

**NATIONAL LAW UNIVERSITY, JODHPUR**



**THE NLU JODHPUR SERVICE REGULATIONS,  
2025**

**Part-I: General**

**Part-II: Specific to Teachers and Academics**

# The NLU Jodhpur Service Regulations 2025

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**The NLU Jodhpur Service Regulations 2025**  
**Introductory Provisions**

1. Title: These Regulations may be called ‘The NLU Jodhpur Service Regulations, 2025’.
2. Application: These Regulations are applicable to all the employees i.e., Teachers, Academics, Administrative and Technical Staff as indicated in the relevant regulations.
3. Definitions:
  - a. ‘Act’ means ‘The National Law University, Jodhpur Act, 1999 i.e., Act no.22 of 1999
  - b. ‘Chancellor’ means the Chancellor of the National Law University, Jodhpur.
  - c. ‘Employee’ means an Employee including Teacher/Academic appointed by the NLUJ excluding outsourced persons.
  - d. ‘Registrar’ means the Registrar of the National Law University, Jodhpur.
  - e. ‘Service’ means the service rendered by an employee in a cadre to which he/she is appointed by the University.
  - f. ‘University’ means the National Law University, Jodhpur established under the Act no. 22 of 1999 by the state of Rajasthan.
  - g. ‘Vice-Chancellor’ means the Vice-Chancellor of the National Law University.
  - h. The other terms used in these Regulations shall carry the same meaning as defined in the Act, Government of India Rules and these Regulations.
4. The details of these Regulations are as shown in the Index.
5. The text of the Regulations shall be as detailed in the Chapters from 1 to 16.
6. These Regulations are indicative and illustrative only. They are not exhaustive. For details and clarifications, the Govt. of India / UGC rules as adopted by the University be referred to.
7. Wherever these Regulations are silent, the relevant rules of the Govt. of India/UGC be referred to which shall prevail over these regulations.
8. As and when the Govt. of India /UGC amends the rules, these regulations shall be deemed to have been amended automatically and followed automatically. The latest relevant circulars issued by UGC / the Govt. of India in the past shall also be deemed to be adopted in these rules.
9. The Executive Council shall be the Authority to modify, repeal etc., of any of these regulations and to give a decision on any regulation/rule, if any doubt arises on interpretation

Note: While quoting any of the service regulations, reference may be made to the Govt. of India /UGC rules as adopted by the University.

# **PART-I**

## **CHAPTER-1**

### **1.0 Recruitment and Promotion -**

Recruitment and promotion rules laying down the methods of recruitment, minimum educational qualification and experience, the level of pay for each admin & tech staff shall be as per Annexure-1 (Page No. 114).

### **1.1 Contractual Appointments.**

There may be occasions when the services of Teachers, administrative and technical staff are required on urgent basis to address the immediate needs of the University. In all such situations the Vice Chancellor may appoint the suitable individuals for a period of 6-12 months either on scale pay or on consolidated amount. Such engagements may or may not be against the existing vacancy or on assignment basis. The contractual tenure can be extended for a maximum period of three years. If the services are required beyond 3 years, such cases shall be put up to the Executive Council, NLUJ, either for prior approval or ratification of the action taken by the Vice Chancellor, if extended beyond 3 years.

## CHAPTER-2

### 2.0 Reservations and Concessions in Appointments for SC/ST, OBC, EWS and PWBD:-

**2.1. Definition of SC/ST-** A person should belong to a Caste or a Tribe declared by the Central/State Government to be a Scheduled Caste or a Scheduled Tribe for the area of which he/she is a resident.

Further, a person claiming to be SC should profess either *the* Hindu or the Sikh or the Buddhist Religion. A person of the Scheduled Tribe may profess any religion. A person not belonging to SC/ST by birth will not be deemed to be a member of SC/ST by virtue of marriage with a person belonging to SC/ST. Similarly, a person belonging to SC/ST by birth will continue to belong to that category even after marriage with a person not belonging to SC/ST. If a SC person converted to a religion other than Hinduism/ Sikhism/Buddhism reconverts himself back to these religions, he will be deemed to have reverted to his original SC status, if he is accepted by the members of that particular caste as one among them.

### 2.2. Reservation for Socially and Educationally Backward Classes (OBC's)

Definition of OBC: - OBC for purpose of reservation would comprise of the castes and communities which are notified by the Central Government. A list of such common categories has been brought out by Ministry of Welfare.

### 2.3. Economically Weaker Section

Identification of persons as EWS-

- (a) Persons who are not covered under the reservation scheme for SCs/STs/OBCs and whose family has gross annual income below 8 Lakhs. Income shall also include income from all sources, i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application. The income for this purpose will be gross income taken for the purpose of Income Tax.
- (b) Persons whose family does not own or possess any of the following assets, irrespective of the family income-
  - (i) 5 Acres of agriculture land and above (Property held in different places/cities would be clubbed)

- (ii) Residential flat and commercial property of 1000 sq ft. and above;
- (iii) Residential plot of 100 sq. yards and above in notified municipalities;
- (iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

**2.4. Persons with Benchmark Disabilities-**

- (a) Blindness and low vision;
- (b) Deaf and hard of hearing;
- (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- (d) Autism, intellectual disability, specific learning disability, and mental illness;
- (e) Multiple disabilities from amongst persons under Clauses (a) to (d) including deaf-blindness.

**2.5. Quantum of Reservation-**

OBC (only non-creamy layer)	SC	ST	EWS
27%	15%	7.5%	10%

(As amended from time to time by the Govt. of India)

As per Govt. of India Rules, Four percent (4%) of the total number of vacancies to be filled up by direct recruitment, in the cadre strength in each group of posts i.e. Groups A, B and C shall be reserved for persons with benchmarks disabilities. Against the posts identified for each disabilities of which, one percent (1%), under clauses (d) and (e), unless otherwise excluded.

- 2.6. Certificate to be produced from the any of the authorized Revenue Officers like District Magistrate/Tahsildar/Sub Divisional Officer etc. In case of PWBD, the certificate of benchmark disability is to be produced from the competent medical authorities.
- 2.7. Relaxations and concessions are account of age, application fee, qualifying standard, percentage of marks, minimum standard in interview to be followed shall be as per the Govt. of India rules as amended from time to time.
- 2.8. Liaison Officer: - An officer in the appropriate rank / Dy. Registrar/ Associate Professor be nominated as liaison for each category to ensure compliance of reservation orders issued in favour of SC, ST, OBC, EWS and PWBD.

- 2.9.** Reservation for SC/ST is admissible even in promotion from lower cadre to higher cadre up to the lowest rung of group 'A' posts. There shall be no reservation for OBC/EWS in promotions.
- 2.10.** The reservation for PWBD is on horizontal basis across the social categories of UR/OBC/SC/ST/EWS up to 4% of the total vacancies or identified vacancies as applicable.
- 2.11.** The post based reservation rosters shall be maintained as per the orders of the Govt. of India separately for each mode of recruitment. The vacancy based roster group wise i.e. A, B, C is to be maintained for PWBD, maintaining the earmarked points of 1,26,51,76 in a hundred point roster as per the orders of the Govt. of India.
- 2.12.** The certificates produced by SC/ST/EWS/PWBD are to be verified from the issuing revenue medical authorities for their genuineness. A clause to this effect shall be inserted in the Appointment Letters. In case, the issuing authority certifies that the certificate is not genuine, the services of the incumbent shall be terminated forth with.
- 2.13.** If a vacancy earmarked for EWS is not filled in due to non-availability of a suitable candidate, it shall not be carried forward to the next year as backlog.
- 2.14.** The PWBD candidates selected and appointed shall be reckoned against the social category to which they belong.

## CHAPTER-3

### 3.0 Probation

- 3.1 In case of direct recruitment, the selected candidate shall be kept on probation for a period as specified in these rules. The date from which confirmation should be given effect is the date following the date of satisfactory completion of the prescribed period of probation or the extended period of probation, as the case may be. The decision to confirm the probation or to extend the period of probation as the case may be should be communicated to the probationer normally within 6 to 8 weeks prior to the completion of Probation period. Probation should not be extended for more than the period of initial probation and, in no circumstances an employee should be kept on probation for more than double the normal prescribed period of probation. The officer will be deemed to have successfully completed the probation period if no order confirming, discharging or reverting the officer is issued within eight weeks after expiry of double the normal period of prescribed probation. On completion of the probation period or any extension thereof, employees shall, if considered fit for permanent appointment, be retained in the appointments on regular basis and be confirmed against the available substantive vacancies as the case may be. In case there is no perceivable improvement despite all this, his/her services shall be discharged by giving him/her one month's notice in advance or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to resign by giving one month's notice.
- 3.2 In the case of promotion to the next higher group, the employee(s) shall be kept on probation for a period of one year from the date of joining. The appointing authority may at its discretion, extend the period of probation by one more year on the grounds of non-performance, misconduct or misbehaviour or if he/she fails to comply with the terms and conditions of the appointment to the post to which he/she was promoted. In case there is no perceivable improvement he shall be reverted to his parent post, with immediate effect, and consequently all the employees promoted against the consequential vacancies due to the promotion of this employee shall be reverted to their respective parent posts, in case they cannot be adjusted in any other similar vacant posts. However, there shall not be any probation for promotion within the same group.

**Note:**

- (i) If an employee who has been recruited/promoted to any post, avail himself of leave on a piecemeal basis, or at a time for a period of two months or more during the period of probation, his probation shall be extended proportionately, i.e., equal to the total period of leave availed by the employee concerned.
- (ii) In order to avoid any anomalous situation, all cases of probation of the officials should be reviewed in every six months. In case, the result of review of performance of an official is found to be unsatisfactory, or not up to the mark, he shall be apprised of the consequences of unsatisfactory performance during the period of probation. Such an appraisal should be issued in advance after which the performance of the official concerned should be continuously kept under observation.
- (iii) Notwithstanding anything contained in the above-mentioned provision, if a probationer is placed under suspension during the period of probation, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances.
- (iv) As for temporary employees they should, as a matter of rule, be asked to resign from the parent department/office at the time of release from the parent department/office. An undertaking to the effect that he/she will resign from the parent department/office, in the event of his/her selection and appointment to the post applied for, may be taken from his/her at the time of forwarding the application. This procedure is to be followed even in case of a temporary Government servant applying as a direct recruit for a post in the same organization.
- (v) There shall be no probation in the case of an employee appointed to a post on deputation, tenure or employment after superannuation.
- (vi) The appointing authority shall record the reasons in writing while terminating the appointment of a probationer or extension of the normal period of probation.

## CHAPTER-4

### 4.0 Confirmation

An officer, who has successfully completed the probation, as prescribed under relevant recruitment rules, will be considered for confirmation. Confirmation should be given effect from the date following the date of satisfactory completion of the prescribed period of probation or the extended period of probation, as the case may be. The decision to confirm the probationer or to extend the period of probation, as the case may be should be communicated to the probationer normally within 6 to 8 weeks. Probation should not be extended for more than a year and; in no circumstance, an employee should be kept on probation for more than double the normal prescribed period of probation. The officer will be deemed to have successfully completed the probation period if no order confirming, discharging or reverting the officer is issued within eight weeks after expiry of double the normal period of prescribed probation.

An employee appointed by transfer would duly have been confirmed in the earlier post. In such a case, further confirmation in the new post would not be necessary and he could be treated as permanent in the new post. However, where an employee who has not already been confirmed in the old post is appointed by transfer, it would be necessary to confirm him in the new post. In such cases, he may be considered for confirmation after watching him for one year. During that period of one year, the officer would earn two six months performance reports in the new grade which shall be the basis for his/her confirmation.

## CHAPTER-5

### 5.0 Annual Performance Assessment Reports (APARs)

**5.1. Purpose and importance.** APARs is an objective assessment of the work and conduct of an employee. Assessment of APARs is the main criteria for Confirmation, Promotion, Review for premature retirement, etc. Writing and maintenance of APARs, therefore, assumes importance, not only in the interest of service but also in the interest of the employee.

**5.2. Applicability.** APARs to be written for all categories of Group 'A', 'B', 'C' and MTS employees and employees on contract and on scale of pay.

**5.3. Reporting Officer / Reviewing Officer.** APARs to be written by the Reporting Officer immediately superior to the employee concerned and reviewed by next higher authority. In both the cases, they should have supervised the work of the employee for not less than three months. For computing the period of three months, any leave for a period of more than 15 days should be deducted. If they are under suspension, they should write/ review the Reports within two months of date of suspension or one month of due date of completion of APARs, whichever is later. Writing / Reviewing not permissible after this time-limit. If, however, they are under suspension during major part of the writing/ reviewing period, they should not write the APARs. If the employee concerned happens to be a relative, Reporting or Reviewing, as the case may be, to be done by the next higher authority.

**5.4. Entry of punishments in APARs.** A record of punishment imposed on the employee as a result of disciplinary proceedings should be recorded in his/her APAR.

**5.5. Self-Appraisal or Self-Assessment.** APARs to be performance oriented. Groups 'A', 'B' and 'C' officers required to submit brief resume not exceeding 300 words as Self-Appraisal, relating to the period of Report.

Submission of lengthy notes in separate sheets is to be avoided. APARs are to be completed and submitted before due date, duly signed and dated.

**5.6. APAR-Forms.** APAR formats as prescribed by the Govt. of India for different levels of posts be followed.

**5.7. Periodicity.** APARs are written annually according to financial year, i.e., 1st April to 31st March

### **5.8. Part Reports-** Part Reports are necessary-

- (i) if the official is transferred to the control of another Reporting Officer in the same or other office during the year. Reports are to be written by the respective Reporting Officers for the relevant periods.
- (ii) if the Reporting Officer is transferred during the year, he should write APARs for all the staff under his control up to the date of his transfer, within 3-5 weeks of his transfer.
- (iii) if the Reviewing Officer is transferred and if new Reviewing Officer is not likely to have at least three months to supervise the work of the employees concerned.

### **5.9. Reason for the gap in the report to be indicated** -Where part reports are written and any periods in a year are not covered by Reports for the reasons stated in Para. 5.8 above, a Certificate or a Note in the form given below to be placed on file, duly signed by the present Reporting/ Reviewing Officer.

*"Certified that there is no report for the period from to due to change of Reporting Officer, etc."*

### **5.10. Guidelines for reporting:**

- (i) Overall assessment to reflect the pen picture of the officer reported upon by the Reporting Officer is to be done in a box in the APAR. A column is added in the section relating to the Reviewing Authority for giving his remarks on the pen picture reflected by the Reporting Officer.
- (ii) Reviewing Officer has to indicate specifically the differences, if any, with the Reporting Officer along with reasons in the APAR.
- (iii) Numerical grading on a scale of 1 – 10 marks will be awarded by Reporting and Reviewing Authorities. Grade 1 refers to the lowest grade and 10, the highest. The overall grading will be based on addition of the mean value of 40% weightage on assessment of work output, 30% on personal attributes and functional competency.
- (iv) Wherever accepting authority has been prescribed in the existing system, he will also give his comments on the remarks of Reporting/Reviewing Authority with difference of opinion, if any, and reasons. Overall grading on a score of 1 – 10 will also be made.
- (v) While writing the ARARs, affixing strips of papers typed, cut to size and pasted in the APAR should not be resorted to under any circumstances.

### **5.11. Guidelines for Reviewing -**

- (i) ***Period of Report.*** Reviewing Officer to have watched the work and conduct of the official at least for three months in the year. Hence the Report for the entire year can be reviewed if the Reviewing Officer had observed the working for a short period of 3-4 months. No part report is

necessary in such cases. (In some cases where the Reviewing Officer has no contact with the official, he should verify the correctness of the remarks of the Reporting Officer after making necessary enquiries.)

(ii) ***To ensure correct Reporting.*** Reviewing Officer has to carefully see that Reporting has been done as per instructions/ guidelines. If any vague/ambiguous remarks are contained, the report to be returned to the Reporting Officer for necessary revision. If the Reviewing Officer disagrees with any part of the report, he may state so with suitable remarks. If he "agrees with the assessment of the Reporting Officer", his remarks should not be at variance with the report.

(iii) ***Reviewing Officer's remarks final.*** Where the Reviewing Officer disagrees and gives his own remarks duly substantiated, such remarks are to be treated as 'final' and only these will be taken into account by DPC, etc.

## **5.12. Procedure for Communication of the APARs.**

**5.12.1.** The full APAR including the overall Grade and assessment of integrity shall be communicated to the concerned officer with the remarks of the Reviewing Officer and Accepting Authority.

**5.12.2.** The Section entrusted with maintenance of APARs after its receipt shall disclose the same to the officer reported upon.

**5.12.3.** The concerned officer shall be given an opportunity to make any representation against the entries within 15 days from the date of receipt of APAR.

**5.12.4.** The representation should be restricted to specific factual observations leading to assessment of the officer in terms of attributes, work output, etc.

**5.12.5.** In case no representation is received within 15 days, it shall be deemed that he/she has no representation to make.

**5.12.6.** If the APAR section does not receive any information within 15 days from the date of disclosure, the APAR will be treated as final.

**5.12.7.** The Competent Authority for considering adverse remarks under the existing instructions may consider the representation in consultation with the Reporting/ Reviewing Officer.

**5.12.8.** He shall decide the matter objectively based on the material placed.

**5.12.9.** This work should be completed within a period of thirty days from the date of representation.

**5.12.10.** The Competent Authority after due consideration may reject/ accept/ modify the APAR accordingly.

**5.12.11.** The decision of the Competent Authority and final grading shall be communicated to the officer within 15 days of receipt of the decision of the Competent Authority by the APAR Section.

**5.13. Instructions for filling up the Integrity column of APAR:**

The remarks against the integrity column of APARs of the officer reported upon shall be made by the Reporting Officer in one of the three options mentioned below:-

(a) Beyond doubt.

(b) Since the integrity of the officer is doubtful, a secret note is attached.

(c) Not watched the officer's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the officer.

## CHAPTER-6

### 6.0 Seniority, DPC and Promotion

#### 1. Seniority

##### A. Seniority of Direct Recruits

- 6.1. *Determination of Seniority.*** The seniority of direct recruits is based on the order of merit in which they are selected for appointment. Candidates selected earlier hold higher seniority than those selected later.
- 6.2. *Inter se Seniority from Reserve Panels.*** The *inter se* seniority of candidates nominated from reserve panels is determined based on the consolidated merit given by the Selection Committee. Reserve Panel shall be operated if a vacancy arises due to non-joining or early resignation/death of a candidate.

##### B. Seniority of Promotees

- 6.3. *Seniority Assessment -*** When promotions are made based on DPC recommendations, an officer's seniority in the promoted grade is the same as their seniority in the feeder grade. If a person is considered unfit for promotion and is superseded by a junior, they do not gain seniority over the juniors who superseded them when subsequently promoted. The seniority order follows the principle that persons appointed through an earlier selection hold higher seniority than those appointed through a subsequent selection.
- 6.4. *Promotions from Multiple Feeder Grade-*** When promotions are made from multiple feeder grades with specific quotas, eligible persons are arranged in separate lists based on their relative seniority in their respective grades. The DPC assesses officers' fitness and interpolates them in the prescribed ratio for each grade as per the recruitment rules.

##### C. Relative Seniority of Direct Recruits and Promotees

- 6.5.** The relative seniority of direct recruits and promotees in University is based on vacancies, the rotation of quotas between promotion and direct recruitment, and the principles for fixing seniority.

##### D. Vacancy Register and Rotation of Quotas

- 6.6. *Vacancy Register.*** A vacancy register must be maintained, following the prescribed format to track the number of vacancies arising and being filled each year under different recruitment methods as specified in the Recruitment Rules. The register

ensures a balanced distribution of vacancies between promotion and direct recruitment.

**6.7. *Starting a New Vacancy Register.*** A new vacancy register should be started in two cases:

- (i) when the recruitment rules are notified, and
- (ii) when there is an amendment to the Recruitment Rules that changes the percentage allocation for various modes of recruitment.

**E. Determination of Relative Seniority**

**6.8. *Rotation of Vacancies.*** The relative seniority of direct recruits and promotees is determined based on the rotation of vacancies allocated for each recruitment method as specified in the Recruitment Rules.

**6.9. *Inadequate Direct Recruits.*** If an adequate number of direct recruits is not available in a particular year, the rotation of quotas for determining seniority is limited to the available direct recruits and promotees. The unfilled direct recruitment vacancies are carried forward to the next year and added to the corresponding direct recruitment vacancies.

**6.10. *Actual year of Appointment.*** The seniority of direct recruits and promotees is determined based on the year they are appointed or formally issued an appointment order and joined the cadre.

**6.11. *Rotation of Quotas.*** Rotation between promotes and direct recruits for determining *inter se* seniority occurs only to the extent of available direct recruits and promotes in a particular year.

**6.12. *Insufficient Direct Recruits or Promotees.*** If an adequate number of direct recruits or promotes is not available in a given year, the rotation of quotas for determining seniority stops after the available candidates are assigned their positions.

**6.13. *Bunching of Candidates.*** If no direct recruits are available in a year, the available promotee are grouped together based on their position in the promotion panel, and vice versa if no promotes are available. The seniority is determined within each group.

**F. Seniority of Officers under Suspension or facing Enquiries**

**6.14. *Suspension Cases.*** If an officer under suspension is completely exonerated after the conclusion of departmental proceedings, the officer should be promoted in the first available vacancy, and his/her seniority in the next higher grade should be fixed based on his/her position in the select list. The period during which junior officers were promoted to the higher grade will be counted towards the minimum period of service required for promotion.

**6.15. *Enquiries Pending.*** If an officer has been recommended for promotion by a Departmental Promotion Committee (DPC) despite the imposition of a minor penalty, the officer will be promoted after the expiry of the penalty based on the DPC's recommendation, and his/her seniority will be fixed according to his/her position in the panel.

**G. Seniority of reverted and promoted officers**

**6.16. *Penalty of Reversion.*** In cases where an employee is reverted to a lower post, grade, or service as a penalty and subsequently promoted to a higher post, the order imposing the penalty should specify the period of reduction and whether the employee will regain their original seniority upon re-promotion.

**6.17. *Reversion without future Increment postponement.*** If the reduction is for a specified period and does not affect future increments, the University employee's seniority upon re-promotion may be fixed as if the reduction had not occurred.

**6.18. *Reversion with future Increment postponement.*** If the reduction is for a specified period and affects future increments, the University employee's seniority upon re-promotion may be fixed by considering the period of service rendered in the higher grade.

**6.19. *Seniority of Persons appointed on Compassionate Grounds. Inter se Seniority.*** Persons appointed on compassionate grounds should have their seniority determined based on their date of appointment. Their *inter se* seniority with direct recruits/promotee should also be established according to their date of appointment, without disturbing the *inter se* seniority of direct recruits/promotee.

**6.20. Placement in Seniority List.** Individuals appointed on compassionate grounds in a particular year should be placed at the bottom of the seniority list, below all candidates recruited/ appointed through direct recruitment or promotion in that same year, regardless of the date of joining.

#### **H. Departmental Promotion Committee (DPC)**

**6.21. Composition of DPC.** The Departmental Promotion Committee should be formed as per Recruitment and Promotional Rules of the University to assess suitability of officials for considering promotion in an objective manner.

**6.22. Frequency of DPC.** the DPC should be convened as and when required.

**6.23. Statement of Penalties.** A statement indicating the penalties imposed on the officers included in the zone of consideration during a period of ten years preceding the year in which DPC is held, including till the date of DPC should be forwarded to the Committee.

**6.24. Cases of additional vacancies.** Where a DPC has already been held in a year and further vacancies arise during the same year due to death, resignation, voluntary retirement, etc. or because the vacancies were not intimated to the DPC due to error or omission on the part of the Department concerned, another meeting of the DPC should be held for drawing up a panel for these vacancies as these vacancies could not be anticipated at the time of holding the earlier DPC.

**6.25. Processing of recommendations of DPC.** The recommendations of the DPC are advisory in nature and should be duly approved by the appointing authority.

**6.26. Procedure to be followed when the Appointing Authority does not agree with Recommendations of DPC.** There may be certain occasions when the appointing authority may find it necessary to disagree with there commendations of the DPC. Where the appointing authority, does not agree with the recommendations of the DPC, such appointing authority should indicate the reasons for disagreeing and refer the entire matter to the DPC for reconsideration of its earlier recommendations. In case the DPC reiterates its earlier recommendations, giving also reasons

in support thereof, the appointing authority may accept the recommendations, if the reasons adduced by the DPC are convincing; if that authority does not accept the recommendations of the DPC, it shall submit the papers to the next higher authority with its own recommendations. The decision of the next higher authority shall be final.

**6.27. Order in which promotions to be made.**-Promotion of whatever duration should as far as possible be made in the order in which the names of the officers appear in the panel.

### **I. Regular Promotions**

**6.28. Assessment of vacancies.**-Actual number of existing vacancies to be filled by promotion will be ascertained from Establishment Register, Incumbency Register and Vacancy Register / Roster Register as prescribed in Govt. of India Rules. Expected vacancies due to retirement, new posts, etc., will be added. Vacancies arising out of deputation for periods of more than a year will also be added, with reduction for deputationists expected to return. Vacancies may be calculated on financial year wise where APARs are written financial year wise and calendar year wise where APARs are written on Calendar year wise.

**6.29. Reservations.**-Reservations at 15% for SCs, 7.5 % for STs for all posts and 1% each for blind, deaf-mute, and orthopedically handicapped in Groups 'C' and MTS posts only are admissible in cases of promotions in grades/ services / posts in which the element of direct recruitment, if any, does not exceed 75%. There are no reservations in promotions for any other categories, OBCs, Ex-Servicemen, etc.

### **J. Ad hoc Promotions**

#### **6.30. General Principle**

*Ad hoc* appointment or promotion is deemed a last resort, used under exceptional circumstances where the post cannot be left vacant due to functional requirements. *Ad hoc* appointments need to be replaced with regular appointments through direct recruitment, promotion etc at the earliest opportunity.

## **K. Grounds for making *ad hoc* Appointment/ Promotion**

*Ad hoc* appointments or promotions may be made under the following conditions: -

**6.31. Legal Challenges to Regular Promotions.**-If the process of regular promotions is contested in any Tribunal / Court and the case is pending, *ad hoc* promotions may be considered.

**6.32. Short-time Vacancies.**-If the regular incumbent has proceeded on leave for more than 45 days, or on short-term deputation of less than one year, the vacant post may be filled on an *ad hoc* basis.

**6.33. Unfilled Direct Recruitment Quota.**-If the Direct Recruitment quota has not been filled and the RRs do not provide the filling it by transfer on deputation temporarily, the post may be filled on an *ad hoc* basis.

### **6.34. Pro forma Promotions**

**Next Below Rule.**-An officer serving outside his regular cadre (deputation, training, etc.,) should be considered for promotion, when due in his cadre. This is termed as 'Proforma Promotion'.

### **6.35. Conditions to be fulfilled.-**

- (i) The officer concerned should have been found fit for promotion in his line.
- (ii) All his seniors and at least one junior should have been promoted in his regular line.
- (iii) Even if no junior officer is eligible, Pro forma Promotion may be made, provided (a) the post in the cadre remains unfilled for want of eligible person junior to the officer and (b) the post is not filled on *ad hoc* basis till the release of the next panel when a junior becomes eligible for promotion.
- (iv) The benefit should be allowed to only one officer, the senior most eligible officer, though more than one officer may be serving outside the cadre.
- (v) When such senior most eligible officer does not require the benefit it will be passed on to the next officer.

- (vi) Once the Pro forma Promotion is given, the officer's pay will be fixed with reference to the pay in the Pay Level of his immediate junior in the cadre of his service and continue to draw the grade pay attached to the deputation post for the remaining period of deputation.
- (vii) Such officiating pay drawn in the higher post should not exceed the maximum of the pay scale in ex cadre post. If it exceeds, officer will be reverted to his cadre within six months.
- (viii) Benefit of Pro forma Promotion will be given only against a vacancy of more than 90 days. For this purpose, chain of vacancies will not be considered.

### **6.36. Declining of Promotion**

An officer declining promotion for reasons acceptable to the Appointing Authority will not be promoted for one year or till a vacancy arises, whichever is later. If by then the next DPC meets, his case will be considered afresh and he will forgo his seniority in the first panel. His seniority will be counted from the date of his promotion, if the promotion is after one year, though from the same panel. If the promotion is from the subsequent panel, his seniority will be with reference to his position in that panel. If the reasons for declining are not acceptable to the Appointing Authority, the promotion may be enforced. If promotion is still declined, disciplinary action may be taken for refusal to obey the order.

## **CHAPTER-7**

### **7.0 Modified Assured Career Progression Scheme (MACPS)**

#### **7.1. The Scheme:**

Under the Scheme, the employee will move to immediate next Pay Level in the new Pay Matrix on completion of 10/20/30 years of service. The Scheme shall be applicable to all regularly appointed Group "A", "B", and "C" Employees. However as the University initially invariably engaged officials on contractual basis, the contractual period shall also qualify for reckoning and 10 years, 20 years and 30 years for according MACP.

#### **7.2. Conditions for grant of benefits:**

- (i) There shall be three financial upgradations under the MACPS, counted from the direct entry grade on completion of 10, 20 and 30 years services, respectively, or 10 years of continuous service in the same Level in Pay Matrix, whichever is earlier.
- (ii) The MACPS envisages merely placement in the immediate next higher level in the hierarchy of the Pay Matrix as given in PART-A of Schedule of the CCS (Revised Pay) Rules, 2016 as adopted by the University in respect of its employees. Thus, the level at the time of financial upgradation under the MACPS can, in certain cases where regular promotion is not between two successive Pay Levels, be lower than what is available at the time of regular promotion. In such cases, the higher level attached to the next promotion post in the hierarchy of the concerned cadre will be given only at the time of regular promotion.
- (iii) The financial upgradations under the MACPS would be admissible up to Level 15 in the Pay Matrix.
- (iv) Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial upgradation under the Scheme [as prescribed in Para. 13 of CCS (Revised Pay Rules), 2016].
- (v) There shall, however, be no further fixation of pay at the time of regular promotion, if it is in the same pay level as granted under MACPS.

- (vi) However, at the time of actual promotion if it happens to be in a post carrying higher pay level than what is available under MACPS, then he shall be placed in the level to which he is promoted at a cell in the promoted level equal to the figure being drawn by him on account of MACP. If no such cell is available in the level to which promoted, he shall be placed at the next higher cell in that level. The employee may have an option to get this fixation done either on the date of promotion or with effect from the date of next increment as per the option to be exercised by him.
- (vii) Promotions earned/ upgradation granted under the MACP Scheme in the past to those grades which are in the same Level in the Pay Matrix due to merger of pay scales/upgradations of posts recommended by the Seventh Pay Commission shall be ignored for the purpose of granting upgradations under Modified ACPS. The benefit of merger will accrue with effect from the date of notification of the Recruitment Rules for the relevant post.
- (viii) Fixation of pay on grant of financial upgradation under MACPS on or after 1-1-2016 shall be made as per Rule 13 of CCS (RP) Rules, 2016 issued *vide* Department of Expenditure notification, dated the 25th July, 2016 and in terms of provisions contained in DoP&T, O.M. No. 13/02/2017- Estt. (Pay-I), dated 27-7-2017.
- (ix) In cases where financial upgradation had been granted to University employees in the next higher Grade Pay in the hierarchy of Grade Pays as per the provisions of the existing MACP Scheme, but whereas as a result of the implementation of Seventh CPC's recommendations, substantive post held by him in the hierarchy of the cadre has been upgraded by granting a higher Pay Level, in such cases the MACP already granted to him prior to 7th CPC shall be refixed in the revised pay structure at the next higher level of Pay Matrix.
- (x) With regard to fixation of his pay on grant of promotion/financial upgradation under MACP Scheme, a University employee has an option under FR 22 (I) (a) (1) to get his pay fixed in the higher post/Pay Level either from the date of his promotion/upgradation or from the date of his next increment viz. 1st July or 1st January, subject to provisions in the Scheme.

- (xi) Promotions earned in the post carrying same Pay Level in the promotional hierarchy as per Recruitment Rules shall be counted for the purpose of MACPS.
- (xii) For the purposes of the MACPS, service shall commence from the date of joining of the university including appointment on contractual basis prior to regular appointment in University service, without a break, shall also be counted towards qualifying service for the purposes of MACPS. However, benefits under the MACPS in such cases shall not be considered till the satisfactory completion of the probation period in the new post.
- (xiii) 'Regular service' shall include all periods spent on deputation/ Foreign Service, study leave and all other kinds of leave duly sanctioned by the Competent Authority and Contractual Service.
- (xiv) If a financial upgradation under the MACPS is deferred and not allowed after 10 years in a level, due to the reason of the employees being unfit or due to departmental proceedings, etc., this would have consequential effect on the subsequent financial upgradation which would also get deferred to the extent of delay in grant of first financial upgradation.
- (xv) On grant of financial upgradation under the Scheme, there shall be no change in the designation, classification or higher status. However, financial and certain other benefits which are linked to the pay drawn by an employee such as HBA, allotment of University accommodation shall be permitted.
- (xvi) For grant of financial upgradation under the MACP Scheme, the prescribed Benchmark shall be 'Very Good', for all levels.
- (xvii) While assessing the suitability of an employee for grant of MACP, the Departmental Screening Committee (DSC) shall assess the APARs in the reckoning period. The benchmark for the APARs for the years 2016/17 and thereafter shall be 'Very Good'.
- (xviii) In the matter of disciplinary/ penalty proceedings, grant of benefit under the MACPS shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of the CCS (CCA) Rules, 1965 and instructions issued there under.

- (xix) The MACPS contemplates merely placement on personal basis in the immediate higher Pay Level/ grant of financial benefits only and shall not amount to actual/functional promotion of the employees concerned. Therefore, no reservation orders/ roster shall apply to the MACPS, which shall extend its benefits uniformly to all eligible SC/ ST employees also. However, the rules of reservation in promotion shall be ensured at the time of regular promotion. For this reason, it shall not be mandatory to associate members of SC/ST in the Screening Committee meant to consider cases for grant of financial upgradation under the Scheme.
- (xx) Financial upgradation under the MACPS shall be purely personal to the employee and shall have no relevance to his seniority position. As such, there shall be no additional financial upgradation for the senior employees on the ground that the junior employee in the grade has got higher pay/ Level under the MACPS. However, in cases where a senior employee granted MACP to a higher Grade Pay before the 1st day of January, 2016 draws less pay in the revised pay structure than his junior who is granted MACP to the higher Level on or after the 1st day of January, 2016, the pay of senior employee in the revised pay structure shall be stepped up to an amount equal to the pay as fixed for his junior in that higher post and such stepping up shall be done with effect from the date of MACP of the junior employee subject to the fulfilment of the following conditions, namely: -
- (a) both the junior and the senior employees belong to the same cadre and they are in the same pay Level on grant of MACP;
  - (b) the existing pay structure and the revised pay structure of the lower and higher posts in which they are entitled to draw pay are identical;
  - (c) the senior employees at the time of grant of MACP are drawing equal or more pay than the junior;
  - (d) the anomaly is directly as a result of the application of the provisions of rules or orders regulating pay fixation on such grant of MACP in the revised pay structure: Provided that if the junior officer was drawing more pay in the existing pay structure than the senior by

virtue of any advance increments granted to him, the provisions of this sub-rule shall not be invoked to step up the pay of the senior officer.

- (xxi)** Pay drawn in the level of Pay Matrix under the MACPS shall be taken as the basis for determining the terminal benefits in respect of the retiring employee.
- (xxii)** If a regular promotion has been offered but was refused by the employee before becoming entitled to an upgradation under the scheme, no financial upgradation shall be allowed as the employee has not stagnated due to lack of opportunities. If, however, financial upgradation has been allowed due to stagnation and the employee subsequently refuse the promotion, it shall not be a ground to withdraw the financial upgradation. He shall, however, not be eligible to be considered for further financial upgradation till he agrees to be considered for promotion again and in such case, the second or next financial upgradation shall also be deferred to the extent of period of debarment due to the refusal of promotion.
- (xxiii)** Cases of persons holding higher posts purely on *ad hoc* basis shall also be considered by the Screening Committee along with others. They may be allowed the benefit of financial upgradation on reversion to the lower post.
- (xxiv)** For the existing employees, on grant of MACP, taking into account the contractual service either on completion of 10 years or 20 years, next MACP will be on completion of the prescribed residency period after such grant of MACP.

## CHAPTER-8

### 8.0 Pay

#### 8.1. Fixation of Pay on Promotion on or after 1-1-2016 from one Level to another.-

- (i) One increment shall be given in the level from which the employee is promoted and he shall be placed at a cell equal to the figure so arrived at in the level of the post to which promoted and if no such cell is available in the level to which promoted, he shall be placed at the next higher cell in that level.

#### 8.2. Fixation of pay on promotion from the Date of Next Increment (DNI).

Option is available under provisions of FR 22 (I) (a) (1) for fixation of pay from DNI. From the date of promotion till his DNI, he/she shall be placed in the next higher cell in the Level to which he/she is promoted. Subsequently on DNI, his/her pay will be re-fixed and two increments may be granted in the Level from which promoted and shall be placed at a cell equal to, if available or at the next higher cell in that Level of the post to which he/she is promoted. Option is available for fixation of pay on MACP from the Date of Next Increment in the lower post and fixation of pay from DNI, will be done as illustrated above.

#### 8.3. On granting financial upgradation under MACP Scheme.-

Benefit of pay fixation available at the time of normal promotion shall be allowed at the time of financial upgradations under the scheme. Thus the employee will be placed in the immediate next higher level in the Pay Matrix.

#### 8.4. Fixation of pay on appointment to an ex cadre post.-

A University employee appointed on deputation to an *ex cadre* post may elect to draw either the pay in the scale of pay of the *ex cadre* post or his Basic Pay in the parent cadre from time to time *plus* Deputation (Duty) Allowance at the prescribed rate thereon *plus* personal pay, if any. If he elects to draw pay of the *ex cadre* post which is higher than his cadre post, his pay in the *excadre* post will be fixed under FR 22 (I) (a) (1). If the *ex cadre* post is not higher, pay in the *ex cadre* post will be fixed under FR 22 (I) (a) (2). If he elects to draw his Basic Pay in the parent cadre *plus* Deputation (Duty) Allowance, the question of fixation of his pay in the *ex cadre* post does not arise.

**8.5. On transfer/appointment from one ex *cadre* post to another ex-*cadre* post.-**

If an employee on appointment or transfer to an ex-*cadre* post had opted to draw pay in the scale of the ex-*cadre* post, his pay in the second or subsequent ex *cadre* posts, will be fixed under FR 22 (I) (a) (1) or (a) (2), as the case may be, with reference to his pay in the parent cadre only and not with reference to his pay in the ex-*cadre* post. If the second or subsequent ex *cadre* post is in a higher scale than that of the previous ex *cadre* post and the pay fixed in the second or subsequent ex *cadre* post happens to be less than the pay drawn in the previous ex *cadre* post, the difference will be allowed as personal pay to be absorbed in future increases in pay. This is subject to the condition that on each occasion the employee should have opted to draw pay in the scale of pay attached to the ex-*cadre* post.

**8.6. On re-appointment to the same post held earlier/to the post with same or identical time scale of the post held earlier.-** The pay will be fixed under FR 22 (I) (a) (1) or FR 22 (I) (a) (2), as the case may be, subject to the condition that the pay so fixed shall not be less than the pay he drew on the last occasion, and he shall count the period he drew that pay on a regular basis on such last and previous occasions for increment in the stage of the time-scale equivalent to that pay.

**8.7. On re-appointment after a break in service.-**

His initial pay in the reappointed post will be fixed at the minimum of the timescale prescribed for that post. However, if the break in service is not due to resignation or removal or dismissal, and the post in which he is re-appointed is the same post which he held earlier or a post with the same or identical timescale of the post held earlier, his initial pay in the post shall not be less than the pay he drew on the last occasion, and he shall count the period during which he drew that pay on a regular basis on such last and any previous occasions for increment in the stage of the time-scale equivalent to that pay.

**8.8. On reduction to a lower stage in a time-scale: -**

The authority ordering reduction of pay of an employee to a lower stage in his time-scale as a measure of penalty shall state

(a) The stage to which the pay has been reduced,

- (b) The period for which the reduction will be effective,
- (c) Whether the period of reduction will have the effect of postponing his future increments or not and
- (d) Whether the employee will earn increments during the period of reduction and
- (e) Whether the employee will regain his original seniority in the higher service, grade or post on his restoration to the service, grade or post from which he was reduced. The period of reduction cannot be indefinite. If the order of reduction lays down that the period of reduction will not operate to postpone future increments, on restoration the employee will be entitled to the pay he would have drawn but for the order of reduction.

If, on the other hand, the order of reduction lays down that the reduction should operate to postpone future increments for a specified period, then the pay will be fixed as indicated above, but after treating the period for which the increment is to be postponed as not counting for increment.

