

**Krishna Kanta Handiqui State  
Open University Employees  
(Academic and Non–Academic)  
Service Conditions, Conduct and  
Appeal Rules, 2019.**

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**THE KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY  
EMPLOYEES (ACADEMIC ANDNON –ACADEMIC) SERVICE  
CONDITIONS, CONDUCT AND APPEAL RULES, 2019.**

In exercise of the powers conferred by section 24 of the Krishna Kanta Handiqui State Open University Act,2005 (Assam Act XXXVII,2005 ) the Board of Management is pleased to make the following Regulation relating to the conditions of service of the teachers/employees of the Krishna Kanta Handiqui State Open University and also their recruitment and other allied matters relating to their service.

**PART –I**

**Chapter –I**

**1. SHORT TITLE AND COMMENCEMENT**

- (i) These Rules may be called “Krishna Kanta Handiqui State Open University Employees (Academic and Non–Academic) Service Conditions, Conduct and Appeal Rules, 2019”.
- (ii) These Rules shall apply to all Academic, Non-Academic and other Employees of the University.
- (iii) They shall come into force on such date as may be approved by the Board of Management.

**2. DEFINITION:**

In these rules unless there is anything repugnant in the subject or context.

- (i) “Act” means Krishna Kanta Handiqui State Open University Act,2005 (as amended)
- (ii) “Appointing Authority” means the authority having the power to appoint any person as the employee of the University.
- (iii) “Appellate Authority” means the authority to whom Appeal lies.
- (iv) “Authority” means the Authority constituted under section 16 of the Act.
- (v) “Academic Council” means Academic Council of the University as mentioned under section 16(2) of the Act.
- (vi) “Average Pay” means the average monthly pay earned during the 12 computed months immediately preceding the month in which the event occurs which necessitates the calculation of average pay.



- (vii) “Board of Management” means the Board of Management of the University as defined in sec.16(I) of the Act.
- (viii) “Borrowed employee” means any employee of the Central Government, State Government., Government Institutions/organizations, whose services are obtained by the University on loan or deputation for a specific period.
- (ix) “Cadre” means the strength of a service or a part of a service sanctioned as a separate unit.
- (x) “Casual Employee” means an employee who has been appointed for a fixed period either on time scale pay or fixed on daily wage paid monthly. His/her service may be discontinued by the competent authority without assigning any reason thereof.
- (xi) “Constitution” means the Constitution of India.
- xii) “CPC” means the Common Pay Committee for non-teaching staff pertaining to the State Universities of Assam.
- xiii) “Disciplinary Authority” means that in relation to the imposition of penalties on an employee at any particular time, the authority competent to impose penalty upon him/ her.
- (xiv) “Dean” means the person appointed under section 12 of the Act.
- (xv) “Director” means the person appointed under section 14 of the Act.
- (xvi) “Finance Officer” means the officer appointed under section 13 of the Act.
- (xvii) “Government” means both the Central and State Government.
- (xviii) “Joining Time” means the time allowed to a University employee in which to join a new post or to travel to or from a station in which he /she is posted.
- (xix) “Leave Salary” means the monthly amount paid by the University to an employee on leave.
- (xx) “Lien” means the title of an employee to hold on regular basis either immediately or on termination of a period or periods of absence, a post , including a tenure post to which he/she has been appointed on regular basis on which he /she is not on probation.
- (xxi) For the words “Pay”, “Salary”,“Emolument” , “Wage”, “Personal Pay”, “Special Pay”,“Substantive Pay”,“Leave Salary” and “Subsistence allowances” definition provided in the Fundamental Rules and Subsidiary Rules shall be applicable in the context of these Rules.

- (xxii) "Permanent Employee" means a post carrying a definite rate of pay sanctioned without limit of time.
- (xxiii) "Presumptive Pay" of a post herein used with reference to a particular employee, the pay to which he would be entitled if he had held the post substantively and have been performing its duties, but does not include special pay unless the employee performs or discharges the duty or responsibility in consideration of which the specified pay was sanctioned.
- xxiv) "Registrar" means the person appointed under section 11 of the Act.
- xxv) "Section" means the sections of the Act.
- xxvi) "Selection Committee" means the committee constituted under First Statute for making recommendation to the Board of Management for appointment of Academic and Non-Academic Staff.
- xxvii) "Scrutiny Committee" means the committee constituted by the Vice Chancellor for the purpose of scrutiny of applications for various posts (Chapter -V) of the First Statute.
- xxviii) "Service" means the employment in the University whether permanent, temporary or on contractual basis.
- xxix) "Temporary Post" means a post carrying a definite rate of pay sanctioned for a limited time.
- xxx) "Tenure Post" means a permanent post which an individual employee may not hold for more than specified period.
- xxxi) "Teachers" mean Professor, Associate Professor, Assistant Professor and such other person as may be designated as such by Ordinance for imparting instruction in the University or for even guidance or rendering assistance to students for pursuing any course of study in the University.
- xxxii) "University" means the Krishna Kanta Handiqui State Open University established under section 3 of the Act.
- xxxiii) "Vice Chancellor" means the Vice Chancellor of the University appointed under section 9 of the Act.
- xxxiv) "Family" means employee's, wife or husband as the case may be and legitimate children, step children and adopted children residing with the employees and wholly dependent upon the employee. It also includes in addition to parents, unmarried sister and minor brothers, if residing with and wholly dependent on the employee. In case where husband and wife are employees of the University or in other organizations of similar nature or

Govt. department, wife's parents shall be excluded from the purview of definition of family.

- xxxv) "Month" means a calendar month.
- xxxvi) "Day" means a calendar day beginning and ending by midnight.
- xxxvii) "Year" means a Calendar year for the purpose of calculation of salary, leave etc. of staff but for financial matters it shall mean the financial year as followed by the State Government.
- xxxviii) "Regulation" means Krishna Kanta Handiqui State Open University Employees (Academic/ non-Academic) Service Condition, Conduct and Appeal Rules, 2019
- xxxix) "Schedule" means appended in this Regulation.
- xxxx). The Board of Management (BoM) shall from time to time determine the staff of all cadres required for carrying out the function of the University. The Board of Management (BoM) shall have the power to create any post and determine and fix the scale of pay of any post under different cadre and service with prior concurrence of the State Government.

## **Part- II**

### **Chapter- II**

#### **Rules for appointment**

#### **3. APPOINTING AUTHORITY:**

All appointments to the post of Academic, Non-Academic and Secretarial/Ministerial and Non-Ministerial/Grade-V as well as promotions to those posts shall be made by the Board of Management.

#### **4. MODE OF APPOINTMENT:**

Appointment to service shall be made by the Appointing Authority either by-

- i) Direct recruitment, or
- ii) Promotion, or
- iii) Deputation, or
- iv) On contractual basis
- v) Reappointment / reemployment

**5.ELIGIBILITY AND CONDITIONSFORAPPOINTMENT:**

- 1) No one shall be eligible for appointment to any one of the posts unless-
  - a) he/she is a citizen of India
  - b) he/she possesses required minimum educational qualification and/or experience prescribed for the respective posts by the Appointing Authority/UGC.
  - c) Produce a certificate issued by the District Medical Officer, or the Superintendent, Medical College, or any other competent registered Medical Officer approved by the Board of Management/Vice-Chancellor of the University to the effect that he/she is medically fit both in mind and body.
  - d) Possesses a good moral character supported by a certificate issued by the head of the institution last attended.
  - e) A satisfactory police verification report.
- 2)
  - I) No person, shall be appointed to any post unless he possesses good character and antecedence.
  - II) Age of the employee shall be determined as per the Government guidelines issued from time to time.
- 3)
  - I) Two or more employees cannot be appointed substantively in the same permanent post at the same time.
  - II) An employee cannot be appointed substantively to a post to which an another employee holds a lien.
  - III)An Employee when confirmed in a permanent post acquires a lien on that post and cease to hold any lien previously acquired any other post.
- 4)
  - I) An employee shall not be transferred to a post carrying less pay than that the post in which he holds a lien except on account of inefficiency or misconduct or at his/her own request.
  - II) An employee shall begin to draw the pay and allowances attached to his/her post with effect from the date when he assumes the duties of the post and shall cease to draw these as soon as he ceases to perform his/her duties.

