SOP Template: Selection and Merit List Preparation Procedures

This SOP details the **selection and merit list preparation procedures**, encompassing candidate eligibility verification, application evaluation criteria, scoring methodology, ranking process, and final merit list compilation. The objective is to ensure a transparent, fair, and systematic approach to selecting qualified candidates based on merit, supporting organizational recruitment and placement efficiency.

1. Purpose

To establish standard procedures for candidate selection and transparent merit list preparation, promoting fairness, efficiency, and merit-based placements.

2. Scope

This SOP applies to all recruitment cycles and candidate selection processes undertaken by the organization.

3. Responsibilities

- **Selection Committee:** Oversees the process, evaluates candidates, approves the final merit list.
- **Human Resources:** Facilitates application receipt, documentation, eligibility checking, and record maintenance.
- **IT/Admin:** Provides technical support for digital merit list compilation (if applicable).

4. Procedure

1. **Eligibility Verification**
   - Review submitted applications and supporting documents.
   - Check each candidate against published eligibility criteria (age, qualifications, experience, etc.).
   - Disqualify ineligible candidates and document reasons for disqualification.
2. **Evaluation Criteria Development**
   - Define clear and measurable evaluation criteria (e.g., academic qualifications, work experience, test/interview performance).
   - Assign weightage/marks to each criterion as approved by the selection authority.
3. **Scoring Methodology**
   - Develop a standardized scoring sheet incorporating all evaluation criteria.
   - Apply consistent marking across all candidates based on credentials and performance.
4. **Rank Ordering**
   - Total each candidate's scores across all criteria.
   - Rank candidates from highest to lowest based on composite scores.
   - Apply pre-defined tie-breaking rules if two or more candidates have identical scores.
5. **Merit List Compilation**
   - Compile the final merit list indicating candidate names, scores, and their respective ranks.
   - Review and approve the merit list by the Selection Committee.
   - Publish/upload the approved merit list as per organizational protocol.

5. Documentation

- All evaluation sheets, eligibility checklists, and scoring records must be retained for audit and records.
- Confidentiality of personal and assessment data must be ensured throughout.

6. Review and Amendments

This SOP should be reviewed and, if necessary, updated annually or after each major recruitment cycle to ensure continuous improvement and compliance with best practices.

7. Sample Scoring Table

Criteria	Weightage (%)	Maximum Marks
Academic Qualifications	40	40
Relevant Experience	20	20
Written Test	20	20
Interview	20	20
Total	**100**	**100**

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