**8.9. Guidelines for fixation of pay of candidates working in Public Sector Undertakings, etc., on their appointment as direct recruits on or after 1-1-2016.-**

Pay shall be fixed at a stage in the Level of the post so that the pay and Dearness Allowance as admissible in the University, protects the pay and Dearness Allowance drawn in the PSU, etc. If there is no such stage in the post, the pay shall be fixed at the stage next below that pay. If the maximum pay in the Level applicable to the post in which the person is appointed is less than such pay arrived at, his initial Basic Pay shall be fixed at such maximum pay of the post. If the minimum pay in the Level applicable to the post in which such person is appointed is more than such pay arrived at, his initial Basic Pay shall be fixed at such minimum pay of the post. The pay fixed under this formulation will not exceed the highest cell value applicable for the Level of the post in the Pay Matrix, to which he is appointed.

The benefit of pay protection will be available to Direct Recruits appointed in the University to those posts for which the relevant Recruitment Rules prescribe a requirement of minimum number of years of experience in a specified area from the field sources (Autonomous Bodies, PSUs, etc.) for appointment under the method of Direct Recruitment. The benefit will be allowed irrespective of whether the post is filled by the recruiting agency on the basis of interview or open competitive exam or combination of both.

### **8.10. Instances which do not constitute anomaly for stepping up of pay.**

The following instances do not constitute an anomaly of junior drawing more pay than the senior and stepping up of pay will not be admissible in such cases:-

- (i) Extraordinary Leave resulting in postponement of the date of next increment with consequent drawal of less pay than the junior in the lower grade itself; pay parity cannot be claimed even if promoted earlier to the higher grade.
- (ii) A senior forgoing/ refusing promotion leading to the promotion of junior earlier and drawal of higher pay than the senior; increased pay drawn by a junior due to *ad hoc* officiating/regular service rendered in the higher posts for periods earlier than the senior.
- (iii) A senior joining higher post later than the junior and drawing less pay.
- (iv) A senior appointed later than the junior in the lower post itself and drawing less pay than the junior, when promoted to the higher post earlier than the junior.
- (v) A senior direct recruit drawing less pay than a junior promote whose pay has been fixed with reference to the pay drawn in the lower post.
- (vi) When a junior gets more pay due to additional increments earned on acquiring higher qualifications.
- (vii) If a senior is on deputation while junior avails of the ad hoc promotion in the cadre, the increased pay drawn by the junior due to ad hoc / officiating and/or regular promotion following such ad hoc promotion in the higher posts vis-a-vis senior, is not an anomaly in strict sense of the term.
- (viii) Where an employee is promoted from lower post to a higher post, his pay is fixed with reference to the pay drawn by him in the lower post under FR 22 (I) (a) (1) read with Rule 13 of CCS (RP) Rules, 2016 and due to his longer length of service in the lower grade, his pay may get fixed at a higher stage than that of a senior direct recruit appointed to the same higher grade and whose pay is fixed under different set of rules.

### **8.11. Increments**

**Increment:** -The annual increment shall be as specified in the vertical cells of the applicable Level in the Pay Matrix. There shall be two dates for grant of

increment namely, 1st January and 1st July of every year, instead of existing date of 1st July, provided that an employee shall be entitled to only one increment either on 1st January or 1st July depending on the date of his appointment, promotion or grant of financial upgradation. The increment in respect of an employee appointed or promoted or granted financial upgradation under Modified Assured Career Progression Scheme (MACPS) during the period between the 2nd day of January and 1<sup>st</sup> day of July (both inclusive) shall be granted on 1st day of January, and the increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under MACPS during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

In case an employee is promoted or granted financial upgradation including upgradation under the MACP scheme on 1st January or 1<sup>st</sup> July, where the pay is fixed in the Level applicable to the post on which promotion is made in accordance with the Rule 13 of the CCS (Revised Pay) Rules, 2016, the first increment in the Level applicable to the post on which promotion is made shall accrue on the following 1st July or 1st January as the case may be, provided a period of 6 months' qualifying service is strictly fulfilled. The next increment thereafter shall, however, accrue only after completion of one year.

Accrual of next increment on 1st July/1st January in respect of employees getting promotion on 1st January/ 1st July, provided 6 months qualifying service is strictly fulfilled is also allowed to employees who have exercised the option for pay fixation under FR 22 (I) (a) (1) when promoted on regular basis/granted financial upgradation on any date other than the date of his/her annual increment in lower grade. The next increment, thereafter, shall however, accrue only after completion of one year.

It has also been approved that the employees who have been regularly promoted or granted financial upgradation on or after 1-1-2016 and desire to exercise/re-exercise option for pay fixation under FR 22 (I) (a) (1) shall be given an opportunity to exercise or re-exercise of the option there under.

Employees appointed/ promoted/granted financial upgradation between 2-1-2015 and 1-7-2015 will not be entitled to grant of increment on 1-1-2016.

**8.12. Periods which count for increment:** -The following service in the stage of a time-scale counts for increment at that stage:-

- (1) All periods of duty.
- (2) Service in another post, other than a post carrying less pay.
- (3) All kinds of leave, other than extraordinary leave.
- (4) EOL granted-
  - (a) On medical certificate.
  - (b) Otherwise than on medical certificate due to the inability of the employee to join duty on account of civil commotion.
  - (c) For prosecuting higher technical and scientific studies.
- (5) Deputation out of India.
- (6) Foreign service.
- (7) Joining time.
- (8) Period of training before appointment on stipend or otherwise.

In the case of an employee proceeding on leave or going on deputation out of India while officiating in a post, a certificate from the competent authority to the effect that the employee would have continued to officiate but for proceeding on leave/ going on deputation out of India is necessary to count the periods at (3), (4) and (5) above.

**8.13. Withholding of increment.**-A competent disciplinary authority can impose the punishment of withholding increment of a employee in two ways, i.e., with cumulative effect or without cumulative effect. If it is with cumulative effect, the entire period of the punishment is lost so far as earning further increment is concerned and will put the University employee to a recurring loss. If it is without cumulative effect, the loss will be for a temporary period of the punishment, and after the punishment is over, the withheld increments will be restored and the future increments drawn on due dates.

**8.14.** Qualifying period for earning an increment is 6 months on 1<sup>st</sup> July. However, an employee who is promoted/appointed on 1<sup>st</sup> January of a year, joins that post on the first working day of the year due to Sunday or a Gazetted holiday falling on 1st January, is deemed to have completed six months of service on 1st July of that year

for drawal of annual increment. Qualifying service of less than six months between 1st July of previous year and 30th June of the year on account of EOL (without MC) will have the effect of postponing the increment except under conditions laid down in OM, dated 18-2-1986.

### **8.15. Attachment for debt and maintenance**

The extent to which pay and allowances of an employee are exempt from Court attachment is as follows:-

- (1) Salary to the extent of the first one thousand rupees and two-thirds of the remainder in execution of any decree other than a decree for maintenance. Where such salary or portion has been under attachment continuously or intermittently for a total period of twenty-four months, such portion shall be exempt from attachment until the expiry of further period of twelve months and where such an attachment has been made in execution of one and the same decree shall, after the attachment has continued for a total period of twenty-four months, be finally exempt from attachment in execution of that decree.
- (2) One-third of the salary in execution of any decree for maintenance.
- (3) **The following allowances are exempt from attachment:-**
  - (i) All kinds of travelling allowances.
  - (ii) All kinds of conveyance allowances.
  - (iii) All allowances granted for meeting the cost of uniforms and rations.
  - (iv) Allowances granted as compensation for higher cost of living in localities considered by Govt. of India to be expensive localities including hill stations.
  - (v) All house rent allowances.
  - (vi) All allowances granted to provide relief against increased cost of living.
  - (viii) Children's Education Allowance, whether described as such as Children's Educational Assistance or in any other manner.
  - (ix) All amounts paid by way of reimbursement of medical expenses.

(x) Dearness pay, which is really a part of the Dearness Allowance and is treated as pay for certain specific purpose only.

(xi) Subsistence allowance paid while under suspension.

(5) The net amount attachable  $= (x - y) - 1,000$

The total gross emoluments earned by the University employee are represented by 'X', and the allowances declared to be exempt from attachment and, if the University employee is under suspension, any subsistence grant or allowance made to him are represented by 'Y'.

(6) If an order of attachment against an employee is received before a previous order of attachment against the same employee has been fully complied with, the recoveries shall be made by the Disbursing Officer so long as the total amount recoverable with reference to the attachment order is within the maximum limit prescribed above.

(7) If a new attachment order has the result of increasing the amount beyond the maximum limits prescribed, the Disbursing Officer shall return the attachment order to the Court concerned with a statement showing-

(i) Particulars of the existing attachment;

(ii) Particulars of the amount withheld and paid into the Court concerned up to date; and

(iii) Amount remaining uncovered.

(8) The amount recoverable should be deducted at the time of actual disbursement of pay or leave salary to the University employee and only the net amount should be paid to him. The amount recovered should be remitted without delay to the Court concerned.

## CHAPTER-9

### 9.0 Allowances including Travelling Allowance

#### 9.1. HRA

House Rent Allowance for Jodhpur is 20% and shall be as amended from time to time by the Govt. of India.

##### 9.1.1. Orders applicable for HRA.-

House Rent Allowance is payable with reference to Basic Pay. (Special Pay/ Personal Pay, etc., not to be included). In the case of re-employed pensioners, the non-ignorable portion of pension is to be added with actual pay, subject to the total limit of maximum of pay scale.

##### Admissibility of HRA

##### 9.1.2. During leave / vacation:-

Admissible during leave of all kinds including Extraordinary Leave, child care leave and also during vacation, at the rate admissible before proceeding on leave, for the first 180 days of combined period of leave / vacation / holidays. Beyond this period, allowances can be claimed by furnishing prescribed certificates.

##### 9.1.3. During Study Leave:-

Admissible at the place of study without production of the prescribed certificate.

**9.1.4. Leave with medical certificate:** - Allowances admissible up to 8 months. Controlling Officers to decide payment of the allowances beyond this period subject to furnishing requisite certificate.

**9.1.5. When the official does not join after leave:-** If it is due to invalidation/death, HRA paid for the leave period not to be recovered. In case of resignation, recovery to be effected before accepting resignation.

**9.1.6. Leave Preparatory to Retirement:** - Admissible on furnishing prescribed certificates.

**9.1.7. During suspension:** - Admissible for the first 180 days. Beyond this period, payment will be subject to furnishing the required certificates

**9.1.8. During Joining Time:-** Admissible at the same rates as at the old station.

**9.1.9. During training in India**

(i) **When DA not drawn.-**Admissible at the rates applicable to the headquarters station or training station, whichever is more favourable.

(ii) **When DA drawn.-**Admissible at the rates applicable to headquarters only, even when no DA is drawn for the period beyond 180 days.

**9.1.10. During training abroad:-** Admissible at the rates applicable at headquarters subject to furnishing certificates. Not admissible during leave taken while on training or immediately thereafter.

**9.1.11. Drawal of HRA:-** Without reference to quantum of rent paid. No rent receipt necessary.

**9.1.12. No HRA if occupying Government/University accommodation:-** HRA not admissible to those provided with Government/ University accommodation, female employees staying in Government-run hostels, employees allotted hostel accommodation run by Autonomous and Semi Autonomous Organizations at subsidized rent and officers staying in Inspection quarters.

**9.1.13. Refusal of accommodation:-** HRA not admissible from the date of allotment of University accommodation on their refusal of allotted accommodation.

**9.1.14. Surrender of accommodation:-** HRA, if otherwise admissible, will be payable from the date of such surrender.

**9.1.15. Date of discontinuance of HRA:-** From the date of actual handing over of accommodation in immediate habitable condition to the employee. In the case of refusal, from the date of allotment.

**9.1.16. Persons owning houses:-** Certificate to be furnished by an employee living in a house owned by him/his wife/ children/ father/ mother to get HRA. Also admissible if he owns a house but lives in a rented house.

**9.1.17. Sharing rent-free accommodation:-** HRA not admissible if an employee shares rent-free accommodation allotted to another employee.

**9.1.18. Residing in accommodation allotted to a relative:-**HRA not admissible if the employee resides in accommodation allotted to his/her parents, son/daughter by the Central/ State Government, Autonomous Bodies, Public Sector Undertaking or semi-Government Organization, e.g., Municipality, Port Trust, Nationalized Bank, LIC, etc.

**9.1.19. HRA is not admissible:-** if his wife/ her husband has been allotted accommodation at the same station by the Central Government, State Government, an Autonomous Public Undertaking or semi-Government Organization such as Municipality, Port Trust, etc., whether he/she resides in that accommodation or he/ she resides separately in accommodation rented by him/ her.

**9.1.20. During Tour:-** Admissible with reference to Headquarters.

**9.2. Transport Allowance** (effective from date of approval by the Executive Committee)

All employees are entitled to Transport Allowance as below:-

Pay Level	Rate of Transport Allowance	
	Higher TPTA Cities* (Rs. p.m.)	Other Places (Rs. p.m.)
9 and above	7,200 + DA	3,600 + DA
3 to 8	3,600 + DA	1,800 + DA
1 and 2	1,350 + DA	900 + DA

\*Ahmedabad (UA), Bengaluru (UA), Chennai (UA), Coimbatore (UA), Delhi (UA), Ghaziabad (UA), Greater Mumbai (UA), Hyderabad (UA), Indore (UA), Jaipur (UA), Kanpur (UA), Kochi (UA), Kolkata (UA), Kozhikode (UA), Lucknow (UA), Nagpur (UA), Patna (UA), Pune (UA) and Surat (UA).

University employees who are drawing pay of Rs. 24,200 and above in Pay Levels 1 and 2 of the Pay Matrix, shall be eligible for grant of Transport Allowance @ Rs. 3,600 plus DA thereon at the cities eligible for higher rates and @ Rs. 1,800 plus DA thereon at all Other Places.

### **9.2.1. Regulation / Conditions for grant of Transport Allowance**

#### **Not admissible to-**

- (i)** Employees who have been provided with facility of University transport.
- (ii)** Employees during absence from duty for a full calendar month due to leave/ training/ tour, etc. If the absence covers more than one month, it will not be admissible for calendar month(s) wholly covered by absence. If the absence covers part of any calendar month, it will be admissible for the full month.
- (iii)** Employees who could not attend office in whole calendar month during lockdown, who worked from home, who were exempted from attending office, non-entitled officials who were temporarily provided official car for commuting between office and residence on account of non-availability of public transport.

**9.2.2. During training treated as duty** - Admissible if no transport facility / T.A. / D.A. is provided for attending the Training Institute. During official tour in the training course, the allowance will not be admissible when the period of tour covers the whole calendar month. During training abroad, the allowance is not admissible when the period of such training covers the whole calendar month.

**9.2.3. During suspension** - Not admissible when suspension covers full calendar month(s). This position will hold good even if the suspension period is finally treated as duty. When the suspension period covers a calendar month partially, the allowance payable for that month will be reduced proportionately.

**9.2.4. During deputation abroad** - The allowance will not be admissible during the period of deputation abroad.

**9.2.5. To Vacation Staff** - If no free transport facility is given, then they are entitled to Transport Allowance. However, the allowance shall not be admissible if such spell covers whole calendar months including all kinds of leave.

**9.2.6. Officers availing Staff Car facility** - Officers in Pay Level 14 and higher, who are entitled to the use of official car, will have the option to avail

themselves of the existing facility or to draw the TPTA at the rate of Rs. 15,750 plus DA p.m. The option exercised by the officer will be examined by the University and his/her entitlement for use of official car will be certified by the Competent Authority. If they opt for Transport Allowance, the staff car facility will be withdrawn from the date they opt for the allowance and he/she will not be allowed to change the option during the remaining period of his/her current assignment.

**9.2.7. Handicapped employees-** Conveyance Allowance to handicapped employees as per DoPT/OM, dated 31-8-1978 is withdrawn. Instead, such of those physically disabled employees eligible for conveyance allowance will draw Transport Allowance at double the rates prescribed above, subject to a minimum of Rs. 2,250 p.m. plus DA thereon. Transport Allowance at double the normal rates plus DA thereon can be drawn irrespective of whether they are residing within the campus - housing the place of work and residence or Government or private accommodation within one km. of office. Employees with the following categories of disabilities as mentioned in Rights of Persons with Disabilities (RPwD) Act, 2016 shall be paid Transport Allowance at double the normal rates subject to fulfilment of the stipulated conditions:

S. No.	Name of Disability
(i)	Blindness
(ii)	Locomotor disability including Cerebral Palsy, Leprosy cured, Dwarfism, Acid Attack victims, Muscular Dystrophy and Spinal Deformity, etc.
(iii)	Deaf and Dumb and hearing impairment
(iv)	Autism Spectrum disorder, Intellectual disability
(v)	Chronic Neurological conditions : (a) Multiple Sclerosis (b) Parkinson's disease
(vi)	Blood Disorder: (a) Haemophilia (b) Thalassaemia (c) Sickle Cell disease
(vii)	Multiple disabilities from amongst persons under Clauses (i) to (vi)

Employees with Benchmark disability having valid certificate of disability shall be eligible to draw Transport Allowance at double the normal rates.

The Certificate of Disability issued by the Certified Medical Authority may suffice. Employees covered under the preceding table above shall apply for grant of Transport Allowance at double the normal rates to the University on the basis of Certificate of Disability issued by the Certified Medical Authority in terms of guidelines for the purpose of assessing the extent of specified disability notified on 4-1-2018 by D/o. EPwD. The allowance may be granted with effect from the date the certificate of disability is received by the University.

### **9.3. Special Allowance for Child Care for women with Disabilities**

(i). Women with disabilities shall be paid Rs. 3,000 per month as Special Allowance for Child Care. The allowance shall be payable from the time of the child's birth till the child is two years old.

(ii). It shall be payable for a maximum of two children.

(iii). The above limit would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.

(iv). Disability means a person having a minimum Disability of 40% as elaborated in Ministry of Welfare's Notification No. 16-18/97-NI.1, dated 16-2001.

(v). In the case of multiple births at the time of first child birth, the woman employee is not entitled to the allowance at double the rates for multiple births.

### **9.4. Children Education Allowance**

#### **9.4.1. General Conditions**

(i) **Scope.-** Applicable to all University employees servants without any pay-limit.

"Child" means employee's child (including step/ adopted child) wholly dependent on him/her.

(ii) **Recognized School-**The assistance is admissible only if the children study in a recognized school.

**(iii) If both husband and wife employed.-** If both are University employees, assistance will be admissible to one of them only. If the husband or wife is employed outside the University employee, the assistance is admissible only if that spouse is not entitled to the benefit from his/her employer and a declaration to that effect is furnished by the official.

**(iv) During leave/suspension, etc.-** Admissible while on duty or on leave (including extraordinary leave) or under suspension. Not admissible for the period treated as dies non.

**(v) Maximum limit.-** The number of children for whom the CEA is drawn at a time should not exceed three in respect of children born up to 31-12-1987 and two in respect of children born thereafter. However, if the second child birth results in twins or multiple births, assistance shall be admissible to all the children.

In case of failure of sterilization operation, the CEA is admissible to children born out of the first instance of such failure.

#### **9.4.2 Scheme of Children Education Allowance:-**

**(i) (a)** Children Education Allowance and Reimbursement of Tuition Fee which were hitherto payable separately will be merged and will henceforth be known as 'Children Education Allowance Scheme'.

**(b)** Under the Scheme of Children Education Allowance, reimbursement can be availed by the employees for the two eldest surviving children only except when the number of children exceeds two due to second child birth resulting in multiple birth. Reimbursement of Children Education Allowance is admissible for the first child born after failure of sterilization operation beyond two children.

**(c)** Reimbursement as indicated above will be applicable for expenditure on the education of school going children only i.e., for children from classes' nursery to twelfth, including classes eleventh and twelfth held by junior colleges or schools affiliated to Universities or Boards of Education and two years Diploma course in Polytechnic.

- (d) No minimum age for any child, including children with disabilities, for claiming reimbursement.

The classes nursery to twelfth will include Classes I to XII, *plus* 2 classes prior to Class I irrespective of the nomenclature. In respect of Schools /Institutions at nursery, primary and middle level not affiliated to any Board of Education, the reimbursement under the Scheme may be allowed for the children studying in a recognized School/Institution. Recognized School/ Institution in this regard means a Government school or any educational institution, whether in receipt of Government aid or not, recognized by the Central or State Government or Union Territory Administration or by University or a recognized educational authority having jurisdiction over the area where the Institution is situated. Children Education Allowance for the initial two years of a diploma/certificate course from Polytechnic/ITI/Engineering College after passing 10th Standard is reimbursable subject to the condition that the employee has not been granted CEA in respect of the child for studies in 11th and 12th Standards.

- (e) Even if a child fails in a particular class, the reimbursement of Children Education Allowance shall not be stopped.

(f) With effect from 1-1-2024, the amount for reimbursement of Children Education Allowance will be Rs. 2812.50 per month (fixed) per child, irrespective of the actual expenses incurred by an employee. In order to claim reimbursement of CEA, the employee should produce a certificate issued by the Head of the Institution for the period/year for which claim has been preferred. The certificate should confirm that the child studied in the school during the previous academic year. In case such certificate cannot be obtained, self-attested copy of the report card or self-attested fee receipts(s) [including e-receipts(s)] confirming/indicating that the fee deposited for the entire academic year can be produced as a supporting document to claim CEA. The period/year means academic year i.e. twelve months of complete academic session.

- (g) Consequent upon enhancement of DA @ 50% with effect from 01-01-2024, the rates for Children Education Allowance are as under:-

Component	Rate
	From 1-1-2024
Children Education Allowance	2,812.50 p.m.

Whenever DA increases by 50%, CEA shall increase by 25%.

**(h)** In the case of employee who ceases to be in service due to retirement, discharge, dismissal or removal from service, Children Education Allowance is payable till the end of academic year by the office in which the University employee worked last.

**(i)** In the case of death of employee while in service, the Children Education Allowance is payable till such time the employee would have actually received the same subject to fulfilling of other conditions by the office in which the employee was working prior to death, provided the spouse of employee is not employed in the Central/State Government, Autonomous Body, PSU, Semi-Government Organization such as Municipality, Port Trust Authority or any organization partly or fully funded by the Government.

CEA claims for reimbursement should be submitted to the University in case of unfortunate demise of the employee.

**(j)** The age-limit for claiming Children Education Allowance for the children other than disabled children is 20 years or till the time of passing XII class, whichever is earlier.

**(k)** Children Education Allowance is also admissible for children studying through Correspondence or Distance Learning.

**(l)** Fees paid to organizations/institutions other than schools or private tutors are not reimbursable. Fees charged by the school directly from the student is only reimbursable.

**(ii). (a)** For physically/mentally handicapped children studying in any institution i.e., aided or approved by Central/State/UT or whose fees are approved by any of these authorities, CEA paid is reimbursable irrespective of whether the institution is recognized or not.

**(b)** In case where the Divyaang child is not able to attend school, reimbursement of CEA will be made for availing education/special

education at residence, on production of payment receipt by teacher / instructor and self-certification by the University employee.

In such cases, the benefits will be admissible up to 22 years without any minimum age. Fee charged directly by the school/Institution for catering to the special needs of child with disabilities duly certificate by the school authorities is also reimbursable.

**9.4.3.** For Divyaang children, reimbursement will be at double the normal rates. With effect from 1-1-2024, the annual ceiling for reimbursement of CEA for differently abled children is fixed to Rs. 67,500.

**9.4.4.** The above rates would automatically raise by 25% every time the DA goes up by 50%.

**9.4.5.** In the case of spouse employed/earning, the University employee has to furnish an undertaking that reimbursement of CEA has not been claimed in respect of the child by any person other than the claimant.

**9.4.6.** Reimbursement will be done once a year, after completion of the financial year.

## **9.5 Travelling Allowance**

### **9.5.1. Pay Level of University Employees**

The 'Pay Level' for determining the TA/DA entitlement is as indicated in Central Civil Service (Revised Pay) Rules, 2016. 'Pay' refers to Basic Pay drawn in the Pay Level in the Pay Matrix.

### **9.5.2. Daily Allowance**

#### **(i) DA on Tour from 1-1-2024**

Pay Level in Pay Matrix	Entitlement
Vice Chancellor	All actual expenditures
14 and above	Reimbursement for hotel accommodation/ guest house of up to Rs. 5000 per day, for metro cities i.e. Delhi (including NCR),

	<p>Mumbai, Chennai, Kolkata, Hyderabad and Bengaluru Rs. 8000/day.</p> <p>Travel expenditure at the two stations will be as per actual.</p> <p>Reimbursement of food bills not exceeding Rs. 1500 per day.</p>
11 to 13 & 13A	<p>Reimbursement for hotel accommodation/ guest house of up to Rs. 4000 per day, for metro cities i.e. Delhi (including NCR), Mumbai, Chennai, Kolkata, Hyderabad and Bengaluru Rs. 6000/day.</p> <p>Travel expenditure at the two stations will be as per actual.</p> <p>Reimbursement of food bills not exceeding Rs. 1500 per day.</p>
10 (including Teaching Assistant & Research Associate)	<p>Reimbursement for hotel accommodation/ guest house of up to Rs. 3000 per day, for metro cities i.e. Delhi (including NCR), Mumbai, Chennai, Kolkata, Hyderabad and Bengaluru Rs. 4500/day.</p> <p>Travel expenditure at the two stations will be as per actual.</p> <p>Reimbursement of food bills not exceeding Rs. 1500 per day.</p>
6 to 9	<p>Reimbursement for hotel accommodation/ guest house of up to Rs. 2000 per day, for metro cities i.e. Delhi (including NCR), Mumbai, Chennai, Kolkata, Hyderabad and Bengaluru Rs. 2500/day.</p> <p>Travel expenditure at the two stations will be as per actual.</p>

	Reimbursement of food bills not exceeding Rs. 1000 per day.
5 and below	Reimbursement for hotel accommodation/ guest house of up to Rs. 1500 per day, for metro cities i.e. Delhi (including NCR), Mumbai, Chennai, Kolkata, Hyderabad and Bengaluru Rs. 2000/day.  Travel expenditure at the two stations will be as per actual.  Reimbursement of food bills not exceeding Rs. 1000 per day.

- (ii) **Reimbursement of Hotel charges.-** For levels 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling, etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees up to Level 8 would be 1 per day, but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise by 25% whenever DA increases by 50%. If, as and when the Govt. of India rates are adopted.
- (iii) **Reimbursement of Taxes / GST.-** The entitlement prescribed in respect of hotel accommodation/Guest House is exclusive of all Taxes/ GST. Taxes will be reimbursed over and above the entitlement, calculated on the actual charges paid within the entitlement.
- (iv) **Reimbursement of Travelling charges.-** Similar to reimbursement of staying accommodation charges, for Levels 11 and below, the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number, etc. From 22-12-2020, the condition of production of receipts /vouchers for officials in Level 9 to 11 is also done away with. -GIO (1-A), SR 51. The ceiling for Levels 11 and below will further rise by 25 % whenever DA increases by 50%.

(v) **Admissibility of DA in case of free boarding / lodging.-** If any expenses are incurred on local travel, the same may be claimed as per Para (i) and (ii) above

(vi) **Reimbursement of Food charges.-** There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table (i) above and, depending on the length of absence from headquarters, would be regulated as per Table (vii) below. Since the concept of reimbursement has been done away with, no vouchers will be required. The lump sum amount payable will increase by 25% whenever DA increased by 50%, if, as and when the Govt. of India rates are adopted.

(vii) **Timing restrictions.-**

Length of absence Amount Payable

If absence from headquarters is < 6 hours	30% of Lump sum amount
If absence from headquarters is between 6-12 hours	70% of Lump sum amount
If absence from headquarters is > 12 hours	100% of Lump sum amount

Absence from Headquarter will be reckoned from midnight to midnight and will be calculated on a per day basis.

**NOTE:-** DA rates for foreign travel will be regulated as prescribed by Ministry of External Affairs

1. For local journey, DA is only at half the rate:
2. For enforced halts *en route* treated as duty, due to breakdown of communications caused by flood, rain, etc., D.A. is admissible.
3. D.A. is admissible for period of absence at tour station regularized as special casual leave due to disturbances, imposition of curfew, etc.
4. No D.A. for Sundays and Holidays unless the employee is actually and not merely constructively on camp. No D.A. for leave and restricted holidays availed while on tour.
5. Full D.A. is admissible for the first 180 days of continuous halt at a station on tour/temporary transfer / training. No D.A. beyond 180 days.

6. Tour ends on return to headquarters. If a second journey commences on the same day on which an official returns from tour, each tour may be calculated separately but the total D.A. for a day should be limited to one.

**9.5.3. T.A. on Tour or Training:**

**Entitlement-** T.A. on tour is from duty point/ residence at headquarter to duty point at the distant station and vice versa. It comprises:-

- (i) Fare for journeys by rail/road/air
- (ii) Road mileage for road journey otherwise than by bus;
- (iii) D.A. for the entire period of absence from headquarters including journey period.

Employees, living in cities with Urban Agglomeration (UA) eligible for reimbursement of to and fro Taxi / Scooter charges from the residence in the UA to the Railway Station/ Bus Station/ Airport.

**Entitlements for Journeys on Tour or Training:**

*Travel Entitlements within the Country:*

Pay Level in Pay Matrix or Appointment	Travel Entitlement
Vice Chancellor	Business/ Club class by air or AC-I by train
12 and above	Economy Class by air or AC-I by train
6 to 11	Economy Class- by air or AC-II by train
5 and below	First Class/AC-III/AC Chair car by train

**(iv) The revised Travel entitlements are subject to the following:-**

- (a) In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ Ordinary bus for others is allowed.
- (b) In case of road travel between places connected by rail, travel by any means of public transport is allowed, provided the total fare does not exceed the train fare by the entitled class.

(c) All mileage points earned by the University employees on tickets purchased for official travel shall be utilized by the University for other Official Travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the University, should accrue to the University.

(d) In case of non-availability of seats in entitled class, officials may travel in the class below their entitled class.

**9.5.4. International Travel Entitlement:**

Pay Level in Pay Matrix /Appointment	Travel Entitlement
Vice Chancellor	Business/Club Class
Others	Economy Class

**9.5.5. Mileage Allowance for Journeys by Road:**

Pay Level in Pay Matrix	Entitlements
14 or above	Actual fare by any type of public bus including AC bus <i>OR</i> At prescribed rates of AC taxi when the journey is actually performed by AC taxi <i>OR</i> At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motorcycle, moped, etc.
6 to 13-A	Same as above with the exception that journey by AC taxi will not be permissible.
4 & 5	Actual fare by any type of public bus including AC bus <i>OR</i>

	At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motorcycle, moped, etc.
3 and below	Actual fare by ordinary public bus only  <i>OR</i> At prescribed rates for auto rickshaw for journeys by auto rickshaw, own scooter, motor cycle, moped, etc.

**9.5.6. Reservation charges:-** For seat/ sleeper berth are reimbursable.

**9.5.7 Internet/ e-ticketing charges:-** Reimbursable for the tickets booked through the website of Indian Railways. -

**9.6. TA to employees participating in competitions/ events in Music, Dance and Drama-** Participation by employees in events conducted by CCSCSB or under its aegis will be treated as duty and considered for travel entitlements for Journey on Tour.

**9.7. Participation in sports events and tournaments of National /International importance-** Entitlement of TA to travel to a station other than their headquarters for participating in any of the events will be in accordance with the TA Rules applicable to them.

**9.8. Guidelines on Air Travel**

**9.8.1.** The travel agents are expected to provide to the university the "best available fare" on the date of booking on the basis of tour programme as per their entitlement.

**9.8.2.** Tickets to be booked at least 21 days prior to intended date of travel to avail most competitive fares. Cancellations are to be avoided. One ticket for each leg of travel is to be booked.

**9.8.3.** The choice of the Travel agents for booking of ticket is left to the university.

Tickets may be arranged by the office or by the employee himself.

**9.8.4.** In unavoidable circumstances where booking of Air ticket is done from unauthorized travel agent / website, the university is authorized to grant relaxation.

**9.8.5.** Undertaking in prescribed pro format is to be submitted within 7 days of completion of journey in order to ensure timely payment to the agency. TA bill may be submitted as per time-limit prescribed.

**9.8.6. Submission of Boarding Pass along with TA Bill.-** When an official is unable to submit the Boarding Pass along with TA Bill, he can submit a self declaration certificate in lieu of Boarding Pass along with TA Bill.

**9.8.7 Time-limit for submission of claims for Travelling Allowances**

**9.8.8.** Time-limit for submission of claim for Travelling Allowance (TA) has been changed from one year to sixty days succeeding the date of completion of the journey. The claim of an employee to Travelling Allowance/Daily Allowance on Tour/Transfer/Training is forfeited or deemed to have been relinquished if the claim for it is not preferred within sixty days succeeding the date of completion of the journey.

**9.8.9.** In respect of claim for Travelling Allowance for journey performed separately by the officer and members of his family, the dates should be reckoned separately for each journey and the claim shall be submitted within sixty days succeeding the date of completion of each individual journey. Similarly, TA claims in respect of transportation of personal effects and conveyance shall be submitted within sixty days succeeding the date on which these are actually delivered to the employee at the new station.

**9.9. T. A. when deputed for training**

**9.9.1.** An employee deputed to undergo a course of training in India (refresher/ in service/ pre-promotional) is entitled to draw T.A. and D.A. as on tour as follows:-

*When boarding and lodging not provided-First 180 days Full D.A. Beyond 180 days Nil*

*Training Institutes where boarding and lodging facilities exist (including mess run on co-operative basis at the training centre)*

First 30 days Full D.A. Next 150 days Half D.A. Beyond 180 days Nil

**9.9.2.** If the training exceeds 180 days, option to draw either T.A. as on transfer or tour T.A. plus D.A. for the first 180 days is available.

**9.9.3.** If theoretical training and practical training are given in two different stations,

D.A. in the second station will commence afresh irrespective of whether D.A. was drawn for 180 days or less in the first station. If both theoretical and practical trainings are at the same station, D.A. will be admissible for the first 180 days only.

**9.9.4.** An employee on training at a particular station going on tour to another station will be entitled to draw D.A. at full rate for stay in the touring station, but this period will also be taken into account for computing 180 days of halt at the training station,

**9.9.5.** No T.A. / D.A. is admissible for training at the headquarters irrespective of the distance between normal duty point and the training centre.

**9.9.6.** Officials deputed for training to the institutions which are located within the Urban Agglomeration of employee's headquarters are not entitled to any T.A. / D.A. irrespective of the distance.

**9.9.7.** An employee drawing D.A. during training will be entitled to draw HRA only at the rates admissible at his headquarters from where he has been deputed to the training. Even beyond 180 days when no D.A. is admissible, the HRA will be admissible only at the rates admissible at his headquarters. - GIOs and HRA Orders, SR 164.

## **9.10. T.A. on Retirement**

**9.10.1. Entitlements** - *When the retired employee settles down in a station other than the last station of duty-* Same as on transfer including lump sum Composite Transfer Grant. Travel by air is also admissible. The retired employee and family may travel from the last headquarters to the declared Home town, or to any other selected place of residence where he wishes to settle.

*When the person settles down in the last station of duty or other than last station but with a change of residence-*

**(a)** Self and family Actual cost of conveyance not exceeding the road mileage allowance admissible for transfer. Actual cost of transportation not exceeding the amount admissible for transfer. An allowance at the rates prescribed by the Director of Transport for journey by taxi / auto rickshaw, as the case may be. Where the above allowance is claimed, no mileage will be admissible for self.

If the family also travels by the same conveyance, they will also not be entitled to mileage allowance.

Amount equal to 80% of his last month's Basic Pay. Self-declaration Certificate regarding change of residence in prescribed format is to be submitted. In case of settlement to and from the Island Territories of Andaman and Nicobar and Lakshadweep, CTG shall be paid at the rate of 100% of last month's Basic Pay.

(b) Personal effects

(c) Transportation of Conveyance

(d) Composite Transfer Grant

In case of retirement, if an employee has retired prior to 1-7-2017, the employee will be eligible for CTG at pre-revised scale of pay. If the personal effects have been shifted after 1-7-2017, revised rates for transportation of personal effects will be admissible.

**NOTE.-** The last station of duty means and includes the areas falling within the Urban Agglomeration of such station.

**9.11. T.A. not admissible on resignation, dismissal, etc.-** The concession is admissible only to persons who retire on retiring pension or on superannuation, invalid or compensation pension. It is not admissible to employees who quit service by resignation or who may be dismissed or removed from service. The concession is also not admissible to persons who are compulsorily retired as a measure of punishment.

**9.12. Admissible to temporary employees -** The concession will be admissible also to temporary employees who have put in a total service of not less than ten years under the University and

(a) Who retire on attaining the age of superannuation; or

(b) Who are invalided; or

(c) Who are retrenched from service without being offered alternative employment.

**9.13. Time-limit -** The concession should be availed by the employee during leave preparatory to retirement or within one year of the date of his retirement which can be relaxed by University.

**9.14. Advances-** Advances may be sanctioned only when the journey is performed during leave preparatory to retirement. Advance will be limited to the amount to which the employee may be entitled under the rules, and will be adjusted in full on submission of the T.A. Bill. No advance is admissible when the journey is performed after retirement.

**9.15. T.A. to the family of a deceased employee**

**9.15.1. Entitlements-** Same as for retirement.

**9.15.2.** The family of an employee who dies in service may travel from the last headquarters of the employee to the Home town, or to any other selected place of residence where the family wishes to settle down.

**9.15.3.** If at the time of the death of the employee any member of his family happens to be at a station other than his headquarters, such member may travel from that station to the Home town or selected place of residence. But the claim will be restricted to what is admissible from the last headquarters to the Home town or selected place of residence, as the case may be.

**9.15.4.** If any member of the employee's family proceeds from the last headquarters to a place other than the selected place of residence, the claim will be restricted to what is admissible from the last headquarters to the selected place of residence.

**9.15.5.** The journey should be completed within one year after the date of death. Powers to extend the time-limit of one year will be exercised by the University, in individual cases attendant with special circumstances.

**9.15.6. The concession is not admissible to families of -**

- (a) Employees who die while on leave preparatory to retirement;
- (b) Retired employees who are re-employed; and
- (c) Temporary employees who have not rendered three years of continuous service.

**9.16. Advance of T.A.-**

- (a) **Amount Limited** to three-fourths of the probable amount of travelling expenses admissible under the rules.

**(b) Conditions:-**

- (1) Only one member of the family can receive on behalf of all.
- (2) Only one advance is admissible.
- (3) Surety of a permanent employee of comparable or higher status is necessary.
- (4) An undertaking from the person receiving the advance to abide by the conditions for recovery is also necessary.

**(c) Recovery.-**

- (1) Account should be rendered within one month of the completion of the journey if the family travels in one batch.
- (2) If the family travels in more than one batch, account to be rendered within one month of completion of the journey by the last batch.
- (3) In any case, the journeys should be completed within one year and account rendered within one month thereof. Otherwise, the amount should be refunded.

**9.17. Advance of T.A. on Tour**

**Amount.-**

- (1) An amount sufficient to cover the official's personal travelling expenses for a month, viz., daily allowance, road / rail / air fares, for journeys both ways.
- (2) In the case of prolonged tour in the interior, to places difficult of access, an amount sufficient to cover daily allowance, road/ rail/ air fares and contingent charges such as for the hire of conveyance, conveyance of records, tents, etc., for six weeks.

**Eligibility:-** All cases where T.A. is admissible as for a journey on tour.

**Conditions:-** The advance should be adjusted within fifteen days of completion of the tour / re-joining duty if gone on leave immediately on completion of tour. A second advance cannot be sanctioned until an account has been given of the first except when a second journey is required to be undertaken soon after the completion of the first leaving no time for the employee to prefer his T.A. Bill in respect of the first advance.

**Recovery:** - By adjustment from the T.A. Bill submitted after completion of the journey.

## CHAPTER-10

### 10.0 Contributory Provident Fund: -

**10.1. Admission to the Fund:-** Every University employee is to compulsorily subscribe to the Fund.

**10.2. Amount of subscription: -** Any sum (in whole rupees) as fixed by the subscriber subject to a minimum of 10 per cent of emoluments and not more than his emoluments.

**10.3. Contribution by University: -** University's contribution shall be at the percentage prescribed (10 per cent) to the subscriber's account on the 31<sup>st</sup> March of each year. For any period, the subscriber does not subscribe, there will be no contribution from the University also. University's contribution will be rounded off to the nearest whole rupee (fifty paise counting as the next higher rupee).

**10.4. Advances and Withdrawals: -** 3 months' pay or half the amount of subscription and interest thereon at credit, whichever is less, in the case of normal advance/ withdrawal. No such limit is envisaged in the case of special advance/withdrawal. Recovery is to be made in not more than 24 equal monthly instalments if the advance is within 3 months' pay and 36 instalments, if it exceeds 3 months' pay.

### 10.5. Final payment of accumulations in PF: -

The amount standing at credit shall become payable when the subscriber-

1. quits service;
2. is dismissed/ removed from service;
3. proceeds on leave preparatory to retirement;
4. retires from service/ permitted to retire or declared by a Competent Medical Authority to be unfit for further service.

When a dismissed subscriber is reinstated in service, he should repay the amount received by him, if so required by University, along with interest at the rate prescribed, either in cash or securities or partly in cash and partly in securities, by instalments or otherwise by recovery from his emoluments or as directed by the Competent Authority. The same procedure applies also for a subscriber who returns to duty after proceeding on leave preparatory to retirement.