- 5) I) Appointment to, promotion in and suspension, removal or dismissal from the services shall be made by the Board of Management provided that the Board of Management may authorise the Vice Chancellor in this regard.
- II) An Employee who is removed or dismissed may file appeal to the Board of Management within 30 days from the date of his/her removal/dismissal notice.
- 6) An Employee who is continuously absent from duty for a period three months without leave shall cease to be in the University Service. Even if he joins within this grace period, he must submit a satisfactory explanation/reply of his/her absence. Otherwise, he/she will be liable to disciplinary action by the Appointing Authority.
- 7) A whole time employee may be assigned any alternative or additional duty similar to his/her own by the Head of Department to which he/she is attached. No whole time employee can accept any additional employment without prior approval of the Vice Chancellor.
- 8) Appointment to the post may be made
- I) By Promotion
  - II) By Direct Recruitment
  - III) By Lien of service of employees from Government Departments and other Institutions.
- 9) i) Appointment to any post in any category of the class by promotion shall ordinarily be made whether in the permanent or officiating capacity by promotion from amongst the employees of the University serving in post in the next lower category of the same class. Provided that when no candidate with required qualification, experience and efficiency are available in the next lower category the post shall be filled by direct recruitment. Provided further that temporary or officiating vacancy of not more than 3 months duration time in a post may be filled by promotion of the senior most member of the lower cadre working for the time-being in the department in which the vacancy occurs by the Vice Chancellor on recommendation of the Head of Department. If the vacancy extends beyond 3 months the appointments shall be made through the Selection Committee.
- ii) Every appointment by promotion shall be made on the recommendation of the Selection Committee. The Selection Committee after taking into consideration the merit, efficiency and

seniority of the employee shall recommend candidates to the Appointing Authority. In determining the efficiency, the character role and confidential report on the service of the employee shall be taken into consideration.

- 10) In direct recruitment, the post for the permanent or temporary shall be advertised and candidates shall be selected by the selection committee on the result of a written test (where necessary) and an interview and the names of selected candidates shall be forwarded to the Appointing Authority for appointment. Provided that vacancies of not more than 3 months duration may be filled by the Vice Chancellor without advertisement, test and interview. If the vacancy extends beyond 3 months the appointments shall be made through Selection Committee
- 11) No vacancy caused by the dismissal, removal or reduction in the rank from any grade or category in the service shall be substantively filled up to the prejudice of such person until the time allowed for preferring and appeal has expired or till the appeal as prescribed, if preferred, is disposed of.
- 12) i) Every person appointed to a permanent post under the University by promotion or direct recruitment shall be on probation in such post for a period of 1 (one) year which may be extended by a maximum period of 6 (six) months in exceptional circumstances.
  - ii) Where a person appointed to a post under the University on probation is, during his period of probation, found unfit for holding that post on the basis of character role and confidential report, the Appointing Authority may (a) in case of a person appointed by promotion, revert him/her to the post held by him/her immediately before such appointment, and (b) in the case of a person appointed by direct recruitment, terminate his services by giving him 1 month notice.
  - iii) Every person appointed to a permanent post under the University by promotion or by direct recruitment shall, on satisfactory completion of his/her period of probation, be eligible for confirmation in the post.
  - iv) No employee shall be confirmed in any posts unless (i) such post is permanent and no one else has a lien on it and (ii) the employee has satisfactorily completed the period of probation.

## 13) Seniority

The seniority of an employee in a particular class shall be determined in the cadre to which he/she is appointed with reference to the date from which his/her service in that class is counted for probation and in case of more than one person appointed on promotion and joining on the same date, according to their respective seniority in the immediate lower cadre provided that in case of more than one person appointed by direct recruitment and joining on the same date, seniority of an employee in a particular class shall be determined with reference to his position in the merit list in the competitive examination and interview conducted by the Selection Committee. Provided further that in case of more than one employee joining on the same date one appointed on promotion and other (s) appointed by direct recruitment the candidate appointed by promotion will be considered senior.

14)I) An employee shall be a temporary employee of the University until his service is confirmed in the present post.

II) An Employee whose service is confirmed in any permanent post under the University shall be a permanent employee of the University.

15) The service of a temporary employee may be terminated by the Appointing Authority without assigning any reasons thereof. Provided that service of an employee on probation may be terminated with prior notice of 1 (one) month, or 1 (one) month pay in lieu hereof.

## 16) Age of retirement:

I) The tenure of appointment of employees on contract basis be fixed till the attainment of 60 years. However, the Vice Chancellor is empowered to extend/reemploy any existing employee up to the age of 65 years subject to satisfactory performances and the need of the service as per the existing terms and conditions, which prevails in the Ordinance. This shall be applicable only to the employees, who joined before holding the 51<sup>st</sup> meeting of the Board of Management i.e. 27.09.2019, **(Resolution No: BM/51/9(C)/2019)**.

II) The service of any employee may be terminated on the imposition of penalty of compulsory retirement.

## 17) Resignation:

- I) A permanent employee may, by prior notice of 3 months and a temporary employee by prior notice of 1 (one) month in writing, addressed to the Registrar/Vice Chancellor may resign from the service of the University. Provided that no resignation shall be effective until and unless is accepted by the Appointing Authority.
- II) The Appointing Authority may if it deems proper, in any special circumstances, permit an employee to resign from the service of the University on shorter notice.

## 18) Scale of Pay:

The scale of pay for the post under the University shall be as specified from time to time by the Board of Management.

## 19) Fixation of Pay on appointment:

- I) An employee shall, on the appointment on direct recruitment be given the minimum of the scale to which such person is appointed. Provided that if such a person immediately before the appointment to the post, holding a substantive post under the University, the Government or a semi-Government institution or in a affiliated college of the University of the State, his initial pay shall be fixed at the stage of the University scale next above his pay in the previous post. Provided further that in a case where the maximum pay in the University scale is less than his substantive pay in respect of the old post he shall be given the maximum of the University scale plus a personal pay so as to protect his substantive pay on the date of his joining in the University post. Pay for this purpose shall include substantive pay and special pay of permanent nature.
- II) In case of promotion of an employee of the University from one post to another post shall be fixed as follows:

The employee shall first be given one increment in the lower scale. His pay shall then be fixed in the higher scale as below:



- a) If the aggregate of his substantive pay increment in the lower scale falls short of the minimum of the higher scale, then at the minimum of the higher scale.
  - b) If the aggregate of the substantive pay and one increment to the lower scale corresponds to the scale of a higher scale then at the stage of the higher scale next above such aggregate.
  - c) If the aggregate of his substantive pay and one increment in the lower scale his intermediate between two stages of the higher scale next above such aggregate. Provided that an employee immediately before his promotion or appointment to a post is drawing pay at the maximum of the time scale of the lower post, his initial pay on the time scale of the higher post shall be fixed at the stage of that time scale, next above such maximum in the lower post.
- 20) An employee while officiating in a post shall draw the presumptive pay of the post or the original post whichever is higher.

### **Part-III**

#### **Chapter- III**

#### **TEACHERS**

The Teacher as defined in section 2(1) of Chapter- I of the Act means Professors, Associate Professors, Assistant Professors, and such other persons as may be designated as such by the Ordinances for imparting an instruction in the University or for giving guidance or rendering assistance to learners for pursuing and course of study of the University.

#### **6. Cadre**

- I. Professor
- II. Associate Professor
- III. Assistant Professor
- IV. The Service may also include
  - a) Any equivalent post created by the Board of Management.

#### **7. Method of Recruitment**

Recruitment to the service shall be made in the manner prescribed herein after—

I) Recruitment to the cadre shall be made by the following methods, namely:

- a) By Direct Recruitment
- b) By Promotion.
- c) By Lien of service of employees from Government Departments and other Institutions.

1. Direct Recruitment shall be made on the basis of recommendation of the Selection Committee constituted under the First Statutes for selection of Teachers in accordance with the procedure herein after provided.

i. Before the end of each year, the Appointing Authority shall make an assessment regarding the likely number of vacancies to be filled up by direct recruitment in the next year.

ii. The Appointing Authority shall arrange advertisement for the Post through newspapers, website, etc.

## **8. Qualification for Direct recruitment**

I. Professor

Eligibility: (A or B):

### **A.**

- i) 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 and a total research score of 120.
- ii) 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.

## II. Associate Professor

Eligibility:

- i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant discipline.
- ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- iii) 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 and a total research score of Seventy-five (75) as per the criteria.

## III. Assistant Professor

Eligibility (A or B):

### **A.**

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.

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 fulfilment 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).

#### IV. Assistant Librarian

##### Eligibility:

- i) Master 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)
- ii) A consistently good academic record, with knowledge of computerization of a library.
- iii) 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 fulfilment 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;

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.

*Note: The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

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.

#### **9. PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A SEVEN POINT SCALE:**

Grade	Grade Point	Percentage Equivalent
'O'-Outstanding	5.50-6.00	75-100
'A'-Very Good	4.50-5.49	65-74
'B'- Good	3.50-4.49	55-64
'C'-Average	2.50-3.49	45-54
'D'-Below Average	1.50-2.49	35-44
'E'-Poor	0.50-1.49	25-34
'F'-Fail	0-0.49	0-24

#### **10. Recruitment Procedure:**

The University will follow the procedure of recruitment for teachers of the University as cited in UGC regulations on minimum qualifications for appointment of teachers and other academic staff in Universities and colleges and measures for the maintenance of standards in Higher Education, 2018; and its amendments time to time and as per the existing provisions of Act/Statute/Ordinance.

