



अभ्यासेन दक्षः

मानक संचालन प्रक्रिया
STANDARD OPERATING PROCEDURE
संविदात्मक नियुक्तियों के लिए भर्ती नीति एवं
प्रक्रियाएं
RECRUITMENT POLICY & PROCEDURES FOR
CONTRACTUAL APPOINTMENTS

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इंदिरा गांधी राष्ट्रीय उड़ान अकादमी, फुरसतगंज हवाई अड्डा, अमेठी (उत्तर प्रदेश)

Indira Gandhi Rashtriya Uran Akademi (IGRUA), Fursatganj Airfield, Amethi – 229302
(Uttar Pradesh)

संविदात्मक नियुक्तियों के लिए भर्ती नीति एवं प्रक्रियाएं

RECRUITMENT POLICY & PROCEDURES FOR CONTRACTUAL APPOINTMENTS

1. Purpose & Scope

This Standard Operating Procedure (SOP) defines the end-to-end process for recruitment of contractual employees at Indira Gandhi Rashtriya Uran Akademi (IGRUA), Fursatganj. It ensures a uniform, transparent, and time-bound recruitment process in alignment with IGRUA's administrative norms and applicable DOPT guidelines.

1.1 Applicability

This SOP applies to all contractual recruitments at IGRUA, including:

- Contractual appointments (11-month contracts)
- Ad hoc appointments (up to 89 days)

1.2 Exclusions

The following are governed by separate policies approved by the Director and are outside the scope of this SOP:

- Recruitment of UTAFIs (Un-sponsored Trainee Ab-initio Flying Instructors) and AFIs (Ab-initio Flying Instructors)
- Promotion to higher posts or grant of dual appointments to existing contractual employees

2. Contractual Recruitment Process

All regular contractual appointments shall be for a period of 11 (eleven) months. The process is described below in sequential phases.

2.1 Phase I — Identification of Vacancy & Qualification Requirements

(a) **Identification of Vacancy**: The concerned HoD shall identify the vacant post(s) and submit a written requisition to Manager HR, citing the operational or administrative need.

(b) **Verification of QRs**: Manager HR shall check whether the Qualification Requirements (QRs) for the post have been previously approved by the Governing Council (GC).

(c) **Preparation of QRs (if not already approved)**: If QRs are not on record or not previously approved by GC, Manager HR shall prepare draft QRs in consultation

with the concerned HoD, covering educational qualifications, experience, age limits, and any technical or regulatory requirements.

(d) **Approval of QRs**: The draft QRs, along with the draft advertisement and a note on operational requirement, shall be submitted through e-Office to the Director for approval before proceeding further.

Note: QRs approved by the GC shall be the standard benchmark. Any deviation requires specific justification and Director's approval.

2.2 **Phase II — Advertisement & Receipt of Applications**

(a) **Advertisement Upload**: Upon the Director's approval, Manager HR shall upload the advertisement on the IGRUA website (www.igrua.gov.in), following the website requisitioning procedure. The advertisement shall mandatorily be bilingual (Hindi and English).

(b) **Employment News**: Simultaneously, a copy of the advertisement shall be forwarded to the IGRUA Delhi Office for publication in Employment News (Rozgar Samachar).

(c) **Application Window**: A minimum of 21 (twenty-one) days shall be given for receipt of applications from the date of publication of the advertisement. Applications shall be accepted only via email to career@igrua.gov.in.

(d) **Receipt & Saving of Applications**: All applications received at career@igrua.gov.in shall be downloaded by the HR Department on or before the closure date and saved in a secure digital folder, organized by post and batch. No application received after the notified closing date and time shall be entertained.

Note: Where operational urgency warrants an earlier closure, the Director may approve a shorter application window. The approving note must clearly document the reason for urgency.

2.3 **Phase III — Screening Committee**

(a) **Constitution of Screening Committee**: Immediately after the closure of the application window, Manager HR shall put up a proposal through e-Office to the Director for approval of the composition of the Screening Committee. The Committee shall comprise at least 2 (two) members. The number of members may be increased based on the volume of applications received.

(b) **Role of Screening Committee**: The Committee shall scrutinize all applications against the notified QRs, shortlist eligible candidates for interview, and record specific reasons for rejection of each ineligible application.

(c) **Screening Timeline**: Screening must be completed within 7 (seven) days from the date of constitution of the Committee. This timeline may be increase or decreased based on number of applications and urgency of filling up the post.

(d) **Submission of Report**: The Chairman, Screening Committee shall submit the consolidated report — in the format prescribed by the HR Department — through

e-Office to Manager HR within the stipulated timeline. The report shall include the shortlist of candidates and reasons for rejection of all others.

Note: All proceedings shall be conducted through e-Office. If the volume of applications makes digital handling impractical, Manager HR shall propose an alternative method and obtain the Director's approval before proceeding.