**10.6 University dues not recoverable:** - Amount due to the University or amount misappropriated by the employee is not recoverable from the PF final payment to the subscriber. In case of payment to nominees, if the nominees are liable to the University by incurring any debt after the death of the subscriber, the amounts payable to the nominees are liable to attachment and if the debts are due to the University, they may be made good by adjusting from the PF dues to the nominees.

**10.7 Payment on behalf of minor:** - Payment of Provident Fund money up to Rs. 10,000 can be made to the natural guardian or where there is no natural guardian to the person considered fit by the Vice Chancellor to receive payment on behalf of the minor(s) without requiring any guardianship certificate.

**10.8 Final payment of balance in cases of employees missing/disappearing:** When a subscriber is suddenly missing or disappearing and whose whereabouts are not known, the balance at credit of his CPF account can be paid to his family having regard to the nomination made by the employee subject to the following conditions: -

(1) The family must lodge a report with the Police Station concerned and obtain a report that the employee has not been traced after all efforts had been made by the Police.

(2) An Indemnity Bond should be taken from the nominee/dependents of the employee that the payment will be adjusted against the payments due to the employee in case he appears on the scene and makes any claim.

Interest will be allowed on the balance at credit up to six months from the date the report has been obtained by the family from the Police Department, that the employee has not been traced after all efforts have been made by the Police. The same procedure should apply to those governed by CPF Rules.

## CHAPTER-11

### 11.0 Retirement on Superannuation

#### 11.1. Timely payment of retirement benefits-Duties of Employees

An employee in his own interest has to ensure that his/her Service Book and leave accounts are maintained by the University properly and to ensure that-

- (i) An entry exists in his/her Service Book that he/she has been medically examined and found fit on his/her initial appointment;
- (ii) The date of birth and the date of confirmation in a service or post is properly recorded in the Service Book;
- (iii) The annual certificates of verification of service with reference to pay bills are regularly recorded in the Service Book and are continuous; (iv) Entry has been made in his/her Service Book regarding counting the period of extraordinary leave as qualifying service;
- (v) An entry is made in the Service Book if the pre-break service would qualify or amount to forfeiture of past service;
- (vi) Entry is made in the Service Book regarding recovery of leave contributions for foreign service, if any, specifying the period;
- (vii) Nomination for Retirement/Death Gratuity is kept in safe custody *by* the officer responsible and that a clear note has been made in the Service Book as to what nominations and related notices have been received and where they have been lodged for safe custody;
- (viii) Nomination for CPF is kept by the Officer concern and an entry is made to that effect in the Service Book;
- (ix) List of family members is kept in Part-II of the Service Book and an entry is made to that-effect in the Service Book;
- (x) The list of family members is kept current by intimating changes, if any, from time to time;
- (xi) Fresh nomination is submitted because of changes in the family i.e birth, death, divorce etc.
- (xii) Inspection of Service Book every year and affixing the signature in token of having inspected the same as provided for in SR 202 to ensure the accuracy in entries, etc.
- (xiii) In January each year, you should hand over your copy of the Service Book to your office and ensure up to- date entries are made and returned to you within thirty days of its receipt.
- (xiv) Undertaking may be obtained by the Registrar from the retiring employee for refund of excess payment made by pension disbursing bank along with Format 9 and other documents before his retirement.

## 11.2. General Provisions

**11.2.1. The age prescribed for retirement on superannuation-** is 60 years for all University officials and 65 years for teachers. This shall be subject to the amendments, if any, as and when made by the Govt. of India /UGC from time to time. Retirement is effective from the afternoon of the last day of the month in which age of superannuation is attained.

*Exception:* An employee whose birth date is the first of the month shall retire on the afternoon of the last day of the preceding month. The day on which an employee is retired or discharged or is allowed to resign from service, is treated as a working day. In case the employee was absent from duty on leave or otherwise or was under suspension, the day of retirement or death shall be part of leave or suspension.

**11.2.2. Relinquishment of charge-on a Holiday:-** The University employee retiring on superannuation should formally relinquish charge of office on the afternoon of that day itself even if it happens to be closed holiday.

The cash, stores, etc., may be made over by the retiring officer on the close of the previous working day. The actual relinquishment of charge of office shall be made in the prescribed form on the last day of service for which the physical presence of the officer in the office need not be insisted.

## 11.3. Qualifying Service

**11.3.1. Qualifying service** of an employee commences from the date he takes charge of the post to which he is first appointed in a permanent capacity. Temporary service followed by confirmation without interruption will also qualify.

**11.3.2. Periods counting as qualifying service:** -The following periods of service count as qualifying service: - **(i)** Duty and periods treated as 'duty'.

**(ii)** All kinds of leave with leave salary.

**(iii)** Deputation and Foreign service.

**(iv)** Extraordinary leave on medical certificate and Extraordinary leave without medical certificate granted due to inability of the employee to join/ rejoin duty on account of civil commotion or for prosecuting higher technical and scientific studies. This period automatically counts as qualifying service without an express sanction for this purpose.

**(v)** Pre-appointment training followed immediately by appointment as Groups 'C' and 'MTS' employees.

**(vi)** Service on probation followed by confirmation.

**(vii)** Suspension followed by minor penalty.

**(viii)** Suspension followed by major penalty; absence from duty including suspension if any, if the reinstating authority orders that it shall count.

**11.3.3. Periods not counting as qualifying service:** -The following periods will not count as qualifying service: -

- (i) Service rendered before attaining the age-of 18 years.
- (ii) Unauthorized absence treated as '*dies tum*'.
- (iii) Overstay of leave joining time not regularized as leave with leave salary.
- (iv) EOL without MC other than the circumstances specified above.
- (v) Suspension followed by major penalty, if the reinstating authority does not order that it shall count as qualifying service.

**11.3.4. Counting of service on contract-** The service rendered by the University employee on contract basis shall be reckoned with and considered as qualifying service.

**11.3.5. Rounding off:** -Qualifying service for gratuity is calculated and expressed in completed half-years. Fractions equal to three months and above shall be treated as one half-year. Fraction of less than 3 months will be ignored.

**11.3.6. Intimation to employees about their qualifying service:** -The Registrar in consultation with the Accounts department is required to issue a certificate regarding qualifying service after completion of 18 years of service and again 5 years before the date of retirement of an employee. Further, the verification done under this rule shall be treated as final and shall not be re-opened except under certain conditions. The service verification certificate should invariably be issued to the employee.

#### **11.4. Emoluments and Average Emoluments**

**11.4.1. 'Emoluments'** for the purpose of retirement/ death gratuity means 'pay' as defined in FR 9 (21) (a) (i), i.e., basic pay (substantive or officiating), non-practising allowance and dearness allowance on the date of retirement/death. When there is reduction in the 'emoluments' during the last ten months of service, gratuity may be based on 'average emoluments' for the last ten months instead of 'emoluments'.

**11.4.2. Average emoluments** are the average of the emoluments drawn during the last ten months of service.

**11.4.3. Service/ Retirement/ Death Gratuity** is based on the emoluments drawn at the time of retirement / death while in service. However, Retirement /Death Gratuity will be based on the 'average emoluments' if the emoluments have been reduced during the last ten months of service otherwise than as penalty.

**11.4.4. Emoluments / Average Emoluments during absence from duty.- (i)** If an employee immediately before retirement or death in service had been on leave with leave salary, the emoluments which he would have drawn had he not been on leave will be taken as 'emoluments'.

- (ii) If an employee immediately before his retirement or death while in service, was on leave, and earned an increment which was not withheld, such increment, though not actually drawn, shall be taken as emoluments.
- (iii) If he had been under suspension and subsequently reinstated in service without forfeiture of service or was on EOL on MC, the emoluments which he would have drawn had he not been under suspension or absent from duty will be taken as emoluments.
- (iv) If he had been on extraordinary leave, the period where of does not count as service, emoluments drawn immediately before proceeding on such leave will be taken as emoluments.
- (v) For the period of leave with leave salary while officiating in a higher post, the emoluments drawn in the higher post will be taken as 'emoluments' only if it is certified that he would have continued to officiate in the higher post but for proceeding on leave.
- (vi) In the case of an employee while on leave after release from the *ex cadre* post on completion of the period of deputation, the pay which he would have drawn in the parent department had he not been on leave shall be treated as emoluments.
- (vii) If the pay of an employee is notionally increased with retrospective effect in any of the following circumstances after his retirement, such notional pay shall be treated as emoluments.

(a) The pay scale of the post from which the pensioner retired is increased with retrospective effect from a date when the pensioner was in service and his pay in the higher pay scale is fixed from such date on notional basis.

(b) The retired University employee is promoted from a retrospective date on the recommendation of a Review DPC or on exoneration in any departmental proceedings or in compliance of a Court order and the benefit of fixation of pay is allowed on notional basis from the date of such promotion.

(viii) If an employee dies during the currency of a penalty which has the effect of reducing his pay only during the currency of that penalty and on expiry of which he would have regained the pay admissible to him without any impact of the said penalty, the notional pay on the date of death ignoring the effect of such penalty shall be treated as emoluments.

(ix) In calculating 'average emoluments', the period(s) of extraordinary leave, *dies non*, overstay of leave or joining time and suspension not counting for pension falling within the last ten months will be ignored and a corresponding period added before ten months.

## 11.5. Gratuity

**11.5.1. Retirement Gratuity** is admissible to all employees who retire after completion of 5 years of qualifying service at the rate of 'one-fourth' of emoluments for each completed six-monthly period of qualifying service subject to a maximum of 16.5 times 'the emoluments' or Rs.20 lakhs *from* 11-2016, Rs.25 lakhs from 01/01/2024. The ceiling on gratuity may increase by 25 per cent whenever DA rises by 50 per cent. Emoluments include DA on the date of cessation of service.

**11.5.2. Death Gratuity** is admissible in the case of death in service of an employee at the following rates: -

	Length of Service	Rate of Death Gratuity
(i)	Less than one year	2 times of monthly emoluments
(ii)	One year or more but less than 5 years	6 times of monthly emoluments
(iii)	5 years or more but less than 11 years	12 times of monthly emoluments
(iv)	11 years or more but less than 20 years	20 times of monthly emoluments
(v)	20 years or more	Half month of emoluments for every complete six-monthly period of qualifying service subject to a maximum of 33 times of emoluments.

Emoluments include DA on the date of death.

**11.5.3. Rounding off** -The amount of gratuity should be rounded off to the next higher rupee.

**11.5.4. Death gratuity is payable** to the nominee(s) /eligible member(s) of the family of the deceased employee. Minor's whole share of gratuity is to be paid to the natural guardian of the minor, and in the absence of a natural guardian, to the person who furnishes a guardianship certificate. Payment of an amount not exceeding twenty per cent of minor's share of gratuity may be made to the guardian in the absence of a natural guardian, without the production of a guardianship certificate but on production of an indemnity bond in Format 7 and the balance amount may be paid to the guardian on production of the certificate of guardianship.

**11.5.5. Nomination**-Every employee should make a nomination in the prescribed form conferring on one or more persons the right to receive the Death/Retirement Gratuity amount in the event of his death in service/after retirement before receiving retirement gratuity. Nomination has to be made in the following manner:-

**(A) If the official has a family-**Only in favour of member(s) of the family.

**(B) If the official has no family-**Can be in favour of any person(s) or a body of individuals, whether incorporated or not. Such a nomination will, however, become automatically invalid when the employee acquires a family, and then he has to make a fresh nomination in favour of any person(s) as in (A) above. In both cases (A) and (B), if the nomination is in favour of more than one person, the share of gratuity payable to each has to be specified. The employee may specify the person(s) to whom the right conferred on nominee(s) shall pass in the event of death of the nominee(s). The employee may provide in the nomination the contingency on the happening of which the nomination will become invalid. In such a case, the employee should furnish fresh nomination without delay after the occurrence of the specified contingency.

#### **11.5.6. Family means-**

- (i)** wife or wives including judicially separated wife or wives, in the case of a male employee;
- (ii)** husband including judicially separated husband, in the case of a female employee;
- (iii)** sons including stepsons and adopted sons;
- (iv)** unmarried daughters including stepdaughters and adopted daughters;
- (v)** widowed or divorced daughters including stepdaughters and adopted daughters;
- (vi)** father including adoptive parents in the case of individuals whose personal law permits adoption;
- (vii)** mother including adoptive parents in the case of individuals whose personal law permits adoption;
- (viii)** brothers including stepbrothers who are suffering from any disorder or disability of mind including the mentally retarded or physically crippled or disabled without any limit of age and brothers, including stepbrothers, below the age of eighteen years, in other cases;
- (ix)** unmarried sisters, widowed sisters and divorced sisters including stepsisters;
- (x)** married daughters; and
- (xi)** children of a pre-deceased son.

**11.5.7. Payment when there is no nomination/ valid nomination-** Retirement gratuity remaining unpaid at the time of death/ death gratuity due is payable in equal shares to all the surviving members of the family as in Clauses (i),(ii), (iii), (iv) and (v) 8 above. If there is none under this category, it will then be paid in equal shares to all the surviving members of the family as in Clauses (vi), (vii), (viii), (ix), (x) and (xi) *ibid*.

**11.5.8. A nominee is debarred to receive Retirement Gratuity/Death Gratuity-** When convicted for the murder or abetting in the murder of the employee, his/her share will be paid to the other eligible members of the family.

**11.5.9. Retirement Gratuity/ Death Gratuity lapses-**When an employee dies in service or dies after retirement before receiving the amount and leaves behind no family and had made no nomination or the nomination, if any, does not subsist, the Retirement Gratuity/ Death Gratuity shall be payable to the person in whose favour a Succession Certificate in respect of the gratuity in question has been granted by the Court of Law, otherwise it lapses.

**11.5.10. Recovery from Retirement Gratuity / Death Gratuity-** The recovery from retirement gratuity or death gratuity of University dues is permissible without the consent of the employee or, if he is not alive, of his nominee/family members.

**11.5.11. Withholding of 10% of gratuity from the retiring University employee** When it is not possible for the University to determine the outstanding licence fee, the University will withhold **ten per cent** of the gratuity pending receipt of further information. The recovery of licence fee and damages will be adjusted from the amount withheld and the amount so withheld shall be paid immediately on production of 'No Demand Certificate' from the Directorate of Estates after actual vacation of the university accommodation. The 'No Demand Certificate' should be given within fourteen days after actual vacation of the university accommodation, failing which interest on excess withheld gratuity will be payable.

**11.5.12. No Income Tax on Retirement Gratuity / Death Gratuity-** *IT Act, Section 10 (10) (i).*

**11.5.13. Court attachment-Retirement Gratuity / Death Gratuity** is not liable to be attached.

## **11.6. Encashment of Leave**

**11.6.1. Encashment of Earned Leave** -From 1-1-2006, the authority competent to sanction leave should automatically grant lump sum cash equivalent of leave salary admissible for the number of days of earned leave and half pay leave at the credit of the employee on the last day of his service, subject to overall limit of 300 days. The half pay leave component will not be commuted to make up for the shortfall in earned leave. No deduction will be made from the cash equivalent.

1. On retirement after attaining the age of superannuation;
2. When the service is extended in public interest beyond superannuation, after extension;
3. When an employee retires on superannuation while under suspension or while disciplinary or criminal proceedings are pending against him, the

whole or part of cash equivalent of leave salary may be withheld to meet recoveries from him possibly arising on conclusion of the proceedings. On conclusion of the proceedings, payment may be released after adjustment of university dues, if any;

4. On termination of service by notice / payment of pay and allowances in lieu of notice or otherwise in accordance with the terms and conditions of his appointment;
5. On termination of service of officials re-employed after retirement. In this case, the maximum will include the period for which encashment of leave was allowed at the time of previous retirement;
6. When an employee is invalidated from service on medical grounds;
7. When an employee resigns or quits service on his own accord, the lump sum cash payment will be only to the extent of half of the *earned leave* at *his credit* subject to a maximum of 150 days, on the date of cessation from service. HPL will lapse;
8. On premature retirement under FR 56 (j) or (l) or Rule 42 of CCS (Pension) Rules;
9. On voluntary retirement under FR 56 (k) or (m) or Rule 42 or 43 of CCS (Pension) Rules;
10. On compulsory retirement as a measure of penalty.
11. Persons re-employed after retirement may be granted leave encashment up to a maximum of 300 days including the period from which encashment was allowed at the time of retirement.

**11.6.2. Death while in service** -From 1-1-2006, if an employee dies while in service, the cash equivalent of leave salary for earned leave and half pay leave due and admissible to the deceased on the date immediately following the date of death will be paid to his family in the manner specified in Rule 39-C.

**11.6.3. Benefit of increment during leave** - If a university official dies while on any kind of leave for which leave salary is payable and an increment falls due during the leave period, the difference between the amount of cash equivalent based on the actual pay drawn immediately before proceeding on leave and the cash equivalent which would have been admissible, if the benefit of the increment falling due during currency of that leave period was allowed from its due date will be paid as *ex gratia* payment to be sanctioned by the University.

**11.6.4. Amount payable** - The lump sum will consist of (i.) leave salary and (ii) DA only. It will not include HRA /Special Allowance,

**To whom payable:** -On death of an employee while in service or after retirement or quitting service but before actual receipt of cash equivalent of leave salary, the cash equivalent of leave salary shall be payable to a member of his family in the following order of preference-

1. Widow or the eldest surviving widow (with reference to date of marriage) or husband,
2. The eldest surviving son or an adopted son;
3. The eldest surviving unmarried daughter;
4. The eldest surviving widowed daughter
5. The father;
6. The mother,
7. The-eldest surviving married daughter; and
8. The eldest surviving brother below the age of 18 years;
9. The eldest surviving unmarried sister;
10. The eldest surviving widowed sister;
11. The eldest child of the eldest predeceased son.

The amount is payable to a member, only if member of the preceding category is not-available. - Rule 39-C, CCS Leave Rules.

**11.6.5. Method of calculation:** -The cash equivalent of leave salary shall be calculated as follows: -

*Retirement/Death while in service*

**(a) For Earned Leave-**

Pay + DA admissible on the-date of cessation of service Divided by 30 days and Multiplied by No. of days of unutilized earned leave at credit subject to a maximum of 300 days

**(b) For Half Pay Leave: -**

Half Pay Leave salary + DA on that date is divided by 30 days and multiplied by No. of days of Half Pay Leave at credit subject to the total of earned leave and HPL at credit not Exceeding 300 days

The overall limit for encashment of leave including both Earned and Half Pay Leave shall not exceed 300 days. To make up for the shortfall in earned leave, no commutation of Half Pay Leave shall be admissible. - Rule 39, Leave Rules.

**11.7. Quitting Service Other than Retirement**

**11.7.1. Voluntary Retirement**

**An employee has the right to retire** to get retirement benefits by giving three months notice to the Appointing Authority-

- (i) **After attaining the age of 50 years:** Groups 'A' and '8" Officers who had entered service before attaining the age of 35 years.
- (ii) **After attaining the age of 55 years:** Groups 'A' and 'B' Officers other than (i) above; All Group 'C' employees.
- (iii) **On completion of 30 years: qualifying service:** All employees.

Retirement becomes effective on the expiry of notice period, without awaiting appointing authority's approval, unless the official is under suspension or if a charge-sheet has been issued and the disciplinary proceedings are pending; or if judicial proceedings on charges which may amount to grave misconduct are pending.

**11.7.2. Employees have the option to retire voluntarily** on completion of 20 years qualifying service by giving three months notice, which requires acceptance by the Appointing Authority. Retirement will take effect on expiry of notice period, unless before expiry thereof, permission for retirement is refused by the Appointing Authority. If applied while on extraordinary leave other than on medical grounds, the notice period need not be insisted upon and his request may be accepted immediately.

**11.7.3.** Notice can be withdrawn with the permission of the Appointing Authority not less than fifteen days before the intended date of retirement.

**11.7.4.** The Appointing Authority, at its discretion can accept a notice of less than three months.

**11.7.5.** Notice can be given before attaining the age specified or completing the required years of qualifying service; but the effective date of retirement should be after the attainment of the prescribed age or completion of years of qualifying service. If a University employee on account of hardship faced due to disability applies for voluntary retirement on medical grounds without knowing the protection provided by the Section 47 of the PwD Act, 1955, the superior officers should explain the correct legal position and the legal rights available under Section 47 so as to enable to take a correct decision to continue in service or apply for voluntary retirement.

Whenever a University employee seeks voluntary retirement citing medical grounds, or when the said VRS notice has been submitted due to a disability, the Authorities shall examine as to whether the case is covered under Section 20 (4) of RPWD Act, 2016. In case the provisions are applicable, the University employee shall be advised that he/she has the option of continuing in service with the same pay scale and service benefits. In case a disabled University employee reconsiders his decision and withdraws the notice for voluntary retirement, his case shall be dealt with the aforesaid provisions of Section 20 of RPWD Act, 2016. If however, in spite of being so advised, such University employee still wishes to take voluntary retirement, the request may be processed as per the applicable rules.

## **11.8. Premature Retirement**

**11.8.1.** Premature retirement is distinct from (i) compulsory retirement ordered as penalty, and (ii) voluntary retirement.

**11.8.2. Conditions:-** The Appointing Authority has the absolute right to retire an employee from service if it considers necessary to do so in public interest by

giving him notice of not less than three months in writing or pay and allowances in lieu thereof, in the following circumstances:-

(a) *After attaining the age of 50 years:* Groups 'A' and 'B' Officers who had entered service before attaining the age of 35 years.

(b) *After attaining the age of 55 years*

(i) Groups 'A' and 'B' Officers other than above.

(ii) All Group 'C' employees.

(c) *On completion of 30 years qualifying service:* All employees.

**11.8.3. Restrictions:-** The power should NOT be exercised to retire an employee on grounds of misconduct or as a short-cut to avoid formal disciplinary proceedings; or for effecting general economy without following the instructions relating to retrenchment.

**11.8.4. Appeal:-** An employee served with a notice/ order of premature retirement may represent within three weeks from the date of service of such a notice/order of premature retirement for consideration by the appropriate committee.

**11.8.5. Premature retirement benefits.-** Normal retirement benefits.

**11.8.6.** Notice can be given before attaining the age specified or completing the required years of qualifying service; but the effective date of retirement should be after the attainment of the prescribed age or completion of years of qualifying service.

## **11.9. Retirement on Medical Grounds**

A University employee who suffers on account of any bodily or mental infirmity which permanently incapacitates him for the service may retire from service with retirement benefits. He will be granted Retirement Gratuity, encashment of leave.

## **11.10. Resignation**

**11.10.1.** Resignation should be clear and unconditional. It should be submitted to the Appointing Authority in respect of the service or post in question who is competent to accept it.

**11.10.2.** Resignation from service will generally be accepted straightaway.

EXCEPTIONS:-

(a) When the officer concerned is engaged on work of importance and alternative arrangements for filling up the post may take time.

(b) Officials against whom inquiry/ investigation is pending (whether under suspension or not).

**11.10.3.** In cases covered by (a), resignation should be accepted only when alternative arrangements have been made.

In cases covered by (b), resignation will not be accepted if it is in the public interest to pursue the disciplinary case. The Competent Authority may, however, accept the resignation-

(i) If the case does not involve moral turpitude and public claims, or (ii) If the available evidence does not have a base strong enough to lead eventually to dismissal or removal from service, or

(iii) If further pursuit of the case may get so protracted as to render acceptance of resignation cheaper for the exchequer.

Acceptance of resignation in cases at (b) above is subject to prior approval of the Executive Council in respect of Groups 'A' and 'B' and Vice Chancellor in respect of Group 'C' employees.

- 11.10.4. In all cases of acceptance of resignation, prior vigilance clearance from the Competent Authority is mandatory and this clearance should be accorded expeditiously.
- 11.10.5. Resignation should not be accepted until all the departmental dues are fully adjusted.
- 11.10.6. The accepting authority will decide the date from which the resignation should become effective.
- 11.10.7. A resignation becomes effective not merely when it is accepted by the authority concerned, but only when the officer is actually relieved of his duties.
- 11.10.8. An official quitting his post before receiving intimation of acceptance of his resignation is liable to be proceeded against both legally and departmentally.
- 11.10.9. An employee quitting service on resignation will not be entitled to any retirement benefits. He will, however, be paid *suo motu*, cash equivalent to the extent of half of earned leave at his credit on the date of cessation of service, subject to a maximum of 150 days. HPL will lapse.
- 11.10.10. When an employee applies for post in the same or another department through proper channel and on selection he is asked to resign the previous post for administrative reasons-
  - (i) the resignation will be treated as a "technical formality";
  - (ii) the benefit of past service, if otherwise admissible under the rules, will be allowed for purposes of fixation of pay in the new post;
  - (iii) leave at credit will be carried forward; and

An employee who had applied for a post elsewhere before joining the University, should intimate the details of such application as soon as he joins the University to qualify for the above-benefits.

If a permanent employee is selected on the basis of his application for the posts in other Central Government Department / Offices / State Government, his lien may be retained in the University for a period of 2 years. The official, who joined other department / office where he is not confirmed within a period of 2 years due-to some reason, may be permitted to retain the lien in the University for one more year.

- 11.10.11. An employee selected for a post in a Central Public Sector Enterprise / Central Autonomous Body University will be released after obtaining and accepting his resignation from University service. Such a resignation will not entail forfeiture of service for purposes of retirement/terminal benefits. In such cases, the employee shall be deemed to have retired from service from the date of such resignation and he will be eligible to retirement/ terminal

benefits admissible under the relevant rules applicable to him, in the University.

**11.10.12. Withdrawal of resignation in the following circumstances:-**

- (i) *Before acceptance.*- The resignation will be deemed to have been automatically withdrawn and there is no question of accepting the resignation.
- (ii) *After acceptance, but before relief.*- Withdrawal should normally be accepted. If rejected, grounds for such rejection should be recorded and intimated to the University employee,
- (iii) *After relief* (i.e., after it became effective).- The Appointing Authority may permit withdrawal in the case of permanent employees subject to the following conditions:-
  - (a) Availability of the vacated post or other comparable post.
  - (b) The resignation was tendered by the employee for some compelling reasons which did not involve any reflection on his integrity, efficiency or conduct,
  - (c) The request for withdrawal has been made as a result of material change in the circumstances which originally compelled him to tender the resignation.
  - (d) The resignation was not tendered with a view to take up an appointment in a private commercial company or under a corporation, company, body, controlled or financed by the Government.
  - (e) The period of absence from duty between relief on resignation and resumption of duty, is not more than 90 days.
  - (f) In exceptional cases, the University may relax the limit of 90 days. In other cases, the withdrawal of resignation which has become effective can be accepted only with the sanction of the Vice Chancellor.

**11.11. Removal / Dismissal**

**11.11.1 Removal / Dismissal** from service of an employee is the major penalty which can be imposed upon an employee by the Competent Authority for good and sufficient reasons, after observing the procedure prescribed in the Central Civil Services (Classification, Control and Appeal) Rules, 1965. The penalty 'removal from service' is not a disqualification for future employment under the Government whereas dismissal from service' shall ordinarily be a disqualification for such employment.

**11.11.2 Forfeiture of past service-** An employee removed or dismissed from service shall forfeit his past service and shall not be entitled to pension / gratuity.

**11.11.3 Compassionate Allowance-** If the case of the employee who is removed or dismissed from service deserves special consideration the authority competent to remove or dismiss him from service may sanction two-thirds of gratuity which would have been admissible to him.

## CHAPTER-12

### 12.0 Conduct Rules

#### 12.1. The University employees shall always:-

- (a). Maintain absolute integrity at all times.
- (b). Maintain absolute devotion to duty at all times.
- (c). Those holding responsible posts - maintain independence and impartiality in the discharge of your duties.
- (d). Report to superiors the fact of your arrest or conviction in a Criminal Court and the circumstances connected therewith, as soon as it is possible to do so.
- (e). Act in accordance with Government policies.
- (f). Observe courtesy and consideration to Members of Parliament and State Legislatures.
- (g). Maintain high ethical standards and honesty;
- (h). Promote the principles of merit, fairness and impartiality in the discharge of duties;
- (i). Take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically;
- (j). Declare any private interests relating to your public duties and take steps to resolve any conflicts in a way that protects the public interest;
- (k). Make choices, take decisions and make recommendations on merit alone;
- (l). Act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of society;
- (m). Refrain from doing anything which is or may be contrary to any law, rules, regulations and, established practices;
- (n). Maintain discipline in 'the discharge of your duties and be liable to implement fine Lawful orders duly communicated to you;
- (o). Perform and discharge your duties with the highest degree of professionalism and dedication to the best of your abilities.

## **12.2. The University employees should**

- (a)** not make joint representations in matters of common interest.
- (b)** not indulge in acts unbecoming of a Government/University servant.
- (c)** not discourteous, dishonest and partial.
- (d)** not-adopt dilatory tactics in your dealings with the public.
- (e)** not convey oral instructions to subordinates . .(If done for unavoidable reasons, confirm them in writing as soon as possible.)
- (f)** not practice untouchability
- (g)** not associate yourself with any banned organizations.
- (h)** not join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order or morality.
- (i)** not give expression to views on Indian or foreign affairs, while visiting foreign countries.
- (j)** not get involved in unauthorized communication of any official document or any part thereof or classified information to any Government/University servant or any other persons to whom you are not authorized to communicate such document or classified information.
- (k)** not join or support any illegal strike.
- (l)** not enter into any private correspondence with Foreign Embassies or Missions/High Commissions.
- (m)** not accept lavish or frequent hospitality from any individual, industrial or commercial firms., organizations, etc., having official dealings with you.
- (n)** not accept any offer of the cost of passage to foreign countries or hospitality by way of free board and lodging there, if such offers are from foreign firms contracting with Government/University.
- (o)** not accept invitations to you and members of your family for free inaugural flights offered by Air India, Indian Airlines Corporation or Foreign Airlines.

- (p) not undertake private consultancy work.
- (q) not bid at any auction of property where such auction is arranged by your own officers.
- (r) not appear in public place in a state of intoxication.
- (s) not indulge in any act of sexual harassment of any woman at her work place.
- (t) not employ children below 14 years of age.
- (u) not accept award of monetary benefits instituted by Private Trusts/Foundations, etc.
- (v) not address the higher authority prematurely on the same issue unless it is established that all the points or submissions made earlier have not been fully considered by the immediate superior or any other authority at the lowest level competent to deal with that matter.

### **12.3. Acts, conduct and commissions which amount to misconduct**

The following acts conduct and commissions of a University employee amount to misconduct:-

- (a) If the act or conduct is prejudicial or likely to be prejudicial to the interests of the master or to the reputation of the master.
- (b) If the act or conduct is inconsistent or incompatible with the due or peaceful discharge of his duty to his master.
- (c) If the act or conduct makes it unsafe for the employer to retain him in service.
- (d) If the act or conduct is so grossly immoral that all reasonable men will say that the employee cannot be trusted.
- (e) If the act or conduct of the employee is such that the master cannot rely on the faithfulness of his employee.
- (f) If the act or conduct of the employee is such as to open before him temptations for not discharging his duties properly.
- (g) If the employee is abusive or if he disturbs the peace at the place of his employment.

- (h) If he is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of master and employee.
- (i) If the employee is habitually, negligent in respect of the duties for which, he is engaged.
- (j) If the neglect of the servant though isolated, tends to cause serious consequences.
- (k) Wilful, insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
- (l) Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the employer's business or property.
- (m) Strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law, or rule having, the force of law.
- (n) Gross moral misconduct, acts subversive off discipline, riotous or disorderly behavior during, working hours-at the establishment or any act subversive of discipline.
- (o) Habitual late attendance.
- (p) Negligence or neglect of work or duty amounting to misconduct. Habitual negligence or neglect of work.
- (q) Conviction by a Criminal Court.

#### **12.4. Activities requiring permission/ sanction**

Prior permission/sanction of the prescribed authority is necessary-

- (a) To join educational institution or course of studies for University degree.
- (b) To join foreign language classes conducted by Inda-Foreign Cultural Organization.
- (c) To give evidence in connection with any enquiry conducted by any person, committee or authority.

#### ***Exception-***

- (i) Giving evidence at an enquiry before an authority appointed by Government, Parliament or a State Legislature; or

- (ii) Giving evidence in any judicial enquiry; or
- (iii) Giving evidence at any departmental enquiry ordered by authorities subordinate to the Government.
- (d) To accept gifts from near relatives and personal friends, when the value exceeds prescribed limits.
- (e) To receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other employee.
- (f) To accept International awards.
- (g) To enroll himself as an Advocate with the Bar Association (subject to the condition that the University employee does not engage himself in the legal profession so long as he continues in Government/University service).
- (h) To enter into negotiations with private firms to secure commercial employment even while in service.
- (i) To acquire or dispose of any immovable property, either directly or through Power of Attorney by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family, if the above transaction is with a person having official dealings with the University employee.
- (j) To enter into transactions immovable property, if its value exceeds prescribed limits and if the transaction is with a person having official dealings with the Government/University servant.
- (k) To have recourse to any Court or to the press for the vindication of any official act which has been the subject-matter of adverse criticism or an attack of a defamatory character.

#### **12.5. Activities not requiring permission/ sanction**

In the following cases, permission of the prescribed authority is not necessary:-

- (a) To seek redress in Courts of Law or in Central Administrative Tribunals of grievances arising out of employment or conditions of service.

- (b) To participate during spare time in 'Shramdhan' organized by Government Departments or Bharat Sewak Samaj.
- (c) To publish a book himself or through a publisher, in the bonafide discharge of his duties.
- (d) To undertake honorary work of a social or charitable nature.
- (e) To undertake occasional work of a literary, artistic or scientific character.

#### **12.6. Unauthorized absence - Break in service- Aspect of Misconduct:**

- (a) **Wilful absence** from duty not covered by grant of leave will be treated as *dies non* for all purposes, viz., increment, leave and pension. Such absence without leave standing singly and not in continuation of any authorized leave of absence will constitute an interruption in service entailing forfeiture of past service and requires condonation by the Appointing Authority for counting past service. Condonation of such break for pension should be considered *suo motu* and cannot be refused as a matter of course, except in exceptional and grave circumstances. Only in cases where the Disciplinary Authority is satisfied that the grounds adduced for unauthorized absence are justified, the leave of the kind applied for and due and admissible may be granted to him.
- (b) Unauthorized absence after leave will be debited against his half pay leave account, excess, if any, being treated as extraordinary leave. However, he will not be entitled to any leave salary.
- (c) All cases of unauthorized absence from duty or in continuation of leave will render a University employee liable to disciplinary action, treating it as misconduct.
- (d) **Unauthorized absence** will be deemed to cause an interruption or break in service with attendant disabilities-
  - (i) During a strike - declared illegal - of employees working in industrial establishments.
  - (ii) Acting in combination or in concerted manner, such as during a strike of other employees.
  - (iii) Remaining absent unauthorized or deserting of post by an individual employee.

"Strike" includes a general, token, sympathetic, go-slow, sit-down, pen-down, stay-in, mass abstention from work without permission (which is wrongly described as "mass casual leave") or similar strike and participation in a bandh or similar activities.

(e) **Order on break in service is to be invoked** under FR 17-A after issuing notice and hearing representation if any.

(f) **The Appointing Authority will act** on the representation for condonation of break in service in the light of the guidelines prescribed. The fact that break in service has not been condoned for FR 17-A disabilities, should and need not influence adversely in deciding the question of condonation for pension.

(g) ***Dies non.***-Only individual cases of unauthorized absence from duty, which is not in pursuance of concerted action by a group of employees acting in combination, is to be treated as *dies non*. *Dies non* does not constitute break in service, but only the days treated as *dies non* are not counted as duty for any purpose.

## 12.7. University employees and politics

### Activities considered objectionable.

(a) To be a member of any political party or organization taking part in politics.

(b) To be a member or otherwise associated with or having connection with any banned organization and other extremist left parties.

(c) Taking part in, subscribing in aid of, or assisting in any way, any political movement in India relating to Indian affairs.

(d) Attending meetings organized by political parties not in the nature of a public meeting and held contrary to any prohibitory order or without permission.

(e) Taking active part in holding rallies in support of any political party by arranging for crowds and arranging transport for bringing crowds.

(f) Acting as election agent, polling agent or counting agent of a candidate at election.

(g) University employee should not bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government/University.

#### **12.8. Activities which are permitted.-**

(a) In due performance of a duty imposed on him, making normal arrangements during election tours of Ministers to enable them to carry out their responsibilities as Ministers.

(b) Exercising his right to vote in an election. He should not give any indication of the manner in which he proposes to vote or has voted.

(c) Participating with due permission in the activities of non-official and non-political organizations not interfering with due discharge of his official duties. (d) Occasional attendance in political meetings.

#### **12.9. Participation by University employee in auctions of property owned or confiscated by Government/University-** University employees are prohibited from participating in bidding where auctions are arranged by the University/any Government agency.

#### **12.10. Restrictions regarding marriage**

(a) **Before appointment.** Bigamous marriage being a disqualification, the following persons are ineligible for appointment under University:-

(i) Who has entered into or contracted a marriage with a person having a spouse living.

(ii) Who, having a spouse living, has entered into or contracted a marriage with any person. Prescribed declaration in this regard is required to be obtained from every new entrant to University service. A person will be exempted from the above restrictions only if University is satisfied that such a marriage is permissible under the personal law applicable to such a person and the other party to the marriage and there are other grounds for so doing.

(b) **After appointment.** Similar restrictions continue even after appointment in University service. A University employee should not -

- (i) enter into or contract a marriage with a person who has already a living spouse; or
- (ii) enter into or contract a marriage with any person if the University employee has a spouse living.
- (iii) If an employee not governed by the Hindu Marriage Act, desires to contract a marriage while the spouse is living, he has to apply to the University for permission to marry either under the personal law applicable to him or on other grounds. Such applications will be scrutinized by the Competent Authority as to the adequacy of the grounds for allowing an exception to Government's general policy and orders issued.
- (iv) Any employee governed by the Hindu Marriages Act, whose spouse is living cannot enter into or contract a second marriage unless the earlier marriage is terminated by means of divorce obtained from a competent Court of Law. Even a marriage which is legally null and void by reason of there being a spouse living at the time of the marriage would disqualify the person concerned for appointment to/ continuation in University service.
- (v) A divorcee need not seek permission to contract a second marriage with a divorcee or a person having no spouse living.

### 12.11. Dowry

**(a) Dowry prohibited-** A University employee shall not

- (i) give or take or about the giving/taking the dowry.
- (ii) demand any dowry directly or indirectly from the parent or guardian of a bride/bridegroom.

**(b) Consequences of violation.** Any violation of the Dowry Prohibition Act by a University employee will constitute a good and sufficient reason for instituting disciplinary proceedings against him, in addition to such legal action as may be taken against him in accordance with the provisions of the Act.

**(c) Dowry Death.** If a University Employee is involved in a case of "Dowry Death", it is a serious offence. For action to be taken, see under the subject "Suspension" in the Chapter "Discipline Rules".

## **12.12. Sexual Harassment of working women**

**Sexual Harassment defined-** Unwelcome sexually determined behavior, whether directly or by implication, such as:- **(a)** Physical contact and advances.

**(b)** Demand or request for sexual favours.

**(c)** Sexually colored remarks.

**(d)** Showing pornography.

**(e)** Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

**(f)** The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:-

**(i)** implied or explicit promise of preferential treatment in employment, or

**(ii)** implied or explicit threat of detrimental treatment in employment, or

**(iii)** implied or explicit threat about her present or future employment status, or

**(iv)** interference with her work or creating an intimidating or offensive or hostile work environment for her, or

**(v)** Humiliating treatment likely to affect her health or safety.

**(g) 'Workplace' includes:-**

**(i)** Any section/department/office of the University including hostels, mess and other establishments, etc.

**(ii)** any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey;

**(iii)** a dwelling place or a house

**(h) Unbecoming of a University employee-** Any act of sexual harassment of women employees attracts the provisions of Rule 3 (1) (iii) of Conduct

Rules as an act unbecoming of a University employee and amounts to misconduct.

- (i) **Criminal Proceedings-** If such an act of sexual harassment amounts to any specified offence under the Indian Penal Code or under any other law, complaint should be made to the appropriate authority for taking criminal action for such misconduct.

#### **12.13. Complaint Mechanism:-**

An appropriate complaint mechanism should be created in the University for redress of such complaints and time-bound treatment of the complaints should be ensured. Victims or witnesses should not be victimized or discriminated against while dealing with such cases. The report of the Complaints Committee shall be treated as an enquiry report.

- 12.14. Composition of the Complaints Committee:-** It should be headed by a woman and not less than half of its members should be women. To prevent the possibilities of any undue pressure or influence from senior levels, the committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.

- (a) The mechanism of the complaints committee, provided under Vishakha guidelines relating to sexual harassment should be strictly in accordance with the judgment, to ensure that the committee is effective and functional at all times. The Complaints Committee shall at all times be in existence and any changes in composition of committee should be publicized. It is clarified that there is no bar either in the CCS (CCA) Rules or under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 to the Chairperson of the Complaints Committee being junior to the suspect officer or the charged officer.

- (b) **Request Transfer-** The victims of sexual harassment have the option to seek transfer of the perpetrator or their own transfer.

#### **12.15. Steps for Conduct of Inquiry in Complaints of Sexual Harassment**

- (a) Internal Complaints Committee is to be set up at every workplace, headed by a woman having at least half of its members being women. To prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committees should involve a third party, either an NGO or some other body which is familiar with the issue of sexual harassment.