#### **11. Selection Committee:**

The Selection Committee for teachers' recruitment will be formed as per the Act/Statute/Ordinance of the University and UGC regulations on minimum qualifications for appointment of teachers and other academic staff in Universities and colleges and measures

for the maintenance of standards in Higher Education, 2018; and its amendments time to time.

- I. The short-listed applicants for the Post of Teachers will be interviewed by the Selection Committee as prescribed for the purpose and the Selection Committee will recommend name(s) in order of preference to the Board of Management for approval. If the Board of Management does not approve the name (s), the Post (s) will be advertised again and selection will be made in the same manner.
- II. The selected candidates will be appointed by the Vice-Chancellor with the approval of the Board of Management and such a candidate shall join the post within one month time. However, the Vice Chancellor may extend the period of joining not beyond 3 months if he/ she is satisfied that such an extension is necessary.
- III. The appointees in all Posts shall be on Probation for a period of 1(one) year extendable by a maximum period of 1 (one) more year in case of unsatisfactory performance.
- IV. The Vice Chancellor will decide upon the confirmation at the end of the statutory period of probation

## **12. Procedure for Promotion or Career Advancement Scheme (CAS):**

The University will follow the procedure of promotion for teachers of the University as cited in UGC regulations on minimum qualifications for appointment of teachers and other academic staff in Universities and colleges and Measures for the maintenance of standards in Higher Education, 2018; and its amendments time to time as well as the Assam Government special rules vide Govt. office memorandums (if any).

### **13.A). CAREER ADVANCEMENT SCHEME:**

CAS promotion from a lower grade to a higher grade of Assistant Professor shall be conducted by a "Screening cum Evaluation Committee" adhering to the criteria laid out as API score in PABS as per UGC guideline.

The screening cum Evaluation committee for CAS promotion of Assistant Professor /equivalent cadres in Librarian from one AGP to the other AGP shall consists of

- i) The Vice Chancellor as Chairman of the Selection Committee
- ii) Dean (Academic) of the University

- iii) Head of the Department
- iv) One Subject expert in the concerned subject nominated by the Vice Chancellor from the University's Panel of Expert.
- v) The Quorum of this committee shall be three including the one subject expert/ University nominee need to be present.
- vi) The Screening cum Evaluation committee on verification / evaluation of API score secured by candidate through PBAS methodology designed by the University based on this Regulation and as per guide line of the UGC.
- vii) All selection procedures outlined above shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with PBAS scoring formula and recommendation made on the basis of merit and duly signed by all members present in the selection committee in the minutes.
- viii) CAS promotion being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.
- ix) The incumbent teacher must be on the role and active service of the University on the date of consideration by the selection committee for selection / CAS promotion.
- x) Candidates shall offer themselves for assessment for promotion as they fulfilled minimum API score indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due dates if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date. In any event, the University shall send a general circular twice a year calling applications for CAS promotion from eligible candidates.
- xi) In the final assessment, if the candidates do not either fulfils the minimum API score in the criteria as per PBAS proforma or obtain less than 50% in expert assessment wherever applicable , such candidates will be re-assessed only after minimum period of one year.
- xii) If a candidate applies for promotion on completion of minimum eligibility period and is successful, the date of promotion will be from the minimum period of eligibility.
- xiii) If, however, the candidate finds that he /she fulfils the eligibility condition at a later date and applies on that date and is successful, his/ her promotion shall be effected from the date of application fulfilling the criteria.



- xiv) If the candidate does not succeed in the first assessment but succeeds in the eventual assessment his / her promotion will be deemed to be from the later date of successful assessment.

**13. B). STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY APPOINTED ASSISTANT PROFESSORS/ASSOCIATE PROFESSORS/PROFESSORS:**

- i) Entry level Assistant Professors (Stage -I) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (Stage-II and Stage -III) provided they are assessed to fulfil the eligibility and performance criteria as mentioned above of this Regulation.
- ii) Entry level Assistant Professors, possessing Ph.D degree in relevant discipline shall be eligible for moving to the next higher grade (Stage -II) after completion of four years service as Assistant Professors.
- iii) An entry level Assistant Professor possessing M.Phil Degree or postgraduate degree in professional courses approved by the relevant Statutory Body such as LL.M/ M.Tech etc. shall be eligible for the next higher grade (Stage -II) after completion of five years' service as Assistant Professor.
- iv) An entry level Assistant Professor who does not have Ph.D. or M.Phil. or a Master's degree in the relevant professional course, shall be eligible for the next higher grade (Stage -II) only after completion of six years' service as Assistant Professor.
- v) The upward movement from the Entry level grade (Stage -I) to the next higher grade (Stage -II) for all Assistant Professors shall be subject to their satisfying of API based PBAS condition laid down by the UGC.
- vi) An Assistant Professor who has completed five years of service in the Second grade (Stage - II) shall be eligible, subject to meeting the API based PBAS requirement laid down by the UGC to move up the next higher grade (Stage-III)
- vii) Assistant Professors completing three years of teaching in third grade (Stage -III) shall be eligible subject to the qualifying condition and the API based PBAS requirement prescribed by these Regulation, to move to the next higher grade (Stage -IV) and to be designated as Associate Professors.
- viii) Associate professors completing three years of service in Stage -IV and possessing Ph.D degree in relevant discipline shall be eligible to be appointed and designated as required credit point as per API based PBAS methodology provided in table -I-III of Appendix -IV stipulated by the UGC and (b) an

assessment by a duly constituted Selection Committee as suggested for direct recruitment of Professor.

Provided that no teacher, other than those with a Ph.D Degree, shall be promoted or appointed as Professor.

- ix) 10% (ten) of positions of Professors in the University. with a minimum of ten years teaching and research experience as Professor either in the pre-revised scale of Professor's pay or the revised scale pay will be eligible for promotion to the hither grade of Professorship ( Stage – VI ) , on satisfying the required API score as per Table -1 and II through the PBAS methodology stipulated by the UGC through a duly constituted Expert Committee and such teachers promoted to the higher grade shall continue to be designated as 'Professor'. As this AGP elevation for Professor in applicable to only University department, additional credential are to be evidenced by:

(a) Post doctoral research output of high standard

(b) Award / Honours/ and recognitions;

(c) Additional research degrees like D.Sc, D.Litt., LID etc.; patents and IPR on product and processes developed/ technology transfer achieved in the case of teachers in Science and Technology.

The selection is to be conducted by the University by receiving duly filled PBAS proformas from eligible Professors based on seniority, three times in number of the available vacancy in each Faculty. In case the number of candidates available is less than three times the number of vacancies, the ZONE of consideration will be limited to the actual number of candidates available. The assessment process shall be through an actual number of candidates available. The assessment process shall be through an expert committee evaluation of all credentials submitted as stipulated in Table –II (A) of the Appendix –III for teachers in the University department. No separate interview need be conducted.

- x) Discretionary award of advance increment for those who enter the profession as Associate Professors or Professor with higher merit , high numbers of research publications and experience in all appropriate level shall be within the competence of the appointing authority of the University based on the recommendations of selection committee while negotiating with individual candidates in the context of the merit of each case , taking into account the pay structures of other teachers in the Faculty or other merit specific factor. Discretionary award of advance increment is not applicable to those entering the profession as Assistant Professor who are entitled to grant advance increment for having acquired Ph.D, M.Phil, M. Tech

etc. However, those entering service as Assistant Professor with post doctoral teaching / research experience after Ph.D and proven credentials may be eligible for discretionary award of advance increment to be decided and recorded by the selection committee in its minutes.

**13. C). STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME FOR ASSISTANT LIBRARIAN ETC:**

- i) Assistant University Librarian in the entry level grade possessing Ph. D in Library Science after completing service of four years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC shall be eligible for the next higher grade (Stage-II)
- ii) Assistant Librarian in the entry level grade, not possessing Ph.D but only M.Phil in Library Science, after completing service of five years in the lowest grade if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC shall become eligible for the next higher grade (Stage –II)

**14. JOINING TIME:**

A person shall join within 15 days from the date of receipt of the order of Appointment of promotion, failing which the appointment shall be cancelled unless that Appointing Authority extend a period, which shall not, exceed 3 months in all.

**15. RESERVATION:**

Reservation under Assam SC and ST (reservation of vacancies and post) Act, 1978 and the Rules framed there under. There shall also be reservation for candidates belonging to other backward classes as per Govt. Instructions containing OM Number ABP338/83/14 dated 04-01-1984 for direct recruitment only. The University will follow reservation rule for candidates belonging persons with disability (PWD) as per Assam Government's official instructions.

**16. DISCHARGE OF PROBATION—**

A member of the cadre shall be liable to be discharged from service:

- I. If he fails to make sufficient use of opportunities given or otherwise fails to give satisfactory service during or at the end of probation
- II. If any information received relating to his integrity, age, health, character and antecedence the Vice Chancellor /Board of

Management is satisfied that the probationer is ineligible or otherwise unfit for being a member of the service, or

- III. If it is found on the subsequent verification that he was initially not qualified for the appointment or that he had furnished any incorrect information with regard to his appointment.

