

# **Guru Ghasidas Vishwavidyalaya, Bilaspur**



## **Non-Teaching Employees Recruitment and Promotion Rules-2011**

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## **Recruitment and Promotion Rules (Non-Teaching Employees)-2011**

### **Rule 1.**

These rules may be called the Guru Ghasidas Vishwavidyalaya Non-Teaching staff Recruitment and Promotion Rules- 2011.

### **Rule 2**

These rules shall apply to all the non-teaching posts which may be classified as Ministerial, Non-ministerial, Secretarial, Technical etc.

### **Rule 3 DEFINITIONS**

- (a) "Act" means Central Universities Act 2009, No 25 of 2009 as amended from time to time.
- (b) "Appendix" means an Appendix to the Schedule to these Rules.
- (c) "Departmental candidate" means those employees working on regular basis in the University but does not include employees working on ad-hoc, daily wages or contract basis.
- (d) "Government" means the Central Government.
- (e) "Limited Departmental Examination" or "Test" means a competitive test limited to certain category or categories of holders of posts in the Schedule conducted by the University for Promotion to a higher post specified in these Rules.
- (f) "Non Teaching Employee" means employee of the University other than University teachers.
- (g) "On probation" with relation to a person, means a person appointed to any post on probation as specified in these Rules.
- (h) "Regular service" means service rendered by an employee in the Cadre on a regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extant approved by the competent authority.
- (i) "Schedule" means a Schedule to these Rules.
- (j) "Statutes", "Ordinance" and "Regulation" means, respectively, the Statutes, Ordinances and Regulations of the University made under Central Universities Act 2009, No 25 of 2009.
- (k) "Selection Committee" means a composition of members of Selection Committee including Departmental Selection Committee specified in the Appendix-1 and Appendix-2 to the Schedule to these Rules.
- (l) "University" means Guru Ghasidas Vishwavidyalaya.
- (m) "Direct Recruitment" means recruitment otherwise than by promotion or absorption.
- (n) "Year" means the financial year.
- (o) The word not defined here but defined in the Guru Ghasidas Vishwavidyalaya Act, Statute and Service Conditions made there under have the same meaning as assigned to them, in these enactments.

### **Rule 4 STAFF STRENGTH**

The authorized strength of various grades of the service on the date of notification shall be as specified in the Schedule. The appointing authority shall have right to unfilled or hold in abeyance any vacant post without thereby entitling to any person to compensation. The staff

shall comprise of different cadre consisting of the categories of posts, as mentioned in the Schedule and may be discussed by the Executive Council from time to time.

**Rule 5 FUTURE MAINTENANCE OF CADRE/POSTS**

(i) All the appointments in the University after the notification of these Rules shall be made only in accordance with the provisions of these Rules. Appointments to existing posts not covered by these Rules shall continue to be in accordance with the Recruitment Rules approved by the Executive Council or the Vice Chancellor or any other Authority under the Act. The Executive Council may add such other posts and/or Cadre in the Schedule subsequently after the notification of these Rules.

(ii) The seniority list of employees borne in each cadre of posts specified in the Schedule unless delegated to some other authority shall be maintained at the Establishment Branch of the University. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof may be placed in any of the offices or establishments, as the case may be by general or specific orders of the Vice-Chancellor or Pro Vice Chancellor or Registrar as the case may be.

(iii) Reservation to the posts in favor of SC, ST, OBC, PH and categories shall be provided in accordance with the instructions received from Government of India/UGC in this regard.

**Rule 6 NUMBER OF POSTS, CLASSIFICATION AND SCALES OF PAY:**

The number of posts, their classification and the scales of pay attached thereto shall be as specified in the Schedule annexed to these Rules.

**Rule 7 METHOD OF RECRUITMENT**

(A) Recruitment of the posts shall be made by the appointing authorities as per rules as follows:

- (i) By Direct Recruitment
- (ii) By Promotion
- (iii) On Contract/ Re-employment of persons who retired from service in exceptional cases. The term of Contract/Re-employment shall be as per Act.

(B) The posts which are to be filled by direct recruitment and their manner of appointment have been laid down in the schedule appended to these rules.