**(b)** The Committee will have the powers to recommend:-

**(i)** to transfer the aggrieved woman or the charged officer to any other workplace; or

**(ii)** to grant leave to the aggrieved woman up to a period of three months. (The leave will not be deducted from her leave account.)

**(c)** The Complaints Committee inquiring into such complaints shall be deemed to be the Inquiring Authority appointed by the Disciplinary Authority and shall hold the inquiry as far as practicable in accordance with the procedure laid down in the Rule CCS (Conduct) Rules, 1964.

**(d)** As per Section 9 (1) of the Act, the aggrieved woman or complainant is required to make a complaint within three months of the incident and in case there has been a series of incidents, three months of the last incident. The Complaints Committee may however extend the time-limit for reasons to be recorded in writing, if it is satisfied that the circumstances were such which prevented the complainant from filing a complaint within the stipulated period.

**(e)** On receipt of a complaint, facts of the allegation are required to be verified. This is called preliminary enquiry /fact-finding enquiry or investigation. The Complaints Committee conducts the investigation. They may then try to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. If it becomes necessary to issue a charge-sheet, Disciplinary Authority relies on the investigation for drafting the imputations, as well as for evidence by which the charges are to be proved.

Therefore, this is a very important part of the investigation.

**(f)** The Complaints Committee would normally be involved at two stages. The first stage is investigation already discussed in the preceding para. The second stage is, when they act as Inquiring Authority it is necessary that the two roles are clearly understood and the inquiry is conducted as far as practicable as per Rule 14 of CCS (CCA) Rules, 1965. Failure to observe the procedure may result in the inquiry getting vitiated.

**(g)** The Complaints Committee when investigating the allegations should make recommendations on whether there is a *prima facie* substance in the

allegations which calls for conducting a formal inquiry. They should avoid making any judgmental recommendations or expressing views which may be construed to have prejudiced their views while conducting such inquiry.

- (h) On receipt of the Investigation Report, the Disciplinary Authority should examine the report with a view to see as to whether a formal charge-sheet needs to be issued to the Charged Officer. As per Rule 14 (5), a decision on conducting the inquiry has to be taken after consideration of the reply of the Charged Officer.
- (i) If the Charged Officer admits the charges clearly and unconditionally, there will be no need for a formal inquiry against him and further action may be taken as per Rule 15 of the CCS (CCA) Rules.
- (j) If the Charged Officer denies the charges, Formal Inquiry is then conducted.
- (k) The Complaints Committee would, thereafter, summon the Presenting Officer and the Charged Officer. The Charged Officer is also entitled to engage a Defence Assistant.
- (l) Examination and Cross-examination of witnesses are done.
- (m) The Inquiring Authority would also maintain a document called Daily Order Sheet.
- (n) Defence evidence would be taken.
- (o) Both the Presenting Officer and the Charged Officer may be allowed reasonable time for submission of their brief.
- (p) Inquiry Report is then submitted by the Complaints Committee along with their recommendations.

**12.16. Guidelines regarding prevention of Sexual Harassment of Women at the work place.** In cases of allegations of Sexual Harassment, the following procedure shall be adopted:-

- (a) Where a Complaint Committee has not recommended any action against the employee against whom the allegations have been made in a case involving allegations of sexual harassment, the Disciplinary Authority shall supply a copy of the Report of the Complaint Committee to the complainant and shall consider her representation, if any submitted, before coming to a

final conclusion. The representation shall be deemed to be an appeal under Section 18 (1) of the Harassment of Women at Workplace

(Prevention, Prohibition and Redressal) Act, 2013.

**(b)** The University shall include in their Annual Reports information related to the number of such cases and their disposal.

**(i)** The inquiry in the cases should be completed within one month and in no case it should take more than 90 days as per the limit prescribed under this Act.

**(ii)** For a period of five years after a decision in a proven case of sexual harassment, a watch should be kept to ensure that she is not subjected to vendetta. She should not be posted under the Respondent, or any other person where there may be a reasonable ground to believe that she may be subjected to harassment on this account. In case of any victimization, the complainant may submit a representation to the Head of the Organization. The representations should be dealt with sensitivity, in consultation with the Complaints Committee and a decision taken within 15 days of the submission of the same.

**12.17. Anonymous/ Pseudonymous complaints in University.**

No action is required to be taken on anonymous/pseudonymous complaints subject to instructions of OMs, dated 29-6-1999 and 31-1-2022 and such complaints should be filed.

**12.18. Clarifications on action on Anonymous/ Pseudonymous Complaints.**

**(i)** Where the action was initiated on anonymous/pseudonymous complaints prior to the issue of CVC's Circular, dated 29-6-1-999 and was pending as on 29-6-1999, it can be pursued further to its logical end.

**(ii)** Where action was initiated between the period 11-10-2002 and 25-11-2014 with prior concurrence of CVC but is pending, further action is permissible on such complaints.

**(iii)** Material/ evidence gathered during the investigation/verification of anonymous complaints when the action was prohibited on such complaints (i.e. between 29-6-1999 and 11-10-2002), or where such enquiry was initiated without the approval of CVC, can be utilized for further initiation of disciplinary proceedings on misconduct noticed in such verification/enquiry.

## CHAPTER-13

### 13.0 Discipline Rules

#### 13.1. Warning/Admonition/Reprimand

- (a) There may be occasions when a superior officer may find it necessary to criticize adversely his subordinate's work or call for an explanation bringing the defects to the notice and giving him an opportunity to explain. If the lapse is not serious enough, like negligence, carelessness, lack of thoroughness, etc., to justify the imposition of the formal punishment of censure, but calls for some formal action such as the communication of a written warning/admonition/reprimand, it may be administered and a copy of such a warning, etc., should be kept in the personal file of the subordinate.
- (b) Written warning, admonition or reprimands should not be administered or placed on record unless the authority is satisfied that there is good and sufficient reason to do so.
- (c) If in the reporting officer's opinion, despite the warning, etc., the official concerned has not improved, he may make appropriate mention against the relevant column in the Annual Performance Assessment Report (APAR). This will constitute an adverse entry and requires to be communicated.
- (d) Where a copy of the warning is also kept in APAR Dossier, it will be taken to constitute an adverse entry and the officer concerned has the right to represent against the same.
- (e) Warning should not be issued as a result of regular disciplinary proceedings. If it is found that some blame attaches to the official, then the penalty of censure at least should be imposed.
- (f) Warning is not a punishment and cannot be equated to a formal censure.
- (g) Warning, letter of caution, reprimands or advisories administered to University employee do not amount to a penalty and, therefore, will not constitute a bar for consideration of such University employees for promotion.

### **13.2. Disciplinary Proceedings**

The procedure to be followed in disciplinary cases against University employee is laid down in detail in the CCS (CCA) Rules.

**13.2.1. Penalties-**The following are the penalties that may be imposed on a University employee:-

**(A) Minor Penalties:**

- (i) Censure;
- (ii) Withholding of promotions;
- (iii) Recovery from pay of the whole or part of any pecuniary loss to University caused by the official's negligence or breach of orders;
- (iii-a) Reduction to a lower stage in the time-scale of pay by one stage for a period not exceeding three years, without cumulative effect and not adversely affecting his retirement benefit.
- (iv) Withholding of future increments of pay.

**(B) Major Penalties:-**

- (v) Reduction to a lower stage in the time-scale of pay other than (iii-a);
- (vi) Reduction to a lower time-scale of pay, grade, post or service for a period to be specified in the order of penalty;
- (vi-a) Order should also specify as to whether the period of reduction will have the effect of postponing future increments and if so to what extent.
- (vi-b) Whether the University employee will regain his original seniority in the higher grade/ post.
- (vii) Compulsory retirement;
- (viii) Removal from service;
- (ix) Dismissal from service.

**13.3. Inquiry Mandatory.-**Inquiry as laid down in the CCS (CCA) Rules should be held in the following cases:-

- (a) To impose any of the major penalties (in respect of those charges which are not accepted); or

- (b) In minor penalty proceedings, after representation, if it is proposed
  - (i) to withhold increment for a period exceeding three years; or
  - (ii) to withhold increment with cumulative effect for any period; or
  - (iii) to withhold increment which is likely to affect adversely the retirement benefit admissible to the official; or
- (c) When the Disciplinary Authority decides that an inquiry should be held, even though proceedings have been initiated for imposition of minor penalties only.

**13.4. Initiation of Departmental Proceedings.-**Whenever a disciplinary case file is submitted to the Disciplinary Authority, seeking the approval of the Disciplinary Authority for initiation of departmental proceedings against a University employee, a draft of the articles of charge, complete in all respects, along with the imputations in support and the list of witnesses and documents, should be submitted to the Disciplinary Authority for its consideration.

**13.5. Procedure - Major Penalties.-**

- (a) The charged official should be served with a charge-sheet together with a statement of imputations of misconduct or misbehavior and a list of documents and witnesses by which each article or charge is proposed to be sustained by the Disciplinary Authority. On receipt of articles of charge, the University employee shall be required to submit his written statement of defence or whether to be heard in person within 15 days which may be extended to further 15 days at a time up to a maximum of 45 days from the date of receipt of articles of charge.
- (b) Inquiry is a must to consider charges refuted by him. It must be conducted by the Disciplinary Authority or an Inquiry Officer appointed by it. It should also appoint a Presenting Officer to present the charges. It may use the Serving Officers as Inquiry Officer and Presenting Officer.
- (c) The delinquent official has a right-
  - (i) to inspect documents referred to in the annexure to the charge-sheet;
  - (ii) to engage any other serving or retired University/Government servant to assist him;

- (iii)** to engage a legal practitioner, if the Presenting Officer is a legal practitioner. In other cases, the Disciplinary Authority may permit such an engagement, having regard to the circumstances of the case.
- (d)** If at the inquiry the University employee pleads guilty to any of the article of charge, the Inquiry Officer should record a finding of guilt in respect of those articles and hold inquiry only in respect of the remaining, if any.
- (e)** University side has the first priority to present the case and produce witnesses and evidence.
- (f)** Delinquent official will be allowed to offer his defence witnesses and evidence.
- (g)** Witnesses on both sides may be examined, cross-examined and reexamined.
- (h)** The defendant may examine himself as a witness in his own behalf, if he so desires. If he has not done so, the Inquiry Officer may generally question him to enable him to properly explain the circumstances cited in the evidence against him. Based on a reference from an inquiring authority, seeking the issuance of a notification by the University under Section 4 of the Departmental Enquiries (Enforcement of Attendance of Witnesses and Production of Documents) Act, 1972, the Inquiry Officer is empowered to exercise powers of Civil Court for enforcement of attendance of witness and production of documents. The Inquiry Officer shall strictly follow the procedures laid down in Rule 14 (18) before closing the Inquiry. Rule 8 of CCS (Pension) Rules also states that the departmental proceedings initiated against a University employee shall be continued and concluded by the same authority which commenced them.
- (i)** Defence may be in writing or oral. Oral defence will be recorded, got signed and a copy supplied to the Presenting Officer.
- (j)** Thereafter, Inquiry Officer will hear arguments on both sides or take written briefs from both. Presenting Officer's brief will be taken first, copy thereof supplied to the defendant and his reply brief obtained thereafter. Once a regular hearing in a departmental proceeding is started, such hearing should, as far as practicable, be continued on a day-to-day basis, unless in the opinion of the Inquiry Officer, for the reasons to be recorded in writing, an adjournment is unavoidable in the interest of justice.

- (k)** Entire proceedings should be recorded in writing, every page to be signed by the respective witness, the defendant and the Inquiry Officer, and copies furnished to the defendant and the Presenting Officer.
- (l)** If the delinquent official does not attend, *ex-parte* inquiry may be conducted, observing the procedure in full. *Ex parte* inquiry can be resorted to only when following conditions are satisfied:
- (i)** Articles of charge should have been delivered.
  - (ii)** The Charged Officer had failed to submit the written statement of defence on or before specified date.
- (m)** On completion, the Inquiry Officer will submit his report and his findings on each article of the charges to the Disciplinary Authority.
- (n)** The report of the Inquiring Authority should be submitted within six months from the date of receipt of order of his appointment as Inquiring Authority. He may seek extension of time by citing reasons in writing and may be allowed an additional time of six months, at a time.
- (o)** Disciplinary Authority may accept or disagree (recording reasons for disagreement), record its own findings and make a final order.
- (p)** If the Disciplinary Authority who initiated the case is competent to award only minor penalties, and is of the opinion that major penalty is to be imposed, it should send the entire records and findings without recording any opinion with regard to the imposition of the penalty to the Competent Disciplinary Authority which will record its findings and pass orders as deemed fit.
- (q)** The Disciplinary Authority should forward a copy of the report of the Inquiring Authority together with its tentative reasons for disagreement, if any, with the findings to the University employee giving him fifteen days time to make any presentation/submission.
- (r)** The representation, if any, submitted by the University employee should be considered before passing final orders.
- (s)** Along with the final orders, the University employee should be supplied with-

- (t) a copy of the findings on each article of charge;
- (u) Disciplinary Authority should take final decision on the enquiry report within 3 months.
- (v) The University should ensure that all major penalty proceedings against its employees are completed and final orders are passed by the concerned Disciplinary Authority within 18 months from the date of delivery of chargesheet on the delinquent University employee.

### **13.6. Procedure - Minor Penalties -**

- (a) The University employee should be given a copy of the chargesheet with a statement of imputations of misconduct.
- (b) He should be given reasonable time and opportunity to submit his defence.
- (c) On receipt of the defence, the Disciplinary Authority may pass appropriate orders, or may hold an inquiry if-
  - (i) it is of the opinion that such inquiry is necessary, or (ii) the inquiry is mandatory in view of the punishment proposed.

The procedure for the inquiry will be as for major penalty.

### **13.7. When prescribed procedure need not be followed.-** Following are the special circumstances where the prescribed procedure for inquiry need not be followed:-

- (a) Where a penalty is due to conviction on a criminal charge, or
- (b) Where the Disciplinary Authority is satisfied (reasons should be recorded in writing) that it is not reasonably practicable to hold an enquiry in the manner provided, or
- (c) Where the Chancellor is satisfied that in the interest of the security of the State, it is not expedient to hold an enquiry in the manner provided. In cases under Category (1), the Disciplinary Authority has to peruse the judgment of the Criminal Court and take into account the gravity of the misconduct committed, its impact on the administration and other extenuating circumstances or redeeming features. Once it is concluded that the University employee's conduct is blameworthy and punishable, it may impose such penalty as it is competent to do. The penalty should neither be grossly excessive, nor out of proportion to the offence committed or one

not warranted by the facts and circumstances of the case. Regarding Category (2), detailed guidelines have been laid down in this regard. Inquiry should not be dispensed with lightly or arbitrarily or out of ulterior motives or merely in order to avoid the holding of an inquiry or because the University's case is weak and is, therefore, bound to fail. Further, it is a constitutional obligation that the Disciplinary Authority should record in writing (preferably in the order itself) the reasons for its satisfaction that it was not reasonably practicable to hold the inquiry. The reason, though brief, should not be vague or not just a repetition of the language of the relevant rule. In both the cases, the University employee should be given an opportunity of making representation against the penalty proposed.

**13.8.** If the delinquent University employee dies during the pendency of the disciplinary proceedings, the proceedings should be dropped.

**13.9. Implementation of second penalty imposed during currency of first penalty on serving charged officers -**

The Disciplinary Authority should clearly indicate in the punishment order whether the two penalties (or multiple penalties) would run concurrently or consecutively, while awarding second or subsequent penalties during currency of earlier penalty/penalties. In cases where such a specific mention has not been made, the two/all penalties should run concurrently and the higher penalty, even though ordered later, should be implemented immediately and after expiry of its period, if the currency of the period of earlier punishment still continue, the same may be implemented for the balance period.

**13.10. Appeal, Revision and Review**

**13.10. 1. Appeal**

(a) An appeal is one which is preferred to the appropriate Appellate Authority against an order of penalty. Right of appeal has been provided in certain other cases also, like, (i) suspension, (ii) payment of subsistence allowance during suspension, (iii) regulation of pay and allowances for period of suspension and/or unemployment, on reinstatement and (iv) withholding/withdrawing retirement benefit on or part thereof, by an order of the Appointing Authority, when a pensioner is found guilty of grave misconduct or is convicted of a serious crime by a Court of Law. Even

supersession in promotion which denies/varies to disadvantage pay, allowances, other benefits and conditions of service, is appealable.

**(b)** Appeal has to be preferred within forty-five days of receipt of the order appealed against, direct to the Appellate Authority, who may condone delay, if valid reasons are given.

**(c)** The appeal should contain all material statements and arguments on which the appellant relies and should be complete in itself. It should not be in disrespectful or improper language.

**(d)** A copy of the appeal should be sent to the authority that passed the order, who has to forward the same along with the complete records and his comments to the Appellate Authority without any avoidable delay.

**(e)** The Appellate Authority is to consider *(i)* whether procedure laid down in the rules has been complied with and if not, whether such non compliance has resulted in violation of the provisions of the Constitution/in the failure of justice, *(ii)* whether findings of the Disciplinary Authority are warranted in the circumstances of the case and *(iii)* whether the penalty imposed is adequate, inadequate or severe. The word "consider" has been held to imply "due application of mind" and the Appellate Authority should pass a speaking order. It is necessary that all the points raised by the appellant are summarized in the order and are also logically discussed to show how they are not tenable or acceptable.

**(f)** In an appeal against a major penalty, if the appellant specifically requests for a personal hearing, taking the assistance of a defence assistant also, this may be granted by the Appellate Authority at its discretion.

**(g)** If the Appellate Authority proposes to enhance the penalty, it can do so only after holding an inquiry if one is required to be held but not held earlier and after issue of a show-cause notice. In cases where an inquiry has already been held, the appellant should be given a reasonable opportunity to represent against the proposed enhanced penalty.

**(h)** In respect of an appeal against any other order, the Appellate Authority may pass such order as it deems just and equitable considering the facts and circumstances of the case.

### **13.11. Revision**

- (a) Even after disposal of appeal, or having failed to avail of appeal facility, for further remedy is available to an aggrieved official by way of revision.
- (b) The power of revision is vested with the Visitor of the University.
- (c) Revisional Authorities can start the proceedings either on their own motion or "on an application" from the official. Revision proceedings cannot be commenced until after the expiry of the period of limitation for an appeal or the disposal of appeal, if one has been preferred.
- (d) If the Revisional Authority comes to the provisional conclusion that the punishment awarded is not adequate, he can impose higher penalty only after-
  - (i) issuing show-cause notice to the university official and considering his reply thereto; and
  - (ii) holding regular inquiry if an enquiry had not been held earlier, if a major penalty is proposed.
- (e) An application for revision has to be dealt with in the same manner as an appeal.

### **13.12. Review**

The Visitor can make a review of any order passed earlier, including an order passed in revision, when any new fact or material which has the effect of changing the nature of the case, comes to his notice. However, imposing or enhancing of any penalty can be done only after giving the university official concerned a reasonable opportunity of making representation and holding of an inquiry, in cases where one is required to be held under the rules but had not been held.

### **13.13. Suspension and Subsistence Allowance**

- (a) **When resorted to.**-Suspension, in the context of disciplinary proceedings, may be defined as temporary withdrawal of duties from a University official, pending inquiry into his/her conduct, with simultaneous reduction in pay and withdrawal of some rights/privileges.
- (b) A Disciplinary Authority may consider it appropriate to place a University official under suspension in the following circumstances. These are only intended for guidance and should not be taken as mandatory

- (i) Cases where continuance in office of the University official will prejudice the investigation, trial or any inquiry (e.g. apprehended tampering with witnesses, or documents);
- (ii) where the continuance in office of the University official is likely to seriously subvert discipline in the office in which the public servant is working;
- (iii) where the continuances in office of the University official will be against the wider public interest [ other than those covered by (i) and (ii) such as there is public scandal and it is necessary to place the University official under suspension to demonstrate the policy of the University to deal strictly with officers involved in such scandals, particularly corruption;
- (iv) where allegations have been made against the University official and preliminary inquiry has revealed that a prima facie case is made out which would justify his prosecution or is being proceeded against in departmental proceedings, and where the proceedings are likely to end in his conviction and/or dismissal, removal or compulsory retirement from service.

**NOTE:**

- (a) In the first three circumstances, the Disciplinary Authority may exercise his discretion to place a University official under suspension even when the case is under investigation and before a prima facie case has been established.
- (b) Suspension may be desirable in the circumstances indicated below:-
  - (i) any offence or conduct involving moral turpitude;
  - (ii) Corruption, embezzlement or misappropriation of Government/ University money, possession of disproportionate assets, misuse of official powers for personal gain;
  - (iii) serious negligence and dereliction of duty resulting in considerable loss to Government/university;
  - (iv) desertion of duty;
  - (v) Refusal or deliberate failure to carry out written orders of superior officers. In respect of the types of misdemeanor specified in sub-clauses (iii) and (v), discretion has to be exercised with care.

(c) Reasons for suspension, if not indicated in the suspension order itself, should be communicated within three months.

#### **13.14. Deemed Suspension**

A University official shall be deemed to have been placed under suspension by an order of appointing authority-

(a) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;

(b) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

**EXPLANATION.-** The period of forty-eight hours referred to in Clause(b) shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

(c) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside in appeal or on review and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(d) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Government/university servant is set aside or declared or rendered void in consequence of or by a decision of a Court of Law and the Disciplinary Authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the Appointing Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders: Provided that no such further inquiry shall be ordered unless it is intended to meet a situation, where the Court has passed an order purely on technical grounds without going into the merits of the case.

### **13.15. Authority competent to place a Government/university servant under suspension**

The Appointing Authority or any authority to which it is subordinate or the Disciplinary Authority or any other authority empowered in that behalf by the Competent Authority, by general or special order, may place an employee under suspension.

### **13.16. Review of Suspension**

An order of suspension made or deemed to have been made may, at any time be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

An order of suspension made or deemed to have been made shall be reviewed by the authority competent to modify or revoke the suspension, before expiry of ninety days from the effective date of suspension, on their commendation of the Review Committee constituted for the purpose and pass orders either extending or revoking the suspension. Subsequent reviews shall be made before expiry of the extended period of suspension.

Extension of suspension shall not be for a period exceeding one hundred and eighty days at a time. An order of suspension made or deemed to have been made shall not be valid after a period of ninety days unless it is extended after review, for a further period before the expiry of ninety days. Provided that no such review of suspension shall be necessary in the case of deemed suspension, if the University official continues to be under detention at the time of completion of ninety days of suspension and the ninety days period in such case will count from the date the University official detained in custody is released from detention or the date on which the fact of his release from, detention is intimated to his Appointing Authority, whichever is later.

In a case where no charge-sheet is issued, the total period under suspension or deemed suspension, as the case may be, including any extended period shall not exceed-

- (a) 270 days from the date of order of suspension, if disciplinary proceeding is contemplated or is pending against the University official
- (b) two years from the date of order of suspension, if in the opinion of the Competent Authority the University official has engaged in activities prejudicial to the interest of the security of the State or where a case against him in respect of any criminal offence is under investigation, inquiry or trial

(c) two years from the date the employee detained in custody is released or the date on which the fact of his release from detention is intimated to his appointing authority, whichever is later, in case of deemed suspension.

The suspension cannot be continued for long and that in spite of the instructions of DoP&T, the Disciplinary Authorities are not finalizing the disciplinary proceedings within the stipulated time. Also, in such cases, the University is unnecessarily paying subsistence allowance without extracting any work and if on the culmination of the disciplinary proceedings, the charged officer is exonerated from the charges, the University has to unnecessarily pay the full salary and treat the period of suspension as on duty, etc. It is, therefore, desirable that timely review of suspension is conducted in a just and proper manner and that the disciplinary proceedings are finalized expeditiously.

### **13.17. Subsistence Allowance**

An employee under suspension is not paid any pay but is allowed a Subsistence Allowance at an amount equivalent to the leave salary which the employee would have drawn if he had been on leave on half average pay or half pay and in addition dearness allowance, if admissible on the basis of such leave salary.

Subsistence Allowance to be reviewed after 3 months and may be increased by up to 50 % of the allowance during the first 3 months or reduced by up to 50% of the allowance during the first 3 months.

### **13.18. Headquarters during Suspension**

An officer under suspension is regarded as subject to all other conditions of service applicable generally to employees and cannot leave the station without prior permission.

### **13.19. Promotion during suspension**

Officer under suspension shall be considered by the DPC along with others. However, the recommendations in respect of those under suspension shall be placed in a sealed cover. The sealed cover shall be opened/not acted upon depending on the outcome of the disciplinary proceedings.

If an officer is suspended subsequent to the meeting of the DPC but before he is actually promoted, then the recommendations would be deemed to have been placed in the sealed cover.

### **13.20. LTC**

An employee under suspension cannot avail of LTC as he cannot get any leave including casual leave during the period of suspension. As he continues to be in service during the period of suspension, members of his family are entitled to LTC.

### **13.21. Leave**

Leave may not be granted to an employee under suspension.

### **13.22. Recoveries from Subsistence Allowance A. *Compulsory Deductions to be enforced***

- (i) Income Tax
- (ii) House Rent (Licence Fee) and allied charges
- (iii) Repayment of loans and advances taken from the University -Rate of recovery to be determined by Head of Department.
- (iv) RGHS contribution

#### ***B. Deductions at the option of the suspended officer***

Refund of CPF advance

#### ***C. Deduction NOT to be made***

- (i) CPF subscription
- (ii) Amounts due to court attachments
- (iii) Recovery of loss to the University.

### **13.23. Forwarding of applications, etc.**

Application of an employee for appointment, whether by Direct Recruitment, transfer on deputation or transfer, to any other post should not be considered / forwarded if he is under suspension. Vigilance clearance may not be granted to an officer under suspension. Vigilance clearance may not be granted to an officer under suspension even for obtaining Passport.

### **13.24. Voluntary Retirement**

#### **Notice of Voluntary Retirement -**

It shall be open to the Appropriate Authority to withhold permission to an employee under suspension who seeks to voluntarily retire from service.

A notice of voluntary retirement given after completion of twenty years' qualifying service will require acceptance by the Appointing Authority if the date of retirement on the expiry of the notice would be earlier than the date on which the employee concerned could have retired voluntarily under the existing government/ university rules applicable. Such acceptance may be generally given in all cases except those

(a) in which disciplinary proceedings are pending or contemplated against the University official concerned for the imposition of a major penalty and the disciplinary authority, having regard to the circumstances of the case, is of the view that the imposition of the penalty of removal or dismissal from service would be warranted in the case, or

(b) in which prosecution is contemplated or may have been launched in a Court of Law against the employee concerned, If it is proposed to accept the notice of voluntary retirement even in such cases, approval of the Vice Chancellor should be obtained. Even where the notice of voluntary retirement given by a employee requires acceptance by the Appointing Authority, the employee giving notice may presume acceptance and the retirement shall be effective in terms of the notice unless, the competent authority issues an order to the contrary before the expiry of the period of notice.

### **13.25. Resignation-**

The competent authority should examine, with reference to the merit of the disciplinary *case* pending against the employee, whether it would be in the public interest to accept the resignation. Normally, as officers are placed under suspension only in cases of grave delinquency, it would not be correct to accept the resignation of an officer under suspension. Exceptions would be where the alleged offence *does* not involve moral turpitude or where the evidence against the officer is not strong enough to justify that departmental proceedings, if continued would result in removal from service/ dismissal or where departmental proceedings are likely to be so protracted that it would be cheaper for the exchequer to accept the resignation.

### **13.26. Retirement**

A Government/university servant who retires while under suspension is entitled to provisional retirement benefits equal to the maximum entitlements on the basis of qualifying service up to the date immediately preceding the date on which he was placed under suspension. Gratuity will not be paid until the conclusion of disciplinary

proceedings except where the proceedings are under Rule 16 of CCS (CCA) Rules (for imposition of minor penalty)

### **13.27. Revocation of Suspension**

An order of suspension made or deemed to have been made may be modified or revoked at any time by the authority who made it (or deemed to have made) or any authority to which such authority is subordinate.

An order of suspension made or deemed to have been made shall not be valid after a period of ninety days unless it is extended after review, for a further period before the expiry of ninety days. Provided that no such review of suspension shall be necessary in the case of deemed suspension, if the employee continues to be under detention at the time of completion of ninety days of suspension and the ninety days period in such case will count from the date the employee detained in custody is released from detention or the date on which the fact of his release from detention is intimated to his appointing authority, whichever is later.

### **13.28. On Conclusion of Proceedings**

#### **13.28.1 If Exonerated**

(i) Where the Competent Authority is of the opinion that the suspension was wholly unjustified, the employee may be paid full pay and allowances.

(ii) Where the Competent Authority is of the opinion that the proceedings were delayed for reasons directly attributable to the employee, it may after notice to the employee and considering his representation, if any, order a reduced amount to be paid.

(iii) The period of suspension will be treated as period spent on duty for all purposes.

#### **13.28.2 Minor Penalty is imposed**

Where the proceedings result only in minor penalty being imposed, then the suspension is treated as wholly unjustified.

#### **13.28.3 Other than exoneration/ minor penalty**

(i) The competent authority shall determine the amount to be paid, after notice to employee and considering his representation, if any.

(ii) The period of suspension shall not be treated as duty unless the competent authority specifically directs that it shall be so treated for any specified purpose.

(iii) If the employee so desires, the period of suspension may be converted into leave of the kind due and admissible. (Note: Such leave can be in excess of 3 months in case of temporary employees or 5 years in case of permanent employees).

**NOTE.-** Wherever the amount allowed is less than full pay and allowances, it shall not be less than the Subsistence Allowance already paid.

### **13.29. Death while under suspension**

Where a Government/university servant under suspension dies before the disciplinary proceedings or the court proceedings against him are concluded, the period between the date of suspension and the date of death shall be treated as duty for all purposes and his family shall be paid the full pay and allowances to which he would have been entitled had he not been suspended, for that period subject to adjustment of Subsistence Allowance already paid.

### **13.30. Serving of Charge Sheet, etc.**

- (a) Suspension order should normally indicate the grounds for suspension.
- (b) Where the suspension is on grounds of contemplated proceedings, charge-sheet should be served upon the Government/university servant within 3 months.
- (c) Where charge-sheet is not served within 3 months, the reasons for suspension should be communicated to the Government/university servant immediately on expiry of 3 months from the date of suspension.

### **13.31. Appeal**

Order of Suspension is appealable under Rule 23 (i) of CCS (CCA) Rules, 1965.

### **13.32. Reinstatement**

**Circumstances of reinstatement in service** of an official after suspension/ compulsory retirement/ removal/ dismissal-

- (a) If detention in Police custody, erroneous or without basis, ends in release without prosecution, deemed suspension ceases.

(b) When under suspension pending departmental proceedings, on the withdrawal of proceedings for any reason, or on the award of penalty other than compulsory retirement/ removal/dismissal.

(c) When under suspension pending criminal proceedings, if acquitted by a Court of Law and if it is decided not to proceed further departmentally.

(d) On the setting aside of an award of compulsory retirement/ removal/dismissal by a Court of Law or by the Appellate/Revising Authority. Reinstating Authority's orders should include

(i) specific decision on treatment of period of suspension up to reinstatement, compulsory retirement, removal or dismissal as spent on duty or not and

(ii) a specific decision on the quantum of pay and allowances for the said period.

These two decisions are independent. Neither flows from the other.

### **13.33. Full pay and allowances admissible -**

(a) Reinstatement on full exoneration in departmental proceedings, when the charged official is not held responsible for delay in the termination of the proceedings against him.

(b) Reinstatement on an official's acquittal on merits of the case in Court proceedings and no further departmental enquiry is held.

(c) Reinstatement when suspension is held to be wholly unjustified and when the charged official is not held responsible for delay in the termination of the proceedings against him.

(d) When minor penalty is awarded.

(e) If detention under a law providing for preventive detention is held by the Competent Authority to be unjustified.

(f) In case of deemed suspension on grounds of detention found to be erroneous and no prosecution is launched.

(g) In case of arrest for debt, if the liability is proved to be due to circumstances beyond the official's control.

(h) Official's death while under suspension.

### **13.34. Proportionate (less than whole) pay and allowances -**

- (a) Even in cases of full exoneration in departmental proceedings, when it is held that the termination of the proceedings instituted against an official had been delayed for reasons directly attributable to him, for such period of suspension and/or dismissal, etc., as may be directed by the Reinstating Authority.
- (b) In cases of departmental proceedings where the official is not fully exonerated or the earlier order is set aside solely on the ground of non-compliance with the requirements of Article 311 of the Constitution.
- (c) In Court cases where the order is set aside solely on the ground of non-compliance with the requirements of Article 311 or when exoneration is not on merits.
- (d) Even in cases where the suspension is held to be wholly unjustified when it is held that the termination of the proceedings instituted against an official had been delayed for reasons directly attributable to him, for such period of suspension as may be directed by the Reinstating Authority.
- (e) In cases of detention under a law providing for preventive detention, when it is held that the detention was not unjustified and in cases of arrest for debt, where the liability is proved to be due to circumstances within the official's control, for such period as may be directed by the Reinstating Authority.
- (f) In cases where the suspension is not held to be wholly unjustified:

In all these cases, the proportionate pay and allowances payable should be determined only after giving an opportunity/notice to the official to make his representation against the proposal and after considering his representation, if any. The amount so determined should not be less than what was paid as subsistence allowance. In all cases of payment of pay and allowances - either in full or in part- for past period, certificate of non-employment, as in the case of payment of subsistence allowance, is essential. The payment is also subject to adjustment of any amount earned by the employee through any employment during the period. Where the pay and allowances admissible are equal to or less than the amounts earned during the employment elsewhere, nothing is payable to the employee.

### **13.35. When period of suspension is treated as duty -**

- (a) On reinstatement due to full exoneration in departmental proceedings.

- (b) On reinstatement due to the official's acquittal on merits of the case in Court proceedings and no further departmental inquiry is held.
- (c) On reinstatement when suspension is held to be wholly unjustified.
- (d) When minor penalty is awarded.
- (e) If detention in police custody, erroneous or without basis, ends in release without prosecution and if the Competent Authority concludes that suspension was wholly unjustified.
- (f) If the detention under a law providing for preventive detention is held by the Competent Authority to be unjustified.
- (g) In cases of arrest for debt, if the liability is proved to be due to circumstances beyond the official's control.
- (h) Official's death while under suspension.

**13.36. Period of suspension treated as non-duty (unless otherwise decided for any specific purpose).**

- (a) In cases of departmental proceedings where the employee is not fully exonerated or the earlier order is set aside solely on the ground of non-compliance with the requirements of Article 311.
- (b) In Court cases under similar circumstances.
- (c) In cases where suspension is not considered wholly unjustified. In cases of these types, the official has the option to get the period converted into leave of any kind due and admissible under the Competent Authority's order which shall be absolute.

**13.37. Proportionate pay and allowances cannot be denied for any period.**

Even in cases where a dismissed official is reinstated by Competent Authority on compassionate grounds and the period from the date of dismissal to the date of reinstatement ordered to be treated as 'non-duty', payment of proportionate pay and allowances for that period is mandatory.

**13.38. Review of the period of suspension revoked pending proceedings.**

If an order has been passed before conclusion of the departmental/ Court proceedings as to pay and allowances for and treatment of the period of suspension revoked before

conclusion of the inquiry/ Court case, it is only a provisional order. After conclusion of the inquiry/ Court case, the said order should be reviewed on its own motion and a final order passed.

**13.39. Departmental proceedings initiated while in service**, but not concluded, will be continued after the official's retirement and concluded. In the light of the findings of the Disciplinary Authority arrived at as a result of holding a full-fledged inquiry, final orders will be passed in the name of the Competent Authority. If in such proceedings the Disciplinary Authority comes to the conclusion that action under the rule is not justified, it is within the full competence of such authority to drop the proceedings initiated by him.

**13.40. Departmental proceedings** after retirement cannot be instituted in respect of any event which took place or the cause of action arose more than four years before such institution. The sanction of the Competent Authority is necessary to institute departmental proceedings after retirement.

**13.41. Entitlements** to employees retiring while departmental or judicial proceedings are pending: 'Encashment of leave' on retirement. The Competent Authority can withhold whole or part of cash equivalent of leave salary if, in its opinion, there is a possibility of some money becoming due from the employee on conclusion of the proceedings. On conclusion of the proceedings, the amount so withheld maybe paid after adjustment of Government/university dues.

**13.42. Not entitled to-**

Retirement Gratuity, while the enquiry is in progress.

**13.43.** Interest on delayed payment of gratuity is payable if exonerated fully.

## CHAPTER-14

### **14.0 Leave Rules:**

Different kinds of leave, eligibility conditions and allied issues as applicable to all employees and special kinds of leave as applicable to teachers and Academic are given in **Annexure-2 (Page 180)**.

## CHAPTER-15

### 15.0 Welfare Measures

#### 15.1. Immediate relief to the family of an employee who dies while in service

**15.1.1. Immediate relief:** - If an employee dies while in service, his family will be eligible for immediate monetary relief equal to two months' Basic Pay of the deceased employee subject to a maximum of Rs. 25,000.

**15.1.2. Timely payment:** - Sanctioned immediately by the Registrar and payment made expeditiously either from imprest or from other sources or by drawing money from the Bank. No formal application from the bereaved family is necessary.

**15.1.3. Payable** to the person(s), in the same manner as payment of death gratuity, or the balance in the Contributory Provident Fund Account, if the deceased was a subscriber to the CPF.

**15.1.4. Undertaking to be obtained:** - Before making the payment, a separate undertaking should be obtained from each person to whom the payment is made that he/she agrees to the amount of advance being recoverable from any amounts payable to the family due to the death of the employee.

**15.1.5. Adjustment of the Advance:** - The advance should be adjusted within six months against the arrears of pay and allowances leave salary, death gratuity, balance in Contributory other payment due in respect of the deceased official.

#### 15.2. Honorarium: -

**15.2.1. Definition:** - Remuneration for special work of an occasional or intermittent character paid to an employee.

**15.2.2. Prior sanction necessary:** - Prior sanction of the Competent Authority is necessary before the work is undertaken. The amount of remuneration to be settled in advance.

#### 15.2.3. Not admissible: -

(i) For any temporary increase in work, e.g., due to holding meetings/conferences, etc., or for attending to duties of another post in addition to normal duties.

- (ii) For work connected with setting up of companies/ corporations, etc.
- (iii) For contribution of articles or broadcast of talks as a part of the normal duties.

### **15.3. Compassionate Appointments of Dependants**

#### **15.3.1. Applicable to a dependent family member of.- (a)**

A University employee

- (b) who dies in service (including death by suicide);
- (c) is retired on medical grounds before attaining the age of 55 years (57 years in the case of Group 'D' (MTS) officials);
- (d) Dependent family member means
  - (i) spouse;
  - (ii) son/daughter (including adopted son/adopted daughter) and
  - (iii) brother or sister in the case of unmarried employee.
- (e) From 25-2-2015, "Married Son" can be considered for Compassionate Appointment, provided he fulfils all other requirements of the scheme and fulfils the criteria laid down in the OM, dated 16-1-2013. DOPT OMs, dated 25-2-2015 and 5-9-2016.
- (g) In the case of a missing employee- Compassionate appointment can be considered after two years from the date of missing-
  - (i) if FIR has been filed and the missing official is not traceable;
  - (ii) if he had at least two years to retire;
  - (iii) if he is not suspected to have committed fraud/joined terrorist organization/ gone abroad;
  - (iv) if the Competent Authority feels that the case is genuine; and (v)

Decision is to be taken at the level of Vice Chancellor.

Concession of compassionate appointment is admissible to one dependant only.

#### **EXCEPTIONS.-**

- (1) In exceptional circumstances, with the prior approval of the Vice Chancellor, the appointment on compassionate grounds may be considered even when there is an earning member in the family of the deceased.
- (2) If the deceased was unmarried, one of the dependent brothers / sisters will be eligible for consideration, on giving an undertaking that he/she will look after the other family members who were dependent on the deceased Government/university servant.

**15.3.2. Posts to which appointment made-** Only in Group 'C' posts against the direct recruitment quota.

**15.3.3. Appointing Authority:-** The Vice Chancellor, National Law University, Jodhpur

**15.3.4. Conditions.-**

(a) Compassionate appointment can be made only against the direct recruitment quota and

(b) Applicants should fulfil all eligibility conditions in Recruitment Rules.

**15.3.5. Relaxations.-**

(a) *Age.-* Maximum age-limit may be relaxed wherever necessary, but no relaxation is permissible in the minimum limit of 18 years. If the ward is below 18 years of age at the time of death of the employee and if he alone is available for employment, he should apply as soon as he attains 18 years.

(b) *Qualifications-* In certain exceptional circumstances like compassionate cases, etc., University may need to provide employment opportunities to certain classes of persons not immediately meeting the minimum educational standards. University should recruit them as trainees who will be given the regular Pay Bands and Grade Pay only on acquiring the minimum qualification prescribed under the Recruitment Rules. A person appointed as 'Trainee' has to acquire the minimum educational qualification in 5 years. The emoluments of these trainees, during the period of their training and before they are absorbed in the University as employees, will be governed by the minimum of the Pay Level-1. In addition, they will be granted all applicable Allowances, like Dearness Allowance, House Rent Allowance and Transport Allowance at the admissible rates.

