



Bharatiya Vidya
Bhavan
AGARTALA KENDRA

BHAVAN'S TRIPURA COLLEGE OF TEACHER EDUCATION

(Recognised by N.C.T. E. & Affiliated to Tripura University, A Central University)

(Recognized by UGC under Section 2(f) & 12(B) of UGC Act, 1956)

P.O : Bimangarh (Narsingarh), Agartala, West Tripura, PIN - 799 015

Ph. No.: 6033322532, e-mail : bhavanbedc_trip@rediffmail.com # website : www.btcte.in

Dr. Rajat Dey
Principal

Chairman

F.1(1)/Chairman/Policy/BVB/2021/9

Date: 22-12-2021

RECRUITMENT AND SELECTION POLICY

Introduction

Human Resource (HR) management is an essential function of any organization. Among the HR practices, recruitment is the basic function where employees enter into the organization. Our institution is committed to equal employment opportunity for all, regardless of race, religion, color, sex, gender identity, national origin etc. The institution ensures openness and transparency in all the steps to appoint eligible candidates without any discrimination by adopting policies as prescribed by Tripura University (A Central University) as well as State Council of Educational Research and Training (SCERT), Agartala, Govt. of Tripura. While recruiting new employees, we follow the good practice recommendations, not to discriminate unlawfully against any person and select the best candidate for the job in terms of qualifications and abilities.

Procedure:

To achieve the above aims, we have set up recruitment and selection policies which are as follows.

1. A proposal is placed against the vacant post to the Governing Body of the college for approval.
2. On the receipt of approval advertisements are realized in the following manner:
 - a. National / Local level Newspaper
 - b. Internal Circulation and
 - c. Through e-platform (Facebook, Twitter, College Website).

Fifteen days time is given for the applicant to apply for the post advertised.

3. Expert list is invited from affiliating authorities as per subject/ post and on the receipt of above list, a selection committee is formed for Interview Board.


Debashis Chakraborty
Chairman
BHARATIYA VIDYA BHAVAN
AGARTALA KENDRA

Page-1/2


(DR. RAJAT DEY)
Principal
Bhavan's Tripura College of
Teacher Education
Narsingarh, Agartala-799015

4. A screening committee is setup to identify the candidates to be interviewed and eligible candidate are informed through interviewed letters, message through whatsapp or using any other e-platform prior to seven days before the date of interview.
5. Selection committee reports are placed before the affiliating authorities with required documents for approval.
6. Once the approval letters received from the affiliating authority, the appointment letters are issued to the candidates.



Shri. Debashis Chakraborty
Chairman
BVB, Agartala Kendra

Debashis Chakraborty
Chairman
BHARATIYA VIDYA BHAVAN
AGARTALA KENDRA



Dr. Rajat Dey
Principal
BTCET, Narsingarh

(DR. RAJAT DEY)
Principal
Bhavan's Tripura College of
Teacher Education
Narsingarh, Agartala-799015