

EXISTING GRADE OF PAY

UNIVERSITY FACULTY SERVICES

S.NO.	DESIGNATION	PAY BAND
1	Professor	37400-67000 (GP-10000) OR-Fixed honorarium
2	Associate Professor	37400-67000 (GP-9000)
3	Assistant Professor	15600-39100 (GP-6000)
4	Teaching Assistant/ Research Associate	Fixed honorarium –Rs.30,000/- per month

UNIVERSITY ADMINISTRATIVE SERVICES

S.No.	Designation & Section	Pay Band
1.	Registrar	37400-67000 (GP-10000)
2.	Assistant Registrar	15600-39100
3.	AO & FA (Account's Section)	15600-39100 (GP-6600)
4.	Controller of Examination	37400-67000 (GP-9000)

UNIVERSITY MANAGERIAL SERVICE

Office Management Service		
1	Librarian	15600-39100 (GP-6000)
2	Assistant Librarian	15600-39100 (GP-6000)
3	Uni. Engineer (Civil & Electric)	9300-34800 (GP-4600)
4	Private Secretary	9300-34800 (GP-4600)
5	OMS (Lower Division Clerk)	5200-20200 (GP1900)
6	OMS (Upper Division Clerk)	9300-34800 (GP-4200)
7	Steno	9300-34800 (GP-4200)
8	Nurse	5200-20200 (GP1900)
Supportive Management Service		
1.	Library Attendant	4440-7440
2.	Driver	5200-20200 (GP-2400)
3.	Electrician	4440-7440
4.	Plumber	4440-7440
5.	Gardener	4440-7440
6.	Cook	4440-7440
7.	Pump Operator	4440-7440

8.	Care Taker	4440-7440
9.	Chowkidar	4440-7440 (GP-1800)
10.	Carpenter	4440-7440
11.	Sweeper	4440-7440
12.	Servant	4440-7440
13.	Washerman	4440-7440

ANNEXURE-II
(S/Reg/15)

SUPPORTIVE MANAGEMENT SERVICES

S.NO.	Name of Post/ Position	Qualification
1	Hostel Supervisor	Matriculation passed candidate having minimum experience of 5 years of working as Supervisor/Caretaker of a hostel of reputed organisation/institution. Note: Preference will be given to candidates having Diploma in Hospitality Management from reputed institution.
2.	Driver	Matriculation or equivalent and possessing valid licence for driving light and heavy vehicles with 4 years' experience of driving and maintenance of light/heavy vehicles.
3.	Library Attendant	Matriculation or equivalent and have minimum experience of 2 years of working as Library Attendant in a reputed library of an Institution/ Organisation.
4.	Electrician	Matriculate or equivalent with ITI (Electrical) and valid wireman certificate with minimum experience of 2 years of working as Electrician in a reputed Institution/ Organisation.
5	Plumber	Matriculate or equivalent with ITI (Plumbing) with minimum experience of 2 years of working as Plumber in a reputed Institution/ Organisation.
6.	Gardener	Minimum qualification of 8 th Class pass and has sufficient knowledge and experience about the gardening techniques, plants and seeds, gardening equipments with a minimum experience of 2 years of working in any institution/ organisation.
7.	Cook	Minimum qualification of 8 th Class pass and has sufficient knowledge and experience about the cooking with a minimum experience of 2 years of working in any institution/ organisation.
8.	Pump Operator	Matriculate or equivalent with ITI (Pump-operating) with minimum experience of 2 years of working as Pump-operator in a reputed Institution/ Organisation.
9.	Care Taker	Matriculation passed candidate having minimum experience of 5 years of working as Supervisor/Caretaker of a hostel of reputed organisation/institution. Note: Preference will be given to candidates having Diploma in Hospitality Management from reputed institution.
10.	Chowkidar	Minimum qualification of 8 th Class pass, having sound health, aptitude towards security measures, preferably a retired army/ paramilitary personnel where he served atleast for a period of not less than 5 years.
11.	Carpenter	Matriculate or equivalent with ITI (Carpentry) with minimum experience of 2 years of working as Carpenter in a reputed Institution/ Organisation.
12.	Sweeper	Minimum qualification of 8 th Class pass, having sound health and experience of working for cleaning/washing/sewerage systems in institution/organisation of repute.