**15.3.6. Limitations.-** Compassionate appointments can be made only up to 5% of direct recruitment vacancies which may be calculated on the basis of total direct recruitment vacancies for Groups 'C' posts (including technical posts) that have arisen in the year. No compassionate appointment can be made if there is no vacancy.

**15.3.7. Reservations.-** Person selected for compassionate appointment is to be adjusted in the recruitment roster against the appropriate category, i.e.,

SC/ST/OBC / General category, depending upon the category to which he belongs.

**15.3.8. Procedure for appointment-** Proposal containing all particulars of the candidate and the specific relaxation required in age, qualifications, etc. will be made. The University will take into account all the circumstances of the family, the benefits such as CPF, gratuity, etc., received, the existence of any earning member in the family on the one hand and on the other, size of the family, ages of children, essential needs, liabilities and the financial condition of the family. Financial benefits received need not necessarily be a ground for rejecting the proposal *vis-a-vis* other adverse factors urging acceptance.

**15.3.9. Other Provisions.-**

(a) ***Widow in appointment after remarriage-*** There is no bar against a widow appointed on compassionate grounds continuing in the appointment after remarriage.

(b) ***No consideration for change in post-*** Once the compassionate appointment is made, request for a change in the post, on compassionate grounds will not be entertained. The appointee will be treated like his colleagues for career advancement in the normal course.

(c) ***Time-limit for making Compassionate Appointment-*** The provisions/ instructions contained in DOPT, OM, dated 5-5-2003 regarding time-limit for Compassionate Appointment stand withdrawn in view of the Hon'ble High Court of Allahabad judgment, dated 7-5-2010 and the cases of Compassionate Appointment are to be regulated in terms of instructions issued *vide* OM, dated 9-10-1998 as amended from time to time.

## CHAPTER-16

### 16.0 Other Service Matters

#### 16.1. Service Book

##### **Service Book maintenance-**

(a) Necessary for all non-Gazetted officials except those appointed against temporary vacancies of not more than a year. The Service Book will be opened from the date of the first appointment in the prescribed form.

(b) It should be maintained in duplicate. First copy should be retained and maintained by the office and the second copy given to the University Employee for safe custody. In January every year, the University employee shall hand over his copy to his office for updation, which should be returned within thirty days of its receipt. Fee for replacement of a lost copy to the employee is Rs. 500/-

(c) **Entries and Attestation:** - Every step-in official's career should be recorded and each entry attested by Head of Office who will ensure that the entries are correct and also that there is no erasure, overwriting, etc.

Entries in the Service Book, maintained by office, will be attested by the Deputy Registrar/ any junior Officer authorized to do so.

##### **(d) Certain Special Entries.-**

(i) **Suspension:** - Period of every suspension and other interruption of service should be entered with full details of its duration, reference to order, etc. Entry should be made across the page and duly attested.

(ii) **Reduction to a lower post:** - Reason for reduction should be briefly recorded.

(iii) **Technical resignation:** - Against the entry of a technical resignation, it should be clearly indicated that the benefit(s) giving reference to the Order for relief of the official.

(e) **RGHS Scheme.** As the Government of Rajasthan has extended its health scheme, i.e. RGHS (Rajasthan Government Health Scheme) to the University employees, the provisions of the scheme shall be applicable to the employees of the University.

**(f) Need for proper maintenance of Service Book:** - Proper maintenance of Service Book is necessary. Orders of Competent Authority will be obtained in cases of breaks in service, etc., invariably at the same time as the occasion arises and noted in Service Book. In the case of EOL, it should be specified if it is with MC or for prosecution of studies, etc.

**(g) Service Book to be shown to the official every year:** - Service Book is required to be shown to the official every year and his/her signature obtained.

**(h) Practical guidelines on the maintenance of Service Book.**

Instructions/guidelines contained on the inner cover pages of the printed Service Book will be followed. In addition, some practical guidelines are below:-

**(i) Opening of Service Book:** -Name to be written both in English and in Hindi on the outer cover. Reference to the original documents verified to be made for

**(a)** Date of Birth,

**(b)** Educational Qualifications,

**(c)** Technical Qualifications and

**(d)** Caste Certificates for SC/ST/OBCs.

**(ii) Permanent home address:** -To be mentioned in Column 11 as declared in the Attestation Forms.

**(iii) Opening entries in Part-IV:** -In Column 2, date of appointment with clear indication 'forenoon' or 'afternoon' to be entered. In Column 4, designation, scale of pay and name of office to be entered. Pay (normally minimum of the scale for new entrants) to be mentioned in Column 6. Entries in Column 5 to be made only after the official is confirmed. In Column 7, reference to appointment order should be given. Attestation to be made in Column 8.

**(iv) Entries in Columns 2 & 3:** - Entry in Column 3 against entry already made in Column 2 will arise on the grant of annual increment or relief on transfer, etc. If entry in Column 3 is for annual increments, simultaneous entry under Column 2 as next entry to be made. (Example: for increment on 1st January, entry in Column 3 will be 31st December and in Column 2 as next entry will be 1st January with the new pay shown in Column 6 or 5, as the case may be). Same principle followed for promotions/reversions, etc.

- (v) Leave entries: -In the new form of Service Book, leave entries also to be made under Column 7. Entries to be as brief as possible to utilize minimum space. In the case of EOL indication whether 'with MC' or 'without MC', etc., to be clearly made.
- (vi) Special kinds of leave: -Maternity Leave, Study Leave, Child Adoption Leave, Child Care Leave, Paternity Leave, etc., which do not affect leave account to be entered in the Remarks Column (Column 11).
- (vii) The leave account for child care leave to be maintained in the proforma prescribed in DoPT, OM, dated 29-9-2008 and should be kept along with the Service Book.
- (viii) Entries in the body of the Service Book: -Important events, e.g., suspension, reversion as a penalty, confirmation, termination of probation, fixation of pay in revised scale, stepping up of pay, etc., to be entered in the body of the Service Book giving reference to authority. Also, specific entry as to whether period(s) of EXOL/Suspension will or will not count as qualifying service for gratuity should be made.
- (ix) Respective Aadhaar Number of all employees shall be entered in their Service Books.

## 16.2. Verification of Services

- (a) **Annual verification of services:** - Verification of services will be completed annually along with pay bills for the month of April every year and certificate of verification recorded in the Service Book after ensuring correctness of the entries.
- (b) **Procedure for verification:** - Main record will be Pay Bills/Pay Bills Register. Pay drawn during the year as entered in Pay Bills Register or Office copies of Pay Bills should agree with entries in Service Book.

In some cases, *leave* salary drawn would have been noted in Pay Bills but leave entry omitted in Service Book. In some cases, *leave* entries are made in Service Book and leave salary adjustment would not have been made in Pay Bills in the case of HPL /EOL, etc. All such adjustments are required to be made before verification certificate is recorded. Wherever necessary, personal files, leave files, etc., will be verified, particularly in the case of suspensions to see whether period counts as duty or not for pension.

**(c). Recording of certificate:** - After verification, certificate to be recorded and attested in the following form:

*"Certified that services up to \_\_\_\_\_ verified with Pay Bills and other records." It should be ensured that verification is done from the date following the date mentioned in the earlier certificate, so that no period is left uncovered.*

### **16.3. Date of Birth and its subsequent alteration**

**(a) Declaration of Date of Birth:** - Every new entrant to University should declare his Date of Birth by the Christian era at the time of initial appointment with documentary evidence, viz., Matriculation Certificate, Municipal Birth Certificate.

**(b) Entry of Date of Birth in Service Records:** - The actual date of birth determined as above will be recorded in the Service Book or other Service Records. Once entered, it cannot be altered, without prior order of Registrar, except in the case of a clerical error.

### **16.4. Change of Name: -**

**(a) Addition/Deletion or change in name/surname:** - If an employee wishes to adopt a new name or effect any modification in his/her existing name, he/she should first execute a Deed in the prescribed form.

After execution of the Deed, the University employee should have the change of name published in a prominent local newspaper as well as in the Gazette of India at own expense. On the submission of copy of Deed, Advertisement and Gazette Notification, change of name will be entered in the Service Records.

**(b) Addition/Change in surname on account of marriage/remarriage of a female Government/university employee:** - No Deed is necessary. Only intimation of her marriage, particulars of the husband and request for change in her surname should be submitted to the office for making necessary changes in the Service records.

**(c) Deletion of surname or reversion to maiden name on divorce/separation or death of the husband of female Government/University employee.** Change may be permitted if the female employee gives an intimation regarding change in marital status and a formal request for reversion to her maiden name.

### **16.5. Forwarding of applications for other employment**

**(a) General Principles:** - Applications from employees will be forwarded as a rule except in cases where they can be withheld in public interest. Applications from

employees belonging to SC/ ST and employees suffering from disability should be readily forwarded.

**(b) Applications from employees under disciplinary proceedings:** -Application for appointment, by direct recruitment, deputation or absorption will not be considered/forwarded, if-

- (i) the employee is under suspension; or
- (ii) disciplinary proceedings are pending against him and a charge-sheet has been issued; or
- (iii) sanction for prosecution, where necessary, has been accorded by the Competent Authority; or
- (iv) where a prosecution is not necessary, a charge-sheet has been filed in a Court of Law against him for criminal prosecution.
- (v) where he is undergoing a penalty - no application should be forwarded during the currency of such penalty. When the conduct of a Government/ University servant is under investigation, but the investigation has not reached the stage of issue of charge-sheet or prosecution sanction or filing charge-sheet for criminal prosecution in a Court, his application may be forwarded with brief comments on the nature of allegations. It should be made clear that, in the event of actual selection, he would not be released for taking the new appointment, if by that time charge-sheet is issued/filed in a Court of Law. The above procedure is applicable for applications forwarded to UPSC also.

#### **16.6. Representations from university officials on service matters**

**(a) Treatment of Representations from Government/ University servants on service matters:** - The representations from University employee on service matters may be broadly classified as follows: -

- (i) Representations/ complaints regarding non-payment of salary/allowances or other dues;
- (ii) Representations on other service matters;
- (iii) Representations against the orders of the immediate superior authority; and
- (iv) Appeals and petitions under statutory rules and orders (e.g., Classification, Control and Appeal Rules, etc. Such representations also should be dealt with as expeditiously as possible.

## 16.7. N.O.C. for Passport

### Revised guidelines for passport issuance

**(a) Prior Intimation letter for Passport:** - All University employees while applying for Passport shall submit an intimation letter to the Registrar. In case the Authority has any objection regarding issuance of Passport to the employee, he/she may revert back to the concerned regional Passport Office. However, decision taken by the Regional Passport issuing authority is final.

### **(b) Guidelines for issue of NOC.-**

#### 1. Particulars to be furnished by the employee.

- (i) The country to be visited.
- (ii) The object of the visit.
- (iii) The time of the visit.

#### 2. Points to be considered and verified by the University: -

- (i) The nature of work that the employees handling in the University and other subsidiary factors like general behaviour, associations, etc.
- (ii) Whether any disciplinary /vigilance case is pending or contemplated against him. ~-
- (iii) Whether there are grounds to believe that the applicant could figure adversely on the security records of the Government/ University. If the employee does not attract any of the above grounds, an 'NOC' may be invariably issued in his favour.

### **(c). Guidelines for grant of vigilance clearance to the University employee for obtaining Indian Passport: -**

Vigilance clearance can be withheld only under the following circumstances:-

- (i) The officer is under suspension;
- (ii) Charge-sheet has been filed in a Court by the Investigating Agency in a criminal case or after grant of sanction by the Competent Authority under Prevention of Corruption Act or any other criminal matter and taken cognizance of by the Court of Law.

**National Law University, Jodhpur (NLUJ)**  
NH-62, Nagour Road, Mandore, Jodhpur 342304  
(Rajasthan)

Recruitment and Promotion Rules of Administrative and Technical Staff of  
NLUJ, [2025]



# Recruitment and Promotion Rules of Admin & Tech Staff of NLUJ

## 1. SHORT TITLE AND COMMENCEMENT

- 1.1 These Rules may be called “Recruitment and Promotion Rules of Admin & Tech Staff of NLUJ-2025.”
- 1.2 These Rules shall come into force with effect from the date of approval by the Executive Council of NLUJ.
- 1.3 These Rules are applicable to Group ‘A’, ‘B’, ‘C’ (Administrative, Secretarial, Technical and Multi-Tasking Staff).
- 1.4 These Rules are not applicable to the teachers, other academic cadres and statutory positions like Registrar, Finance Officer, Controller of Examinations etc. which are governed by the UGC Regulations.
- 1.5 The post of AO & FA will cease to exist, once the present incumbent is absorbed in suitable position in commensurate with his / her present position.

## 2. DEFINITION

- 2.1 ‘University’ means the National Law University, Jodhpur
- 2.2 ‘Government’ means Govt. of India or Govt. of Rajasthan (if applicable) as the case may be as per context.
- 2.3 All words and expression defined in the NLU Jodhpur Act, shall have the same meaning as assigned to them in the Act.

## 3. CLASSIFICATION

The classification of posts and the Pay Levels attached thereto shall be as specified in the Schedule annexed to these Rules (Annexure ‘A’- Page 139).  
The posts will be grouped under the following categories:

Details	Group A	Group B	Group C
Administrative/Secretarial	Pay Level 10 to 13	Pay Level 6 to 9	Pay Level 1 to 5 (including MTS)
Technical and IT	Pay Level 10 to 13	Pay Level 6 to 9	Pay Level 5

## 4. SANCTIONED POSTS

- 4.1 The sanctioned posts with the scale of pay attached thereto are given in Annexure-A (page 139).
- 4.2 The NLUJ may

- a) create new cadre as it deems fit;
- b) make such alterations, variations, and other modifications in the existing cadres and their structure as it deems fit; and
- c) amalgamate two or more cadres or divide one or more cadres into such number(s), as it deems fit.

## **5. GENERAL**

While framing the Recruitment and Promotion Rules, endeavor has been made to maintain the identity of each cadre to avoid complexities in future. However, in the larger interest of the University, it has been decided that due to administrative exigencies, staff in a particular cadre can be required to perform the functions and duties of the post in the other cadre without disturbing the basic structure of that cadre to which the staff belongs. While doing so, the interest of that staff would be fully protected, in that, the period spent by that staff for the purpose of discharging the functions and duties of different cadre and the experience gained therein would be treated at par with the original cadre to which the staff belongs along with his/her seniority. In other words, the conditions of service can be changed by the Institute but not the service conditions in so far as interchanging of functions and duties to be performed by the staff in different cadres is concerned.

### **5.1 Method of Recruitment**

The following shall be the mode of recruitment for various posts available in NLUJ in accordance with these Recruitment & Promotion Rules for various posts.

- i. Direct Recruitment
- ii. Promotion
- iii. Appointment on Short Term Contract

### **5.2 Initial Recruitment**

The employees working on regular basis or on contract on the date of commencement of these Rules, would be treated as recruited under these Rules. However, the employee on short term contract or drawn from out sourced agencies shall not come under this definition.

### **5.3 Future Recruitment**

On notification of these Rules, the method of recruitment shall be as specified under these Rules. The qualifications, age, experience etc. required for direct recruitment to the various posts will be as specified in Annexure 'B' page 140-179), Age, qualifications and experience specified for direct recruitment may not be insisted upon in case of promotion, unless otherwise specified under eligibility for promotion.

### **5.4 Appointment**

5.4.1 The various levels with scales of pay, method of recruitment, level from which promotion is to be made under each cadre referred to in Rule 4.1 above, shall be as specified in the Annexure-A (page-139), with include schedule of recruitment.

5.4.2 In the event of any vacancy remaining unfilled due to the refusal of promotion by one or more employees, for a period of one year from the date of refusal of promotion by the first candidate, such vacancies may be filled up as per the provisions of relevant Recruitment Rules.

## **6. DIRECT RECRUITMENT BY OPEN SELECTION**

**6.1** Appointment by direct recruitment in any post shall be made on the recommendations of a Selection Committee from amongst eligible candidates applying in response to an advertisement, notification through leading newspapers including Employment News and general circulation on official website of NLUJ.

**6.2** Direct Recruitment means Open Recruitment and Selection on the basis of an interview. However, the selection may be on the basis of a written test/skill test and/or interview as may be decided by the Appointing Authority. Decision of the Govt. of India regarding discontinuation of interview in junior levels (Level 6 of the pay matrix and below) (Civilian Employees) recommended by 7th CPC would be applicable, as amended from time to time for filling up of the vacancies in NLUJ as well.

**6.3** For the purpose of Open Recruitment mentioned in sub rule 6.2, applications from amongst eligible candidates applying in response to an advertisement etc.,

mentioned in sub rule 6.1 would be considered. Fulfilment of minimum qualifications may not necessarily lead to short listing of candidates as shortlisting of applications is based on a laid down criteria taking into consideration the number of posts, the number of applications received, etc.

#### **6.4 Minimum Qualification and Experience**

For recruitment to various posts, the qualifications and experience shall be as prescribed in the Recruitment Rules and where these are not prescribed, the same will be as may be prescribed by the Executive Council of National Law University, Jodhpur from time to time.

#### **6.5 Age Limit**

The upper age limit for appointment to various posts, if not prescribed under the Recruitment Rules may be as prescribed by the Executive Council of NLUJ from time to time. Generally, the age limit prescribed by the Govt. of India for various posts shall be followed. Relaxation of age may be given to candidates belonging to SCs/STs/OBCs and other categories as per the orders of the Govt. of India issued from time to time. Age limit will not be applicable to NLUJ employees.

Note: The crucial date for recorking the age limit and qualification shall be the last date prescribed for receipt of applications for the posts advertised.

#### **6.6 Written / Skill Test**

The details of Written Examination and Skill Test for the purpose of open recruitment or promotion to various posts in the NLUJ will be as specified by the Appointing Authority.

#### **6.7 Direct Recruitment by Open Selection**

##### **A. Procedure**

i. Direct Recruitment means Open Recruitment and Selection on the basis of written test/skill test and/or interview as may be decided by the Appointing Authority. The ratio of percentage of weightage is 80:20 (written: interview).

ii. Appointment by direct recruitment to any post shall be made on the recommendations of a Selection Committee, wherever applicable, from amongst the eligible candidates applying in response to an advertisement, notification through Employment News and website.

**B. Advertisement**

- (i) The post to be filled in through open recruitment shall be advertised in two or three leading newspapers including Employment News and website of the NLUJ.
- (ii) All the applications received are indexed post wise and category wise.
  - (iii) (a) Minimum age shall not be less than 18 years.
    - (b) Maximum age limit for different positions is as specified in Annexure 'A' (page 139). The age relaxation shall be given as per Govt. of India Rules.
- (iv) The condition of maximum age limit is not applicable in case of the serving employees of the University.
- (v) The minimum qualifications and experience for these posts shall be as prescribed.
- (vi) It shall open to the Executive Council to make appointments to these posts in any other manner specified by the Act and the Statutes.
- (vii) The prescribed qualifications and experience shall be the minimum, and the mere fact that the candidate possessed the same shall not entitle him / her to be called for interview.
- (viii) The details of Written Test, if any, shall be specified in the advertisement.
- (ix) Internal candidates shall be eligible to apply for the positions to be filled up on contract basis/tenure basis, if they fulfill the prescribed qualification.

- (x) The University shall have the right to
  - a) offer the post at a level lower than that advertised, depending upon the qualifications, experience and the performance of the candidate;
  - b) draw reserve panel against the possible vacancies in the future;
  - c) consider the applications received after the last date;
  - d) relax any of the qualifications/experience at its discretion; in exceptional cases on the recommendation of the Screening Committee.
  - e) not to fill up any of the advertised positions.
  - f) To increase or decrease the number of posts advertised.

**I) Procedure for making appointments through Direct Recruitment under different modes:**

The University shall decide in advance the mode of Selection for a particular post i.e. Selection through only written test; written test and skill test; written test, skill test and interview; only interview etc. The details of written test shall be specified in the advertisement. The details of written test, skill test etc. shall be made available to the applicants along with the applications. However, in respect of positions up to the level of Pay level-7, the selection will be made on the basis of written test and or skill test wherever applicable. There shall be no interview upto the level of Section Officer or equivalent i.e. Pay level-7.

**(a) Selection through the mode of Interview only.**

- (i) All the applications received for a particular post shall be short- listed/screened by a Committee constituted by the appointing authority/Vice-Chancellor for the purpose, as the case may be. Fulfillment of minimum qualifications may not necessarily lead to shortlisting.
- (ii) The Screening Committee may be headed by an officer nominated by the Vice-Chancellor and where appropriate, consist of specialists in the concerned fields, and shall not, in any case, consist of any person who is a candidate for the post for which selection is being made.

- (iii) The Committee shall lay down the criteria followed while shortlisting the applications, taking into consideration the number of posts, the number of applications received etc.
- (iv) The recommendations of such committee are to be approved by the Appointing Authority/ViceChancellor, as the case may be, before inviting the candidates for interview.
- (v) The Screening Committee, constituted for the purpose by the Appointing Authority, may also make recommendations for relaxation of any of the advertised eligibility conditions in deserving cases for consideration by the Appointing Authority. The Screening Committee may recommend to the competent authority any modification in qualification(s) advertised for future guidance or for re-advertisement.
- (vi) The minutes of the Screening Committee shall be submitted to the Appointing Authority/ViceChancellor who may approve the minutes or may ask for reconsideration.
- (vii) The maximum number of candidates to be invited for one post shall not ordinarily exceed 10; and for every additional post 5 candidates each. This depends on the number of eligible applicants.
- (viii) The call letters shall be communicated to the prospective candidates through e mail and also by post. The details will also be made available in the University website.
- (ix) The Selection Committee, constituted by the Appointing Authority / Vice- Chancellor as per the composition, shall interview the candidates and recommend a panel of candidates in the order of merit.
- (x) The Selection Committee shall also make the following recommendations:
- Basic Pay recommended for each candidate
  - Advance increment(s) recommended, if any, in case of deserving candidates

- Inter-se-seniority of the candidates recommended under different categories.

(xi) Appointment shall be made from panel recommended by the Selection Committee as approved by the Appointing Authority/Vice- Chancellor/Executive Council as the case may be.

**(b) Selection through written examination only**

- (i) The syllabus for the written examination shall be prescribed by a committee, appointed for the purpose by the Appointing Authority / Vice-Chancellor, as the case may be.
- (ii) The fact that selection is made through written examination shall be clearly mentioned in the advertisement.
- (iii) The syllabus for written examination shall be supplied along with the application to all applicants.
- (iv) All the applicants who fulfill the minimum advertised qualifications shall be invited for the examination.
- (v) The University may conduct written examination or may assign the job to an outside agency.
- (vi) Merit list (including all categories) and also category wise merit list shall be prepared, after getting the answer scripts of the written examination evaluated.
- (vii) The merit list so prepared shall be approved by the Appointing Authority / Vice-Chancellor, as the case may be.
- (viii) Appointment(s) shall be made from the approved merit list in order of merit and category wise.

**(c) Selection through written examination and skill test**

In addition to (i) to (vi) of (b) above -

- (i) All the applicants who qualify in the written exam shall be arranged in the order of merit.
- (ii) The applicants for skill test shall be invited in the ratio of 1:10 for each post according to merit.

- (iii) The final category wise merit list shall be drawn based on the weightage assigned for written exam and skill test, both common and category wise.
- (iv) Appointment(s) shall be made from the final approved merit list in order of merit.

**(d) Selection through written examination, skill test and interview:**

In addition to (i) to (vi) of (b) and (i) and (iii) of (c) above –

- (i) Candidates appearing in the final merit list prepared as per the procedure laid down in (c) above, shall be invited for an interview in the ratio specified in (a) above.
- (ii) Appointment shall be made on the recommendation of the Selection Committee, following the procedure specified at (a) above.

**II) Procedure for Written Examination and Skill Test**

**Written Examination**

- a) The University shall ordinarily conduct the written examination as per the prescribed syllabus at Head Quarters and different Centers depending on the strength of candidates spread over different states.
- b) The examination activities - setting of question papers, moderation of question papers, printing of question papers, dispatch of question papers, answer books and examination stationery, advance to Centre Superintendent, appointment of Observers, conduct of examination, receipt of answer books, preparation of merit lists etc. shall be done as per the procedure followed by the examination department of the University.
- c) The Administration Division shall be responsible for these activities. The task may be undertaken wholly by it or in cooperation/consultation with the examination department of the University.
- d) The whole exercise of the written examination may be outsourced to a reputed outside agency, if the University desires so.

### **Skill-Test**

The Skill-Test shall be conducted by the University or a reputed outside agency, as the University may decide. The modalities shall be devised by the Administration Division depending on the expertise required for the purpose.

*No enquiry shall be entertained from the applicants at any stage of processing of applications or selection.*

### **6.8 Reservations of Vacancies**

The policy of the Govt. of India with regard to reservation for various categories of posts in recruitment/promotion etc. shall be followed.

### **6.9 Appointment on Contract**

Appointment on contract for specific assignments shall be made by the Vice Chancellor, NLUJ on consolidated amount, taking into consideration the nature of assignment and work load involved, and terms and conditions as may be agreed between the Appointing Authority and the person appointed on contract. The duration of such contracts normally shall not exceed one year at a time. It can, however, be extended for a maximum of three years which shall be reported to the Executive Council, NLUJ, with proper justification.

### **6.10 Constitution of the Selection Committees**

The constitution of The Selection Committees for various posts shall be constituted by the Vice Chancellor as per the composition indicated below:

#### **A. For appointments in Group-‘A’ in the Pay Level-10 and above**

(i)	Vice Chancellor, National Law University, Jodhpur	Chairperson
(ii)	Chancellor’s Nominee	Member
(iii)	One member of the Executive Council (Nominated by the Vice Chancellor, NLUJ)	Member
(iv)	Two External Experts in the area concerned (To be nominated by Vice Chancellor, NLUJ)	Member
(v)	Registrar, National Law University, Jodhpur	Member - Convener

**Quorum:** Four members including chairperson and at-least one external expert.

## **B. For Group B and Group C Posts**

(i)	Vice Chancellor, National Law University, Jodhpur	Chairperson
(ii)	Nominee of Vice Chancellor, NLU Jodhpur	Member
(iii)	One External Expert in the area concerned (Nominated by the Vice Chancellor, NLUJ)	Member
(iv)	Registrar, National Law University, Jodhpur	Member - Convener

**Quorum:** Three members including chairperson and at-least one external expert.

**6.11** If none of the officers included in the Selection Committee as per the above composition is an SC/ST Officer, it would be in order to co-opt a member belonging to SC/ST, if available within the Institute. If no such Officer is available within the Institute, he/she may be taken from another organization. For recruitment to 10 or more vacancies in Group B and C posts, it shall be mandatory to have one member belonging to SC/ST/OBC Community in such Committees. Whether from the General category or from the Minority Community or from SC/ST/OBC, there should be a lady member in the Selection Committee. If there is already no such lady member in the Selection Committee already constituted, a lady member should be coopted in the Committee.

**6.12** Proceedings of the Selection Committee shall be valid provided majority of members including Chairperson and minimum one External Expert member are present in the meeting.

**6.13** The Selection Committee may prepare a Select List of candidates found suitable which shall remain valid for a period of 12 months or till the fresh Select List of candidates is prepared for the vacancies arising in future, whichever is earlier.

**6.14** An appointment shall take effect from the date on which the appointee joins duty at the National Law University, Jodhpur.

## **7. PROMOTION**

### **7.1 Guiding Principles**

- i. Every person eligible for promotion and covered within the zone of consideration shall be considered for promotion.

- ii. The meeting of the Departmental Promotion Committee (DPC) may be convened as and when required.

## 7.2 Constitution of the Departmental Promotion Committee (DPC)

The DPC for various posts under Group A & B categories shall be constituted by the Vice Chancellor as per the composition indicated below:

(i)	Vice Chancellor, National Law University, Jodhpur	Chairperson
(ii)	Two Members of Group A Position nominated by the Vice Chancellor, National Law University, Jodhpur	Members
(iii)	Registrar, National Law University, Jodhpur	Member

The composition of the DPC for various posts under Group C categories

(i)	Registrar, National Law University, Jodhpur	Chairperson
(ii)	Two Members of Group A Position nominated by the Vice Chancellor, National Law University, Jodhpur	Members
(iii)	Deputy Registrar, National Law University, Jodhpur	Member

**Quorum:** Three members including one out of (ii) above.

For Group A & B posts, if none of the Officers included in the DPC as per the composition given in the Recruitment Rules is an SC/ST officer, it would be in order to co-opt a member belonging to SC/ST, if available within the Institute. If no such Officer is available within the University, he/she may be taken from another University / Institute. For promotion to 10 or more vacancies in Group C post, it shall be mandatory to have one member belonging to SC/ST in such Committees. Whether from the General category or from the Minority Community or from SC/ST, there should be a lady member in the DPC. If there is no such lady member in the DPC already constituted, a lady member should be co-opted in the Committee.

## 7.3 Mode of Promotion

### A) Mode of Promotion to Selection Post

**7.3.1** Each Departmental Promotion Committee (DPC) will decide for itself the method and procedure for objective assessment of the suitability of the candidates.

**7.3.2** For each DPC, the zone of consideration, i.e. the number of eligible Officers /Officials to be considered for inclusion in the panel, will be as given below: -

No. of Vacancies	Normal size of zone of consideration	Extended zone of consideration for SC / ST
1	5	5
2	8	10

- i) For Vacancies from 3 upto 10, the zone of consideration would be  $2x + 4$ , where x is the number of vacancies
- ii) For vacancies exceeding 10, the normal size of zone of consideration will be one and a half times the number of vacancies, rounded off to next higher integer, plus three; but shall not be less than the size of zone of consideration for ten vacancies;
- iii) The existing size of the extended zone of consideration for SC/ST Officers, shall be five times the total number of vacancies.

### **7.3.3 Consideration of seniors**

Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors, who have already completed such qualifying/eligibility service.

### **7.3.4 Retention of Existing Eligibility Service**

Wherever the eligibility service has been revised upwards, it shall continue to be the same for persons holding the feeder posts on regular basis as on the date of notification of these rules.

### **7.3.5 For promotion to the vacancy in the Pay Level-12 and above**

- i) The mode of promotion shall be 'Selection'.
- ii) The benchmark for promotion, as of now, shall continue to be 'Very-Good'.
- iii) The DPC shall, for promotions to the said pay scale (grade) and above, grade Officers as 'fit' or 'unfit' only with reference to the bench mark of 'Very Good'. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their

inter-se seniority in the feeder grade. Thus, there shall be no supersession in promotion among those who are found 'fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Very Good'.

**B) Mode of Promotion to Non-Selection Posts (For all levels below Level12)**

**7.3.6** The list of eligible employees shall be placed before DPC for its consideration in the order of their seniority in the feeder grade. The DPC should categorize the employees as 'Fit' or 'Not Yet Fit' with reference to the bench mark of 'Good' for promotion on an assessment of their records. The inter- seniority of the persons thus promoted shall not be disturbed.

**7.3.7** The recommendations of the DPC shall normally be binding on the University. Review DPC can be held if some factual error comes to notice. The Appointing Authority in exceptional cases, for reasons to be recorded in writing may overrule the recommendations of the DPC.

**7.3.8** Supplementary DPC may also be convened as and when necessitated as per the situations as enumerated in the relevant guidelines of the Govt. of India.

**7.3.9** The period of service that will qualify for promotion under these Rules shall be the completed years of regular service in the feeder grade in NLUJ as on the date of the meeting of the DPC.

**7.3.10** For DPC, the following documents are to be placed along with DPC note

- (i) Completed APARs, Integrity Certificate, Vigilance Clearance Certificate, Seniority List, Penalty imposed, if any during the preceding ten years.
- (ii) Vacancy Position

**7.3.11** Proceedings of the DPC shall be valid provided majority of the members including the Chairperson and minimum one External member, are present in the meeting.

**7.3.12** The panel for promotion drawn by the DPC for selection post would normally be valid for one year. It should cease to be in force on expiry of a period of one year and six months (total 18 months) or when a fresh panel is prepared, whichever is earlier.

**7.3.13** The promotion will be effective from the date of validity of panel or from the date the Officer concerned resumes the charge of the post at their place of posting, whichever is later.

#### **7.4 Refusal of Promotion**

**7.4.1** When an employee does not want to accept a promotion (other than adhoc promotion) which is offered to him / her/her, he/she may make a written request that he/she may not be promoted. The Appointing Authority may, after considering the request

- (i) enforce the promotion, if the reasons advanced for refusal of promotion are not acceptable.
- (ii) promote the next person in the panel for promotion, if the reasons advanced for the refusal are acceptable. In respect of cases falling under (i) above, no fresh offer of promotion shall be made to the employee, who refused promotion, for a period of one year from the date of refusal of promotion, or till a next vacancy arises whichever is later. Further, on the eventual promotion to the higher grade, such employee will lose seniority vis-a-vis his/her erstwhile juniors promoted to the grade earlier.

**7.4.2** In cases where the reason adduced by the officer for his / her refusal for promotion are not acceptable to the Appointing Authority, then he should enforce the promotion of the officer; and in case the officer still refuses to be promoted, then even disciplinary action can be taken against him / her/her for refusing to obey the orders.

**7.4.3** Other specific instances relating to cases of promotion, including consideration of an employee against whom disciplinary proceedings are pending, sealed cover procedure, etc., not covered in these rules, shall be governed by the relevant guidelines of the Govt. of India.

## **8. TEMPORARY PROMOTION**

**8.1** Not with standing anything contained in these rules, in the following circumstances, the Vice Chancellor may make temporary promotion against a vacancy exceeding one year. In respect of Group A positions the matter may be reported to Executive Council:

- a) there is an injunction by a Court / Tribunal directing that the post may not be filled up on a regular basis and the final judgment is not expected early;
- b) short-term vacancies arising due to employees proceeding on leave or deputation etc. for a period of one year or more.
- c) the panel for appointments by promotion is exhausted or expired and/or delay is anticipated in preparing a fresh panel, and
- d) in all such cases, the posts cannot be kept vacant.

**8.2** All temporary appointments by promotion will be made through DPC on the basis of either seniority-cum-fitness and benchmark as specified in clause 7 of these Rules, after ensuring that:

- a) the records of the employee concerned are screened by the Appointing Authority.
- b) the employees concerned fulfill the eligibility conditions prescribed in the recruitment rules; and
- c) the claims of the SC/ST in temporary promotions are considered in accordance with the guidelines issued by the Govt. of India.
- d) The officials promoted on temporary basis are also eligible for fixation of Pay under FR 22 (I) (a) (i).

**8.3** Services rendered in temporary appointment followed by regular appointment shall count for seniority and promotion purpose.

**8.4** Temporary appointments, wherever necessary, for periods more than 45 days and upto one year may be made under the provisions of FR 49.

9. i) The University shall ordinarily follow the rules of Govt. of India on the matters of seniority, unless otherwise specified.

ii) Service rendered in a post on temporary promotion, followed by regular promotion qualifies for seniority. iii) If appointment to a cadre is made through promotion and also Direct Recruitment, the promotees shall rank senior to Direct Recruits following the Rota-quota principle.

iv) Services rendered in other Universities/Institutions which qualifies for the purpose of placement in Senior Scale or for personal up-gradations shall not qualify for seniority.

**10. Appointing Authority / Controlling Authority of the Posts**

The Appointing Authority / Controlling Authority of Group 'A' and Group 'B' posts of all the cadres, shall be Vice Chancellor. The Appointing Authority /Controlling Authority for Group 'C' and MTS posts shall be the Registrar, NLUJ.

S.No.	Post	Appointing Authority	Disciplinary Authority	Penalties under 11 of CCS (CCA) Rules 1965	Appellate Authority	Revising / Reviewing Authority
1	Group A (Level 10 and above Posts)	Vice Chancellor (The recommendation of the Selection Committee are to be approved by E.C.)	Vice Chancellor	Vice Chancellor	Executive Council	Chancellor
2	Group B  (Level 8 Posts)	Vice Chancellor (The recommendation of the Selection Committee / DPC are to be approved by the Vice Chancellor)	Vice Chancellor	Vice Chancellor	Vice Chancellor	Executive Council
3	Group B (Level 6 and 7 Posts)	Registrar (The recommendation of the Selection Committee / DPC are to be approved by the Vice Chancellor)	Registrar	Registrar	Vice Chancellor	Executive Council
4	Group C (Level 1 – 5 and MTS)	Registrar	Registrar	Registrar	Vice Chancellor	Executive Council

### **10.1 Age of Superannuation**

The age of superannuation of administrative and technical posts covered under these Rules shall be 60 Years or as amended from time to time by the Govt. of India.

### **10.2 Amendment of Rules**

The Executive Council shall have the authority to amend, modify changes, withdrawal, suspend, relax any or all of these Rules.

### **10.3 Power to Relax**

Notwithstanding anything contained in these Rules, where the Executive Council of NLUJ is of the opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any clause in case of class or category of persons constituting a class in itself.

### **10.4 Removal of Difficulties**

The Executive Council of NLUJ may from time to time issue such general and specific directions as may be necessary to remove difficulties in operation of any of the provisions of these rules.

### **10.5 Interpretation**

Where any doubt arises as to the interpretation of any of the provisions of these Rules, the matter shall be referred to the Executive Council of NLUJ for a decision, which shall be final.

### **10.6 Residuary Matters**

In respect of all matters not specifically provided for in these Rules, the corresponding provisions prescribed by the Govt. of India relating to its employees, as amended from time to time, will be followed.

### **10.7 Saving Clause**

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, OBC, EWS, PwBD and other special categories of persons, in accordance with the orders issued by the Govt. of India from time to time in this regard.

<b>Annexure-A including schedules of recruitment rules</b>				
<b>Details of Posts Sanctioned/Proposed in different categories of Admin &amp; Tech staff</b>				
S No	Category / Designation	Post Classification	Pay Level	Sanctioned / Proposed Posts
<b>Administrative/Secretarial</b>				
1	Deputy Registrar	A	Level-12 (78800-209200)	2
2	Assistant Registrar	A	Level-10 (56100-177500)	4
3	Section Officer	B	Level-8 (47600-151100)	4
4	Senior Assistant	B	Level-6 (35400-112400)	8
5	Assistant	C	Level-4 (25500-81100)	8
6	Junior Assistant	C	Level-2 (19900-63200)	17
7	PPS to Vice Chancellor	A	Level-10 (56100-177500)	1
8	PS to Vice Chancellor and Registrar	B	Level-8 (47600-151100)	3
9	Personal Assistant	B	Level-6 (35400-112400)	2
10	Stenographer	C	Level-4 (25500-81100)	2
11	Placement Officer	B	Level-8 (47600-151100)	1
12	Public Relations Officer	B	Level-8 (47600-151100)	1
13	Driver	C	Level-2 (19900-63200)*	5
14	Multi Tasking Staff	C	Level-1 (18000-56900)	11
15	Cook	C	Level-1 (18000-56900)	5
<b>Estate Office</b>				
16	Estate Officer	B	Level-8 (47600-151100)	1
17	Gardener	C	Level-1 (18000-56900)**	12
18	Washer Man	C	Level-1 (18000-56900)**	1
19	Chowkidar	C	Level-1 (18000-56900)**	33
29	Care Taker	C	Level-1 (18000-56900)**	12
21	Sweeper	C	Level-1 (18000-56900)**	32
<b>Works and Maintenance</b>				
22	Assistant Engineer (Civil)	A	Level-10 (56100-177500)	1
23	Assistant Engineer (Electrical)	A	Level-10 (56100-177500)	1
24	Junior Engineer (Civil)	B	Level-6 (35400-112400)	1
25	Junior Engineer (Electrical)	B	Level-6 (35400-112400)	1
26	Guest House Manager	B	Level-6 (35400-112400)	1
27	Electrician	C	Level-1 (18000-56900)	5
28	Plumber	C	Level-1 (18000-56900)	3
29	Pump Operator	C	Level-1 (18000-56900)	2
30	R.O Operator	C	Level-1 (18000-56900)**	1
31	Carpenter	C	Level-1 (18000-56900)	1
<b>Library</b>				
32	Professional Assistant (Library)	B	Level-6 (35400-112400)	1
33	Semi Professional Assistant (library)	C	Level-5 (29200-92300)	1
34	Library Attendant	C	Level-2 (19900-63200)	6
<b>Information Technology (IT)</b>				
35	System Analyst	A	Level-10 (56100-177500)	1
36	Technical Officer (Software)	B	Level-8 (47600-151100)	1
37	Technical Officer (Hardware)	B	Level-8 (47600-151100)	1
38	Senior Technical Assistant	B	Level-6 (35400-112400)	2
39	Technical Assistant	C	Level-5 (29200-92300)	2
<b>Medical Staff</b>				
40	Nurse (Male -02 Female-01)	C	Level-5 (29200-92300)	3
<b>Total</b>				200

\* Drivers presently working are given (Grade pay-Rs 2400) on personal basis. The new recruit will be given pay and allowances at pay level-2.

\*\* The recruitment rules in respect of all Level-1 posts except MTS, Cooks, Plumber, Electrician, Pump Operators, Carpenter shall not be operated once these are vacated by the present incumbent.

