



ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್
PADUA COLLEGE OF COMMERCE & MANAGEMENT

(Affiliated to Mangalore University & Recognised by Govt. of Karnataka)
(A Unit of Catholic Board of Education)
Nanthur, Mangalore - 575 004.

Email : paduadegreecollege@gmail.com

website : www.paduainstitutions.com

Ref. :

Date : 22/06/2019

BOARD OF APPOINTMENT COMMITTEE

1. **Rev. Fr. Antony Shera**
Secretary, Catholic Board of Education
2. **Rev. Fr. Vincent Monteiro**
Correspondent, Padua Educational Institutions
3. **Rev. Fr. Alwin Serrao**
Principal, Padua College of Commerce and Management
4. **Mr. Roshan Vincy Santhumayor**
Vice -Principal, Padua College of Commerce and Management
5. **Dr. Norbert Lobo**
Associate Professor and Head of the Economics Department, St. Aloysius College,
Mangaluru

A. Serrao

PRINCIPAL
Principal

Padua College of Commerce and Management
Nanthur, Mangalore - 575 004



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Recruitment Procedure

1. Job advertisement is published in the leading local newspaper, which includes the name of the position, eligibility criteria and a call for action like Sending resumes to the institution Email or by post or hand delivery.
2. The candidates need to submit job application, resume and marks card copies along with passport size photograph.
3. The consolidated list of the resumes is prepared and the shortlisted candidates are called for preliminary interview.
4. Campus Director/Principal and Vice Principal conducts preliminary interview.
5. Shortlisted candidates will be called for demo round. Subject of presentation will be confirmed in advance.
6. BOA conducts the Panel interview. BOA includes the Correspondent, the Campus Director, Head of Institution, Subject Matter Expert and Management Committee Members. 15-20 minutes of the interview time is spent to test the subject matter knowledge.
7. Candidates have to submit the original marks sheet along with photocopies to the Head of the Institution for verification. Head of the Institution will certify that the documents are valid.
8. The Marks and interview feedback will be consolidated by the Head of the Institution. The selected candidates are informed to collect the appointment orders and joining date is informed.


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Promotional Policies for the Teaching and Non-Teaching Staff appointed in Padua Educational Institutions:

Since Padua College of Commerce and Management is a Minority Educational Institution administered by the Catholic Board of Education, of the Diocese of Mangalore adhering to the educational rules of the Karnataka Government implements following promotional policies.

1. The Candidate is appointed for 11 months on temporary period on full time basis from the date of joining.
2. If the Candidate is found competent in service he/she will be on probation for two consecutive years.
3. If the Candidate is not found fit he/she could either be relieved or asked to continue for a period of another six months.
4. In this period if the candidate is proved fit he/she appointed or may be relieved from service.


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