2.4 Phase IV — Selection Committee and Interview Scheduling

(a) **Approval of Screening Report:** Manager HR shall put up the Screening Committee report to the Director for approval. Along with the report, a proposed composition of the Selection Committee and a suggested interview date shall also be submitted.

(b) **Notification to Shortlisted Candidates:** Upon the Director's approval, all shortlisted candidates shall be notified via email with the following details: Date, Time, Venue, and whether the interview is to be conducted online or offline. A minimum of 7 (seven) days' notice must be given to candidates. Where urgency warrants, the Director may reduce this notice period.

(c) **Office Order:** Simultaneously, an Office Order shall be issued to all members of the Selection Committee. A copy shall be sent to the IT Department to make necessary arrangements for video recording of the interview.

(d) **Pre-Interview Briefing:** The Chairman of the Selection Committee shall meet the Director at least one day prior to the interview to present the process, seek any specific instructions, and confirm readiness.

(e) **Admin Arrangements:** Manager HR shall ensure all admin arrangements are in place at the designated interview venue — seating, stationery, technical setup for online or offline interviews, and recording equipment.

Standing Instruction: Manager HR shall be a de-facto Member Secretary of every Selection Committee, unless required to be recused for administrative reasons as determined by the Director. In case of recusal, the Director shall nominate another officer to act as Member Secretary.

2.5 Phase V — Conduct of Interview & Video Recording

(a) **Video Recording:** All interviews shall be video recorded. Responsibility for recording rests with the IT Department in coordination with Manager HR.

(b) **Preservation of Recordings:** All interview recordings shall be preserved by the HR Department for a minimum of 90 (ninety) days from the date of interview.

Note: If the selection process for any post is under scrutiny by a Vigilance or Audit Committee, all related recordings shall be preserved until explicitly cleared by that Committee or by the Director.

2.6 Phase VI — Compilation of Results & Merit List

(a) **Submission of Final Report:** The Chairman, Selection Committee shall submit the final compiled report, Merit List, and recommendations through e-Office to Manager HR within 2 (two) days of the completion of the interview.

(b) **Preparation of Merit List:** The Merit List shall be prepared on the basis of the average marks awarded by all members of the Selection Committee. Where there is any grave inconsistency or significant divergence in the marks awarded by any member, the Chairman shall specifically highlight and explain the same in the report.

(c) **Director's Approval:** Manager HR shall put up the Selection Committee report to the Director for final approval. Irrespective of the recommendations of the Selection Committee, the Director's decision shall be final and binding.

2.7 **Phase VII — Offer Letter & Contract of Appointment**

(a) **Offer Letter.** Upon the Director's approval, an offer letter shall be sent to the selected candidate via email from career@igrua.gov.in.

(b) **Draft Contract.** Manager HR shall prepare a Draft Contract of Appointment in respect of the selected candidate and submit it to the Director for approval.

(c) **Acceptance Form.** The approved Draft Contract, along with an Acceptance Form, shall be sent to the selected candidate. The candidate shall return the duly signed Acceptance Form within the stipulated period.

(d) **Joining.** The candidate shall be called for joining only after receipt of the signed Acceptance Form. No joining shall be permitted without this formality.

3. **Process Timeline**

The table below summarises the key milestones and indicative timelines for regular contractual recruitment:

Step	Activity	Responsibility	Timeline
1.	Identification of vacancy & HoD requisition to Manager HR	HoD → Manager HR	As required
2.	Preparation / verification of QRs; Director's approval of QRs & draft advertisement	Manager HR	Within 5 days of requisition
3.	Advertisement upload on website + despatch to Delhi Office for Employment News	Manager HR	Within 2 days of Director's approval
4.	Receipt of applications (minimum window)	HR Department	21 days
5.	Proposal for constitution of Screening Committee	Manager HR → Director	Next day after closure date
6.	Completion of screening & submission of report to Manager HR	Screening Committee	Within 7 days of constitution

Step	Activity	Responsibility	Timeline
7.	Approval of Screening Report; proposal for Selection Committee & interview date	Manager HR → Director	Within 2 days of receiving report
8.	Notification to shortlisted candidates (email with date/time/venue)	Manager HR	Minimum 7 days before interview
9.	Issue of Office Order to Selection Committee & IT Department	Manager HR	Same day as candidate notification
10.	Pre-interview briefing with Director by Chairman, Selection Committee	Chairman, Selection Committee	At least 1 day prior to interview
11.	Conduct of interview (video recorded)	Selection Committee	As scheduled
12.	Submission of final report, Merit List & recommendations	Chairman, Selection Committee	Within 2 days of interview
13.	Director's final approval on selection	Manager HR → Director	Within 2 days of receiving report
14.	Dispatch of offer letter via email	Manager HR	Within 1 day of Director's approval
15.	Draft Contract & Acceptance Form sent to selected candidate	Manager HR	Within 3 days of offer letter
16.	Candidate called for joining	HR Department	After receipt of signed Acceptance Form

4. Ad Hoc Appointments

Ad hoc appointments are exceptional in nature and are intended solely to address urgent, time-sensitive operational or administrative requirements.