**Annexure-B (Recruitment Rules of each cadre)**

1.	Name of Post	<b>Deputy Registrar</b>
2.	Scale of Pay	Level-12 (78800-209200)  After completion of 5 years of services as Deputy Registrar, the incumbent shall be placed in Pay Level 13 with rationalized entry pay Rs. 1,18,500/- as per 7 CPC Pay Matrix of UGC.
3.	No. of Post (s)	2 (Two)
4.	Classification	Group A
5.	Method of Recruitment	50% by promotion failing which direct recruitment and 50% by direct recruitment
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 55 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of Promotion	N.A.
9.	Qualifications for Deputation	N/A
10.	Qualification for Direct Recruitment	Master's Degree with at-least 55% of the marks or its equivalent grade of B in the UGC seven-point scale in any discipline from a recognized University or Institute OR Comparable equivalent qualification  AND Experience- 9 years experience as Assistant Professor in AL-10 and above with experience in educational administration in the AGP of Rs. 6000 and above. Teachers appointed to the post of Deputy Registrar shall be entitled to appropriate pay level applicable to the post of DR and shall not retain the Academic pay level of the teaching post held or Comparable experience in research establishment and or the institutions of higher education  OR 5 Years of administration experience as Assistant Registrar or an equivalent post.
11.	Qualification for Promotion	Graduation and 5 years experience as Assistant Registrar
12.	Qualification for Limited Departmental competitive	N.A.
13.	Period of probation, if any	1 Year
14.	Composition of Selection Committee and DPC	As per the recruitment rules

1.	Name of Post	<b>Assistant Registrar</b>
2.	Scale of Pay	Level-10 (56100-177500)  After completion of 5 years of services as Assistant Registrar, the incumbent shall be placed in Pay Level-11
3.	No. of Post (s)	4
4.	Classification	Group A
5.	Method of Recruitment	Promotion 75%, Direct Recruitment 25%
6.	Whether Selection or Non-Selection	N.A.
7.	Age for Direct Recruitment	Not exceeding 50 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct Recruitment	Master's Degree with at-least 55% of the marks or an equivalent grade in a point scale where ever grading system is followed shall continue to be in force.  3 Years experience as Section Officer and its equivalent in Pay Level 8 in administrative/ finance preferably in Government/ Academic Institutes / Autonomous Body/ Public Sector.
10.	Qualifications for DR	NA.
11.	Qualification for Promotion	Graduation with 5 years of experience as Section Officer in Pay Level-8
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection Committee and DPC	As per the Recruitment Rules

1.	Name of Post	<b>Section Officer</b>
2.	Scale of Pay	Level-8 (47600-151100)
3.	No. of Post (s)	4
4.	Classification	Group B
5.	Method of Recruitment	75% by promotion and 25% by Direct recruitment
6.	Whether Selection or Non-Selection	N.A.
7.	Age for Direct Recruitment	Not exceeding 40 years.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	No
9.	Qualification for Direct recruitment	Essentials 1. A Bachelors' degree from a recognized University  2. 5 Years of relevant experience in pay level L-6 in administrative/ finance preferably in Government Academic Institutes/Autonomous Body/ Public Sector.
10.	Qualification for	N.A.
11.	Qualification for Promotion	Sr. Assistant who has rendered not less than 5 Years of continuous service with a minimum qualification of Bachelor's degree.
12.	Qualification for Limited Departmental Competitive	N.A.
13.	Period of Probation, if any	One year
14.	Composition of Selection Committee and DPC	As per Recruitment Rules

1.	Name of Post	<b>Senior Assistant</b>
2.	Scale of Pay	Level-6 (35400-112400)
3.	No. of Post (s)	8 (Eight)
4.	Classification	Group B
5.	Method of Recruitment	100% by promotion on seniority cum fitness basis.
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	N.A.
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	N.A.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	Five years of service in the cadre of Assistant in Level-4 Rs.25500-81100.
12.	Qualification for Limited Departmental Competitive	N.A.
13.	Period of Probation, if any	One Year
14.	Composition of DPC	As per Recruitment Rules

1.	Name of Post	<b>Assistant</b>
2.	Scale of Pay	Level-4 (25500-81100)
3.	No. of Post (s)	8 (Eight)
4.	Classification	Group C
5.	Method of Recruitment	100% by promotion on seniority cum fitness basis.
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	N.A.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive	Five years of regular service in the cadre of Junior Assistant in Level-2
13.	Period of Probation, if any	N.A.
14.	Composition of DPC	As per Recruitment Rules

1.	Name of Post	<b>Junior Assistant</b>
2.	Scale of Pay	Level-2 Rs.19900-63200
3.	No. of Post (s)	17 (Seventeen)
4.	Classification	Group C
5.	Method of Recruitment	75% Direct Recruitment and 25% by promotion.
6.	Whether Selection or Non-Selection	N.A.
7.	Age for Direct Recruitment	Age between 18- 32 Years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	No limitation of Age.
9.	Qualification for Direct recruitment	<ol style="list-style-type: none"> <li>1. Qualified in 10+2 examination of any board approved by the Government.</li> <li>2. Having Typing speed of minimum 35 words per minute (English)</li> </ol> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>30 words PM (Hindi). (35 wpm and 30wpm correspond to 10500KDPH/9000KDPH on an average of 5 key depressions for each word).</li> <li>3. Proficiency in Computer Operations.</li> </ol>
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	25% of approved posts of Junior Assistant shall be filled up on seniority cum-fitness basis from amongst Group C (MTS) employees who have five years regular service in posts in the Level-1 subject to fulfilling the educational qualification of (10+2) or equivalent. Besides the MTS should qualify in the prescribed Typing test as at S.No 9.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	1 Year in case of Direct Recruitment
14.	Composition of Selection Committee and DPC	As per Recruitment Rules

1.	Name of Post	<b>PPS to Vice Chancellor</b>
2.	Scale of Pay	Level-10 (56100-177500)
3.	No. of Post (s)	1(One)
4.	Classification	Group A
5.	Method of Recruitment	100% by Promotion.
6.	Whether Selection or Non-Selection	N.A.
7	Age for Direct Recruitment	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	No
9.	Qualification for Direct Recruitment	N.A.
10.	Qualification for Deputation	N.A.
11.	Qualification for promotion	05 years of regular service as PS in Level-8 (47600-151000) and graduation
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of DPC	As per Recruitment Rules

1.	Name of Post	<b>Private Secretary</b>
2.	Scale of Pay	Level-8 (47600-151100)
3.	No. of Post (s)	3 (Three)
4.	Classification	Group B
5.	Method of Recruitment	100% by Promotion.
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct Recruitment	N.A.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	Five years of regular service as Personal Assistant in Level-6 Rs.35400-112400
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of DPC	As per Recruitment Rules

1.	Name of Post	<b>Personal Assistant (P.A.)</b>
2.	Scale of Pay	Level – 6 (35400 – 112400)
3.	No. of Post (s)	2 (Two)
4.	Classification	Group B
5.	Method of Recruitment	100% by Promotion
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	N.A.
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	N.A.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	Stenographer in Level - 4 with 5 years of experience
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of DPC	As per Recruitment Rules

1	Name of Post	<b>Stenographer</b>
2	Scale of Pay	Level-4 (25500-81100)
3	No. of Post (s)	2 (Two)
4	Classification	Group C
5	Method of Recruitment	100% by Direct Recruitment
6	Whether Selection Or Non-Selection	N.A.
7.1	Age for Direct Recruitment	Between 18 to 32 Years
7.2	Age of Deputation	N.A.
8	Whether age prescribed for Direct Recruitment will apply in case of Promotion	N.A.
9	Qualification for Direct Recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Bachelors' degree in any discipline from any recognized Institution or University.</li> <li>2. Proficiency in stenography in English or Hindi with minimum speed of 80 wpm</li> <li>3. Proficiency in Typing in English or Hindi with minimum speed of 35/30 wpm respectively</li> <li>4. Knowledge of English and Hindi</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Proficiency in English and good communication skills</li> <li>2. Skill Test norms on Computer:</li> <li>3. Dictation: 10 min@80 wpm</li> <li>4. Transcription: 40 minutes English/ 55 minutes Hindi.</li> <li>5. Experience as Stenographer</li> </ol>
10	Qualification for Deputation	N.A.
11	Qualification for Promotion	N.A.
12	Qualification for Limited Departmental Competitive Examination	N.A.
13	Period of Probation, if any	1 Year
14	Composition of Selection Committee	As per Recruitment Rules

1.	Name of Post	<b>Placement Officer</b>
2.	Scale of Pay	Level-8 (47600-151100)
3.	No. of Post (s)	1 (one)
4.	Classification	Group B
5.	Method of Recruitment	100% by Direct Recruitment
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 40 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	Essential 1.M.B.A.(Human-Resource) or B.Tech from any Indian University/Institution with at least 55%marks are and equivalent grade point. 2. At least 3 years' experience in the area of Training/ Placement in the University or A Corporate of repute.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental	N.A.
13.	Period of Probation, if any	1 year
14.	Composition of Selection Committee	As per Recruitment Rules

1.	Name of Post	<b>Public Relations Officer</b>
2.	Scale of Pay	Level – 8 (47600-15100)
3.	No. of Post (s)	1 (One)
4.	Classification	Group B
5.	Method of Recruitment	100% by Direct Recruitment
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 40 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<p><u>Essential</u></p> <p>i) A post-graduate degree from a recognized University Preferably in Law, Journalism or Mass Media with at least 55% marks or its equivalent grade, preferably in Journalism.</p> <p>ii) 2 years' experience in public relations. Preferably in a University or an Institution of higher learning.</p> <p>iii) Must have good written and verbal communication skills in English language.</p> <p>iv) Should be able to liaise with press, electronic media, Law firms, Advocates, Courts etc.</p> <p>v) Should be able to prepare publicity material and prepare press releases / notes.</p> <p><u>Desirable</u></p> <p>Experience of arranging press meets and related activities</p>
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection Committee	As per Recruitment Rules

1.	Name of Post	<b>Driver</b>
2.	Scale of Pay	Level-2 Rs.19900-63200
3.	No. of Post (s)	5 (Five)
4.	Classification	Group C
5.	Method of Recruitment	100% by Direct Recruitment.
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	Between 18 and 32 Years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<u>Essential</u> 1. 10 <sup>th</sup> pass from any recognized Board. 2. Possession of a Valid commercial driving license for Light/ Medium/ Heavy Vehicles issued by the competent authority having no adverse endorsement. 3. Knowledge of Motor mechanism (The candidate should be able to remove minor defects in vehicles). 4. Experience of driving Motor vehicles for at least 05 years in an organization.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	1 year
14.	Composition of Selection Committee	As per Recruitment Rules

Note: Drivers presently working are given (Grade pay-Rs 2400) on personal basis. The new recruit will be given pay and allowances at pay level-2.

1.	Name of Post	<b>Multi- Tasking Staff</b>
2.	Scale of Pay	Level-1 (18000-56900)
3.	No. of Post (s)	11 (Eleven)
4.	Classification	Group C
5.	Method of Recruitment	100% by Direct Recruitment
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	Between 18 and 32 Years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	Essential 1. 10 <sup>th</sup> pass from a recognized Board. OR 2. ITI pass.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection Committee	As per Recruitment Rules

1.	Name of Post	<b>Assistant Engineer (Civil)</b>
2.	Scale of Pay	Level – 10 (56100-177500)
3.	No. of Post (s)	1 (One)
4.	Classification	Group A
5.	Method of Recruitment	Promotion failing which re-employment or short-term contract or Direct Recruitment.
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 40 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<u>Essential</u> Degree in Civil Engineering or AMIE or Equivalent. 5 years experience as Junior Engineer (Civil) in Pay Level – 6 OR 3 Years Experience as Junior Engineer (Civil) in Play Level – 8 Desirable: Knowledge of computer aided design
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	Junior Engineer (Civil) (Level – 6) with Diploma in Civil Engineering and having 10 Years experience.
12.	Qualification for Limited Departmental Competitive exam	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection Committee and DPC	As per Recruitment Rules

1.	Name of Post	<b>Assistant Engineer (Electrical)</b>
2.	Scale of Pay	Level – 10 (56100-177500)
3.	No. of Post (s)	1 (One)
4.	Classification	Group A
5.	Method of Recruitment	Promotion failing which re-employment or shortterm contract or Direct Recruitment.
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 40 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<u>Essential</u> Degree in Electrical Engineering or AMIE or Equivalent. 5 years experience as Junior Engineer (Electrical) in Pay Level – 6  OR 3 Years Experience as Junior Engineer (Electrical) in Pay Level – 8 Desirable: Knowledge of computer aided design
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	Junior Engineer (Electrical) (Level – 6)with Diploma in Electrical Engineering and having 10 Years experience.
12.	Qualification for Limited Departmental Competitive exam	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection Committee and DPC	As per Recruitment Rules

1.	Name of Post	<b>Junior Engineer (Civil)</b>
2.	Scale of Pay	Level – 6 (35400-112400)
3.	No. of Post (s)	1 (One)
4.	Classification	Group B
5.	Method of Recruitment	Direct Recruitment
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 35 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	Essential: Diploma in Civil Engineering Desirable: i) Knowledge of computer aided design ii) 3 years experience in Civil field
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection Committee	As per Recruitment Rules

1.	Name of Post	<b>Junior Engineer (Electrical)</b>
2.	Scale of Pay	Level – 6 (35400-112400)
3.	No. of Post (s)	1 (One)
4.	Classification	Group B
5.	Method of Recruitment	Direct Recruitment
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 35 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	Essential  Diploma in Electrical Engineering  Desirable: i) Knowledge of computer aided design ii) 3 years experience in Electrical field
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection Committee	As per Recruitment Rules

1.	Name of Post	<b>Guest House Manager (Senior Assistant)</b>
2.	Scale of Pay	Level – 6 (35400-112400)
3.	No. of Post (s)	1 (One)
4.	Classification	Group B
5.	Method of Recruitment	Promotion failing which Direct Recruitment
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 35 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of Promotion	N.A.
9.	Qualification for Direct recruitment	1. Bachelor's Degree in Hotel Management or allied field from a recognized University/ Institution with one year relevant experience OR Diploma in Hotel Management or allied field from a recognized University / Institute with two years relevant experience 2. Knowledge of Computer applications
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	5 years of experience as Assistant in Level – 4
12.	Qualification for Limited Departmental Competitive	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection Committee and DPC	As per Recruitment Rules

1.	Name of Post	<b>Electrician</b>
2.	Scale of Pay	Level – 1 (18000 – 56900)
3.	No. of Post (s)	5 (Five)
4.	Classification	Group C
5.	Method of Recruitment	Direct Recruitment
6.	Whether Selection or	N.A.
7.1	NAgoen -fSelectionor Direct	18-32 years
7.2	Age for Deput ation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	10 <sup>th</sup> Pass from any recognized Board ITI Certificate in relevant Trade Experience 3 Year Experience in the field.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Exam	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection committee	As per Recruitment Rules

1.	Name of Post	<b>Pump Operator</b>
2.	Scale of Pay	Level – 1 (18000 – 56900)
3.	No. of Post (s)	2 (Two)
4.	Classification	Group C
5.	Method of Recruitment	Direct Recruitment
6.	Whether Selection or	N.A.
7.1	Age for Recruitment	Between 18 to 32 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of Promotion	N.A.
9.	Qualification for Direct recruitment	10 <sup>th</sup> pass from any recognized Board ITI Certificate in relevant Trade Experience 3 Year Experience in the field.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Exams	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection Committee	As per Recruitment Rules

1.	Name of Post	<b>RO Operator</b>
2.	Scale of Pay	Level – 1 (18000 – 56900)
3.	No. of Post (s)	1 (One)
4.	Classification	Group C
5.	Method of Recruitment	Direct Recruitment
6.	Whether Selection or	N.A.
7.1	Age for Direct Recruitment	Between 18 to 32 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of	N.A.
9.	Qualifications for Direct recruitment	10 <sup>th</sup> pass from any recognized Board ITI Certificate in relevant Trade Experience 3 Year Experience in the field
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection Committee	As per Recruitment Rules

1.	Name of Post	<b>Carpenter</b>
2.	Scale of Pay	Level – 1 (18000 – 56900)
3.	No. of Post (s)	1 (One)
4.	Classification	Group C
5.	Method of Recruitment	Direct Recruitment
6.	Whether Selection or	N.A.
7.1	Age for Direct Recruitment	Between 18 to 32 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	10 <sup>th</sup> pass from any recognized Board ITI Certificate in relevant Trade Experience 3 Year Experience in the field.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection Committee	As per Recruitment Rules

1.	Name of Post	<b>Cook</b>
2.	Scale of Pay	Level-1 (18000-56900)
3.	No. of Post (s)	5
4.	Classification	Group C
5.	Method of Recruitment	100% by Direct Recruitment.
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	Between 18 and 32 Years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion.	No
9.	Qualification for Direct recruitment	1. 10 <sup>th</sup> pass from a recognized Board. 2. 03 Years experience in cooking/ catering services in Educational Institutions/ Guest houses/Three starred Hotels or similar Organizations.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection Committee	As per Recruitment Rules

1.	Name of Post	<b>Gardener</b>
2.	Scale of Pay	Level-1 (18000-56900)
3.	No. of Post (s)	12
4.	Classification	Group C
5.	Method of Recruitment	Direct Recruitment
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	Between 18 and 32 Years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<p>1. 10<sup>th</sup> pass from a recognized Board.</p> <p>2. Elementary knowledge in Gardening with Agricultural background. Must be conversant with gardening operations.</p>
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental	N.A.
13.	Period of Probation, if any	1 year
14.	Composition of Selection Committee	As per Recruitment Rules

1.	Name of Post	<b>Washerman</b>
2.	Scale of Pay	Level-1 (18000-56900)
3.	No. of Post (s)	1 (One)
4.	Classification	Group C
5.	Method of Recruitment	Direct Recruitment
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	Between 18 and 32 Years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<p>1. 8<sup>th</sup> pass from a recognized Board.</p> <p>2. Elementary knowledge in Washing and Ironing cloths and washing techniques.</p>
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental	N.A.
13.	Period of Probation, if any	1 year
14.	Composition of Selection Committee	As per Recruitment Rules

1.	Name of Post	<b>Chowkidar</b>
2.	Scale of Pay	Level-1 (18000-56900)
3.	No. of Post (s)	33
4.	Classification	Group C
5.	Method of Recruitment	Direct Recruitment
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	Between 18 and 32 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	10 <sup>th</sup> pass from a recognized Board or an equivalent qualification from an Army Establishment  OR  ITI pass  Should be an Ex-Army/Para-Military Personnel with proper discharge certificate with medical category "AYE" and character "Very Good" or equivalent.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection Committee	As per Recruitment Rules

1.	Name of Post	<b>Professional Assistant</b>
2.	Scale of Pay	Level – 6 (35400-112400)
3.	No. of Post (s)	1 (One)
4.	Classification	Group B
5.	Method of Recruitment	100% by Promotion failing which Direct Recruitment
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 45 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	i) Any post-graduate degree with BLIS or equivalent from a recognized University ii) 2 years' experience as Semi Professional Assistant OR i) Any degree with BLIS or equivalent ii) 5 years' experience as Semi Professional Assistant
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	Semi Professional Assistant with 5 Years Experience
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection Committee and DPC	As per Recruitment Rules

1.	Name of Post	<b>Semi Professional Assistant</b>
2.	Scale of Pay	Level – 5 (29200-92300)
3.	No. of Post (s)	1 (One)
4.	Classification	Group C
5.	Method of Recruitment	Promotion failing which direct Recruitment
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 40 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	A bachelor's degree of a recognized University with certificate course in Library Science preferably with computer knowledge.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	5 Years Experience as Library Attendant with BLIS or equivalent qualification
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	1 Year in case of Direct Recruitment
14.	Composition of Selection Committee and DPC	As per Recruitment Rules

1.	Name of Post	<b>Library Attendant</b>
2.	Scale of Pay	Level – 2 (19900-63200)
3.	No. of Post (s)	6 (Six)
4.	Classification	Group C
5.	Method of Recruitment	100% by Direct Recruitment
6.	Whether Selection or	N.A.
7.1	NAgoen -fSelor ecDirteiocnt Recruitment	Not exceeding 32 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	10+2 from any recognized University/Board with one year certificate course in Library Science.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection Committee	As per Recruitment Rules

1.	Name of Post	<b>System Analyst</b>
2.	Scale of Pay	Level – 10 (56100 – 177500)
3.	No. of Post (s)	1 (One)
4.	Classification	Group A
5.	Method of Recruitment	Promotion failing which Direct Recruitment
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 50 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	B.E./B.Tech. (Computer Science & Engineering) with at least 55% of marks and 5 years' experience as Technical officer software / hardware or comparable experience in the University System or comparable experience in the University System.  OR M.Sc. (Computer Science)/ M.C.A/ M.Tech. (Computer Science & Engineering) with 55% of marks and 3 years' experience as Technical officer software/hardware or comparable experience in the University System.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	5 Years Experience as Technical officer Software / Hardware.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selectin Committee and DPC	As per Recruitment Rules

1.	Name of Post	<b>Technical Officer (Software)</b>
2.	Scale of Pay	Level – 8 (47600-151100)
3.	No. of Post (s)	1 (One)
4.	Classification	Group B
5.	Method of Recruitment	Promotion failing which Direct Recruitment
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 40 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	B.E./B.Tech. (Computer Science & Engineering) with at least 55% of marks and 5 years' experience as Senior Technical Assistant software/hardware or comparable experience in the University System or comparable experience in the University System.  OR M.Sc. (Computer Science)/ MCA/M.Tech. (Computer Science & Engineering) with 55% of marks and 3 years' experience as Senior Technical Assistant software/hardware or comparable experience in the University System.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	5 Years Experience as Senior Technical Assistant Software/Hardware or 8 years experience in level-5
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection Committee and DPC	As per Recruitment Rules

1.	Name of Post	<b>Technical Officer (Hardware)</b>
2.	Scale of Pay	Level – 8 (47600-151100)
3.	No. of Post (s)	1 (One)
4.	Classification	Group B
5.	Method of Recruitment	Promotion failing which Direct Recruitment
6.	Whether Selection or	N.A.
7.1	Age for Direct Recruitment	Not exceeding 40 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of	N.A.
9.	Qualifications for Direct recruitment	<p>B.E./B.Tech.(Computer Science &amp; Engineering) with at least 55% of marks and 5 years' experience as Senior Technical Assistant software/hardware or comparable experience in the University System.</p> <p style="text-align: center;">OR</p> <p>M.Sc. (Computer Science) / MCA / M.Tech. (Computer Science &amp; Engineering) with 55% of marks and 3 years' experience as Senior Technical Assistant software / hardware or comparable experience in the University System.</p>
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	5 Years Experience as Senior Technical Assistant Software / Hardware.
12.	Qualification for Limited Departmental	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection Committee and DPC	As per Recruitment Rules

1.	Name of Post	<b>Senior Technical Assistant</b>
2.	Scale of Pay	Level – 6 (35400-112400)
3.	No. of Post (s)	2 (Two)
4.	Classification	Group B
5.	Method of Recruitment	Promotion failing which Direct Recruitment
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 35 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	B.E./B.Tech.(Computer Science & Engineering) with at least 55% of marks and 3 years experience as Technical Assistant or comparable experience in the University System or comparable experience in the University System.  OR M.Sc (Computer Science)/ MCA/ M.Tech.(Computer Science & Engineering) with 55% of marks with 2 years experience as Technical Assistant or comparable experience in the University System.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	5 Years Experience as Technical Assistant.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection Committee and DPC	As per Recruitment Rules

1.	Name of Post	<b>Technical Assistant</b>
2.	Scale of Pay	Level – 5 (29200-92300)
3.	No. of Post (s)	2 (Two)
4.	Classification	Group C
5.	Method of Recruitment	Direct Recruitment
6.	Whether Selection or	N.A.
7.1	Age for Direct Recruitment	Not exceeding 30 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	B.E./B.Tech. (Computer Science & Engineering) with at least 55% of marks and 2 years' experience in the relevant area.  OR  M.Sc. (Computer Science) /MCA/ M.Tech.(Computer Science & Engineering) with 55% of marks.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection Committee	As per Recruitment Rules

1.	Name of Post	<b>Nurse</b>
2.	Scale of Pay	Level-5 (29200-92300)
3.	No. of Post (s)	3
4.	Classification	Group C
5.	Method of Recruitment	100% by Direct Recruitment
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	Between 18 to 32 Years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of	N.A.
9.	Qualifications for Direct recruitment	Essential: General Nursing and Midwifery (3year diploma course).  Desirable: 1. B.Sc Nursing 2. 2 Years practical nursing experience
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection Committee	As per Recruitment Rules

1.	Name of Post	<b>Sweeper</b>
2.	Scale of Pay	Level-1 (18000-56900)
3.	No. of Post (s)	32
4.	Classification	Group C
5.	Method of Recruitment	Direct Recruitment
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	Between 18 and 32 Years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<p>1. 8<sup>th</sup> pass from a recognized Board.</p> <p>2. Elementary knowledge in cleaning floors and rooms including Dust Moping, Damp Moping, Sweeping, Vacuuming, Dusting and Spot cleaning of Glass and windows.</p>
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental	N.A.
13.	Period of Probation, if any	1 year
14.	Composition of Selection committee	As per Recruitment Rules

1.	Name of Post	<b>Care Taker</b>
2.	Scale of Pay	Level-1 (18000-56900)
3.	No. of Post (s)	12
4.	Classification	Group C
5.	Method of Recruitment	Direct Recruitment
6.	Whether Selection or Non-Selection	N.A.
7.	Age for Direct Recruitment	Between 18 to 32 years
8.	Whether age prescribed for direct recruitment will apply in case of	No
9.	Qualification for Direct recruitment	Essential 1. 10 <sup>th</sup> pass from a recognized Board.  2. At least 02 Years experience in a hostel/Canteen/Hotel/Guest House maintenance etc.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental	N.A.
13.	Period of Probation, if any	1 year
14.	Composition of Selection committee	As per Recruitment Rules

1.	Name of Post	<b>Estate Officer</b>
2.	Scale of Pay	Level-8 (47600-151100)
3.	No. of Post (s)	1 (One)
4.	Classification	Group B
5.	Method of Recruitment	Promotion failing which by direct recruitment.
6.	Whether Selection or Non-Selection	N.A.
7.1	Age for Direct Recruitment	Below 35 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<u>Essential</u> 1. Bachelor's Degree from any recognized University. 2. 5 years experience in maintenance of Building and Estate management.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	Five years of experience as Senior Assistant
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection Committee and DPC	As per Recruitment Rules

1.	Name of Post	<b>Plumber</b>
2.	Scale of Pay	Level – 1 (18000 – 56900)
3.	No. of Post (s)	3 (Three)
4.	Classification	Group C
5.	Method of Recruitment	Direct Recruitment
6.	Whether Selection or	N.A.
7.1	Age for Direct	18-32 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	10 <sup>th</sup> Pass from any recognized Board ITI Certificate in the relevant Trade Experience 3 Year Experience in the field.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive	N.A.
13.	Period of Probation, if any	1 Year
14.	Composition of Selection committee	N.A.

**Anexure-2 (Refer clause 14 of Chapter-14)**

**NATIONAL LAW UNIVERSITY, JODHPUR**

**LEAVE RULES FOR ALL EMPLOYEES**

- 1.1 These rules are called the ‘Leave Rules for all employees of the National Law University, Jodhpur’.
- 1.2 Extent of Application: -
- Save as otherwise provided in these Rules, these Rules shall apply to all the employees including teachers of the University, except –
- (a) persons in casual or daily-rated or part-time employment;
  - (b) persons paid from contingencies;
  - (c) persons serving on deputation from a Central Government Department or a State Government or any other source, for a limited duration.
2. Under these Rules, unless the context otherwise requires –
- (a) “Authority competent to grant leave” means the Vice-Chancellor or any subordinate authority to which the Vice-Chancellor may delegate the power to sanction leave to any category of staff, subject to any condition that may be specified in the delegation.
  - (b) “Completed years of service” or “one year’s continuous service” means continuous service of specified duration under the University and includes the period spent on duty as well as on deputation to foreign service or on leave including extraordinary leave;
  - (c) “Date of retirement” in relation to a University employee, means the afternoon of the last day of the month in which the University employee attains the age prescribed for retirement under the terms and conditions governing his service;
  - (d) Earned leave, half-pay leave, leave not due, Commuted Leave, Extraordinary leave etc; means the leave as provided in these Rules;
  - (h) “Employee” means any employee/teacher who is appointed by the University on temporary/contractual/substantive basis on scale of pay.

## GENERAL CONDITIONS

### 3. Right to Leave:-

3.1 Leave of any kind cannot be claimed as a matter of right.

3.2 When the exigencies of service so demand, leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the Employee.

### 4. Effect of dismissal, removal or resignation on leave at credit :-

- (1) Except as provided in Rule 28 and this rule, any claim to leave to the credit of an Employee, who is dismissed or removed or who resigns from University service, ceases from the date of such dismissal or removal on resignation.
- (2) Where an Employee applies for another post outside the University and if such application is forwarded through proper channel and the applicant is required to resign his post before taking up the new one, such resignation shall not result in the lapse of the leave to his credit.
- (3) An employee, who is dismissed or removed from service and is re-instated on appeal or revision, shall be entitled to count for leave his service prior to dismissal or removal, as the case may be.
- (4) An employee, who having retired on compensation or invalid pension or gratuity is re-employed and allowed to count his past service for service benefits, shall be entitled to count his former service towards leave.

5. **Commutation of one kind of leave into another:** - (1) At the request of an Employee, the authority which granted him leave may commute it retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the Employee cannot claim such commutation as a matter of right.

Provided that no such request shall be considered unless received within a period of 30 days of the concerned Employee joining his duty on the expiry of the relevant spell of leave availed of by him.

- (2) The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the Employee, that is to say, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

**Note:** Extraordinary leave granted on medical certificate or otherwise may be commuted retrospectively into leave not due subject to the provisions of Rule 23.

**6. Combination of different kinds of leave**

Except as otherwise provided in these Rules, any kind of leave under these Rules may be granted in combination with or in continuation of any other kind of leave subject to any limit on the aggregate period of absence as may be prescribed in such cases.

**Explanation:** Casual leave which is not recognised as leave under these Rules shall not be combined with any other kind of leave admissible under these Rules.

**7. Maximum amount of continuous leave**

Unless the Executive Council of the University, in view of the exceptional circumstances of the case otherwise determines, no Employee of the University shall be granted leave of any kind for a continuous period exceeding five years.

**8. Acceptance of service or employment while on leave**

An official (other than a teacher or an official who is permitted to undertake casual literary work or service as an Examiner or similar employment) while on leave, shall not take up any service or employment elsewhere, including the setting up of a private professional practice as accountant, Consultant or legal practitioner, without obtaining prior sanction of the competent authority.

**9. Application for leave**

Any application for leave or for extension of leave shall be made in prescribed form to the authority competent to grant leave. It should be applied for and sanctioned before it is availed of except in special cases of emergency and for reasons to the satisfaction of the sanctioning authority.

**10. Leave Account**

A leave account shall be maintained in prescribed form for each employee. The order sanctioning earned leave; half pay leave to an employee shall hereafter indicate the balance of such leave at his credit. No leave shall be granted unless its admissibility has been verified from the leave account.

Note: The leave account of the existing employees will be maintained as per these rules from the date their placement in scale of pay.

**11. Leave not to be granted in certain circumstances**

11.1 Leave shall not be granted to an Employee whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from University service.

11.2 No leave during suspension: Leave may not be granted to an Employee under suspension.

## **12. Grant of leave on medical certificate**

- 12.1 An application for leave on medical certificate shall be accompanied by a medical certificate in prescribed form from such Medical Officer as may be prescribed or a Registered Medical Practitioner; defining as clearly as possible the nature and probable duration of illness.
- 12.2 A Medical Officer shall not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the Employee concerned will ever be fit to resume his duties and, in such case, the opinion that the Employee is permanently unfit for University service shall be recorded in the medical certificate.
- 12.3 The authority competent to grant leave may, at its discretion, secure a second medical opinion by requesting a Medical Officer not below the rank of a Civil surgeon or Staff surgeon, to have the applicant medically examined on the earliest possible date and the Employee concerned shall present himself for re-examination before the medical officer specified by the University.
- 12.4 The grant of medical certificate under this rule does not in itself confer upon the Employee concerned any right to leave; the medical certificate shall be forwarded to the authority competent to grant leave and orders of that authority awaited.
- 12.5 The authority competent to grant leave may, in its discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding three days at a time. Such leave shall not, however, be treated as leave on medical certificate and shall be debited against leave other than leave on medical grounds.

## **13. Commencement and termination of leave**

Except as provided in Rule 14 leave ordinarily begins on the day on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.

## **14. Combination of holidays with leave**

- 14.1 (i) When the day, immediately preceding the day on which an Employee's leave (other than leave on medical certificate) begins or immediately following the day on which his leave expires, is a holiday or one of series of holidays, the Employee shall be deemed to have been permitted (except in cases where for administrative reasons permission for prefixing / suffixing holidays to leave specifically withheld) to leave his station at the close of the day before, or return to it on the day following such holiday or series of holidays.
- (ii) In the case of leave on medical certificate-
- (a) When an employee is certified medically unwell to attend office, holiday(s), if any, immediately preceding the day he is so certified shall be allowed automatically to be prefixed to leave and the holiday(s) if any, immediately succeeding the day he is so certified (including that day) shall be treated as part of the leave; and

- (b) When an employee is certified medically fit for joining duty, holiday(s) if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave, and holiday(s), if any preceding the day he is so certified shall be treated as part of the leave.

14.2 Unless the authority competent to grant leave in any case otherwise directs-

- (a) if holidays are prefixed to leave, the leave and any consequent rearrangement of pay and allowances take effect from the day after the holidays; and
- (b) if holidays are suffixed to leave, the leave is treated as having terminated and any consequent rearrangement of pay and allowances takes effect from the day on which the leave would have ended if holidays had not been suffixed.

**Note** :- A compensatory leave granted in lieu of duty performed by an Employee on Sunday or holiday for a full day may be treated as a holiday for the above purpose.

#### **15. Recall to duty before expiry of leave**

In case an Employee is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases and the Employee shall be entitled to be treated as on duty from the date, he starts for the station to which he is ordered, and to draw-

- (i) travelling allowance under Rules for the journey; and
- (ii) leave salary, until he joins his post, at the same rate at which he would have drawn it but for recall to duty;

#### **16. Return from leave**

16.1 An Employee on leave shall not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which granted him leave.

16.2 Notwithstanding anything contained in sub-rule (1), an Employee on leave preparatory to retirement shall be precluded from returning to duty, save with the consent of the authority competent to appoint him to the post from which he proceeded on leave preparatory to retirement.

16.3 An Employee who has taken leave on medical certificate may not return to duty until he has produced a medical certificate of fitness.

17. **Absence after expiry of leave** 17.1 Unless the authority competent to grant leave extends the leave, an Employee who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave

account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.

17.2 Wilful absence from duty after the expiry of leave renders an Employee liable to disciplinary action.

***Explanation: -***

**(i) Treatment of wilful absence from duty not recognized -**

Wilful absence from duty, even though not covered by grant of leave does not entail loss of lien. The period of absence not covered by grant of leave shall have to be treated as “dies-non” for all purposes, viz., increment, leave and pension. Such absence without leaves where it stands singly and not in continuation of any authorized leave of absence will constitute an interruption of service and unless sanctioning authority exercises its powers to treat the period as leave without allowance, the entire past service will stand forfeited. Further, if the order treating the period of wilful absence as ‘Dies-Non’ is silent on the condonation of the period for counting the past service, the period of ‘Dies-Non’ stands condoned automatically and the past service will not be forfeited.

**(ii) Action for overstayed of leave**

As to how the cases in which an official overstays the prescribed quantum of extraordinary leave, should be dealt with, it is clarified that the amendment does not take away the power of the disciplinary authority to take appropriate disciplinary action for any misconduct. Action can be taken under these Rules for unauthorized absence from duty or overstayed of leave even for one day, treating it as misconduct, if the facts and circumstances of the case warrants such an action.

**(iii) Action for unauthorized absence from duty or overstayed of leave.**

(a) When a temporary University employee asks for leave in excess of the limits prescribed under Rule 24 and if the, circumstances are exceptional, a decision could be taken by the leave sanctioning authority to grant further leave in excess of the limits with the approval of the Vice-Chancellor.

(b) When a temporary University employee applies for leave beyond the prescribed limit of extraordinary leave and the leave sanctioning authority is not satisfied with the genuineness of the grounds on which further leave has been asked for, nor does it consider the grounds as exceptional, the leave cannot be granted. In such a case the University employee should be asked to re-join duty within a specified date failing which he would render himself liable for disciplinary action. Disobedience of orders to re-join duty within the specified period would afford good and sufficient reasons for initiating disciplinary action under University Rules. If he re-joins duty by the stipulated date, he may be taken back to service and the period of absence not covered by leave be treated as overstayed of leave and dealt with in accordance with the orders regarding regularization of overstayed of leave.

If the University employee does not join duty by the stipulated date it would be open to the disciplinary authority to institute disciplinary proceedings against him. If during the course of disciplinary proceedings he comes for rejoining duty, he should be allowed to do so without prejudice to the disciplinary action already initiated against him (unless he is placed under suspension) and the disciplinary action concluded as quickly as possible. The question of regularization of the period of overstayed of leave be left over for consideration till the finalization of the disciplinary proceedings.

- (c) If a University employee absents himself abruptly or applies for leave which is refused in the exigencies of service and still he happens to absent himself from duty, he should be told of the consequences, viz., that the entire period of absence would be treated as unauthorised entailing loss of pay for the period in question, thereby resulting in break in service. If, however, he reports for duty before or after initiation of disciplinary proceedings, he may be taken back for duty because he has not been placed under suspension. The disciplinary action may be concluded and the period of absence treated as unauthorised resulting in loss in pay and allowances for the period of absence and thus a break in service. The question whether the break should be condoned or not and treated as “dies non” should be considered only after conclusion of the disciplinary proceedings and that too after the University employee represents in this regard.
- (iv) It is made clear that a University employee who remains absent unauthorisedly without proper permission should be proceeded against immediately and this should not be put off till the absence exceeds the limit prescribed in the Rule. However, the disciplinary authority should consider the grounds adduced by the University employee for his unauthorised absence before initiating disciplinary proceedings. If the disciplinary authority is satisfied that the grounds adduced for unauthorised absence are justified, the leave of the kind applied for and due and admissible may be granted to him.

### **KINDS OF LEAVE ADMISSIBLE**

**18. The following kinds of leave, shall be admissible to the employees: -**

**(i) Leave earned by duty**

- a) Earned Leave,
- b) Half Pay Leave,
- c) Commuted Leave

**(ii) Leave not earned by duty:**

- a) Leave not due,
- b) Extra Ordinary Leave,

**(ii) Special kinds of leave not debited to leave account**

- a) Maternity leave,
- b) Paternity Leave
- c) Child Adoption Leave

- d) Child Care Leave
- e) Work related Illness and Injury Leave.
- f) Study Leave
- g) Sabbatical Leave (only for teachers)
- h) Academic Leave (only for teachers and Academics)
- i) Casual leave,
- j) Special casual leave,
- k) Compensatory Leave

**19.1 (1) Earned leave (For Employee other than teachers)**

- (a) Each employee's leave account shall be credited with earned leave in advance, in two instalments of 15 days each on 1<sup>st</sup> January and 1<sup>st</sup> July of every calendar year.
- (b) The leave at the credit of the employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 days. If a University employee is on leave on the last day of any particular half year of the calendar year, he shall be entitled to earned leave credited on the first day of the succeeding half year provided that the authority competent to grant leave has reasons to believe that the employee will return to duty on its expiry.  
 Provided that where the earned leave at the credit of University Employee as on the last day of December or June is 300 days or less but more than 285 days, the advance credit of 15 days earned leave on first day of January or July to be afforded in the manner indicated under sub-rule (a) of clause (i) of Rule 19 shall instead of being credited in leave account be kept separately and first adjusted against the earned leave that the University employee takes during that half year and balance, if any, shall be credited to the leave account at the close of the half year, subject to the condition that balance of such earned leave plus leave already at credit do not exceed the maximum limit of 300 days.
- (c) A period spent in foreign service shall count as duty for purposes of this rule, if contribution towards leave salary is paid on account of such period.
- (d) (i) Maximum earned leave that may be granted at a time shall be 180 days. Provided earned leave taken as leave preparatory to retirement can be availed of upto a maximum of 300 days.  
 (ii) Earned leave may be granted to a University Employee for a period exceeding 180 days but not exceeding 240 days if the entire leave so granted or any portion thereof is spent outside India, Bangladesh, Bhutan, Burma, Sri Lanka, Nepal and Pakistan.

Provided that where earned leave exceeding 180 days is so granted, the period of such leave spent in India shall not in the aggregate exceed aforesaid limits.

**19.2 Calculation of Earned Leave (1)** Earned leave shall be credited to the leave account of a University employee at the rate of 2 ½ days for each calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed.

(2) The credit for the half year in which a University employee is due to retire or resigns from the service shall be afforded only at the rate of 2 ½ days for completed calendar month upto the date of retirement or resignation.

(2b) When a University employee is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of 2 ½ days, per completed calendar month upto the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.