13.	Attendant	Minimum qualification of 8 th Class pass, having sound health and experience of working as Attendant/Helper in the offices of an institution/organisation.
14.	Washerman	Minimum qualification of 8 th Class pass, having sound health and experience of working as Washerman in the hotel/guest-house of institution/organisation.

ANNEXURE-III
(S/Reg/15)

OFFICE MANAGEMENT SERVICES

S.NO.	Name of Post/ Position	Qualification
1	Engineer (Civil & Electrical)	B.E./B.Tech. in the discipline of Civil or Electrical Engineering respectively with 55% marks or equivalent grade having experience not less than 05 years.
2.	Security Officer	A retired Personnel from Indian Army/Paramilitary Forces having served there for 15 years in various posts and should be atleast a Junior Commissioned Officer at the time of retirement.
3.	Private Secretary	Graduation. Proficiency of Stenography and Transcription thereof with a speed of 100/60, with proficiency in computer technology.
4.	OMS (Assistant) (Level-I)/P.A.(Relevant discipline such as Accounts, Examination, Establishment, Store, Library, Students Section, IT etc.)	Graduation with knowledge of computer/system operations with experience of 10 years of continuous working as OMS (Assistant) (Level-II). A candidate with graduate qualification and who has successfully passed his C.A./ICWA-Intermediate examination may be appointed as OMS (Assistant) (Level-I).
5.	OMS (Assistant) (Level-II) (Relevant discipline such as Accounts, Examination, Establishment, Store, Library, Students Section, IT etc.)	Graduation with knowledge of computer/system operations.
6.	Steno	Qualification of Senior Higher Secondary/ (10+2) pass or equivalent. Having proficiency of Stenography and Transcription thereof with a speed of 60/40.
7.	Nurse	i. Degree or Diploma in General Nursing and Midwifery or equivalent from a recognized University /Institution ii. Registered as Nurse and Midwife under Indian Nursing Council Act, 1947/any State Nursing Council.
8.	Programmer (IT)	Degree of BCA/BCS//BCCA/B.Sc. (Computer Science/IT/Computer Applications)/Bachelor of Information System & Management (BISM) from a recognized University OR Graduation in any stream and having 1 year Diploma/PG Diploma in IT/Computer Science/Computer Applications from a recognized Board/University. Desirable: 5 years' relevant experience in respective discipline.
9.	Assistant Programmer	Degree of BCA/BCS//BCCA/B.Sc. (Computer Science/IT/Computer Applications)/Bachelor of Information System & Management (BISM) from a recognized University OR

		<p>Graduation in any stream and having 1 year Diploma/PG Diploma in IT/Computer Science/Computer Applications from a recognized Board/University.</p> <p>Desirable: 2 years' relevant experience in respective discipline.</p>
--	--	--

ANNEXURE-IV
(S/Reg/15)

UNIVERSITY ADMINISTRATIVE SERVICE

S.No.	Name of Post/Position	Qualification
1.	Registrar	A. Candidate have been a Professor for atleast 2 years. Note: The appointment to the post of Registrar may also be made on deputation or posting basis by the Rajasthan State Government, in which case, aforesaid criteria of appointment shall not be applicable.
2.	Additional Registrar	a. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institution. b. Candidate working as Associate Professor atleast for 5 years. <p style="text-align: center;">OR</p> Comparable experience in research establishment and / or other institutions of higher education. <p style="text-align: center;">OR</p> 8 years of administrative experience as Assistant Registrar or in an equivalent post. Desirable – Degree of Bachelor of Law.
3.	Deputy Registrar	a. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institution. b. Five years of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration. <p style="text-align: center;">OR</p> Comparable experience in research establishment and / or other institutions of higher education. <p style="text-align: center;">OR</p> 5 years of administrative experience as Assistant Registrar or in an equivalent post. Desirable – Degree of Bachelor of Law.