#### **17. DISQUALIFICATION:**

- I. No person shall be appointed to the service:
  - a. Unless he is a citizen of India and
  - b. If he has more than one wife living or in case of a female candidate who has married a person who had one wife living.
- II. No person who attempts to enlist support for his/her candidature directly or indirectly by any recommendation, either written or oral or by any means shall be appointed to the service.

#### **18. DUTIES AND RESPONSIBILITIES:**

- I) Every Teacher shall take part in the activities of the University and perform such duties as may be required by, and in accordance with the Act, Statute and Ordinance framed thereunder and in particular his duties shall be:
  - a) Development of Course/programmes and instructional materials content editing and scrutiny, instructional technology and language editing from the point of view of requirement of distant education and coordination of the work of outside expert associated.
  - b) Delivery, implementation and maintenance of courses programmes and work related to bringing out revised version and editions of courses.
  - c) Preparation and production of audio/video programmes, laboratory/home kits, experiments etc., delivery of services to students, participation in teaching and evaluation of studies, performance, programme evaluation and participation and carrying out subject/system based developments etc.
  - d) A teacher in the University shall fully and enthusiastically participate in all the corporate life of the University.
  - e) Every teacher shall be required to submit a personal appraisal report at the end of each year in the manner prescribed in the Ordinance.
- II) Assistant Librarian

The Assistant Librarian shall:

- i) be the ex-officio secretary of the Library Committee,
- ii) be responsible for proper management of university library including loss or damage of books and journals
- iii) be responsible for purchase/subscription of books, journals, e- journals etc. on the advice of the library committee/Vice-Chancellor, and
- iv) perform such other duties as may be assigned to him by the appropriate body/Vice-Chancellor.

**19. WORK LOAD:**

The teachers of the University shall work as full time regular employees of the University.

**20. EMOLUMENTS:**

The emoluments shall be prescribed by the Board of Management in consistent with the recommendations of the appropriate Commission/Committee.

**21. SUPERANNUATION AND RE-EMPLOYMENT OF TEACHERS:**

Professors of the University will retire at the age of 65years (subject to approval of the Government of Assam).

**22. SUPERANNUATION BENEFITS:**

As per the existing provisions of Statute and Ordinance of the University.

**23. SERVICE AGREEMENT:**

Every teacher must enter into a service agreement with the University by filling in the prescribed format at the time of joining the University.

**Part-IV**

**Chapter- IV**

**Non-Academic (Administrative)**

**24. CADRE:**

- 1) The Service shall consist of the following cadres:
  - i. Registrar

- ii. Dean (Academic)
- iii. Dean (Study Centre)
- iv. Finance Officer
- v. Controller of Examinations
- vi. Director Multimedia
- vii. Director CIQA
- viii. Deputy Registrar of Examinations
- ix. Deputy Registrar (Administration)
- x. Deputy Registrar (Academic)
- xi. Deputy Director (Multimedia)
- xii. Assistant Regional Director
- xiii. Assistant Registrar
- xiv. System Engineer

2) The Service may also include:

- a. Any posts equivalent to a post in any cadre mentioned in rule 24 and
- b. Any cadre or posts laid down by the University to be included in a cadre of service

## **25. STRENGTH OF SERVICE**

The Strength of each cadre in the service shall be such as determined by the Appointing Authority from time to time.

Provided that the appointing authority may hold in abeyance any post as and when considered necessary.

Provided further that the Appointing Authority may review the strength of service once in every 2 (two) years.

## **26. METHOD OF RECRUITMENT**

Recruitment to the service shall be made in the manner prescribed herein after:-

- 1) Registrar: appointment shall be made by direct recruitment only.
- 2) Appointment shall be made by direct recruitment only for all cadres of posts in Rule 24.

## **27. MANNER OF APPOINTMENT**

- a) The qualifications required for the Posts under Rule 24 shall be fixed by the Vice-Chancellor with the approval of the Board of

Management in consistence with recommendation of commission/committee.

- b) The post (s) will then be advertised.
- c) The applications received in response to the advertisement (s) will be scrutinised by a Scrutiny Committee to be constituted by the Vice Chancellor depending upon the nature of the post. If the Scrutiny Committee feels that the number of applications is not sufficient or the applicants do not possess the suitable qualifications, the committee may recommend the re-advertisement of the post (s).
- d) On satisfaction of the Vice Chancellor, the screened out applicants will be interviewed by the Selection Committee constituted for the purpose.
- e) The dates of interview will be fixed by the Vice Chancellor.
- f) After interviewing the candidates, the Selection Committee will recommend suitable persons in order of preference to the Board of Management for approval.
- g) After obtaining the approval, the Vice Chancellor shall appoint the persons in order of preference.

## **28. QUALIFICATIONS FOR DIRECT RECRUITMENT**

### **1) Registrar and equivalent post:**

- i) A Master's Degree with atleast 55% of the marks or its equivalent grade of B in the 7 point scale.
- ii) Atleast 15 years of experience as Assistant Professor in the senior scale, Assistant Professor with 8 years in Associate Professor's grade along with experience in educational Administration.

OR

- iii) Comparable experience in a research established establishment and/or other institutions of higher education or 15 years of administrative experience of which 8 years as Dy. Registrar or in an equivalent post.

### **2) Dean (Academic), Dean (Study centres), Director Multimedia Course Material, Director Computer:**

- i) A Master's Degree with atleast 55% of the marks or its equivalent grade of B in the 7 point scale.
- ii) An eminent scholar with published work of high quality, actively engaged in research, with 10 (ten) years of experience in PG teaching and/ experience in research at the University/ National Level Institutions, including experience of guiding research at Doctoral Level

OR

- iii) An outstanding Scholar with established reputation who has made significant contribution to knowledge

### **29. SELECTION COMMITTEE:**

For the purpose of recruitment of non –academic cadres of the service there shall be a Selection Committee, which shall consist of:

- a. The Vice –Chancellor - Chairperson
- b. One expert member nominated by the Chancellor - Member
- c. One member to be nominated by the Board of Management - Member
- d. One member to be nominated by the Government of Assam - Member
- e. One expert member from outside the University to be co-opted by the Vice-Chancellor as and when necessary - Member
- f. Registrar - Member Secretary

In the Selection Committee for the appointment of the Registrar the Vice-Chancellor shall nominate one person as the Member Secretary in consultation with the Board of Management.

At least four members including the outside member (when invited) shall form the quorum.

### **30.RECOMMENDATIONS BY THE SELECTION COMMITTEE:**

After interviewing the candidates, the Selection Committee will recommend suitable persons in order of preference to the Board of Management for approval as per Rules under 26(f).



## CHAPTER IV A

### **31. a) QUALIFICATIONS FOR THE POST OF DEPUTY REGISTRAR/EQUIVALENT POSTS:**

i) A Master's degree with at least 55% marks or its equivalent grade B in the seven-point scale.

ii) 5 (five) years of experience as an Assistant Professor in a College or a University with experience in educational administration.

or

Comparable experience in research establishment and/or other institutions of higher education.

or

5 (five) years administrative experience as Assistant Registrar or in an equivalent post.

### **31. b) Promotion/financial benefit for the post of Deputy Registrar and equivalent posts.**

As per UGC guidelines.

### **32. QUALIFICATIONS FOR THE POST OF ASSISTANT REGISTRAR/ASSISTANT REGIONAL DIRECTOR/SYSTEM ANALYST AND EQUIVALENT POSTS:**

Educational and other Qualifications required for Direct recruitment

Essentials: Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA/UGC 7 point scale with good academic record from a recognized University/Institute.

### **33. APPOINTMENT / PROMOTION / FINANCIAL BENEFIT OF ASSISTANT REGISTRARS / EQUIVALENT POST WORKING AT KKHSOU OF ACADEMIC LEVEL 10 (PAY BAND) IN 7 COMMON PAY COMMITTEE**

i) The Assistant Registrars and equivalent officers like Assistant Regional Director, System Analyst etc. after completion of 6 (six) years experiences in the post of Assistant Registrar/Regional Director/System Analyst etc. are eligible for next higher level 11 i.e. Pay Scale – 67,700/- - 2,08,700/-.

ii) After 5(five)years of service as Assistant Registrar/equivalent post in the level 11, the incumbent will automatically move to the next higher

level 12 i.e. Pay Scale – 78,800/- - 2,09,200/-. Deputy Registrar or equivalent post with same designation.

iii) After 5 (five) years of service in the level of 12, the incumbent is entitled to be placed in the next higher level 13 Pay Scale – 1,18,500/- - 2,14,100/- entry pay with same designation, subject to satisfactory performance to be duly assessed by a Departmental Promotion Committee (DPC) to be constituted for this purpose.