4.1 Duration & Dispensation

- (a) Ad hoc appointments shall not exceed 89 (eighty-nine) days in duration.
- (b) They shall be dispensed with upon completion of the specific task for which engagement was made, or upon filling of the post through the regular contractual recruitment process, whichever is earlier.

4.2 Extension

- (a) Any extension of an ad hoc appointment shall be at the sole discretion of the Director, based on demonstrated operational necessity.

(b) Extension requests shall be put up to the Director by Manager HR before the expiry of the current engagement period.

Important: Ad hoc appointments shall not be used as a substitute for regular contractual recruitment. Repeated ad hoc engagement for the same post, without initiating the regular recruitment process, shall require specific justification and Director's approval.

4.3 Selection for Ad Hoc Appointments

(a) Ad hoc recruitment shall be made by identifying a suitable candidate through one of the following means:

- (i) Recommendation by the Director or the concerned HoD, OR
- (ii) Internal advertisement or notification circulated within IGRUA

(b) Preference shall be given to IGRUANS (former employees or alumni of IGRUA) or wards of IGRUANS, provided they meet the requisite qualifications for the post.

5. Reservation Policy

(a) Due consideration shall be given to candidates belonging to Reserved Categories (SC, ST, OBC, PwBD, and others as applicable) in all recruitments at IGRUA.

(b) The applicable reservation categories shall be specified explicitly in each recruitment advertisement.

(c) DoPT norms and guidelines on reservation shall be followed as a matter of practice, even in contractual appointments where statutory reservation may not be mandatorily applicable.

(d) Manager HR shall ensure that the advertisement and selection process are designed to encourage applications from Reserved Category candidates.

Note: The absence of statutory reservation in contractual appointments does not preclude IGRUA from extending affirmative consideration to deserving candidates from Reserved Categories. DoPT norms shall serve as the guiding framework.

6. Digitisation & Record Keeping

(a) All stages of the recruitment process — from receipt of HoD requisition to final approval by the Director — shall be processed through e-Office, to the extent practicable.

(b) All applications received at career@igrua.gov.in shall be saved and organized by the HR Department in a structured digital folder, categorized by post and application batch.

(c) All committee reports (screening as well as selection) shall be submitted through e-Office by the respective Chairman to Manager HR.



(d) Physical files may be used only where the volume of material makes digital handling impractical.

(e) Manager HR shall maintain a Recruitment Register (digital or physical) recording the status of each recruitment, from vacancy identification through to the joining of the selected candidate.

7. Roles & Responsibilities

Role	Key Responsibilities
Director, IGRUA	Overall authority. Approves QRs, advertisements, committee compositions, screening and selection reports, offer letters, contracts, and ad hoc appointments. Final decision on all selections.
Manager (HR)	Process owner. Coordinates all phases from vacancy identification to joining. De-facto Member Secretary of every Selection Committee. Maintains recruitment records and video recordings.
Head of Department (HoD)	Initiates recruitment by submitting vacancy requisition. Participates in preparation of QRs. May recommend candidates for ad hoc positions.
Screening Committee — Chairman & Members	Scrutinizes applications against notified QRs. Prepares shortlist with reasons for rejection of ineligible candidates. Submits report within 7 days of constitution.
Selection Committee — Chairman & Members	Conducts interviews. Awards marks independently. Prepares Merit List based on average of all members' scores. Submits final report with recommendations within 2 days of interview.
IT Department	Uploads advertisement on IGRUA Website. Arranges video recording of all interviews as directed. Coordinates technical requirements for online or offline interviews.

8. General Provisions

(a) **Recruitment of UTAFIs and AFIs**: Recruitment of UTAFIs and AFIs shall be governed by a separate policy already approved by the Director and is not covered under this SOP.

(b) **Promotion and Dual Appointments**: Filling of higher posts by appointment of meritorious existing contractual employees, or grant of dual appointments, shall be governed by a separate policy on the subject, at the discretion of the Director.

(c) **Amendments**: Any amendment to this SOP shall require the approval of the Director. All amendments shall be documented in the Amendment Log (Section 10.2) with revision number, date, and nature of change.

(d) **Conflict and Ambiguity**: In case of any conflict of interpretation, the decision of the Director shall be final.

(e) **Compliance**: All personnel involved in the recruitment process are expected to adhere strictly to this SOP. Any deviation must be approved in writing by the Director before implementation.

(f) **Discretion of the Director**. The Director, IGRUA, reserves the right to alter, modify, suspend, or cancel any stage or the entirety of the recruitment process at any time, without assigning reasons. Notwithstanding the recommendations of the Chairman, Screening Committee, the Chairman, Selection Committee, or the Manager (HR), the decision of the Director shall be final, conclusive, and binding on all parties. No representation or appeal shall lie against any decision taken by the Director in exercise of this discretion.

Date: 01 March 2026

Signature: 
Air Cmde Vipul Singh AVSM VM (Retd)
Director, IGRUA