(C) The posts which are to be filled by promotion have also been specified in the schedules attached to these rules together with the manner/procedure/qualifications/etc required.

**Rule 8 DETERMINATION OF VACANCY**

- (a) Subject to the provisions of these rules, the appointing authority shall determine on 1<sup>st</sup> April, the actual number of vacancies occurring during the financial year.
- (b) The method of recruitment, age-limit, qualifications and other matters relating to the said post/vacancy shall be as specified in the Schedule.

**Rule 9 PROCEDURE OF SELECTION BY DIRECT RECRUITMENT**

1. When a vacancy or vacancies occur, the Administration Section shall intimate the same to Registrar.

2. The Registrar shall then proceed to invite applications through advertisements.
3. On receipt of the applications, all applications shall be screened by a committee and the recommendations of the committee be approved by the Vice-Chancellor.
4. Short-listing: where the number of applications received in response to a advertisement is large and it would not be convenient or possible for the University to interview all those candidates, the University may restrict the basis of calling the candidates with higher academic qualification and experience in the relevant field and or by taking a screening test (written test) as deemed proper. The zone of consideration of candidates eligible for interview on the basis of marks obtained or after screening in the written test shall be as under:

No of Vacancies	No of Eligible Persons to be considered
For 1	10
For 2	20
For 3	30
For 4 or more	Ten times to number of vacancies

5. The meeting of the Selection Committee shall be convened by the Registrar.
6. At least fifteen days notice be given to the candidates for appearing in the interview.
7. The Selection Committee shall interview the candidates and made recommendations to the Vice-Chancellor for approval.
8. Every Selection Committee shall be bound by the qualifications laid down in the relevant schedule appended with these rules.
9. The Selection Committee shall prepare a list of candidates selected by it in order of merit and shall prepare a further reserved list in the same order and to the extent of 50% of vacancies in the post for which the Selection Committee was constituted and shall forwarded the Main & Reserved list along with its recommendation to the Vice-Chancellor.
10. For appointment to various posts against **direct recruitment/open selection**, the composition of the Selection Committees for different categories of posts will be as given in **Appendix-1**. Every appointment through direct recruitment/open selection shall invariably be made only after making an open advertisement in leading news papers and Employment News.
11. Notwithstanding anything contained in these Rules, the Vice Chancellor may, in case of urgent need, permit appointment on short-term contract basis. In such cases the contract period shall not normally exceed one year.

**Rule 10 DISQUALIFICATION FOR SITTING AS MEMBERS IN SELECTION COMMITTEE**

A person shall be disqualified for sitting as a member of any selection committee and from taking part in any selection under these rules if he/she has personal relation and interest in a candidate seeking selection to the post for which selection is held.

**Rule 11 VALIDITY OF THE RECOMMENDATIONS OF THE SELECTION COMMITTEE**

The Recommendations of the Selection Committee will remain valid for a period of nine (09) months (including reserve panel) from the date of approval of the Vice-Chancellor.

### **Rule 12 USES OF IRREGULAR OR IMPROPER MEANS**

Use of Irregular or Improper Means- a candidate who is or has been declared by the University/Appointing Authority guilty of impersonation or of submitting fabricated documents, which have been attempting to use unfair means in the examination or interview or false or of suppressing material information or using or attempting to use unfair means in the examination or interview or otherwise resorting to any other irregular or improper means for obtaining admission to the examination or appearance at any interview, shall, in addition to rendering himself liable to criminal prosecution, be debarred either permanently or for a specified period

- (a) by the University/Appointing Authority from admission to any examination or appearance at any interview held by the University/Appointing Authority for selection of candidates, and
- (b) by the University from employment under the University.

### **Rule 13 CANVASSING**

No recommendation for recruitment either written or oral other than required under the rules, shall be taken into consideration. Any attempt on the part of the candidate to enlist support directly or indirectly for his candidature by other means shall disqualify him for recruitment.

### **Rule 14 PHYSICAL FITNESS**

The candidate for direct recruitment must be in good mental and physical health and free from any mental or physical illness likely to interfere in the efficient performance of his/her duties as an employee of the University and if selected a certificate to this effect to be submitted from a medical authority/CMO.