## **CHAPTER –V**

### **34. POWERS, FUNCTIONS AND DUTIES:**

#### **A) Registrar**

i) The Registrar shall be a whole time salaried officer of the University.

ii) He shall be the Member Secretary of the Board of Management, the Construction Committee and the Selection Committee (except for the post of Registrar)

However, the Board of Management may for special purpose, appoint any other officer of the University as Secretary of any of the authority.

iii) He/She shall be the custodian of records, common seal and such other property as the Board of Management shall commit to his charge and to manage such properties.

iv) He/She shall sign and verify all contracts and agreements made on behalf of the University.

v) To conduct the official correspondence and to issue notices convening meetings of all such authority and committees of which he /she is the Secretary.

vi) To maintain the records of registration of students of the University and records of degrees, diplomas conferred by the University.

vii) To represent the University in all legal proceedings for or against the University and sign all papers pertaining thereto on behalf of the University.

viii) To perform such other duties and functions as may be assigned to him by the Vice-Chancellor /Board of Management, from time to time.

#### **B) THE DEAN (Academic)**

The Dean (Academic) shall be a whole time salaried officer of the University and shall :

- i) Be the ex-officio Secretary of the Academic Council and Board of Studies/Faculties and shall keep the minutes thereof ~
- ii) Be the ex-officio Secretary of the Research Council and shall keep the minutes thereof,
- iii) Deal with matters of recognition of degrees and examination of other universities, institution or Board and also getting recognition of other Universities.
- iv) Deal with matters relating to Ph.D. D. Sc., D. Litt., registration and publication of Research bulletin from time to time.
- v) Deal with matters concerning Research Scheme/Projects allotted to the University,
- vi) Be responsible for preparation of course materials and Instructional materials for various courses offered by the University,
- vii) Deal with matters relating to preparation of Academic Calendar and prospectus and their timely publication,
- viii) Organize memorial/endowment lectures as per decision of the appropriate authority,
- ix) Deal with matters concerning preparation and submission of progress and evaluation reports on the academic programmes of the University as may be required, and
- x) Any other academic matter as may be so assigned from time to time by the Vice-Chancellor/Board of Management.

### **C) The Dean (Study Center)**

The Dean (Study Centers) shall be a whole time salaried officer of the University and shall:

- i) Be responsible for overall functioning and performance of study centres and submit reports on such study centres from time to time to the Vice-Chancellor,
- ii) Cause inspection to colleges/institution applying to be study centers of the University and submit reports on such proposals,
- iii) Act. as Member Secretary of the inspection team/committee for periodical inspection of study centres to ensure maintenance of proper standards,
- iv) Hold enquiries into matters connected with affairs of study centres under orders of the Vice-Chancellor,
- v) Arrange for getting all helps and facilities by the study centres from the University or any other source/agency for development, improvement of study centres, and

- vi) Perform such other duties as the Vice-Chancellor or the Board of Management may assign from time to time.

**D) The Director (Multimedia Course Material Centre)**

The Director, Multimedia Course Material Centre shall be a whole time salaried officer of the University and shall:

- i) Be responsible for preparation of study materials including courses and instructional materials for various courses to be offered through multimedia device,
- ii) Be responsible for transforming the various courses as far as practicable, to be offered through electronic media,
- iii) Perform such other duties as the Vice-Chancellor/Board of Management may assign from time to time.

**E) Finance Officer**

- i) The Finance Officer shall be a whole time salaried officer of the University and shall be the Secretary of the Finance Committee.
- ii) He/she shall exercise general supervision over the fund of the University and advice in regard to its financial policy.
- iii) Subject to the control of the Board of Management he/she shall manage the investments of the University fund and be responsible for the preparation and presentation of the Annual estimates and statements of accounts.
- iv) Subject to the powers of the Board of Management he/she shall be responsible for ensuring that moneys are expended for the purposes for which granted or allocated.
- v) He/she shall ensure proper operation of accounts in bank opened with the approval of Board of Management.
- vi) He/she shall sign cheques for payment of pay and allowances of all officers, teachers and other employees of the University and other cheques.
- vii) He/she shall ensure that expenditure not authorised in the budget is not incurred without appropriate sanction.
- viii) He/she shall be responsible for the preparation of the budget of the University.
- ix) He/she shall issue notice and maintain minutes of all meetings of the Finance Committee or any other committee related to finance.
- x) He/she shall be responsible for ensuring auditing of the accounts of the University by the appropriate authority.
- xi) Shall perform such other duties as may be assigned to him by the Board of Management / Vice Chancellor.

### **F) Controller of Examinations**

The Controller of Examinations shall-

- i) Be responsible for arranging and conducting the examinations of the University and make appointments of paper setters, Moderators, Examiners, Scrutinizers, Tabulators and such other persons as may be necessary for conducting examinations under the guidance and direction of the Vice-Chancellor.
- ii) Be responsible for notifying the dates of various examinations as per academic calendar or as may be fixed by the Examination Committee/Board of Management.
- iii) Be responsible for admitting eligible candidates to various examinations of the University as per relevant rules prescribed in the concerned Regulations.
- iv) Be responsible for publishing the results of the various examinations as per University Practice or as may be fixed by the Examination Committee/Board of Management.
- v) Be responsible for enforcing disciplinary action against the candidate for violation of prescribed rules in the examination hall.
- vi) Be responsible for the custody of all important registers and records connected with the examinations.
- vii) Be responsible for all matters connected with examination reforms and for bringing about innovation in the examination process of the University with a view to keeping the system at par with other leading open University.
- viii) Act. as the Ex-officio Secretary of the Examination Committee and shall keep the minute thereof.
- ix) Be responsible for any other relevant matters relating to examinations as may be assigned to him either by the Vice-Chancellor or the Board of Management from time to time.

### **G. Director, Centre for Internal Quality Assurance (CIQA):**

The Director CIQA shall:

- a) Be responsible to work under the administrative control of the Registrar but directly responsible to the Vice Chancellor.
- b) To prepare Programme Project Report for each programme according to the norms and guidelines prescribed by the University Grants Commission (UGC) and wherever necessary by the appropriate regulatory authority having control over the programme.
- c) Get the Programme Project Report approved by the appropriate authority of the Higher Educational Institution and the Commission before launching of the programme.

- d) Oversee the development of Self Learning Material (SLM), integration of Information and Communication Technology (ICT), setting up of Learning Centre and coordination with the parent institution and relevant Regulatory authorities.
- e) Put in place monitoring mechanism to ensure the proper implementation of programme Project Reports.
- f) Design annual plans for quality level enhancement at the level of the Higher Educational Institution and ensure their implementation.
- g) Arrange for feedback responses from students, employers and other stakeholders for quality related institutional processes.
- h) Develop quality benchmarks or parameters for the various academic and administrative activities of the Higher Educational Institution.
- i) Obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- j) Organise workshops or seminars on quality related themes and Higher Educational Institution wise dissemination of the proceedings of such activities.
- k) Organise workshops or seminars on quality related themes and Higher Educational Institution wise dissemination of the proceedings of such activities.
- l) Suggest restructuring of programmes in order to make them relevant to the job market.
- m) Develop and implement innovative practices in major areas leading to quality enhancement in services to the learners.
- n) Create learner centric environment rather than institution centric environment.
- o) Cultivate creativity and innovation in the faculty and staff.
- p) Adopt measures to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit.
- q) Conduct or encourage system based research to bring qualitative change in the entire system.
- r) Coordinate between the Higher Educational Institution and the Commission for various quality related issues or guidelines.
- s) Record activities undertaken on quality assurance in the form of an annual report, and

- t) To coordinate recognition and accreditation of Higher Educational Institution.

#### **H) Deputy Registrar (Administration)**

The Deputy Registrar (Administration) shall work under the direct supervision of the Registrar and unless otherwise assigned shall:

- i. Assist him in selection, posting, leave, permanent absorption, promotion and disciplinary matters of IIIrd and IVth grade employees of the University.
- ii. Be responsible for maintenance of service records of all IIIrd and IVth grade employees, including leave records, superannuation etc.
- iii. Look after the overall attendance of the employees in the office including their timely arrival and departure.
- iv. Be responsible for maintenance of discipline in the office by all employees.
- v. Assist the Registrar in purchase of office stationery, furniture etc.
- vi. Perform such other duties as may be assigned to him from time to time by the Registrar/Vice Chancellor.

#### **I) Deputy Registrar(Academic)**

The Deputy Registrar (Academic) shall work under the direct supervision of the Dean (Academic) and shall:

- i) Assist him in carrying out the academic activities of the University smoothly.
- ii) Keep records of progress of various research projects/schemes being implemented in the University.
- iii) Help organizing memorial/endowment lectures and other lectures as may be organized in the University.
- iv) Help preparation of progress and evaluation reports on the academic programmes of the University as may be required.
- v) Co-ordinate in preparation, publication of Journals, research/academic bulletins of the University.
- vi) Perform any other duties as may be assigned to him by the Dean(Academic) or the Vice-Chancellor.

