

	WANLESS HOSPITAL MIRAJ MEDICAL CENTRE MIRAJ	Doc. No.	WHMMC/HRM/01
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3. Manpower planning (Recruitment, selection, & Induction):

1. While merit would be the main criteria for filling up a vacant position, seniority and past performance shall be kept in mind.
2. First preference shall be given to internal candidates by giving opportunity for promotion.
3. The mix of the employee shall be composition
4. The best available talent would be absorbed
5. Preference will be given to Christian candidate

4. RECRUITMENT & SELECTION (EMPLOYEMENT) POLICY

1. Normally, persons, in the age group 18 to 40 shall be consider for employment. If for special reasons any exception is not to be made, it shall be done with due approval by the Board of Administration, in case of Category I.
2. No appointment is valid unless an appointment order is passed by the appointing authority managing committee or the Board as the case may be-and signed and communicated by the Director, General superintendent, medical superintendent or nursing superintendent or any person authorize by the board
3. The be Board of administration or the executive committee on behalf of the board is authorize to appoint, promote, transfer, retrench, revert, remove, discipline, and retire employee of category I, upon recommendation of the Directors / Managing Committee.
4. Managing Committee is authorized to appoint promote, transfer, retrench, reverts, remove, discipline and retire employees of all other categories.
5. Medical examination and physical certificate from approved doctors of Miraj Medical Centers are prerequisites for appointment of all employees.

5. INDUCTION POLICY

1. To ensure that new employee settles down smoothly into the hospital so that he/she reaches standard level of performance as soon as possible.
2. It Gives maximum relevant information to the new employee in shortest time.
3. It eliminates the feeling of the uneasiness, apprehension ect. In the new employee.
4. It enhance the images of the hospital as people friendly.
5. It helps reducing the turnover of the employee.

COLLEGE OF NURSING EMPLOYMENT POLICY

1. As per the recruitment of university for each course.
2. Advertisement in News's paper 7 days
3. Receive application check certification and teachers experience recruitment.
4. Interview by local managing.
5. Staff selection by management members & outside sub expert.
6. Take in managing committee for approval
7. Selection
8. Routine medical checkup.