### **Rule 15 PROCEDURE AND CRITERIA FOR APPOINTMENT BY PROMOTION**

- (1) (a) The Departmental Promotion Committee (DPC) will meet at least once a year in January or February. The promotion for all Group C, B & A will be based on seniority-cum-fitness, quality of Annual Confidential Reports for the last **five years** and vigilance clearance. For the gradation of ACRs for the preceding five years, and the bench mark for all such promotions to Group C, B & A posts will be “good” provided there is no adverse entry during the preceding three years and the employee should not have been awarded any major penalty under disciplinary rules during the preceding five years.
  - (b) For holding Departmental Promotion Committee for any post in category ‘A’, ‘B’, or ‘C’ arising in any Department/Office shall be notified for Departmental Promotion or for limited departmental examination, as the case may be.
  - (c) Applications received at the Scrutiny Section from candidates working on the next lower posts in the concerned cadre, or concerned Department/Office, as the case may be, in response to the notification issued by the Administration, shall be examined by the Scrutiny Section in the light of recruitment rules. The Scrutiny Section shall first of all examine the eligibility of the applicants for the post applied for, in light of the approved qualifications for such post, and shall identify such candidates out of the total number of applicants as are eligible for consideration for promotion.
  - (d) Scrutiny Section shall, thereafter, arrange the eligible candidates in order of seniority and shall prepare a panel of eligible candidates for promotion.
- (2) No person shall be considered for first promotion in the service unless he is substantively appointed and confirmed on the lower post in the service. After first promotion in the

service for subsequent promotion to higher post in the service, a person shall be eligible if he/she has been appointed to such post from which promotion is to be made after selection in accordance with one of the methods of recruitment under these rules: provided that for first promotion in the service if the number of persons substantively appointed and confirmed on the lower post is less than the number of vacancies available for promotion then persons who have been appointed to the lowest post in the service after selection in accordance with one of the methods of recruitment prescribed under these rules, shall also be eligible if they fulfill other conditions of eligibility.

(3) The zone of consideration of persons eligible for promotion shall be as under:

No of Vacancies	No of Eligible Persons to be considered
For 1	5
For 2	10
For 3	15
For 4 or more	Five times to number of vacancies

Where a number of eligible persons for promotion to the higher post are less than the number specified above, all the persons so eligible shall be considered.

Where adequate number of the candidates belonging to the schedule castes or the schedule tribes, as the case may be, are not available within the zone of consideration specified above, the zone of consideration may be extended to five times of the number of vacancies and the candidates belonging to the SC/ST, as the case may be within the extended zone of consideration shall also be considered against the vacancies reserved for them.

(4) Appointments by promotion shall be made on the recommendation of a Departmental Promotion Committee, as distinct from General Selection Committee, and a mention shall be made in the appointment order itself that the appointment has been made by promotion on the recommendation of the Departmental Promotion Committee. The form to be used for making recommendation by the Departmental Promotion Committee (DPC) shall be different from the form to be used by General Selection Committee during open recruitment. For **promotion including Limited Departmental Examination or Test** to various posts, the composition of the Departmental Promotion Committee for different categories of posts will be as given in **Appendix-II** to the Schedule.

(5) Rules to be used while considering appointment by promotion

- a) Appointment to a post by promotion is to be made on the recommendations of Departmental Promotion Committee. The Committee shall make such recommendations on the basis of suitability of the candidates for such promotion, while paying due regard to seniority of the candidates concerned.
- b) The suitability of a particular candidate for promotion shall be judged on the basis of the following criteria by the Departmental Promotion Committee (DPC):
  - i) Annual Confidential Remarks for past 05 years (wherever available);
  - ii) Interview
  - iii) Written and/or Practical test (only in case of limited departmental examination).
- c) It shall be the duty of the Scrutiny Section to send the file regarding the departmental promotion to the Chairman of the concerned Departmental Promotion Committee for decision regarding holding of a written/ practical test. Ordinarily a written/practical test should be held in case of Limited Departmental Examination. Only in such situation where holding such a test is practically not possible, or cannot be presumed to have any

bearing on the issue of suitability of candidates for promotion, such a test may not be held. If it is decided by the Chairman of the Departmental Promotion Committee to hold a written/practical test then a maximum of 100 marks will be assigned to such test. The test shall be designed and held under the supervision of the Chairman of the concerned Departmental Promotion Committee or under the supervision of a person appointed for the purpose by the Vice-Chancellor.