#### **J) Deputy Registrar (Examinations)**

The Deputy Registrar (Examinations) shall work under direct supervision

of the Controller of Examinations and unless otherwise assigned.

- i) Assist him in conducting examinations of the University in the manner prescribed for the purpose.
- ii) Assist the Controller of Examination in timely holding the examinations and publication of results.
- iii) Help maintaining co-ordination between the COE and Examiners, Tabulators, Moderators etc.
- iv) Be responsible for proper execution of all works assigned to him by the Controller of Examinations/Registrar/Vice Chancellor.

### **K) Deputy Director Multi- Media**

The Deputy Director Multi-Media shall:

- a) Perform the duties and responsibilities under the direct control of the Registrar.
- b) Be responsible for the activities of the Multimedia Department.
- c) Be responsible for OER (Open Education Resource) policy of the University.
- d) Be responsible to Act. as Station Manager of “JNAN TARANGA”.
- e) Responsible in producing EKALAVYA programme that is broadcast through All India Radio, Guwahati and Dibrugarh on every Saturday.
- f) Coordinating the “Phone-in session” programme of the University that is broadcast live on every Thursday from All India Radio, Guwahati.
- g) Responsible for producing University admission quickie, both audio and video.
- h) Be responsible for preparation of Study Materials including courses and any other Instructional Materials for various courses to be offered by the University through Multi-Media device.
- i) Be responsible for coverage of all events organised by the University through Electronic Media.
- j) Be responsible for organising video classes of all the courses and transforming the same to the Study Centre through Electronic Media.



- k) To develop Technology for Information and Communication of the University through Electronic Media.
- l) To perform any other duties as may be assigned by the Registrar and the Vice Chancellor.

**L) Secretary to the Vice Chancellor:**

The Secretary to the Vice Chancellor shall:

- a) Be under the administrative control of the Registrar but directly responsible to the Vice-Chancellor.
- b) Assist the Vice Chancellor in all matters of his day to day functions.
- c) Fix the day to day programme of the Vice Chancellor under his direction.
- d) Attend the dignitaries and other visitors from outside and inside the University.
- e) Maintain liaison with Government / non-Government Departments / Organizations and take follow up action as may be necessary.
- f) Co-ordinate tour programmes of the Vice Chancellor including arrangements for T.A., ticketing and accommodation etc.
- g) Arrange for the hospitality to the official guests of the Vice Chancellor.
- h) Prepare T. A. bills of experts attending selection committees and other committees with the Vice Chancellor and ensure timely payment.
- i) Put up files to the Vice Chancellor as per the priority of the matter.
- j) Supervising the employees of the Vice Chancellor's establishment and official bungalow, deal with leave of such employees.
- k) Maintain the office building of the Vice Chancellor.
- l) Perform such other duties as may be assigned by the Vice Chancellor from time to time.

- m) To attend the meeting of the Board of Management for recording the proceedings and to submit the same to the Registrar.

**M) Assistant Registrar (Examinations):**

The Assistant Controller of Examinations shall work under the supervision of the Controller of Examinations and shall:

- i) Assist him on initiating various examination processes,
- ii) See that proper arrangements are made and facilities made available to the persons connected with various examinations,
- iii) See that remunerations to the persons connected with examinations are timely dispatched by the finance office,
- iv) Ensure that admit cards, mark sheets etc. are timely dispatched to the students, and
- v) Be responsible for proper execution of all works assigned to him by the Deputy Registrar /Controller of Examinations.

**N) Assistant Registrar (Administration):**

The Assistant Registrar shall work under the supervision of the Registrar and shall:

- i) Assist in issue of Registration certificates, eligibility certificates, migration certificates and any other certificates to students,
- ii) Initiate actions on issue of provisional/original certificates,
- iii) Supervise and control proper functioning of the branches of the office,
- iv) Supervise and maintain cleanliness of the offices, and office premises,
- v) Control the timely arrival and departure of the C & D grade office staff and prepare absentee statements, and
- vi) Perform any other works as may be assigned to him by the competent authority from time to time.

**O) Assistant Registrar (Study Centre):**

Assistant Registrar (Study Centre) shall:

- a) Work under the administrative control of the Dean (Study Centre) but directly responsible to Registrar.
- b) Assist the Dean (Study Centre) with all the issues pertaining to the Study Centres of the University.

- c) Assist the Dean (Study Centre) organising different workshops/meetings/awareness programme etc. to be conducted by the University.
- d) Maintain a cordial relation between the Study Centres and the University.
- e) To look after the Study Centres of the University located in various jails across the State and arrange programmes/events to be decided by the University in consultation with the Dean (Study Centre).
- f) Be responsible for collection of data in all respects of the Study Centres of the University and maintain proper records.
- g) To monitor and timely delivery of Study materials by the Study Centre.
- h) Be responsible for organising Sports and Cultural events of the University pertaining to the Study Centre and the University as and when necessity arises.
- i) Be responsible for assisting the Dean (Study Centre) in various matters relating to establishment of Regional Centres across the State.
- j) Perform such other duties as may be assigned by the Dean (Study Centre) and the Registrar from time to time.

**P) Assistant Registrar (SLM):**

The Assistant Registrar (SLM) shall:

- a) Work under the direct administrative control and supervision of the Registrar.
- b) Be responsible for distribution of printing works including the Soft Copies among the empanelled printing presses of the University and follow up the printing works for timely submission of printing materials by the empanelled presses.
- c) Be responsible for timely despatch of Self Learning Materials (SLM) to the Study Centres.
- d) Be responsible for sending other materials like Identity Cards of Learners, University Calendar and Dairy, Newsletters, Annual Reports etc. to all the Study Centre of the University.
- e) Perform such other duties as may be assigned by the Registrar and other Senior Officers from time to time.
- f) Be responsible for providing copies of all new SLMs immediately to the Controller of Examinations.

**Q) System Analyst:**

The System Analyst shall:

- a) Work under the administrative control of the Director, Computer but directly responsible to the Registrar.
  - b) Be responsible for planning and Assisting in implementing the Integrated University Management System (IUMS)/ERP (Enterprise Resource Planning) of the University.
  - c) Overall responsibility of IT Cell
    - Website Maintenance
    - Customized Software Development & Maintenance
    - Online Admission & Support
    - Technical Telephonic Support to Learners/Study Centre during admission
    - Network maintenance
    - Database Backup
    - Online Admit Generation
    - Online Chat Support
- Dealing with NKN and other Govt Officials for implementing new IT policy/ infrastructure
  - Overall System and Network Administration
  - Learning Management System (LMS) Implementation & Management
  - Examination System (EDPS), Troubleshooting
  - IT Security Implementation and monitoring
    - End point Security & Network security implementation

**R. Assistant Regional Director:**

Assistant Regional Director shall:

The Assistant Regional Director (Regional Centre) shall work under the direct supervision of the Registrar, and shall:

- i) Be responsible to supervise the administrative functioning of all study centres under its jurisdiction.
- ii) To provide necessary information to potential learners both at the Regional Centre and through Study Centres.
- iii) To monitor the conduct of Induction-Orientation programmes in each of the study centres and to see to the fact that learners are informed about all important schedules of activities during the same.

- iv) To ensure delivery of Self Learning Materials to Study Centres in time.
- v) To ensure timely receipt of Registration Cards and timely rectifications of matters related to admission, examinations etc.
- vi) To supervise distribution of infrastructure facilities to the Study Centres from the University.
- vii) To monitor the regular conduct of counselling classes in Study Centres.
- viii) To provide support at the time of admission via Admission Helpdesk at the premises of the Regional Centre.
- ix) To maintain records of learners as per University norms.
- x) To monitor conduct of examinations of different programmes of the University and ensure transparency, quality and fairness in the same.
- xi) To provide facilities for conduct of Viva-Voce and other practical examinations of the University in the premises of the Regional Centre.
- xii) To attend the meetings at Head Office as and when called for.
- xiv) Perform any other work as may be assigned to him by the Registrar and the competent authority from time to time.

**S) Administrative Officer (CIQA):**

The Administrative Officer shall:

- a) Work under the administrative control of Director, CIQA
- b) Assist in preparation of Programme Project Report for each Programme, maintaining statistical data for quality of the programmes.
- c) Arrangement for feedback responses from Learners, Alumni, New Learners, Coordinators, Counsellors, Employers (Teaching & Non-Teaching) and other stakeholders for quality related institutional processes.
- d) Obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- e) Record the activities undertaken by CIQA on quality assurance in the form of a report.
- f) Preparation of Annual Report about the activities undertaken by CIQA to be submitted to UGC.
- g) Maintain Stock Books of the CIQA Office for all kinds of asset

- h) Arranging CIQA Meeting, preparation of minutes thereof
- i) Any other jobs as may be assigned by the Director, CIQA/Competent authority.