(3) If a University employee has availed of extraordinary leave and/ or some period of absence has been treated as “dies non” in a half-year, the credit to be afforded to his leave account at the commencement of the next half-year shall be reduced by 1/10<sup>th</sup> of the period of such leave and/ or “dies non” subject to maximum of 15 days.

(4) While affording credit of earned leave, fractions of a day shall be rounded off to the nearest day.

### **19.3 Earned Leave for Teachers only**

#### **i. Earned Leave**

(i) Earned leave admissible to a teacher shall be:

(a) 1/30th of the actual service, including vacation; *plus*

(b) 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.

For purposes of computation of the period of actual service, all periods' of leave except casual, special casual, and duty leave shall be excluded.

(ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

For removal of doubt, it may be clarified:

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 120 days.
3. Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the other employees of the University.

**20. Half Pay Leave (1)** The half pay leave account of every University employee shall be credited with half pay leave in advance, in two instalments of ten days each on the first day of January and July of every calendar year.

- (2) (a) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which he is likely to render in the half-year of the calendar year in which he is appointed.  
  
(b) The credit for the half-year in which a University employee is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month upto the date of retirement or resignation.  
  
(c) When a University employee is removed or dismissed from service or dies while in service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month upto the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.  
  
(d) Where a period of absence or suspension of a University employee has been treated as “dies non” in a half-year, the credit to be afforded in his half pay leave account at the commencement of next half-year, shall be reduced by one-eighteenth of the period of “dies non” subject to a maximum of ten days.
- (3) The Half-pay leave under this rule may be granted to an employee on medical certificate or on private affairs.

Provided that in case of an employee not in permanent employ, no half pay leave shall be granted unless the authority competent to grant leave has reasons to believe that the employee will return to duty on its expiry except in the case of an employee who has been declared completely and permanently incapacitated for further service by a medical authority.

**21. Commuted Leave (1)** Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to a University employee, subject to the following conditions: -

- (a) The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.

- (b) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;
- (1-A) Half pay leave upto a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course of study certified to be in the University interest by the leave sanctioning authority.
- (2) Where a University employee who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered.

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the University employee for further service or in the event of his death.

**Note** :- Commuted leave may be granted at the request of the University employee even when earned leave is due to him.

**22. Leave not Due** (1) Save in the case of leave preparatory to retirement, leave not due may be granted to a University employee in permanent employ limited to a maximum of 360 days during the entire service on medical certificate subject to the following conditions: -

- (a) the authority competent to grant leave is satisfied that there is reasonable prospect of the University employee returning to duty on its expiry;
- (b) leave not due shall be limited to the half pay leave he is likely to earn thereafter;
- (c) leave not due shall be debited against the half pay leave the University employee may earn subsequently.

(1-A) Leave not due may also be granted to such of the temporary employees as are suffering from TB, Leprosy, Cancer or Mental illness, for a period not exceeding 360 days during entire service, subject to fulfilment of conditions in clauses (a) to (c) of sub-rule (1) and subject to the following conditions, namely :-

- (i) that the employee has put in a minimum of one year's service;
- (ii) that the post from which the employee proceeds on leave is likely to last till his return to duty; and

(iii) that the request for grant of such leave is supported by a medical certificate.

(2) (a) Where a University employee who has been granted leave not due resigns from service or at his request permitted to retire voluntarily without returning to duty, the leave not due shall be cancelled, his resignation or retirement taking effect from the date on which such leave had commenced, and the leave salary shall be recovered.

(b) Where a University employee who having availed himself of leave not due returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently:

Provided that no leave salary shall be recovered under clause (a) or clause (b) if the retirement is by reason of ill-health incapacitating the University employee for further service or in the event of his death.

### **23. (A) Extraordinary leave**

Extraordinary leave may be granted to a permanent University employee in special circumstances –

- (a) when no other leave is admissible;
- (b) when other leave is admissible, but the employee applies in writing for the grant of extraordinary leave.
- (c) Extraordinary leave cannot be availed concurrently during the notice period, when going on voluntary retirement.

#### **Limit:**

- (1) No leave of any kind be granted to a University Employee for a continuous period exceeding **five** years.
- (2) Unless the Vice-Chancellor in view of the exceptional circumstances of the case otherwise determines, no University employee, who is not a permanent employ shall be granted extraordinary leave on any one occasion in excess of the following limits:-
  - (a) three months;
  - (b) six months, where the University employee has completed one year's continuous service on the date of expiry of leave of the kind due and admissible under these Rules, including three month's extraordinary leave under clause (a) and his request

for such leave is supported by a medical certificate as required by these Rules;

- (c) eighteen months, where the University employee has completed one year's continuous service is undergoing treatment for –
    - (i) pulmonary tuberculosis or pleurisy of tubercular origin on production of medical certificate from a tuberculosis specialist under whom he is taking treatment;
    - (ii) tuberculosis of any other part of the body by a qualified tuberculosis specialist or a Civil surgeon or staff surgeon; or
    - (iii) leprosy in a recognised leprosy institution;
    - (iv) cancer or for mental illness, in an institution recognised for the treatment of such disease or by a specialist in such disease.
  - (d) twenty-four months, where the leave is required for the purpose of prosecuting studies certified to be in the University interest, provided the University employee concerned has completed three years' continuous service on the date of expiry of leave of the kind due and admissible under these Rules, including three months' extraordinary leave under clause (a).
- (3) (a) Where a University employee is granted extraordinary leave in relaxation of the provisions contained in clause (d) of sub-rule (2), he shall be required to execute a bond undertaking to refund to the University the actual amount of expenditure incurred by the University during such leave plus that incurred by any other agency with interest thereon in the event of his not returning to duty on the expiry of such leave or quitting the service before a period of three years after return to duty.
- (b) The bond shall be supported by sureties from two permanent University employees having a status comparable to or higher than that of the University employee concerned.
- (4) Two spells of extraordinary leave, if intervened by any other kind of leave, shall be treated as one continuous spell of extraordinary leave for the purposes of sub-rule (2).
- (5) The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

**Note** :- The power of commuting retrospectively the periods of absence without leave into extraordinary leave is absolute and not subject to any condition.

### **23 (B) Additional provisions of EXTRAORDINARY LEAVE for teachers only**

The Vice Chancellor may grant on the request of a teacher from the institution concerned and on application of the teacher, extraordinary leave to the teacher who has been selected for an appointment or a fellowship under a Government, a University, a Research Institute or other similar important institution, ordinarily not exceeding two years, if in the opinion of the Vice-Chancellor, such leave does not prejudice the interests of the University. This leave can be allowed only to a teacher who has been confirmed in the post held by him and has served the University for a period of at-least three years.

The application for such leave shall be sent through the Head of the Department concerned and the latter shall give his recommendations taking into account the strength of teaching staff of the particular discipline.

If the teacher does not resume his duties in the University at the end of the period of *extra ordinary leave* granted to him, he shall be treated as having resigned the post held by him in the University.

The total amount of extraordinary leave including the period of deputation, if any, granted to a teacher under sub-clauses (ii) above shall not exceed five years during his entire service. In very exceptional and important assignment like Vice-Chancellorship etc the cases for grant of Extraordinary Leave beyond the ceiling of five years would be considered by the EC on case to case basis, subject to the condition that application for leave is submitted prior to joining the assignment and the assignment is taken only after the approval of the EC. In case of extension of EOL beyond the initial approval, the employee must apply at least 3 months before the expiry of the period of sanctioned EOL.

**23 (C)** Extraordinary leave shall not count for increment except in the following cases:

- (a) Leave taken on medical certificate
- (b) Cases, where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or re-join duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit.
- (c) Leave taken for prosecuting higher studies.
- (d) Leave granted to accept a teaching post or fellowship or research-cum-teaching post or an assignment for technical or academic work of importance.

Extraordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty shall in no case exceed five years in all.

The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

**24. Leave to a person on probation**

A person appointed to a post on probation shall be entitled to leave under these Rules as a temporary or a permanent University employee, as the case may be.

Provided that where such person already holds a lien on a permanent post before such appointment, he shall be entitled to leave under these Rules as a permanent employee.

**25. Leave to persons re-employed after retirement**

In the case of a person re-employed after retirement, the provisions of these Rules shall apply as if he had entered University service for the first time on the date of his re-employment.

**26. Leave preparatory to retirement**

A University employee may be permitted by the authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due, not exceeding 300 days together with half pay leave due, subject to the condition that such leave extends upto and includes the date of retirement.

*Note* : The leave granted as leave preparatory to retirement shall not include Extraordinary leave.

**27.(A) Leave/ cash payment in lieu of leave beyond the date of retirement, Compulsory retirement or quitting of service.**

- (1) No leave shall be granted to a University employee beyond –
  - (a) the date of his/her retirement, or
  - (b) the date of his/her final cessation of duties, or
  - (c) the date on which he retires by giving notice to the University or he is retired by the University by giving him notice or pay and allowances in lieu of such notice, in accordance with the terms and conditions of his service, or
  - (d) the date of his/her resignation from service.
- (2) (a) Where a University employee retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall suo motu issue an order granting cash equivalent of leave salary for earned leave, if any, at the credit of the employee on the date of his retirement, subject to a maximum of 300 days.

(b) The cash equivalent under clause (a) shall be calculated as follows and shall be payable in one lumpsum as a one-time settlement.

No House Rent Allowance or Compensatory (City) Allowance shall be payable

$$\text{Cash equivalent} = \frac{\text{Pay admissible on the date of retirement plus dearness allowance admissible on that date}}{30} \times \text{Number of days of unutilized earned leave at credit on the date of retirement subject to the maximum of 300 days}$$

(3) The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of a University employee who retires from service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him. On conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of University dues, if any.

(4) (a) Where the service of a University employee has been extended, in the interest of public service beyond the date of his retirement, he may be granted-

(i) during the period of extension, any earned leave due in respect of the period of such extension plus the earned leave which was at his credit on the date of his retirement subject to a maximum as prescribed in Rule 19.

(ii) after expiry of the period of extension, cash equivalent in the manner provided in sub-rule (2) in respect of earned leave at credit on the date of retirement, plus the earned leave earned during the period of extension, reduced by the earned leave availed of during such period, subject to a maximum of 300 days.

(b) The cash equivalent payable under sub-clause (ii) of clause (a) of this sub-rule shall be calculated in the manner indicated in clause (b) of subrule (2) above.

(5) A University employee who retires or is retired from service in the manner mentioned in clause (c) of sub-rule (1), may be granted suo motu, by the authority competent to grant leave, cash equivalent of the leave salary in respect of earned leave at his credit subject to a maximum of 300 days and also in respect of all the half pay leave at his credit provided this period does not exceed the period between the date on which he so retires or is retired from service and the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions

governing his service. The cash equivalent shall be equal to the leave salary as admissible for earned leave plus dearness allowance admissible on the

leave salary for the first 300 days, at the rates in force on the date the University employee so retires or is retired from service. The pension and pension equivalent of other retirement benefits, if admissible, and ad hoc relief / graded relief on pension shall be deducted from the leave salary paid for the period of half pay leave, if any, for which the cash equivalent is payable. The amount so calculated shall be paid in one lumpsum as a one-time settlement. No House Rent Allowance or Compensatory (City) Allowance shall be payable.

Provided that if leave salary for the half pay leave component falls short of pension and other pensionary benefits, cash equivalent of half pay leave shall not be granted.

(5-A) Where a University employee is compulsorily retired as a manner of penalty and the disciplinary authority has not imposed any reduction in the amount of his/her retirement benefits (including gratuity), the authority competent to grant leave shall suo motu issue an order granting cash equivalent of leave salary for earned leave, if any, at credit of the University employee on the date of such retirement, subject to a maximum of three hundred days in the manner indicated in clause (b) of sub-rule (2).

(6) (a) (i) Where the services of a University employee are terminated by notice or by payment of pay and allowances in lieu of notice, or otherwise in accordance with the terms and conditions of his appointment, he may be granted, suo motu, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date on which he ceases to be in service subject to a maximum of 300 days.

(ii) If a University employee resigns or quits service, he may be granted, suo motu, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 150 days.

(iii) A University employee, who is re-employed after retirement may, on termination of his re-employment, be granted suo motu, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of termination of re-employment subject to a maximum of 300 days, including the period for which encashment was allowed at the time of retirement.

(b) The cash equivalent payable under Clause (a) shall be calculated in the manner indicated in Clause (b) of sub-rule (2) and for the purpose of computation of cash equivalent under sub-clause (iii) of Clause (a), the pay on the date of the termination of re-employment shall be the pay fixed in the scale of post of reemployment before adjustment of pension and pension equivalent of other retirement benefits, and the dearness allowance appropriate to that pay.

**27-B** Calculation of cash equivalent in respect of half pay leave at credit:-

Calculation of cash equivalent in respect of Half pay leave at credit shall be made as under:-

Cash payment in lieu of Half pay leave component	=	<div style="text-align: left; margin-left: 20px;">           Half pay leave salary admissible on the date of retirement plus Dearness Allowance admissible on that         </div> <hr style="width: 100%;"/> <div style="text-align: center; font-size: 1.2em; font-weight: bold;">30</div>	X	Number of days of half pay leave at credit subject to the total of earned leave and half pay leave at credit not exceeding 300 days
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Note:- The overall limit for encashment of leave including both earned leave and half pay leave shall not exceed 300 days.

The amount so calculated shall be paid in one lumpsum as a one-time settlement.

### **28. A Cash equivalent of leave salary in case of death in service**

In case a University employee dies while in service, the cash equivalent of the leave salary that the deceased employee would have got had he gone on earned leave that would have been due and admissible to him but for the death on the date immediately following the death and, in any case, not exceeding leave salary for 300 days, shall be paid to his family (in the manner specified in Rule 28-C) without any reduction on account of pension equivalent of death-cum retirement gratuity.

**Note** (i) In addition to the cash equivalent of leave salary admissible under this rule, the family of the deceased University employee shall also be entitled to payment of dearness allowance only.

(ii) Applicable to re-employed pensioners also:- The provision of rule 28-A is applicable in the case of re-employed pensioners also.

#### ***Clarification :-***

In the case of an employee who dies while on any of leave for which leave salary is payable, a lumpsum ex-gratia payment, in addition to the normal entitlements under leave Rules, may be allowed to the member of his family as specified in Rule 28-C. The ex-gratia payment shall be equivalent to the difference between the amount of leave salary as well as cash equivalent of leave salary admissible as per Rules and 28-A and the amount of leave salary as well as cash equivalent of leave salary which would have been admissible if the benefit of the increment falling due during the currency of leave period until date of death was allowed from its due date without waiting for re-joining duty of the employee.

## **28-B Cash equivalent of leave salary in case of invalidation from service**

A University employee who is declared by a medical authority to be completely and permanently incapacitated for further service may be granted, suo motu, by the authority competent to grant leave, cash equivalent of leave salary in respect of leave due and admissible, on the date of his invalidation from service, provided that the period of leave for which he is granted cash equivalent does not extend beyond the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. The cash equivalent thus payable shall be equal to the leave salary as calculated under sub-rule (5) of Rule 28. A University employee not in permanent employ shall not however be granted cash equivalent of leave salary in respect of half pay leave standing at his credit on the date of his invalidation from service.

## **28-C Payment of cash equivalent of leave salary in case of death, etc., of University employee**

In the event of the death of a University employee while in service or after retirement or after final cessation of duties but before actual receipt of its cash equivalent of leave salary payable under Rules 28, 28-A and 28-B, such amount shall be payable-

- (i) to the widow, and if there are more widows than one, to the eldest surviving widow if the deceased was a male University employee, or to the husband, if the deceased was a female University employee;
- (ii) failing a widow or husband, as the case may be, to the eldest surviving son; or an adopted son;
- (iii) failing (i) and (ii) above, to the eldest surviving unmarried daughter;
- (iv) failing (i) to (iii) above, to the eldest surviving widowed daughter;
- (v) failing (i) to (iv) above, to the father;
- (vi) failing (i) to (v) above, to the mother;
- (vii) failing (i) to (vi) above, to the eldest surviving brother below the age of eighteen years;
- (viii) failing (i) to (vii) above, to the eldest surviving unmarried sister;
- (ix) failing (i) to (viii) above, to the eldest surviving widowed sister; (x) failing (i) to (ix) above, to the eldest surviving married daughter; and
- (xi) failing (i) to (x) above, to the eldest child of the eldest predeceased son.

## **28-D Cash equivalent of leave salary in case of permanent absorption in public sector undertaking/ autonomous body or Central/ State University wholly or substantially owned or controlled by the Central/ State Government.**

An employee who has been permitted to be absorbed in a service or post in or under a corporation or company wholly or substantially owned or controlled by the Central Government or State Government or a Central/ State University or in or under a body controlled or financed by one or more than one Government shall be granted suo motu by the authority competent to grant leave cash equivalent of leave salary in respect of earned leave at his credit on the date of absorption subject to a maximum of 300 days. This will be calculated in the same manner as indicated in Clause (b) of sub-rule (2) of Rule 28.

**Note :-** (1) Cash equivalent of leave salary for earned leave to be paid in cases of voluntary retirement/ pre-mature retirement/ invalidation even if the period goes beyond the date of superannuation: -

Encashment of Earned Leave due and admissible subject to a maximum of 300 days may be allowed in cases of pre-mature / voluntarily retirement or retirement on invalidation, even if this exceeds the period between the date on which the officer retires and the date on which he would have retired in the normal course on superannuation.

## **29. Leave salary**

- (1) A University employee who proceeds on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave.

**Note :-** In respect of any period spent on foreign service out of India, the pay which the University employee would have drawn if on duty in India but for foreign service out of India shall be substituted for the pay actually drawn while calculating leave salary.

- (2) A University employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-rule (1).
- (3) A University employee on commuted leave is entitled to leave salary equal to the amount admissible under sub-rule (1).
- (4) A University employee on extraordinary leave is not entitled to any leave salary.
- (5) In the case of a University employee who is granted leave earned, by him during the period of re-employment, the leave salary shall be based on the pay drawn by him exclusive of the pension and pension equivalent of other retirement benefits.

## **30. Advance of leave salary**

A University employee, including an employee on foreign service, proceeding on leave for a period not less than thirty days may be allowed an advance in lieu of leave salary upto a month's pay and allowances admissible on that leave salary subject to deductions on account of Income Tax, Provident Fund, House Rent, Recovery of Advances etc.

### **Special kinds of leave not debited to Leave Account**

#### **31. (A) Maternity Leave**

- (1) A female University employee with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of 180 days from the date of its commencement.
- (2) In case of surrogacy, 180 days for both the surrogate and the commissioning mother with fewer than two surviving children, if either or both are University Employees. A surrogate mother is the woman who bears the child on behalf of the commissioning mother.
- (3) During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (4) Maternity leave not exceeding 45 days may also be granted to a female University employee (irrespective of the number of surviving children) during the entire service of that employee in case of miscarriage including abortion on production of medical certificate.
- (5)
  - (a) Maternity leave may be combined with leave of any other kind.
  - (b) Notwithstanding the requirement of production of medical certificate contained in sub-rule (1) of Rule 21 or sub-rule (1) of Rule 22, leave of the kind due and admissible (including commuted leave for a period not exceeding 60 days and leave not due) upto a maximum of one year may, if applied for, be granted in continuation of maternity leave granted under sub-rule (1).
- (6) Leave in continuation of leave granted under clause (b) of sub-rule (4) may be granted on production of a medical certificate for the illness of the female employee. Such leave may also be granted in case of illness of a new born baby, subject to production of medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary.
- (7) Maternity leave shall not be debited against the leave account.
- (8) Maternity leave counts for increments.

#### **Note :-**

- (i) Unmarried female University employees also eligible for maternity leave. Since the word 'female' in the rule does not specifically refer to the marital status of the female and the word 'married' is not prefixed to the word 'female', the maternity leave as admissible may be granted to an unmarried female employee also.

- (ii) The abortion induced under the Medical Termination of Pregnancy Act, 1971, should also be considered as a case of abortion for the purpose of granting maternity leave under the Rules.
- (iii) No maternity leave for threatened abortion – It is clarified that ‘abortion’ does not include ‘threatened abortion’ and maternity leave cannot be granted in case of threatened abortion.

### **31. II. Special Maternity Leave:**

A Special Maternity Leave is granted to a female employee in case of death of a child soon after birth/ stillbirth.

Duration: 60 days from the date of expiry of child soon after birth or stillbirth.

In case Maternity Leave has already been availed and her leave continuous till the date of expiry of child soon after birth/stillbirth, the Maternity Leave already availed till death of child may be converted into any other kind of leave available in her leave account without insisting for a medical certificate and a Special Maternity Leave of sixty days may be granted from the date of expiry of child soon after birth/stillbirth.

In case the Maternity Leave has not been availed, 60 days of Special Maternity Leave may be granted.

The condition for death of a child soon after birth may be defined as up to 28 days after birth. A baby born with no signs of life at or after 28 weeks of gestation may be defined as stillbirth.

#### **Eligibility:**

Admissible only to a female employee with less than two surviving children and for child delivery only in authorized hospital. Authorized hospital is defined as a Government hospital or private hospital empanelled under RGHS or by the University. In case of emergency delivery in non-empanelled private hospital, production of emergency certificate is mandatory.

### **32. Paternity Leave –**

A male University employee with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife for child birth, i.e. up to 15 days before, or up to six months from the date of delivery of the Child.. During the period of such leave, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity leave shall not be debited against the leave account and may be combined with any other kind of leave ( as in the case of Maternity leave). It may not normally be refused under any circumstances. This is also admissible in case of valid adoption of a child below the age of 1 year, within a period of 6 months from the date of valid adoption. The Paternity Leave shall lapse, if not availed within the prescribed time period.

In case of a child begotten through surrogacy, 15 days of paternity leave is granted to a commissioning father who is a male University Employee with fewer than two surviving children, to be taken within 6 months from the date of child's delivery. A commissioning father is the intending father of the child born through surrogacy.

**33. Child Adoption Leave –**

A female employee of the University, with less than two surviving children, on valid adoption of a Child below the age of one year may be granted Child Adoption Leave for a period of 180 days after the date of valid adoption. She is entitled to leave salary equal to the pay drawn immediately before proceeding on leave. Child Adoption Leave may be combined with any other kind of leave due and admissible (including leave not due and commuted leave not exceeding 60 days without production of medical certificate) for a period up to one year reduced by the age of the adopted child on the date of valid adoption, without taking into account Child Adoption Leave. This leave shall not be debited against the leave account.

**34. Child Care Leave**

Women employees and single male employees having minor children may be granted child care leave by an authority competent to grant leave for a maximum period of 730 days during their entire service for taking care of up to two eldest surviving children, whether for rearing or to look after any of their needs like examination, sickness, etc.

In case of surrogacy, the commissioning mother i.e, the intending mother of the child born through surrogacy, with less than two surviving children, may be granted child care leave.

Conditions for grant of Child Care Leave (CCL):-

- i. CCL requires prior sanction.
- ii. Child means a child below the age of eighteen years. In respect of a child with a minimum disability of forty percent, it permitted for an offspring of any age subject to submission of certificates.
- iii. A single male University employee means an unmarried or widower or divorcee University employee.
- iv. CCL shall not be granted for more than three spells in a calendar year; in case of a single female University employee, the grant of leave shall be extended to six spells in a calendar year.
- v. Not ordinarily to be granted during the probation period except during certain extreme situations where the leave sanctioning authority is satisfied about the need and a minimal leave is sanctioned.
- vi. CCL may not be granted for a period less than five days at a time.
- vii. Intervening holidays will count as CCL as in the case of EL.
- viii. During the period of CCL, salary shall be paid one hundred percent for the first 365 days, and at eighty percent for the next 365 days.
- ix. CCL may be combined with leave of any other kind. Leave of the kind due and admissible (including Commuted leave not exceeding sixty days and

Leave not due) may be allowed for the third year in the continuation of CCL without production of MC.

- x. CCL shall not be debited against the leave account.
- xi. An employee on CCL may be permitted to leave headquarters with prior approval of competent authority. Employee may also proceed on foreign travel with clearance from appropriate Component Authorities in advance.

### **35. Work Related Illness and Injury Leave**

The authority competent to grant leave may grant work related illness and injury leave (WRILL) to a University employee (whether permanent or temporary or contractual), who suffers illness or injury that is attributable to or aggravated in the performance of her or his official duties or in consequence of her or his official position.

- i. Full pay and allowances will be granted during the entire period of hospitalization on account of WRILL.
- ii. Beyond hospitalization, WRILL will be governed as follows;  
Full pay and allowances for the six months immediately following hospitalization and Half Pay only for 12 months beyond that. The Half Pay period may be commuted to full pay with corresponding number of days of Half Pay Leave debited from the employee's Leave account.
- iii. In the case of persons to whom the workmen's compensation act 1923 applies, the amount of leave salary under WRILL shall be reduced by the amount of compensation payable under the act.
- iv. No Earned Leave or Half Pay Leave will be credited during the period of WRILL.

### **36. Special Leave connected with inquiry on Sexual Harassment**

- (i) Leave up to a maximum of 90 days shall be granted to an aggrieved female university employee, during the period of pendency of inquiry on the recommendations of Internal Committee or Local Committee
- (ii) The leave so granted shall not be debited against the leave account.

### **37 A. Study Leave**

- (1) Study Leave may be granted to University employees with not less than five year's service for undergoing a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his duties or being capable of widening his mind in a manner likely to improve his ability.
- (2) Sanctioning authority:- The Vice-Chancellor, subject to the condition –

- (i) Course should be certified to be of definite advantage to University from the point of view of public interest.
  - (ii) The particular study or study tour should be approved by the authority competent to grant leave
  - (iii) The official on his return should submit a full report on the work done during study leave.
- (3) Not granted-
- (a) for studies out of India if facilities for such studies exist in India.
  - (b) to an official due to retire within three years of return from the study leave.
  - (c) to same official with such frequency as to remove him from contact with his regular work or cause cadre difficulties owing to his absence on leave.
- (4) The official should have satisfactorily completed period of probation and rendered not less than five years of regular continuous service including the period of probation.
- (5) Maximum period is 24 months in the entire service and may be granted at a stretch or in different spells.
- (6) This will not be debited to the leave account. May be combined with any other leave due, but maximum period of continuous absence, including vacation, if any, but excluding extraordinary leave, should not exceed 28 months generally, and 36 months for study leading to Ph.D. degree.
- (7) Requisite Bonds in the prescribed forms are required to be executed by the official.
- (8) Before grant of leave outside India, Finance Ministry's agreement for release of foreign exchange is necessary.
- (9) If the course falls short of the study leave, the official should resume duty on conclusion of the course; or the excess period may be treated as ordinary leave with the leave sanctioning authority's prior approval.
- (10) Leave Salary – (a) Outside India :- Pay last drawn plus dearness allowance, house rent allowance, compensatory (city) allowance and in addition, such allowance admissible; (b) In India : Leave salary will be equal to pay last drawn plus dearness allowance, HRA and CCA. No study allowance admissible. Stipend, scholarship or remuneration for any part-time employment during the period of study leave should be adjusted against the leave salary subject to the condition that the leave salary will not be less than that admissible during half pay leave.

Note :- HRA and CCA are payable for the first 180 days at the rates applicable at the last place of duty, continuance beyond 180 days will be subject to the production of prescribed certificates for the drawl.

- (11) Officials granted study leave shall not be paid T.A.
- (12) Resignation or retirement after study leave or not completing the course of study – An official, who after availing of study leave resigns from service or otherwise quits within three years after return to duty or does so without returning to duty at all from study leave, or fails to complete the course of study, should refund (i) the actual amount of leave salary, study allowance, cost of fees, T.A., and other expenses, if any, incurred by the University, and (ii) the actual amount, if any, of the cost incurred by other agencies such as Foreign Governments, Foundations, Trusts in connection with the course of study, with interest thereon at the prescribed rates. In exceptional cases, the Executive Council may waive or reduce such recoveries.

### **37 B. Special provisions of Study Leave for Teachers and Academics only**

- i. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.
- ii. A teacher/ academic on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Vice-Chancellor may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.
- iii. The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian (other than as Associate Professor or Professor who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.

- iv. The study leave shall be granted by the Vice-Chancellor on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
- v. The study leave shall not be granted to a teacher/academic who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- vi. The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- vii. The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- viii. No teacher/academic who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Vice-Chancellor, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Vice-Chancellor to treat the period of short- fall as Extra-Ordinary leave has been obtained.
- ix. Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher/academic, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- x. The period of study leave shall count as service for purpose of the retirement benefits (contributory provident fund), provided that the teacher/academic re-joins the University on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.
- xi. The study leave granted to a teacher/academic shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher/academic may apply again for such leave. xii. A teacher/academic availing himself/herself of the study leave, shall undertake that he/she shall serve the University for a continuous

period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.

- xiii. A teacher/academic -
- (a) who is unable to complete his/her studies within the period of study leave granted to him/her or
  - (b) who fails to re-join the services of the University on the expiry of his/her study leave or
  - (c) who re-joins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or
  - (d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

**Explanation:**

If a teacher/academic asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Rules.

Notwithstanding the above provision, the Executive Council may order that nothing in these Rules shall apply to a teacher/academic who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher/academic under these Rules.

- xiv. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University, binding himself/herself for the due fulfilment of the conditions laid down in paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with paragraph (x) to (xiii) above.
- xv. The teacher/academic on study leave shall submit to the Registrar sixmonthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

- xvi. The teacher/academic on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University.
- xvii. With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the University will be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University in the long run.
- xviii. The cases of teachers/academics who are granted study leave by the Vice-Chancellor be reported to the Executive Council.

### **38. SABBATICAL LEAVE FOR TEACHERS**

- i) The permanent, whole-time teachers of the university who have completed seven years' of service as a Reader/Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
- iii) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, *provided* that in such cases the Vice-Chancellor may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- v) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

- vi) The cases of teachers who are granted sabbatical leave by the Vice Chancellor be reported to the Executive Council.

**39. ACADEMIC LEAVE (for teachers & other academic staff only)**

1. Academic leave upto 30 days in an academic year may be granted for the following purposes:
  - (a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university.
  - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice- Chancellor.
  - (c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university.
  - (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
  - (e) For performing any other duty assigned to him/her by the university.
2. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
3. The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
4. The leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
5. The leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

**40. Casual Leave**

- (1) Casual leave is not a recognized form of leave. An official on casual leave is not treated as absent from duty and his pay is not intermitted on this account.
- (2) Casual leave cannot be combined with any other kind of leave except with special casual leave. It may be combined with holidays including Sundays.

- (3) Sundays and Holidays falling during a period of casual leave are not counted as part of casual leave.
- (4) Sundays/ public holidays/ weekly offs can be prefixed/ suffixed to casual leave.
- (5) Casual leave can be taken for half-day also.
- (6) Casual leave is essentially intended for short periods. It shall not normally be granted for more than 5 days at any one time.
- (7) Casual leave cannot be carried over to the next calendar year.
- (8) Casual leave cannot be claimed as of right and its grant is always subject to exigencies of service.
- (9) A whole time official shall be entitled to 12 days casual leave in a calendar year.
- (10) Officials joining during the middle of a year may avail casual leave proportionately or for the full period at the discretion of the competent authority.

#### **41. Special Casual Leave**

Special Casual Leave is admissible as indicated below for different purposes: i)

Participation in Sports event -	Upto 15 days in a Calendar year
ii) Participation in Cultural Activities	-do-
iii) For undergoing family planning Operation	
a) Female employee	-
For tubectomy	- 14 days
For IUD	- days of insertion or Re-insertion
b) Male employees	- 6 days
c) Male employees whose wives undergo families planning operation	- 7 days
d) Re-canalisation	- 21 days

The special casual leave commences following the date of operation and intervening holidays shall be excluded. The request should be supported by necessary Medical Certificates. Extra periods of Special Casual Leave may be considered by the leave sanctioning authority following the Govt. of India rules.

- iv) To give evidence before Court of Law - Actual number of days of evidence
- v) Natural Calamities, Bandhs - Actual number of Days

Special Casual Leave can be combined with any other kind of leave or casual leave but not both.

**42. Compensatory Off:-**

- (i) Compulsory attendance on Sundays or other public holidays justifies the grant of compensatory leave in lieu of duty on Sundays etc., for the number of days an employee is required to attend the office due to exigency of service by an order of the competent authority.
- (ii) The accumulation of compensatory leave will not be subject to any limit, but such leave should ordinarily be allowed within a month of its becoming due.

**43. Increment during leave :-**

If the normal date of increment of an employee falls during a period when he remains on earned leave/ commuted leave/ half pay leave/ leave not due, the benefit of such increment will be given to him only from the date he joins duty on expiry of such leave though the actual date of next increment shall remain unaffected.

**44. Interpretation:-**

Where any doubt arises as to the interpretation of these Rules, the clarifications, decisions as contained in Govt. of India rules shall be applicable.

**45. Power to Relax:-**

Where University is satisfied that the operation of any of these Rules causes undue hardship in any particular case, the University, may by order, for reasons to be recorded in writing, dispense with or relax the requirement of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner with the concurrence of the Executive Council.

\*\*\*\*\*



3. THAT the Obliger and the sureties shall pay interest at the rate of 6% per annum on the amount payable as per Clause 2 above.
4. THAT the liability of the Obliger and the sureties to pay the amount due to the University shall be joint and several and the University shall be competent to recover the amount due from all or either of them
5. THAT hereinabove given is a continuing surety and shall not be impaired or discharged by reason of any time being granted or by any forbearance, act or omission of the University or any person authorized by it or any other indulgence or concession shown by the University to the Obliger or to anyone surety and the University shall be competent to recover the amount due from all or either of them.
6. THAT the University may at its discretion extend the Study Leave of the Obliger from time to time without any reference to the sureties and the sureties shall remain liable in all respects for the amounts payable under these presents during the original period as well as during the extended period.
7. THAT if any amount is paid by the University outside India then the Obliger and the sureties shall be liable to pay the equivalent amount in Indian Currency according to the prevalent official rate of exchange at the time of payment.

IN WITNESS WHEREOF the parties have set their hands hereto in presence of witness:

Obliger Name and Sign.....

Witness No. 1. Name & Sig.....

Witness No. 2. Name & Sig.....

Surety No. 1 Name & Sig.....

Witness No. 1. Name & Sig.....

Witness No. 2. Name & Sig.....

Surety No. 2 Name & Sig.....

Witness No. 1. Name & Sig.....

Witness No. 2. Name & Sig.....

Officer of the University .....

## **Part-II**

### **(Teachers and Academics)**

1. Short title and application
  - 1.1 These rules may be called the **NLUJ (Appointment of Teachers and other Academic staff and said service conditions) Rules, 2025**.
  - 1.2 These rules shall apply to all Teachers and other Academic staff (as defined under UGC Regulations, 2018) of the NLUJ.
  - 1.3 The NLUJ has been following the UGC Regulations, 2018 as notified by the UGC.

#### **General:**

2. Minimum Qualifications for appointment Of Teachers and other Academic Staff in University Pay Scales and other service conditions pertaining to such posts as per UGC Regulations, 2018.

#### **General Recruitment and Qualifications**

- 2.1 The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor and Senior Professor in the University, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee.
- 2.2 A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.
- 2.3 A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently- abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the

categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

2.4 A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.

2.5 A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

2.6 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.

2.7 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.

2.8 The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12).

2.9 The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion. Regular faculty members upto twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.

### **3 Direct Recruitment Qualifications**

3.1 For the Disciplines of Arts, Humanities, Law, Social Sciences, Sciences, Languages etc.

#### **I Assistant Professor: Eligibility (A or B):**

##### **A.**

i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET

or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET :

*Provided*, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions :-

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

*The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

**Note:** NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

**B.** The Ph.D. degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

*Note: The Academic score as specified in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.*

## **II. Associate Professor:**

### **Eligibility:**

A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.

A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).

A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals or journal ranked by SCImago/scopus /web science/ reputed journals identified by the University and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.

## **III. Professor:**

### **Eligibility (A or B):**

#### **A**

An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals or journal ranked by SCI- mago /scopus /web science/ reputed journals identified by the University and a total research score of 120 as per the criteria given in Appendix II, Table 2.

A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

## **B**

An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

Senior Professor in University up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment.

### **Eligibility:**

An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC- listed journals or journal ranked by SCI mago/socopus /web science/ reputed journals identified by the University, significant research contribution to the discipline, and engaged in research supervision.

A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.

The selection shall be based on academic achievements, favorable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.

The selection shall be based on ten best publications in the Peer-reviewed or UGC -listed journals or journal ranked by SCI mago/socopus /web science/ reputed journals identified by the University and award of Ph.D degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations.

## **IV. UNIVERSITY ASSISTANT LIBRARIAN**

A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)

A consistently good academic record, with knowledge of computerization of a library.

Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar

test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

*Provided* that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-

- a. The Ph.D. degree of the candidate has been awarded in the regular mode
- b. The Ph.D. thesis has been evaluated by at least two external examiners;
- c. Open Ph.D. viva voce of the candidate has been conducted;
- d. The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;

The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

1. *The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*
2. NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

## **VI. UNIVERSITY DEPUTY LIBRARIAN**

- i. A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed.
- ii. Eight years experience as an Assistant University Librarian/ College Librarian.
- iii. Evidence of innovative library services including integration of ICT in library.

- iv. A Ph.D. Degree in library science/ Information science / Documentation Science/Archives and manuscript keeping/computerization of library.

## **VII. UNIVERSITY LIBRARIAN**

- i. A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.
- ii. At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- iii. Evidence of innovative library services, including the integration of ICT in a library.
- iv. A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.

## **4. CONSTITUTION OF SELECTION COMMITTEES AND GUIDELINESS ON SELECTION PROCEDURE:**

### **4.1 Selection Committee Composition for Assistant Professor/Associate Professor/Professor**

#### **I. Assistant Professor in the University:**

- a. The Selection Committee for the post of Assistant Professor in the University shall consist of the following persons:
  - i. The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
  - ii. An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
  - iii. Three experts in the subject concerned nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
  - iv. Dean of the Faculty concerned, if available.
  - v. Head/Chairperson of the Department/School concerned, if available
  - vi. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.

b. Four members, including two outside subject experts, shall constitute the quorum.

II. Selection Committees for the posts of Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor, respectively, except that in Library practicing Librarian as the case may be, shall be associated with the Selection Committee as one of the subject experts.

4.2 The “Screening-cum-Evaluation Committee” for CAS promotion of Assistant Professors/equivalent cadres in Librarians from one level to the other higher level shall consist of:

**A. For Assistant Professor/ Associated Professor/ Professor:**

- i. The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;
- ii. The Dean of the Faculty concerned; if available
- iii. The Head of the Department /Chairperson of the School; if available and
- iv. One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

**B. For University Assistant Librarian:**

- i. The Vice-Chancellor shall be the Chairperson of the Committee;
- ii. The Dean of the Faculty concerned;
- iii. The Librarian, University Library; and iv. One expert who is a working Librarian nominated by the Vice Chancellor from the University panel of experts.

**Note:** The quorum for these committees in all categories shall be three which will include one subject expert/ university nominee.

4.3 The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma designed by the respective university based on these rules and as per the minimum requirement specified:

- i. In Appendix II, Table 1 for each of the cadre of Assistant Professor;
- ii. In Appendix II, Table 4 for each of the cadre of Librarian; shall recommend to the Executive Council of the University about the suitability for the promotion of the candidate(s) under CAS for implementation.

4.4 The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation

made on the basis of the performance of the interview are duly signed by all members of the selection committee.

- 4.5 For all Selection Committees specified in these Rules, Head of Department / Teacher-In charge should be either in the same or higher rank/ position than the rank/position for which the interview is to be held.

## **5. SELECTION PROCEDURE:**

- I. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on Appendix II, Tables 1, 2, 3A, and 4. The University may assess the ability for teaching and / or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage. These procedures can be followed for both the direct recruitment and the CAS promotions, wherever selection committees are prescribed.

- II. The process of selection of a Professor shall involve the inviting of the application developed by the respective university, based on the Assessment Criteria and Methodology guidelines set out in these Regulations in Appendix II, Table 1 and 2 and reprints of all significant publications of the candidates.

*Provided* that the publications submitted by the candidate shall have been published during the qualifying period.

*Provided* further that such publications shall be made available to the subject experts for assessment before holding the interview. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of selection.

- III. In the case of selection of faculty members who are from outside the academic field and are considered under Clause 3.1 (III.B), of these Rules, the university may select only outstanding professionals who can contribute substantially to the university knowledge system.

### **A. The Assessment of the performance of University teachers for the CAS promotion is based on the following criteria:**

- i. Teaching-Learning and Evaluation:
- ii. Personal Development Related to Teaching and Research Activities:

- iii. Administrative Support and Participation in Students' Co- curricular and Extra-curricular Activities.

## **B. Assessment Process**

The following three-step process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: The University teachers shall submit to an annual self-appraisal report in the prescribed Proforma to be designed based on Tables 1 to 5 of Appendix II. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/teacher-in-charge.

Step 2: After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

Step 3: A CAS Promotion shall be granted as mentioned in Clauses 6.4 (5.4 of this document) of the UGC Regulations.