- d) The maximum marks assigned for the interview shall be 50. The Departmental Promotion Committee while interviewing candidates for promotion shall also take into account the Annual Confidential Remarks (wherever available) and shall award marks for interview thereafter.
- e) It shall be the discretion of the Departmental Promotion Committee to lay down certain minimum marks to be obtained in the written/practical test for the purpose of determining suitability of candidates for promotion. Thus for instance if it has been laid down by the Departmental Promotion Committee that such candidates as have obtained less than 40% marks in the typing test are not suitable for promotion to the post of LDC from lower posts, irrespective of the marks obtained by them in the interview, such candidates will not be considered for such promotion.
- f) The marks obtained in the interview, and the marks obtained in the written/practical test (in cases where such test is held) will thereafter, be added by the Departmental Promotion Committee for all candidates. The Committee shall, at its discretion, lay down a minimum for such aggregate marks to determine the suitability of candidates for promotion. All candidates securing higher aggregate marks than the laid down minimum shall be considered suitable for promotion. Once a set of candidates is identified as suitable for promotion on the above basis, then the only criteria for recommending them for appointment to the higher post by promotion shall be the criteria of seniority. Thus the required number of candidates from amongst the candidates found suitable for promotion shall be recommended for appointment to the higher post by promotion in order of their *inter se* seniority by the Departmental Promotion Committee.
- g) The *inter se* seniority of persons appointed by promotion in a particular batch shall remain the same as the *inter se* seniority of those persons in the lower posts.
- h) The Departmental Promotion Committee shall make its recommendations for appointment by promotion on the prescribed form given at **Annexure-IV**. Different prescribed forms to be used during departmental promotion are annexed herewith (**Annexure I to Annexure- IV**)
- i) The recommendation of the Departmental Promotion Committee shall be sent on the prescribed form by the Chairman of the Committee to the Registrar who shall obtain approval of the competent authority thereon, and shall thereafter issue appointment orders.
- j) The appointment orders in the case of appointment by promotion shall specify that such appointments are being made by promotion on the recommendations of the Departmental Promotion Committee to distinguish such appointments from appointments made by open recruitment on the basis of the recommendation of a General Selection Committee. The appointment order shall also specify that the *inter se* seniority of persons so appointed by promotion shall be the same as the *inter se* seniority of such persons in the next lower posts.

- k) Reservation will be provided by the University to all SC/ST/OBC/PH candidates as per Government of India reservation policy.
- l) While calculating vacancies to be filled up by means of promotion any decimal part of the vacancy shall be assigned to its next integer value in favor of vacancies to be filled by Departmental Promotion Committee. (Ex. 2.25 post to be filled by DPC be treated as 3 posts to be filled by DPC).

**Rule 16 PERIOD OF PROBATION & CONFIRMATION**

- (1) Every person appointed permanently to a post under the University whether by promotion or by direct recruitment shall be on probation on such post for a period of one year provided that the appointing authority may, in any individual case, extend the period of probation for a further period not exceeding one year, the reasons thereof to be recorded in writing.
- (2) Where a person appointed to a post under the University on probation is, during his period of probation, found unsuitable for holding that post or has not completed his period of probation satisfactorily – the appointing authority may:-
  - (i) in case of a person appointed by promotion revert him to the post held by him immediately before such appointment;
  - (ii) in case of a person appointed by direct recruitment terminate his services without any prior notice;
  - (iii) extend his period of probation to the extent necessary as specified in sub-rule (1) above.
- (3) Every person appointed to a permanent post under the University by promotion or by direct recruitment shall, on satisfactorily completing his period of probation, be eligible for confirmation on that post.
- (4) No employee shall be confirmed in any post unless-
  - (i) such post is permanent and no one else holds a lien on the post.
  - (ii) The service of the employee under the University is approved by the appointing authority.
  - (iii) The process of confirmation of staff members who complete their probation period satisfactorily, should be started well in time (Appx. 03 months) before the confirmation of staff member concerned is due.
  - (iv) In the case where it is proposed to extend the probation period of an incumbent, the same should be done in writing before expiry of the probation period. Such matters are normally required to be placed before the Executive Council for decision. However, as the Executive Council's meeting might take time, the cases may be referred to the Chairman of the Executive Council, to avoid delay.