**T) Private Secretary to the Registrar:**

The Private Secretary to the Registrar shall:

- a) Be responsible to the Registrar in all respects.
- b) Assist the Registrar in his day-to-day functioning.
- c) Shall attend to the visitors / guests from both outside and inside the University and arrange meeting with the Registrar at his convenience.
- d) Arrange for tour programmes of the Registrar including his travel arrangements and accommodation.
- e) Prepare the minutes of various meetings held by the Registrar.
- f) Perform such other duties and functions as may be assigned by the Registrar / competent authority.

**U) Private Secretary to the Finance Officer:**

The Private Secretary to the Finance Officer shall:

- a) Be responsible to the Finance Officer.
- b) Assist the Finance Officer in his day to day functioning
- c) Prepare minutes of meetings convened by the Finance Officer
- d) Attend to visitors from both outside and inside the University and apprise the Finance Officer accordingly for his necessary action.
- e) Sort out proposals received from various departments to be considered by different meetings and apprise the Finance Officer for his direction, and
- f) Perform such other duties and functions as may be assigned to him by the Finance Office/competent authority.

**V) Section Officer:**

The Section Officer shall:

- a) Work under the concerned controlling officer.
- b) Be responsible for management of the branch in all respects.
- c) Be responsible for safe custody of the files and other documents.

- d) Be responsible for receipt of the letters and timely despatch of files, letters.
- e) To supervise and monitor the works of the subordinate employees under his/her department.
- f) Be responsible for maintenance of attendance register for the staff of the department and timely submission of "Absentees Statement" of his/her department/branch.
- g) To put up all the files and other documents of his/her branch to the next Senior Officer for taking necessary action.
- h) To allot various works of the branch to the employees in consultation with the Controlling Officer.
- i) To maintain Stock Registers in respect of goods and articles receipt from the authority.
- j) To perform any other duties as may be assigned by his Senior Officer and competent authority.

### **35.CONDITION OF SERVICE:**

- a) The Officers mentioned in Rule 24 will be governed by the service conditions and conduct of this rule and/or the University authority may prescribe from time to time.
- b) The officers will be entitled to such leave, leave salary, allowances, provident fund benefits and gratuity as prescribed on this behalf by this rule and/or the University authority may prescribe from time to time.
- c) The Board of Management may suspend, discharge, dismiss or award any other punishment to an officer appointed by it in case of insubordination, misconduct, negligence of duties or violation of any other rule or order of Board of Management.

### **36. SUPERANNUATION AND RE-EMPLOYMENT:**

The tenure of appointment of employees on contract basis be fixed till the attainment of 60 years. However, the Vice Chancellor is empowered to extend/reemploy any existing employee up to the age of 65 years subject to satisfactory performances and the need of the service as per the existing terms and conditions, which prevails in the Ordinance. This shall be applicable only to the employees who joined before holding the 51<sup>st</sup> meeting of the Board of Management i.e. 27.09.2019.

**Part-V**  
**Chapter- VI**

**Supporting Services**

**37. Cadre:**

- a. The Service shall comprise the following Grades of Posts:
- i. Grade I — Secretary to Vice Chancellor, Private Secretary to Registrar, Administrative Officer or Equivalent Posts that will be created by the University
  - ii. Grade II — Section Officer, Accountant, PS to Finance Officer, Asst. Section Officer, Assistant Accounts Officer, Steno Grade II or equivalent Posts created by the University.
  - iii. Grade III — Sr. Asst., Sr. Accounts Assistant, Programme Assistant, Audio Visual Production Assistant, Jr. Asst., Jr Accounts Assistant or equivalent Posts created by the University.
  - iv. Grade IV — Multi Tasking Staff.
- b. Each category of Posts will constitute an independent cadre. Members of a lower cadre shall have no claim to any of the higher cadre Posts except in accordance with the provisions made in these rules.
- c. the Number of Posts in a cadre shall be as may be determined by the University from time to time.

**38. STRENGTH OF SERVICE:**

The strength of each cadre of the service on the date commencement of these rules shall be as shown in Schedule provided that the University may hold in abeyance any post as and when considered necessary;

Provided further that the University may review the strength of service once in every 3 years.

**39. METHOD OF RECRUITMENT:**

Appointment to the service shall be made by the Appointing Authority either by direct recruitment or by selection/promotion to the Post.

- I. Grade I



**A. Secretary to Vice-Chancellor:**

Appointments shall be made by direct Recruitment.

*Essential Qualifications:*

- i) Graduate with a minimum speed of 140 and 40 words per minute in short hand and computer respectively.
- ii) At least 10 years' experience as Personal Secretary (PS) or Senior Stenographer in a government office or an educational institution.
- iii) Diploma in Computer Application with adequate practical knowledge.

*Desirable qualifications:*

- i) Degree/Diploma in Personal Management/Human Resource Management.
- ii) Experience of working in the University System.

Age: Should not be less than 30 years.

**B. Private Secretary to Registrar:**

*Essential qualifications:*

- i) Graduate with a minimum speed of 140 and 40 words per minute in short hand and computer respectively.
- ii) At least 10 years' experience in University system.
- iii) Adequate knowledge in computer

OR

- i) MBA in Human Resource Management with at least 5 years working experience in the immediate lower Grade Pay i.e. Rs. 22,000/- to Rs. 87,000/- + GP Rs. 9,400/- in the University System/Govt./Semi Govt. organizations.
- ii) Degree/ Diploma in Basic Secretarial course from any recognized educational institutions

*Desirable qualifications:*

- i) Degree / Diploma in Personal Management / Human Resource Management.
- ii) ODL experience.

Age: Minimum age 30 years

**C. Administrative Officer:***Essential qualifications:*

- (i) A Master's degree with 55% marks or its equivalent grade of B in the seven point scale with consistently good academic record.
- (ii) Minimum 5(five) years of working experience in higher educational institutions
- iii) Experience of working in Open University or Open and Distance Education System

*Desirable qualifications:*

- (i) A degree / diploma in distance education
- (ii) Adequate knowledge of computer.

## Age:

Below 50 years as on the last date of receipt of the application.

**D. Audio Visual Production Executive:***Essential qualifications:*

- i) Master Degree in Journalism and Mass Communication/ Computer Science.
- ii) Good academic record (minimum 50% in the final examinations starting from matriculation to bachelor degree and 55% in masters degree)
- iii) Three (3) years working experience in Multi Media Production Centre in Government organization/ PSU/ University system.

*Desirable qualifications:*

- i) Two (2) years working experience in Open and Distance Learning (ODL) system.
- ii) A degree/diploma in Distance Education.

Maximum Age: As per State Government rule.

## **II. Grade II**

### **A. Section Officer**

*Essential qualifications:*

- i) A Bachelor Degree with consistently good academic record.
- ii) Four (4) years working experience in the rank of Assistant Section Officer or equivalent post.
- iii) Two (2) years working experience in Open and Distance Learning (ODL) system.

*Desirable qualifications:*

- i) Adequate knowledge of Computer.
- ii) A degree/diploma in Distance Education.

Maximum Age: As per State Government rule.

### **B. Accountant**

*Essential qualifications:*

- i) A Bachelor Degree in Commerce with consistently good academic record.
- ii) Four (4) years working experience in the rank of Senior Accounts Assistant or equivalent post.
- iii) Two (2) years working experience in Open and Distance Learning (ODL) system.

*Desirable qualification:*

- i) Diploma/Certificate in Tally/Business Accounting/Commercial Accounting.
- ii) A degree/diploma in Distance Education.

Maximum Age: As per State Government rule.

### **C. Translator:**

*Essential qualifications:*

- i) A Bachelor Degree in English/Assamese/ Mass Communication with minimum 45% marks in each of public Examinations starting from Matriculation.

ii) Three (3) years of experience in translation from English to Assamese and vice versa in University system/recognized educational institute/ established newspaper, magazine or electronic media.

*Desirable qualifications:*

- i) Adequate knowledge of computer.
- ii) Working experience in ODL system

Age: As per the State Government rule.

#### **D. Assistant Section Officer:**

*Essential qualifications:*

- i) A Bachelor Degree with consistently good academic record.
- ii) Four (4) years working experience in the rank of Senior Assistant or equivalent post.
- iii) Two (2) years working experience in Open and Distance Learning (ODL) system.

*Desirable qualifications:*

- i) Adequate knowledge of computer.
- ii) A degree/diploma in Distance Education.

Maximum Age: As per State Government rule.

#### **E. Stenographer Grade II**

*Educational Qualifications:* Graduate from any discipline with 120 speed in Stenography and 30 words in computer per minute.

*Experience:* Minimum Five (5) years as Stenographer.

Age : As per State Government rule.

### **III. Grade III**

#### **A. Senior Assistant.**

*Essential qualifications:*

- i) A Bachelor Degree with consistently good academic record.

ii) Three (3) years working experience in the rank of Junior Assistant or equivalent post.

iii) Two (2) years working experience in Open and Distance Learning (ODL) system.