4.	Assistant Registrar	<p>a. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institution.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p>Desirable – Degree of Bachelor of Law.</p>
5.	Finance Officer/Accounts Officer /Audit Officer	<p>a. Post Graduate with at least 55% of marks in Commerce /Mathematics/Statistics</p> <p style="text-align: center;">OR</p> <p>ACA/CA/ICWA/CS/MBA (Finance)/SAS/JAO (Examination conducted by C & AG /CGA)</p> <p>b. 05 years experience in respect of Post Graduate in Commerce/Mathematics/Statistics/ CA/ICWA/CS/MBA(Finance) qualified (07 years experience in respect of SAS/JAO qualified and conversant with commercial accounts) related to financial/accounts/budgetary control matters in Government, Autonomous Bodies or commercial organization/industry of repute with Adequate knowledge of Accounts.</p> <p>Desirable:-</p> <ol style="list-style-type: none"> 1. Well versed in the financial/accounting systems. 2. Experience in computer system finance/accounts related software handling for information processing and retrieval. Officers working in Organized Accounts Services of GOVERNMENT (Preferably from Audit & Accounts Service) with similar status will be given preference.

ANNEXURE-V
(S/Reg/15)

UNIVERSITY FACULTY SERVICE

S.NO.	Name of Post/ Position	Qualification
1	Professor	<p>(i) An eminent scholar with Ph.D. qualification(s) in the subjects of Law/ Management/Policy Science/Insurance discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.</p> <p>(ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/ industries, including experience of guiding candidates for research at doctoral level.</p> <p>(iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.</p> <p style="text-align: center;">OR</p> <p>B. An outstanding professional having experience of minimum of 15 years, with established reputation in the field of Law/ Management/Social Science/Insurance, and has made significant contributions to the knowledge in his field, is required to be substantiated by credentials.</p>
2	Associate Professor	<p>(i) An eminent scholar with Ph.D. qualification(s) in the subjects of Law/ Management/Social Science/Insurance discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 08 publications as books and/ or research/policy papers.</p> <p>(ii) A minimum of eight years of teaching experience in university/college, and/or experience in research at the University/National level institutions/ industries, including experience of guiding candidates for research at doctoral level.</p> <p>(iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.</p> <p style="text-align: center;">OR</p> <p>B. An outstanding professional having experience of minimum of 12 years, with established reputation in the field of Law/ Management/Social Science/Insurance, and has made significant contributions to the knowledge in his field, is required to be substantiated by credentials.</p>
3	Assistant Professor	<p>(i) An eminent scholar with NET/SLET qualification(s) in the subjects of Law/ Management/Social Science/Insurance discipline and published work of high quality, actively engaged in research with evidence of published work.</p> <p>(ii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.</p> <p style="text-align: center;">OR</p> <p>B. An outstanding professional having experience of minimum of</p>

		10 years, with established reputation in the field of Law/ Management/Social Science/Insurance, and has made significant contributions to the knowledge in his field, is required to be substantiated by credentials.
4	Teaching Assistant/ Research Associate	(i) Masters degree with/without NET/SLET qualification(s) in the subjects of Law/ Management/Social Science/Insurance discipline. (ii) A minimum of 01 years of experience of teaching and/or research in an academic/research position. OR B. An outstanding professional having experience of minimum of 05 years, with established reputation in the field of Law/ Management/Policy Science/Insurance, and has made significant contributions to the knowledge in his field, is required to be substantiated by credentials.
4.	Librarian	i. A Master's Degree in Library Science /Information Science/documentation with at least 55% marks and consistently good academic record. ii. At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian. iii. Evidence of innovative library service and organization of published work. iv. Desirable: A M.Phil./Ph.D. Degree in library science/information science/ documentation/achieves and manuscript-keeping.
5.	Deputy Librarian	i. A Master's Degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade and a consistently good academic record. ii. Five years experience as an Assistant University Librarian/College Librarian. iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library. iv. Desirable: A M.Phil./Ph.D. Degree in library science/Information science / Documentation/Archives and manuscript-keeping/computerization of library.
6.	Assistant Librarian	i. A Master's Degree in Library Science / Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library. ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.