**Rule17 SENIORITY**

- (1) The relative seniority of all direct recruits is determined by the order of merit in which they are selected for such appointment on the recommendation of the Selection Committee, persons appointed as a result of an earlier selection being senior to those appointed as a result of a subsequent selection.
- (2) Where the promotions are made on the basis of selection by DPC, the seniority of such promotees shall be in the order in which they are recommended for such promotion by the committee. Where promotions are made on the basis of seniority, subject to the rejection of the unfit, the seniority of persons considered fit for promotion at the same



time shall be the same as the relative seniority in the lower grade from which they are promoted. Where, however, a person is considered unfit for promotion and is superseded by a junior, such persons shall not, if he is subsequently found suitable and promoted, take seniority in the higher grade over the junior persons who has superseded him.

- (3) Where persons recruited or promoted initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their appointment, seniority would be determined by the order of merit indicated at the time of initial appointment and not according to the date of confirmation.
- (4) When two or more persons are bracketed together, their *inter se* seniority shall be determined on the basis of firstly seniority & then, if necessary on the basis of age.

### **Rule 18 RE-EMPLOYMENT IN SERVICE BEYOND THE DATE OF SUPERANNUATION**

Notwithstanding anything contained in these rules the Executive Council shall have power:

- (i) to extend the services of the employees of the University beyond the age of superannuation.
- (ii) To re-employ persons who have worked under the Central Government or State Government or Union Territory Government or other Universities and who have retired from service on superannuation or on other grounds except on invalid ground.

The over-riding consideration by the Executive Council for the grant of extension of service/re-employment is that it must be in the interest of the University and in addition satisfy one of the following two conditions:

- (i) that no suitable person could be made available from the lower cadre on promotion or there is shortage in that cadre;
- (ii) that the retiring officer is of outstanding merit. Provided that no officer shall be retained in the service of the University beyond two years from the date of superannuation prescribed by the University.

### **Rule 19 RESIDUARY MATTERS**

In regard to matters not specified or referred to in these Rules, the employees in the posts specified in the Schedule shall be governed by the Statutes, Ordinances, Regulations and Executive Council's decisions and other orders applicable to the Non Teaching Employees of the University in general.

### **Rule 20 POWERS TO RELAX**

There shall ordinarily be no relaxation of prescribed qualifications in the case of open recruitment or promotion.

When the Executive Council of the Guru Ghasidas Vishwavidyalaya upon a recommendation made by the Vice Chancellor to that effect 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 class or category of posts or persons. All administrative orders/instructions providing for any relaxation, exemption etc. of the provisions of Recruitment Rules issued with

the approval of the Executive Council prior to notification of these Recruitment Rules shall stand superseded after notification of these Rules.

**Rule 21 REPEAL AND SAVINGS**

All the guidelines/decisions of the Executive Council or any authority regarding the matters governing methods of appointments in respect of the posts included in the Schedule to these rules shall stand repealed. However anything done in accordance with the repealed guidelines shall not be affected by this repeal in any manner.

Nothing in these Rules shall affect reservations, relaxations in age-limit and other concessions required to be provided by the University for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Physically Handicapped persons, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India, University Grants Commission and approved by the Executive Council of the University from time to time in this regard.

**Rule 22 INTERPRETATIONS**

(i) In case of any query relating to interpretation of these Rules, the decision of the Executive Council shall be final unless otherwise, specifically included in these rules.

(ii) Notwithstanding, anything contained in these rules, the Executive Council shall have the power to alter or modify, any of the provisions of these rules.

**Rule 23 REMOVAL OF DIFFICULTY**

If any difficulty arises in the implementation or operation of any of the provision of these Rules, the Vice Chancellor may, from time to time, issue with the approval of the Executive Council, such general or special directions but not inconsistent with the provisions of these Rules, which appeared to be necessary for the purpose of removing such difficulty.

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