITMENT OF FACULTY  
AND STAFF**

1. Issue of advertisement for the post viz. Professor, Associate Professor, Assistant Professor, Lecturer at Institute Level.
2. Call of applications for required post in specific format available on College website in specific time schedule  
Or  
call of soft copy of application on website [hr@mmcoe.edu.in](mailto:hr@mmcoe.edu.in) for specific time schedule.
3. Inward of all the applications.
4. Short listing of applications of eligible and candidates through HOD of respective department with the help of senior faculty and HR.
5. Issue of call letters within stipulated time limit as per norms.
6. Conduction of Interview of Prospective candidates.
7. Submission the selection committee reports to management of Marathwada Mitra Mandal for approval.

8. After selection procedures Issue of Appointment order by Marathwada Mitra Mandal to selected candidates.

### **THE PROCESS OF RECRUITMENT BY UNIVERSITY SELECTION COMMITTEE**

- 1) Academic Cell SPPU – Teaching load – no. of posts & Cadre wise.
- 2) Approval advertisement by Reservation Cell of SPPU and Reservation Cell of Govt. of Maharashtra.
- 3) Issue of advertisement for the post viz. Professor, Associate Professor, Assistant Professor, at Institute Level.
- 4) Applications are Called at the Marathwada Mitra Mandal Trust office in specified format which is available on College website in specific time schedule  
Or  
Soft copy of application is received on website [hr@mmcoe.edu.in](mailto:hr@mmcoe.edu.in)
- 5) Applications also received for:-
  - a) SPPU employment exchange.
  - b) Tribal office.
  - c) Various backward class cells as directed by SPPU.
  - d) Maharojgar
- 6) The applications are inward & proper record is created
- 7) University Selection Committee is appointed by SPPU
- 8) Co-ordinating with members & Experts of USC of SPPU
- 9) Short listing of applications of eligible candidates is done as per the AICTE/UGC/SPPU/GOVT.

10) Call letters are issued within stipulated time limit as per norms.

11) Conduction of Interview of Eligible candidates is done by the Expert panel appointed by SPPU.

12) Submission of selection committee reports are submitted for approval to SPPU.

13) Appointment order are issued by Marathwada Mitra Mandal to selected candidates.

14) Approval of proposal of selected candidates is submitted to SPPU after joining of the candidates to Institute.