NATIONAL LAW UNIVERSITY, JODHPUR

NH-65, NAGAU ROAD,

MANDORE, JODHPUR-342 304 (RAJASTHAN)

E-Mail: nlu-jod-rj@nic.in

Web Site: www.nlujodhpur.ac.in

Appraisal for the period from _____ to _____

1. Before filling, please see guidelines on the last page.
2. Assessment against factors (8)(i) to 8(vii) which carry 9 marks each is to be quantified. Each factor has been defined (see instructions to the Appraiser). Mark each quality out of 9 by awarding specific marks depending upon the performance of the assessee, as follow:

Outstanding-9

Very good 8

Good 7 or 6

Average 5 or 4

Poor 3, 2, 1 or 0.

DO NOT USE FRACTIONS IN YOUR MARKING.

1. Name :
2. Designation and since how long in this post:
3. Section/Cell/Department:
4. Present Scale of pay/Basic pay (from) :
5. Academic and professional qualifications :
6. Date of joining NLU, Jodhpur :
7. Days of leave taken:

C.L. _____
 E.L. _____
 M.L. _____
 Any other leave _____

8(A) Date of Birth :

8(B) Details of the Reporting Officer (Initiating Officer)

Name	Designation & Place of Posting	Period of reporting	
		From	To

To be filled by the Initiating Officer

9. Describe briefly the nature of work which the employee has been engaged on during the period under review.

Signature :

Name :

Date:

Designation :

10. Assessment of the initiating/Reviewing Officers:

Particulars	Initiating Officer	Reviewing Officer		
i) Job ability				
ii) Work responsibility				
iii) Work output				
iv) Quality of work				
v) Inter-personal relations				
vi) Punctuality				
vii) Discipline (State, if any disciplinary action has been taken or is pending)				
viii) Physical fitness				
ix) Availability for work (based on attendance)				
x) Presence of mind for taking initiative				
11. Dependability/Loyalty				
12. Integrity (mention if anything adverse has come to notice)				
13. Mention areas where assessee can do better				
14. Specify adverse remarks, if any to be communicated to the individual				
Total				
<table><tbody><tr><td>Signature: Name: Designation: Date:</td><td>Signature: Name: Designation: Date:</td></tr></tbody></table>			Signature: Name: Designation: Date:	Signature: Name: Designation: Date:
Signature: Name: Designation: Date:	Signature: Name: Designation: Date:			

Note: Maximum marks for items at (i) to (x) are 10.

15. Assessment of the Accepting Officer

The appraisal is over-estimated/liberal/justified/strict/under-estimated. My final score of assessment of the employee is _____ i.e. _____

The adverse remarks recorded by the Initiating officer/Reviewing Officer should be communicated.

Signature:
Name:
Designation:
Date:

Adverse remarks have been communicated vide Memo No....., dated.....

Signature:
Name:
Designation:
Date:

Rating Score:

Outstanding	81-100
Very Good	61-80
Good	41-60
Satisfactory	21-40
Poor	0-20

INSTRUCTIONS TO THE APPRAISER

1. Before recording the assessment, the factor definitions should be read carefully.
2. The factors in item 8 to 10 are to be assessed; of these, assessment of the factors in item 8(i) to 8(x) is to be quantified and the score for each factor be indicated by awarding specific marks depending upon the performance of the assessee. For facility of assessment, ingredients of factors in items 8 (i to x), 9 and 10 are given in Annexure-III. The Appraiser may keep these ingredients in mind while assessing these factors.
3. Performance evaluation should be based on how well the employee has achieved the results expected during the period under assessment. Each factor should be assessed independently, uninfluenced by the rating the other factor(s).
4. Tendency to over rate/under-rate should be guarded against. This is unfair both to the employee reported upon as well as to his colleagues.
5. The assessment should be based on sufficient evidence reflected during the period under review. It should be fair and accurate. Personal bias should not operate in assessing an employee.
6. The assessment of an employee should not be based on a recent incident or two during the assessment period but on his performance throughout the period under review.
7. If the evaluation of an employee on a particular factor is considered to be '9' or '3' or less, the evaluation should be justified by citing specific supportive evidence in the relevant column.
8. Where the Accepting Officer does not agree with the assessment of the Initiating Officer / Reviewing Officer he should record his own assessment against each factor.
9. Adverse remarks must be clearly distinguished from suggestions. "His relations with subordinates need improvement" is a suggestion while "his relations with subordinates are bad or he treats his subordinates badly or rudely" is an adverse remarks.
10. In case there is any doubt about the integrity of an employee, the column in the PAR form should be left blank and a secret note maybe recorded and followed up. If as a result of follow-up action, the doubts are cleared, the employee's integrity should be certified and if the doubts are confirmed, this should be recorded in the ACR and communicated to the employee.

INGREDIENTS OF FACTORS

i) Job ability:

- a) Does he have the required knowledge and skill ?
- b) Does he make an effort to improve his knowledge & skill ?
- c) Is he effective in applying knowledge & skills to carry out his duties ?

ii) Work responsibility:

- a) Is he regular and punctual and uses his time purposefully ?
- b) is he disciplined? Does he follow rules of conduct and is he obedient to authority?
- c) Does he co-operate with seniors and colleagues?
- d) Does he take interest, work hard and carry out his duties willingly and responsibly?

iii) Work output:

- a) Has he completed his work on time?
- b) Has he been consistently high in his output?

iv) Quality of work:

- a) Has his work been accurate and neat?
- b) Has his work been thorough and systematic?
- c) Has he been consistent in turning out quality work ?

v) Inter - personal relations :

- a) Does he adjust to new or changing situation and co-operate well with colleagues and seniors?
- b) Is he accepted and does he make due contribution as a member of the group?
- c) Does he use problem solving skills to settle differences with others, consistent with organisational objectives?
- d) Does he get along well with outside people and organisation?

vi) Punctuality:

- a) Does he reach his office/work site in time?
- b) Does he normally reach his office work site before time?
- c) Does he insist on his subordinates coming in time or does he allow laxity?
- d) Does he keep his appointments? Is he in time for meeting, conferences, etc.?

vii) Discipline:

- a) Is he disciplined himself i.e. unquestioned compliance with authority and obedient?
- b) Has he instilled a sense of discipline in his subordinates?
- c) Is he involved in any enquiry or fray?
- d) Has any disciplinary action been initiated or pending against him?

viii) **Dependability/Loyalty:**

- a) Does he take interest or associate with people engaged in spreading rumours, loose talking, misguiding staff, giving misleading information of the University to outsiders?
- b) Is he faithful to you?
- c) Is he faithful to the men working under him?
- d) Is he faithful to others working in the Organization?

ix) **Integrity:**

- a) Is he exceptionally honest and above board?
- b) Is he honest and dependable?
- c) Is he generally honest and fair in his dealings?
- d) Has he tendency to be occasionally dishonest ; his behaviour harms no one but himself?
- e) Is he dishonest and a bad influence on others?

x) **Physical fitness:**

- a) Whether he is physically fit to carry out his given task or he takes support of others?
- b) Whether he remained absent on account of his health ground?
- c) Whether he has any physical deformity which hampers his work?

xi) **Availability for work:**

- a) Is he a habitual absentee and remain on EOL/LWP?
- b) Does he remains on leave quite frequently i.e. consumes his whole quota of entitled leave?
- c) What are his actual working days?

xii) **Presence of mind:**

- a) Whether he takes initiative to carry out his given targets?
- b) Whether he has the ability to motivate and encourage his colleagues to accomplish his work?
- c) Does he apply his professional competence to carry his works or only follows the path as are suggested/guided by others?