### **5.1 Assessment Criteria and Methodology:**

- a) Tables 1 to 3 of Appendix II of the UGC Regulations, 2018 are applicable to the selection of Assistant Professors/ Associate Professors/ Professors/Senior Professor.
- b) Table 4 of Appendix II is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and

**5.2** The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with the UGC Regulations.

**5.3** A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in the UGC Regulations. (In order to avoid any delay in holding the Selection

Committee meetings for various positions under the CAS, the University may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfill all other criteria as mention in these rules and as set

out in the UGC regulations as on and till date can be considered for promotion from the day on or after the day on which they fulfill the eligibility conditions.)

- i. The selection committee specifications as contained in clause-4.1 and 4.2 shall be applicable to all direct recruitment of faculty positions and equivalent cadres and career advancement promotions from Asst. Professor to Associate Professor, Associate Professor to Professor, Professor to Senior Professor and for equivalent cadres.
- ii. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a “Screening-cum-Evaluation Committee”, following the criteria laid down in Table1 of Appendix II.
- iii. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre. iv. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.
- v. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date in response to a general circular to be issued by the University twice a year, inviting applications for the CAS promotions from the eligible candidates.
  - A. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
  - B. If, however, the candidate finds that he/she would fulfils the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that

date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.

- C. The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

Note: There shall be no minimum API score requirement for Category II and Category III individually.

**TABLE-A**

(Minimum API requirement for the promotion of teachers under CAS in university departments)

S.No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3 AGP Rs.8000/) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

**TABLE-B**

(Minimum API requirement for the promotion of University Director/Deputy Director/Assistant Director, Physical Education and Sports)

S.No.		Assistant Director (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade)/Deputy Director (Stage 4/AGP Rs.9000/-)	Deputy Director (Stage 4/AGP Rs.9000/-) to Deputy Director (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

vi. The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory up to 31<sup>st</sup> December, 2018 and as amended by the UGC from time to time.

### 5.3 STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY APPOINTED ASSISTANT PROFESSORS/ASSOCIATE PROFESSORS/PROFESSORS

A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 6.3 (5.3 of this document) of the UGC Regulations.

#### **B. Career Advancement Scheme (CAS) for University teachers**

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

#### **Eligibility:**

- i. An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:
- ii. Attended one Orientation course of 21 days duration on teaching methodology;
- iii. Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- iv. Published one research publication in the peer-reviewed journals or UGC-listed journals or journals ranked by SC Imago/ scopus /web science/ reputed journals identified by the University during assessment period.

#### **CAS Promotion Criteria:**

A teacher shall be promoted if;

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;
- ii. The promotion is recommended by the screening-cum evaluation committee.

B Assistant Professor (Senior Scale/Academic Level 11) to  
Assistant Professor (Selection Grade/Academic Level 12)

**Eligibility:**

- i. Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
- ii. A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- iii. Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Upgradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten
- iv. days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- v. Published three research papers in the peer-reviewed journals or UGC-listed journals or journal ranked by SCI mago/socopus /web science/ reputed journals during assessment period.

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- i. The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II,

Table 1) and;

- ii. The promotion is recommended by the Screening-cumevaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

- i. Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- ii. A Ph.D Degree in the subject concerned/allied/relevant discipline.
- iii. Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Upgradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- iv. A minimum of seven publications in the peer-reviewed or UGC listed journals or journal ranked by SCI mago/socopus /web science/ reputed journals out of which three research papers should have been published during the assessment period.
- v. Evidence of having guided at least one Ph.D. candidate. **CAS**

**Promotion Criteria:**

A teacher shall be promoted if;

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.
- ii. The promotion is recommended by a selection committee constituted in accordance with these Rules.

#### **IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**

##### **Eligibility:**

1. An Associate Professor who has completed three years of service in Academic Level 13 A.
2. A Ph.D degree in the subject concerned/allied/relevant discipline.
3. A minimum of ten research publications in the peer- reviewed or UGC-listed journals or journal ranked by SCI mago/socopus /web science/ reputed journals out of which three research papers should have been published during the assessment period.
4. Evidence of having successfully guided doctoral candidate.
5. A minimum of 110 Research Score as per Appendix II, Table 2.

##### **CAS Promotion Criteria:**

A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.
- ii. The promotion is recommended by a selection committee constituted in accordance with these Rules.

#### **V. Professor (Academic Level 14) to Senior Professor (Academic Level 15)**

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject -experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Rules.

##### **Eligibility:**

- i. Ten years' experience as a Professor.
- ii. A minimum of ten publications in the peer-reviewed or UGClistered journals or journal ranked by SCI mago/socopus /web science/

reputed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

**C. Career Advancement Scheme (CAS) for Librarians**

I. From University Assistant Librarian (Academic level 10)/ to University Assistant Librarian (Senior Scale/Academic level 11):

**Eligibility:**

An Assistant Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil.degree, or six years of service for those without a M.Phil or a Ph.D. degree.

- i. He/she has attended at least one Orientation course of 21 days' duration; and
- ii. Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

**CAS Promotion Criteria:**

An Assistant Librarian may be promoted if:

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and
- ii. The promotion is recommended by a screening-cum-evaluation committee.

II. From University Assistant Librarian (Senior Scale/Academic level 11)/ to University Assistant Librarian (Selection Grade/ Academic level 12)

**Eligibility:**

- i. He/she has completed five years of service in that grade.
- ii. He/she has done any two of the following in the last five years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and other activities as per Appendix II, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii)

Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.

**CAS Promotion Criteria:**

An individual shall be promoted if:

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4, and;
- ii. The promotion is recommended by a screening-cum-evaluation committee.

1. From University Assistant Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A) He/she has completed three years of service in that grade.

2. He/she has done any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix

II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

**CAS Promotion Criteria:**

An individual shall be promoted if:

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii. The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

**III.** The criteria for CAS Promotions from University Deputy Librarian (Academic Level 13A) to University Deputy Librarian (Academic Level 14) shall be the following:

1) He/she has completed three years of service in that grade.

2) He/she has done any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at

least one week (five days) duration in lieu of every single course/ programme of at least two weeks (ten days) duration), (iv) Taken/developed one MOOCs course in the relevant subject (with ecertification), and (v) Library up-gradation course.

- 3) Evidence of innovative library services, including the integration of ICT in a library.
- 4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript- Keeping CAS

**Promotion Criteria:**

An individual shall be promoted if:

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii. The promotion is recommended by a Selection Committee constituted as per these Rules on the basis of the interview performance.

**6. Research Promotion Grant**

The UGC or the respective agency (Central/State Governments) may provide a start-up grant at the level of Rs.3.0 lakhs in Social Sciences, Humanities and Languages and Rs. 6.0 lakhs in Sciences and Technology to teachers and other non-vocational academic staff to take up research immediately after their appointment.

**7. Consultancy Assignments**

The consultancy rules, terms, conditions and the model of revenue sharing between institutions and consultant- teachers shall be as per the UGC Consultancy Rules to be provided separately.

**8. Counting of Past Services for Direct Recruitment and Promotion under CAS**

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.

- b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- e) The previous appointment was not as guest lecturer for any duration.
- f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
  - i. the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
  - ii. the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
  - iii. the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
- g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

**9. Period of Probation and Confirmation**

- i. The minimum period of probation of a teacher shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
- ii. The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.

- iii. Subject to Clause 9 of these Rules, it is obligatory on the part of the university/ to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.
- iv. The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the University.
- v. All other University rules on probation and confirmation shall be applicable *mutatis mutandis*.

#### **10. Creation and Filling-up of Teaching Posts**

- i. Teaching posts in universities, as far as feasible, may be created in a pyramidal order, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.
- ii. All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

#### **11. Appointments on Contract Basis**

The teachers should be appointed on contract basis only when it is absolutely necessary and when the student- teacher ratio does not satisfy the laid-down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in the University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly-appointed teacher. The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly- appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing him/her on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

#### **12. Teaching Days**

- a. The Universities must have at least 180 teaching, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be

increased correspondingly to ensure the equivalent of 30 weeks of actual teaching, with a 6-day week.

The above provision is summarized as follows:

Categorization	Number of weeks : 6-days a week pattern		Number of weeks : 5-days a week pattern	
	University	College	University	College
Teaching and Learning Process	30 (180 days) weeks	30 (180 days) weeks	36 (180 days) weeks	36 (180 days) weeks
Admissions, Examinations, and preparation for Examination	12	10	8	8
Vacations	8	10	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
Total	52	52	52	52

- b. In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3<sup>rd</sup> of the period of their earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, 1/3<sup>rd</sup> of the period shall be credited as Earned Leave.

### 13 Workload

- a. The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development /Extra- Curricular Activities/ library consultation/ research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University. The direct teaching-learning work load should be as follows:

Assistant Professor - 16 hours per week

Associate Professor/Professor - 14 hours per week

- b. Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

#### **14. Service Agreement and Fixing of Seniority**

- a. At the time of recruitment in Universities, a service agreement should be executed between the University and the teacher concerned and a copy thereof shall be deposited with the Registrar. Such service agreement shall be duly stamped as per the government rates applicable.
- b. The self-appraisal methodology, as per Clause 5.0 and its sub-clauses and Clauses 5.1 to 5.4 and all the sub- clauses contained therein and as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.
- c. Inter-se seniority between the direct recruited and teachers promoted under CAS

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central /State Government shall apply, for all other matters of seniority.

#### **15. Code of Professional Ethics**

##### **i. Teachers and their Responsibilities :**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

**Teacher should:**

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
  - ii. Manage their private affairs in a manner consistent with the dignity of the profession;
  - iii. Seek to make professional growth continuous through study and research;
  - iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
  - v. Maintain active membership of professional organizations and strive to improve education and profession through them;
  - vi. Perform their duties in the form of teaching, tutorials, practical's, seminars and research work, conscientiously and with dedication;
  - vii. Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
  - viii. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
  - ix. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
  - x. Participate in extension, co-curricular and extra-curricular activities, including the community service.
- iii. **Teachers and Students:** Teachers should:
1. Respect the rights and dignity of the student in expressing his/her opinion;
  2. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
  3. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
  4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

5. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
6. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

**iii. Teachers and Colleagues:** Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

**iv. Teachers and Authorities:** Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;

5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
  6. Adhere to the terms of contract;
  7. Give and expect due notice before a change of position takes place; and
  8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- v. Teachers, Administrative and Technical Staff:** Teachers should:
1. Treat the admin & tech staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
  2. Help in the functioning of joint-staff councils covering both the teachers and the Admin & Tech staff.
- vi. Teachers and Guardians:** Teachers should:
1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.
- vii. Teachers and Society:** Teachers should:
- 1) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
  - 2) Work to improve education in the community and strengthen the community's moral and intellectual life ;
  - 3) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
  - 4) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
  - 5) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

### **The Vice-Chancellor should :**

- 1) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- 2) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- 3) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- 4) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- 5) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- 6) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.

### **16. Other Terms and Conditions**

#### **16.1 Incentives for Ph.D./M.Phil. and other Higher Qualification**

- i. Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degrees of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- ii. M.Phil degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments. iii. Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/M.Arch./ M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body/ council, shall also be entitled to two non-compounded advance increments at the entry level. iv.
  - a) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.
  - b) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Regulations or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awarded, shall also be entitled to the award of three non-compounded increments fixed at increment

- applicable at entry level only, even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- v. In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
  - vi. Teachers in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. , while in service only if such enrolment is with a university which complies with the entire process including that of enrolment as prescribed by the UGC.
  - vii. Teachers who acquire M.Phil. Degree or a post-graduate degree in a professional course recognised by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment fixed at increment applicable at entry level only.
  - viii. Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.
  - xi. (a) Assistant Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments fixed at increment applicable at entry level only.  
  
(b) However, persons in posts of Assistant Librarian on higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulations or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only.
  - x. In respect of every other case of persons in the post of Assistant Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC

to have complied with the process prescribed by the Commission for the award of Ph.D.in respect of either course-work or evaluation or both as the case may be.

- xi. Assistant Librarian and others in higher library positions in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- xii. Two non-compounded advance increments shall be admissible for Assistant Librarian with M.Phil. degree in Library Science at the entry level. Assistant Librarian/College Librarian and those in higher positions acquiring M.Phil degree in library science at any time during the course of their service shall be entitled to one advance increment fixed at increment applicable at entry level only.
- xiii. Notwithstanding anything in the forgoing clauses, those who have already availed the benefit of advance increments for possessing Ph.D./M.Phil at the entry level or in service once either under this regulation or under the earlier schemes/regulations shall not be entitled to the benefit of advance increments under these Regulations.
- xiv. Teachers and library cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D./M.Phil. while in service shall not be entitled to advance increments under these Regulations.
- xv. For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil. under the earlier schemes/regulations, the benefit of advance of increments for possessing Ph.D./M.Phil shall be available to only those appointments which have been made on or after the coming into force of these Regulations.

## **16.2 Promotion**

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, the teacher or equivalent position would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher Cell at that Level; and the pay shown in this Cell would now be located in the new Academic Level corresponding to the post to which he/she has been promoted.

If a Cell identical with that pay is available in the new Level, that Cell shall be the new pay, otherwise the next higher Cell in that Level shall be the new pay of the teacher or equivalent position. If the pay arrived at in this manner is less than the first Cell in the new Level, then the pay shall be fixed at the first Cell of the new Level.

Other Allowances and Benefits shall be as per the Rules of NLUJ

#### **APPENDICES**

Appendix I	Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables (MHRD Notification MHRD letters No. Corrigendum F.No.17/2015-U.II(1) dated 08.11.2017
Appendix II	Assessment Criteria and Methodology Table 1 to 3 - For University and College Teachers Table 4 - For Assistant Librarian, Deputy Librarian, Librarian etc.

#### **17. Pay Scales, Pay Fixation, and Age of Superannuation**

- i. Pay scales as notified by the Government of India from time to time as adopted by the University Grants Commission will be followed.
- ii. Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor, Professor and Senior Professor only, may be re-employed on contract appointment beyond the age of superannuation, as applicable to the concerned University, college and Institution, up to the age of seventy years.

Provided further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time.

## Appendix I

Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables

F.No.1-7/2015-U.II(1)  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
University-3 Section.

Kshetri Bhawan, New Delhi  
Dated 7<sup>th</sup> November, 2017


### Corrigendum

**Subject:** Scheme of revision of pay of teachers and equivalent cadres in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7<sup>th</sup> Central Pay Commission (CPC).

In the order of the Government of India in the Ministry of Human Resource Development (Department of Higher Education) no. 1-7/2015-U.II(1) dated 2.11.2017 in the Annexure (Page 8) appended to the said order, figures mentioned in:

- (a) Cell Academic level 12, row 5 may be read as "34,700" instead of "34,100"
- (b) Cell Academic level 13A, row 16 may be read as "1,04,300" instead of "1,04,100"
- (c) Cell Academic level 14, row 9 may be read as "1,38,700" instead of "1,38,100"

2. The rest of the content of the above order remains the same.

  
(Dr. K.K. Tripathy) 21/11/17  
Director

To,

1. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi - 110 003.
2. Vice-Chancellors of all Central Universities/Institutions Deemed to be Universities fully funded by the Central Government.
3. Principal Secretary to Prime Minister, South Block, Central Secretariat, New Delhi.
4. Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.
5. Secretary, Department of Expenditure, North Block, New Delhi.
6. Secretary, Department of Personnel & Training, South Block, New Delhi.
7. Secretary, Department of Agriculture Research and Education, Kirti Bhawan, New Delhi.
8. Secretary, Ministry of Health and Family Welfare (Medical Education), Birman Bhawan, New Delhi.
9. Member Secretary, All India Council for Technical Education, New Delhi.
10. Chief Secretaries of all State Governments.
11. Web Master, Ministry of Human Resource Development for publication on the website of the Ministry, hosted by the National Information Centre.

Annexure-I

## Pay Matrix

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	12A	14	15
Rationalized Entry Pay (Rs.) 1	57,700	66,900	75,800	1,51,400	1,44,200	1,82,300
2	59,400	71,000	82,200	1,35,300	1,48,500	1,67,700
3	61,200	73,100	84,700	1,39,400	1,53,800	1,73,900
4	63,000	75,300	87,200	1,43,500	1,57,900	1,80,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,700	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,600	1,07,200	1,76,500	1,93,900	
12	79,800	95,400	1,10,400	1,81,600	1,99,800	
13	82,200	98,300	1,13,700	1,87,300	2,05,800	
14	84,700	1,01,200	1,17,100	1,92,800	2,11,800	
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,700		
17	92,500	1,10,500	1,27,900	2,10,800		

K. K. Tripathi  
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Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			
21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,500			
25	1,17,100	1,39,900	1,62,600			
26	1,20,600	1,44,100	1,68,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,900	1,52,800	1,77,100			
29	1,31,700	1,57,300	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					

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**Table 1**

**Assessment Criteria and Methodology for University Teachers**

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good  Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University students related activities/research activities:  (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-Ordinator, Warden etc.  (b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation.  (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.  (d) Organising seminars/ conferences/ workshops, other college/university activities.  (e) Evidence of actively involved in guiding Ph.D students.  (f) Conducting minor or major research project sponsored by national or international agencies.  (g) At least one single or joint publication in peer-reviewed or UGC list of Journals or SCOPUS listed Journals or Journals identified by the NLUJ.	Good - Involved in at least 3 activities  Satisfactory - 1-2 activities  Not-satisfactory - Not involved / undertaken any of the activities  Note:  Number of activities can be within or across the broad categories of activities

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire

period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

Table 2

Methodology for University and Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc)

S. N.	Academic/Research Activity	Faculty of Sciences/Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education/ Physical Education / Commerce / Management & other related disciplines
1	Research Papers in PeerReviewed or UGC listed Journals or SCOPUS listed Journals or Journals identified by the NLUJ	08 per paper	10 per paper
2	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	5	5
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	8	8
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	3	3
	Book	8	8

3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	5	5
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	5	5
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	2	2
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	8	8
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	5	5
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	2	2
	Editor of e-content for complete course/ paper /e-book	10	10

4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded

	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03

5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/ UNESCO/ World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures / Resource Person / Paper presentation in Seminars / Conference / full paper in Conference Proceedings (paper presented in Seminars / Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State / University	02	02

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i. Paper in refereed journals without impact factor - 5 Points
  - ii. Paper with impact factor less than 1 - 10 Points
  - iii. Paper with impact factor between 1 and 2 - 15 Points
  - iv. Paper with impact factor between 2 and 5 - 20 Points
  - v. Paper with impact factor between 5 and 10 - 25 Points
  - vi. Paper with impact factor >10 - 30 Points
- a) Two authors: 70% of total value of publication for each author.
  - b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

**Note:**

- i. Paper presented if part of edited book or proceeding then it can be claimed only once.
- ii. For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- iii. \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

iv. The research score shall be from the minimum of three categories out of six categories. Table: 3 A

Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to	

				less than 60% = 20
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05	
4.	Ph.D.			30
5.	NET with JRF			07
	NET			05
	SLET/SET			03
6.	Research Publications ( 2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)			10
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#			10
8.	Awards			
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)			03
	State-Level (Awards given by State Government)			02

*#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.*

Note:

A(i) M.Phil + Ph.D Maximum - 30 Marks JRF/NET/SET Maximum - 07 Marks

In awards category Maximum - 03 Marks

B Number of candidates to be called for interview shall be decided by the concerned universities.

C

Academic Score - 80

Research Publications - 10

Teaching Experience - 10

Total	-	100
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D Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges/ Institutions only

Table 4

Assessment Criteria and Methodology for Librarians

S.No.	Activity	Grading Criteria
1	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <p>Library Resource and Organization and maintenance of books, journals and reports.</p> <p>Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</p> <p>Assistance towards updating institutional website</p>	<p>90% and above - Good</p> <p>Below 90% but 80% and above - Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p>	<p>Good – 1 National level seminar/workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/workshop or 1 state level seminar/workshop + 1 institution level seminar/workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>
3.	<p>If library has a computerized database then OR</p> <p>If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory. OR</p> <p>Good – 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date Unsatisfactory - Catalogue database not upto mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>

4.	Checking inventory and extent of missing books	<p>Good : Checked inventory and missing book less than 0.5%</p> <p>Satisfactory - Checked inventory and missing book less than 1%</p> <p>Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.</p>
5.	<p>Digitization of books database in institution having no computerized database.</p> <p>Promotion of library network.</p> <p>Systems in place for dissemination of information relating to books and other resources.</p> <p>Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>Design and offer short-term courses for users.</p> <p>Publications of at least one research paper in UGC approved journals.</p>	<p>Good : Involved in any two activities</p> <p>Satisfactory : At least one activity</p> <p>Not Satisfactory : Not involved/ undertaken any of the activities.</p>
Overall Grading	<p>Good : Good in Item 1 and satisfactory/good in any two other items including Item 4.</p> <p>Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading.</p>	
<p>Note :</p> <p>It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.</p> <p>The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.</p> <p>The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</p>		



# National Law University, Jodhpur

## APPLICATION FORM FOR PROMOTION UNDER UGC CAREER ADVANCEMENT SCHEME (CAS)

As per the UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 adopted by the University.

**Application for promotion from Academic Level \_\_\_\_\_ to \_\_\_\_\_**

### PART A

Period of Assessment for Promotion:	From..... to .....
Date of appearing before the last Selection Committee (if appeared):	
Total Academic/Research Scores as per Appendix II, Table 2 (UGC Regulations 2018 as adopted by NLUJ):	

### GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name <i>(in Block Letters)</i>	:	
2.	Current Designation	:	
3.	Scale of Pay	:	
4.	Date of Joining the present position	:	
5.	Date of Birth & Age	:	
6.	Designation at the time of joining the regular position	:	
7.	Date of Joining	:	
8.	Date of Confirmation	:	
9.	Details of earlier Promotion(s) under CAS	:	Academic Level / Grade Pay _____ to Academic Level / Grade Pay _____ Scale of Pay: _____
10.	Date of Last Promotion(s) <i>(Enclosure No.....)</i>	:	
11.	Date of eligibility for promotion for the stage applied	:	
12.	Please indicate whether you belong to SC/ST/OBC/PWD	:	

13.	Address for Correspondence (with Pin code)	:	
14.	Permanent Address (with Pin code)	:	
15.	Mobile Number	:	
16.	Email Address	:	

### 17. Academic Qualifications:

Examination	Name of the Board/ University	Year of Passing	% of Marks obtained	Division	Subjects studied	Encl No.
SSC						
10+2						
Under-Graduation						
Post-Graduation						
NET/SLET/SET						
Other Degrees (if any)						

### 18. Research Degree(s):

Degree	Title	Date of Award	University	Encl No.
M.Phil.				
Ph.D.				
D.Sc. / D.Litt.				

*In case of M.Phil./Ph.D. Examination, an attested copy of the degree & the result notification for the same be attached*

### 19. Degrees/Certificates acquired after joining services at NLUJ:

Examination	University	Year	% of marks obtained	Division & Distinction	Encl No.

--	--	--	--	--	--

**20. Teaching Experience prior to joining NLUJ:**

Name of Employer/ Institution	Designation	Duration		Nature of appointment (Regular/Temp/A dhoc/Part-time)	Scale of Pay	Nature of Duties	Encl No.
		From	To				

**21. Details of experience at NLUJ from the date of joining:**

Designation	Department	Regular / Contractual	Duration		Experience		Pay Scale / Grade	Encl. No.
			From	To	Year	Month		

Please clearly specify the period of Leave without Pay :

**22. Teaching experience:**

PG Classes (in Years):..... Period: From ..... To.....

UG Classes (in Years):..... Period: From ..... To.....

**23. Research Experience excluding years spent in acquiring M.Phil./Ph.D. degrees (in years):**

(i) Years of experience in Guiding Ph.D. / M.Phil. Scholars :.....

(ii) No. of Scholars awarded Ph.D. : ..... M.Phil. ....

No. of Scholars presently working under your guidance: Ph.D. .... M.Phil. ....

(iii) Total No. of Papers Published: (Not Abstract. Please attach full Papers only)

a) Research Papers published in journals ranked by SCImago / SCOPUS / Web of Science: .....

b) Research Papers published in the other UGC CARE listed journals:

.....

(iv) Total No. of Papers Published during the assessment period  
(\_\_\_\_\_)

a) Research Papers published in journals ranked by SCImago /  
SCOPUS /

Web of Science: .....

b) Research Papers published in the other UGC CARE listed journals:

.....

**24. Orientation Programme / Refresher Course attended (Only UGC Recognized):**

Name of the Course	Organizing Agency	Duration of Course		No. of Days	Enclosure No.
		From	To		

**25. Any Other Research Methodology Workshop / Syllabus Up-gradation Workshop / Teaching-Learning-Evaluation Technology Programmes / FDP**

Name of the Course	Organizing Agency	Duration of Course		No. of Days	Enclosure No.
		From	To		

**26. Details of MOOCs course completed (with e-certification)**

Name of the Course	Organizing Agency	Duration of Course		Enclosure No.
		From	To	

**27. Contribution to the University:**

**28. Future Academic Development Plan for self as well as University:**

**29. Any other relevant information:**

Signature of the Candidate

**PART B**

**SECTION I**

**Annual Self-assessment cum performance appraisal form**

**Academic year : \_\_\_\_\_**

S.N	Activity	Semester- Academic Year	No. of Classes Assigned	No. of Classes Taken	Serial No. of proof encl with page no	Verified by Designated Authority/ Officer	Verified by the Expert Committee
1	Teaching (Classes taught includes sessions on tutorials and other teaching related activities)	June – October, _____					
		January – April, _____					
2	Involvement in the University students related activities/research activities (Please tick all applicable):						
	a. Administrative responsibilities such as Head, Chairperson/ Coordinator, Proctor, Chief Warden, Warden etc.						
	b. Examination and evaluation duties assigned by the university or attending the examination paper evaluation						
	c. Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, and community services.						
	d. Organising seminars/ conferences/ workshops, other university activities.						
	e. Evidence of actively involved in guiding Ph.D. Scholars						
	f. Conducting minor or major research project sponsored by national or international agencies.						
g. At least one single or joint publication in peer reviewed or UGC list of Journals or journal ranked by SCI- mago /scopus /web science/ reputed journals							

Note:

- a. For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.
- b. For activity 1, 80% & above signifies 'Good', Below 80% but 70% & above signifies 'Satisfactory' and Less than 70% signifies 'Not satisfactory'.
- c. For activities 2, 'Good' denotes involvement in at least 3 activities, 'Satisfactory' denotes involvement in 1-2 activities and 'Notsatisfactory' denotes involvement in Not involved / undertaken any of the activities. For this purpose, the number of activities can be within or across the broad categories of activities

Overall Grading

Good : Good in teaching and satisfactory or good in activity at Sl.No. 2

Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No. 2 Not

Satisfactory: If neither good nor satisfactory in overall grading.

Place:.....

Signature of the faculty

Date: .....

Signature of the Designated Authority/Officer,

Signature of the  
Chairperson, Expert Committee

Note : In case of 2(a), (c), (d) (e) and (f) certificate from the concerned officer is to be attached.

## SECTION II

### To be filled by the designated Authority/Officer

Assessment of work output Numerical grading is to be assigned by designated Authority/Officer on a scale of 1-10 (One-Ten), where 1 refers to the lowest and 10 to the highest grade. **Teaching-Learning and Evaluation (Annual)**

**Academic year :** \_\_\_\_\_

	Items	Grading by the Designated Authority/Officer	Remarks by Designated Authority/Officer	Remarks by Expert Committee
1	Regularity to class			
2	Punctuality to class			
3	Remedial teaching and clarifying doubts outside the assigned teaching hours			
4	Counseling and mentoring of the students			
5	Additional teaching guidance and research to support the University as and when required			
6	Examination and Evaluation (invigilation, supervision, observer duties; setting up of question papers; moderations, evaluation of internal and external answer scripts, etc.)			

\*Note : The designated Authority/Officer will make this assessment based on the students feedback (course evaluation) during the period.

Place:.....

Name in Block Letters:.....

Date: .....

Assessment year:.....

**Signature of the designated Authority/Officer**

**Signature of the Chairperson, Expert Committee**

**PART-C**  
**Academic / Research Score**  
**(As per UGC Regulations 2018, Appendix II, and Table 2: Methodology for University Teachers for calculating Academic / Research Score)**

S. No	Academic/Research Activity	Maximum Score	Self-Assessment Score	Sl. No. of proof enclosed with page numbers
1	a) Research Papers published in the journals ranked by SCImago/SCOPUS/Web of Science b) Research Papers published in the other UGC CARE Listed Journals c) Research Papers published in the peer reviewed reputed journals / other reputed journals	10 per paper		
2	Publications (other than Research papers)			
	<b>(a) Books authored which are published by;</b>			
	Reputed International publishers	12 per book		
	Reputed National Publishers	10 per book		
	Editor of Book by reputed International Publisher	10 per edited book		
	Editor of Book by reputed National Publisher	8 per edited book		
	Chapter in Edited Book	5 per chapter		
	<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>			
	Chapter or Research paper	3 per chapter or research paper		
	Book	8 per book		
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula			
	<b>(a) Development of Innovative pedagogy</b>	5		

<b>(b) Design of new curricula and courses</b>	2 per curricula/course		
<b>(c) MOOCs</b>			
Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20		
MOOCs (developed in 4 quadrant) per module/lecture	5		
Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	2		

	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	8		
	<b>(d) E-Content</b>			
	Development of e-Content in 4 quadrants for a complete course/e-book	12		
	e-Content (developed in 4 quadrants) per module	5		
	Contribution to development of e-content module in complete course/paper/e-book (at least 1 quadrant)	2		
	Editor of e-content for complete course/ paper /e-book	10		
4	<b>(a) Research guidance</b>			
	Ph.D	10 per degree awarded		
		05 per thesis submitted		
	M.Phil/P.G. Dissertation	02 per degree awarded		
	<b>(b) Research Projects Completed</b>			
	More than 10 lakhs	10 per research project		
	Less than 10 lakhs	5 per research project		
	<b>(c) Research Projects Ongoing</b>			

	More than 10 lakhs	5 per research project		
	Less than 10 lakhs	2 per research project		
	<b>(d) Consultancy</b>	3 per consultancy work		
5	<b>(a) Patents</b>			
	International	10 per patent		
	National	7 per patent		
	<b>(b)* (i) Policy Document (Submitted to an International body / organization like UNO / UNESCO / World Bank / International Monetary Fund etc. or Central Government or State Government)</b>			
	International	10 per submission		
	National	7 per submission		
	State	4 per submission		
	<b>(c) Awards/Fellowship</b>			
	International	7 per award/fellowship received		
	National	5 per award/fellowship received		
	Note: To consider award of points under the said head the Awards / Fellowships shall be granted by an institution of national / international repute recognizing the academic or other contributions made by the candidate. Awards like Gold Medals, JRF, SRF, fellowship for attending conferences or for participation or presentation of papers at seminars / conferences etc., cannot be considered under the said head.			

6	<b>*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>			
	International (Abroad)	7 per invitation/presentation		
	International (within country)	5 per invitation/presentation		
	National	3 per invitation/presentation		
	State/University	2 per invitation/presentation		
<b>TOTAL</b>				

**The Research score for research papers would be augmented as follows:**

Research Papers published in the journals ranked by SCImago / Scopus / Web of Science / Peer Reviewed Journals listed by the UGC (Impact factor to be determined as per Thomson Reuters / SJR list):

- i. Paper in refereed journals without impact factor -5 Points
- ii. Paper with impact factor less than 1 -10 Points
- iii. Paper with impact factor between 1 and 2 -15 Points
- iv. Paper with impact factor between 2 and 5 -20 Points
- v. Paper with impact factor between 5 and 10 -25 Points
- vi. Paper with impact factor > 10 -30 Points

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

**Note:**

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- **The research score shall be from the minimum of three categories out of six categories.**

**1. (a) Research Papers published in the journals ranked by SCImago / SCOPUS / Web of Science**

S. No.	Title of the Research Paper	Name of the Journals	ISSN No.	Vol., PP No. & Year	Impact Factor*	No. of Authors	Type of Authorship (First Author/ Corresponding Author/ Principal/Co-Author)	Reference of SCImago / SCOPUS / Web of Science	Claimed Score	Verified Score	Encl. No.
<b>Total:</b>											

**(b) Research Papers published in other UGC CARE listed journals**

Sl. No.	Title of the Research Paper	Name of the Journals	ISSN No.	Vol., PP No. & Year	Impact Factor*	No. of Authors	Type of Authorship (First Author/ Corresponding Author/ Principal/CoAuthor)	Sr. No. in UGC listed Journals	Claimed Score	Verified Score	Encl. No.
<b>Total:</b>											

**(c) Research Papers published in the peer reviewed reputed journals / other reputed journals**

Sl. No.	Title of the Research Paper	Name of the Journals	ISSN No.	Vol., PP No. & Year	Impact Factor*	No. of Authors	Type of Authorship (First Author/ Corresponding Author/ Principal/CoAuthor)	Sr. No. in peer reviewed reputed Journals / other reputed journals	Claimed Score	Verified Score	Encl. No.
<b>Total:</b>											

**a. The Research score for research papers would be augmented as follows :**

Research Papers published in the journals ranked by SCImago/SCOPUS/Web of Science/Peer-Reviewed Journals listed by the UGC (Impact factor to be determined as per Thomson Reuters/ SJR list):

- Paper in refereed journals without impact factor - 5 Points
- Paper with impact factor less than 1 - 10 Points
- Paper with impact factor between 1 and 2 - 15 Points
- Paper with impact factor between 2 and 5 - 20 Points
- Paper with impact factor between 5 and 10 - 25 Points
- Paper with impact factor >10 - 30 Points

**b. Two authors: 70% of total value of publication for each author.**

**c. More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.**

**d. Joint Projects: Principal Investigator and the Co-Investigator will be 50% each.**

**2. Publications (other than Research Papers)**

Sl. No.	Title of the Books	Author	Co-Authors (s)	Name of the Publisher, Month, Year	ISBN/ ISSN	Claimed Score	Verified Score	Encl. No.
<b>(a) Books authored which are published by :</b>								
<b>(i) Reputed International Publishers</b>								
<b>(ii) Reputed National Publishers</b>								

<b>(iii) Editor of Books by Reputed International Publisher</b>								
<b>(iv) Editor of Books by Reputed National Publisher</b>								
<b>(v) Chapter in Edited Book</b>								

- a. *Two authors: 70% of total value of publication for each author.*
- b. *More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.*

<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>								
<b>For</b>								
<b>Chapter or Research Paper</b>								
<b>Book</b>								
						<b>Total:</b>		

**Note:** Attach front, index and back pages justifying the claim showing the ISBN/ ISSN Number

**3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula.**

Sl. No.	Activity*	Claimed Score	Verified Score	Encl. No.
<b>(a) Development of Innovative Pedagogy</b>				
<b>(b) Design of New Curricula and Courses</b>				
<b>(c) MOOCs</b>				
<b>Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05marks/credit)</b>				
<b>MOOCs (developed in 4 quadrant) per module/lecture</b>				
<b>Content writer/subject matter expert for each module of MOOCs (at least one quadrant)</b>				
<b>Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)</b>				

<b>(d) E-Content</b>				
<b>Development of e-Content in 4 quadrants for a complete course/e-book</b>				
<b>e-Content (developed in 4 quadrants) per module</b>				
<b>Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)</b>				
<b>Editor of e-content for complete course/paper/ e-book</b>				
		<b>Total:</b>		

\*Each activity should be claimed by the applicant with supporting documents.

#### **4. (a) Research Guidance**

##### **i) Ph.D. awarded / Thesis submitted\***

<b>Sl. No.</b>	<b>Name of the Scholar</b>	<b>Title of Thesis</b>	<b>Awarded/ Thesis submitted</b>	<b>Supervisor / Co-supervisor</b>	<b>University</b>	<b>Month and Year</b>	<b>Claimed Score</b>	<b>Verified Score</b>	<b>Encl. No.</b>

\*Submit Ph.D. Notification/Certificate of Submission

##### **ii) M.Phil./ P.G. dissertation awarded\***

<b>Sl. No.</b>	<b>Name of the Scholar</b>	<b>Title of The Dissertation/Thesis</b>	<b>M.Phil./P.G.</b>	<b>University</b>	<b>Month and Year</b>	<b>Claimed Score</b>	<b>Verified Score</b>	<b>Encl. No.</b>

\*Submit M.Phil./P.G. Notification/Certificate of Submission

**(b) Research Projects Completed**

Sl. No.	Title of the Project (More than 10 lakhs)	Names of PI and co-PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified Score	Encl. No.
					From	To			
Sl. No.	Title of the Project (Less than 10 lakhs)	Names of PI and co-PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified Score	Encl. No.
					From	To			

**(c) Research Projects Ongoing:**

Sl. No.	Title of the Project (More than 10 lakhs)	Names of PI and co-PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified Score	Encl. No.
					From	To			
Sl. No.	Title of the Project (Less than 10 lakhs)	Names of PI and co-PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified Score	Encl. No.
					From	To			

**Note : Joint Projects: Principal Investigator and Co-Investigator would get 50% each. (d) Consultancy**

Sl. No.	Title and Nature of the Project	Agency to it is offered	Grant Component	Duration		Claimed Score	Verified Score	Encl. No.
				From	To			

**Note:-**

1. In case of joint projects, the Principal Investigator and Co-investigator would get 50% each.
2. For other members involved in research projects would get 30% each.
3. Award of marks for the research projects shall be subject to submission of the reports and the statement showing proof of their involvement in the said project.

**5. (a) Patents**

Sl. No.	Details of Patent	International / National	Year	Claimed Score	Verified Score	Encl. No.
<b>Total:</b>						

**(b) \* Policy Document (Submitted to an International body/ organization like UNO / UNESCO / World Bank / International Monetary Fund, etc. or Central Government or State Government)**

Sl. No.	Details of Policy Document	Submitted to	International / National / State	Month & Year of submission	Claimed Score	Verified Score	Encl. No.
<b>Total:</b>							

**Awards/ Fellowship**

Sl. No.	Name of the Award / Fellowship	Awarding Institute/ Organization	International/ National/	Date Awarded	Claimed Score	Verified Score	Encl. No.

Note: To consider award of points under the said head the Awards / Fellowships shall be granted by an institution of national / international repute recognizing the academic or other contributions made by the candidate. Awards like Gold Medals, JRF, SRF, fellowship for attending conferences or for participation or presentation of papers at seminars / conferences etc., cannot be considered under the said head

**6. \* Invited lectures / Resource Person / paper presentation in Seminars / Conferences/ full paper in Conference Proceedings (Papers presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)**

**6(A)**

Sl. No.	Invited as Resource Person	Name of the Seminar / Conference	Topic of the Lecture	Organizer/ Institute	Duration	International (Abroad)/ International (within country)/ National / State/ University Level	Claimed Score	Verified Score	Encl. No.
<b>Total:</b>									

6 (B)

Sl. No.	Invited as Paper Presenter	Name of the Seminar / Conference	Title of the Paper	Organizer / Institute	Duration	International (Abroad)/ International (within country)/ National / State/ University Level	Claimed Score	Verified Score	Encl. No.
<b>Total:</b>									

**Note:** • Paper presented if part of edited book or proceeding then it can be claimed only once.

- For joint supervision of research students, the formula shall be 70% of the total score for supervisor and cosupervisor. Supervisor & co-supervisor, both shall get 7 marks each.
- \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited Lectures/Resource Person/Paper Presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- **The research score shall be from the minimum of three categories out of six categories.**

**APPLICANT CLAIMED SCORE**

Summary of Total Claimed Score (1+2+3+4+5+6)							
Assessment Period from _____ to _____							
Year	Claimed Score						Total Claimed Score
Entire Assessment Period	1	2	3	4	5	6	
From _____ to _____							

**DECLARATION**

I hereby solemnly certify that the information provided in this application form is true and correct to the best of my knowledge and belief. If anything is found false at any stage, my candidature is liable to be rejected summarily without assigning any reason thereof.

Place:

Date:

**Signature of the applicant**

**VERIFIED SCORE**

Summary of Total (1+2+3+4+5+6)							
Assessment Period from _____ to _____							
Year	Verified Score						Total Verified Score
Entire Assessment Period	1	2	3	4	5	6	
From _____ to _____							

**Designated Authority/Officer**

**Chairperson, Expert Committee**

**PROFORMA FOR BEST PUBLICATIONS**

Name of the applicant:.....

Department:.....

Assessment Period:.....

Stage applied: \_\_\_\_\_

S.No	Title of the research publication	Year of Publication	Name of the journal	ISSN No.	Peer Reviewed / UGC listed / SCImago / SCOPUS / Web of Science	Enclosure No.
1.						
2.						
3.						
..						
..						

**Date:**

**Signature of the Applicant Note I: -**

a) Assistant Professors (Selection Grade / Academic Level 12) applying for promotion to Associate Professor (Academic Level 13 A) are required to provide seven publications which they wish to be sent for expert evaluation.

b) Associate Professor (Academic Level 13A) promoted under CAS applying for promotion to Professor (Academic Level 14) are required to provide the best three publications which they have published during the assessment period for evaluation by the experts.

**Note II:-**

The publications to be sent for expert evaluation should preferably be sole authored publications. In case of multi authored publications, the distribution of marks shall be as follows:

- (a) Two authors - 70% of the marks for each author
- (b) More than two authors - 70% of the marks to the first/ principle/  
Corresponding author and 30% of the marks for each of the joint authors

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