*Desirable qualifications:*

i) Adequate knowledge of computer.

ii) A degree/diploma in Distance Education.

Maximum Age: As per State Government rule.

## **B. Senior Accounts Assistant.**

*Essential qualifications:*

i) A Bachelor Degree in Commerce with consistently good academic record.

ii) Three (3) years working experience in the rank of Junior Accounts Assistant or equivalent post.

iii) Two (2) years working experience in Open and Distance Learning (ODL) system.

*Desirable qualifications:*

i) Adequate knowledge of computer.

ii) A degree/diploma in Distance Education.

Maximum Age: As per State Government rule.

## **C. Junior Assistant**

*Essential qualifications:*

i) A Bachelor Degree in any discipline

ii) Two (2) years working experience in Open and Distance Learning (ODL) system.

*Desirable qualifications:*

i) A degree / diploma in Distance Education.

Maximum Age: As per State Government rule.

*(Method of recruitment: Appointments shall be made by direct recruitment only. 20% vacancy of the Junior Assistant/Junior Accounts Assistant shall be filled from amongst the existing qualified Multi-Tasking Staff on seniority basis.)*

**D. Junior Accounts Assistant**

*Essential qualifications:*

- i) A Bachelor Degree in Commerce.
- ii) Adequate knowledge of Computer in Tally etc.
- iii) Two (2) years working experience in Open and Distance Learning (ODL) system.

*Desirable qualifications:*

- i) A degree / diploma in Distance Education.

Maximum Age: As per State Government rule.

**E. Audio Visual Production Technician**

*Essential qualifications:*

- i) A Bachelor Degree in any discipline
- ii) Post Graduate Diploma in Journalism.
- iii) Two (2) years working experience in Open and Distance Learning (ODL) system.
- iv) Adequate knowledge of computer.

*Desirable qualifications:*

- i) A degree / diploma in Distance Education.

Maximum Age: As per State Government rule.

**F. Data Entry Operator**

*Essential qualifications:*

- i) A Bachelor Degree with consistently good academic record.
- ii) A Diploma in Computer Application.
- iii) Two (2) years working experience in Open and Distance Learning (ODL) system.

*Desirable qualifications:*

- i) Three (3) years working experience in the rank of Junior Assistant.
- ii) A Degree / Diploma in Distance Education.

Maximum Age: As per State Government rule.

**G. Library Assistant:**

*Essential qualifications:*

- i) A Bachelor Degree in any discipline
- ii) A Diploma in Library Science
- iii) Adequate knowledge of computer

*Desirable qualifications:*

- i) Working experience in ODL system

Age: As per State Government rule.

**H. Book Arrangers:**

*Essential qualifications:*

- i) Diploma in Library Science.
- ii) Adequate knowledge of computer.

*Desirable qualifications:*

- i) Working experience in Library

Age: As per State Government rule.

**IV. Grade IV****A. Multi-Tasking Staff:**

*Essential qualifications:*

- i) HSLC passed or equivalent

*Desirable qualifications:*

- i) Working experience in ODL system

Age: As per State Government rule.

**B. Attendant cum Driver:**

*Essential qualifications:*

- i) HSLC passed or equivalent
- ii) Valid HMTV Driving License

*Desirable qualifications:*

i) Working experience in ODL system

Age: As per State Government rule/notification.

#### **40. SELECTION COMMITTEE:**

**a.** There shall be a Selection Committee for selection of Grade I and Grade II non-teaching and supporting staff as follows:

- i. The Vice-Chancellor — Chairperson
- ii. One member nominated by the Board of Management — Member
- iii. One of the Deans/ Directors to be co-opted by the Vice Chancellor — Member
- iv. The Finance Officer — Member
- v. The Registrar —Member Secretary

At least 4 members shall form the quorum

**b.** There shall also be a Selection Committee for selection of Grade III and Grade IV Supporting Staff which shall consist of:

- i. Vice Chancellor or his Nominee — Chairman
- ii. One member from the Board of Management — Member
- iii. Registrar —Member Convenor

#### **41. DIRECT RECRUITMENT:**

Steps of the recruitment process

Direct Recruitment to the Posts as specified above, shall be made on the basis of the followings:

- iv. Preliminary screening of applications.
- v. Pre-examination merit based short-listing so as to limit the number of candidates to not more than 05 times the number of existing vacancies (where necessary) (not applicable in case of cleaner).
- vi. Written test (where the number of candidates exceeds 10 times the number of vacancies) followed by Interview.



- vii. Viva voce of the candidates (number of candidates called for interview not exceeding 10 times the number of vacancies).

#### **42. PROCEDURE AND ELIGIBILITY FOR DIRECT RECRUITMENT:**

Direct Recruitment for the Posts specified shall be made in the following manner:

- viii. The Appointing Authority shall make an assessment of the need for recruitment of staff in the cadre in the year in which recruitment is to be made and inform the Board of Management.
- ix. With the approval of the Board of Management the Appointing Authority shall issue an advertisement in one or more widely circulated news papers calling for applications with a non-refundable processing fee, that may be determined from time to time.
- x. The Appointing Authority shall mention in the advertisement that the application for the Grade IV Posts must possess valid employment exchange registration number and date which shall be quoted in their applications. Such registration must have been done on or before the advertisement of the Post.
- xi. On receipt of the applications the Appointing Authority shall constitute an internal committee for carrying out the provisions made under rule 37 (ii and iii)
- xii. Selection Committee provided for in clause 6 (III) under Chapter II of the Statutes shall make the selection and prepare a list of candidates found suitable for appointment in order of preference. The number of candidates in such a list may be approximately equal to the number of vacancies.
- xiii. The list mentioned in sub rule (v) above shall be known as the merit list and shall remain valid for 6 (six) months unless extended but not exceeding 12 (twelve) months in all by the appointing authority.
- xiv. The Appointing Authority shall publish the list at such places as he/she may consider proper.
- xv. In order to be eligible for appointment by direct recruitment the candidate must satisfy the following conditions-
  - a. Nationality: he/she must be a citizen of India.

- b. Age: he/she must attain the age as specified for the relevant post in Rule 34 on the first day of the year in which the advertisement is issued.
- c. Educational Qualification: for appointment to a post a candidate must have the educational qualification on or before the date of advertisement as specified in Rule 35.

#### **43. RECRUITMENT BY PROMOTION:**

Vacancies in the cadre due to be filled up by promotion in a year shall be filled up in the manner as prescribed below:

- a. Subject to the approval of Board of Management also subject to possessing the qualification and experience as prescribed in rule 39, the Appointing Authority may promote an employee of the lower cadre to the post of upper cadre as set forth (defined) in rule 46.
- b. The recruitment by promotion is to be made by promotion from a select list to be prepared by a Selection Committee
- c. For the purpose of the select list as mentioned above the Selection Committee will consist of the same members that constitute the Performance Appraisal Committee.
- d. 20% vacancy of the Junior Assistant/Junior Accounts Assistant shall be filled from amongst the existing qualified Multi-Tasking Staff on seniority basis.
- e. Time Scale Promotion shall be applicable to Non-Teaching Officers and Staff as per the recommendations of Common Pay Committee (CPC).

#### **44. PERFORMANCE APPRAISAL COMMITTEE:**

- a. It will consist of the following members in respect of Grade I and Grade II posts
  - xvi. Vice Chancellor — Chairman.
  - xvii. Two members from the Board of Management — Members.
  - xviii. Registrar — Member Convenor

Vice-Chancellor may co-opt a member if found necessary

- b. In respect of Grade III and Grade IV posts the Performance Appraisal Committee will consist of the following members:

- xix. Vice-Chancellor or his nominee — Chairman
  - xx. One member from the Board of Management — Member
  - xxi. Registrar — Member Secretary.
- c. The Performance Appraisal Committee shall sit once in a year and obtain annual character rolls and other relevant papers of the employee and make observations on the performance which will have a bearing on the continuation of the service of an employee.

#### **45. SELECTION COMMITTEE:**

The performance appraisal committee shall also be the Selection Committee for the purpose of the preparation of Select List for appointment by promotion of the employee from a lower cadre to the relevant higher cadre.

#### **46. PROCEDURE FOR PROMOTION:**

- a. The Committee shall examine the Performance Appraisal Report and other relevant records of the candidates, taking into consideration their merit and seniority and prepare a list of names in order of preference equal to the number of vacancies to be filled up by promotion.
- b. The list so prepared will be forwarded to the Appointing Authority.
- c. On receipt of the list as aforesaid the Appointing Authority will obtain the approval of the Board. The list will then form the Select List for the purpose of appointment.
- d. The Select List will remain valid for three (3) months only, unless extended, but not exceeding six (6) months in all, by the Appointing Authority with the approval of the Board of Management.

#### **47. RESERVATION:**

In case of direct recruitment to the service, there shall be reservation in the cadre in favour of candidates belonging to SC, ST and any other category as per rules of the Govt.

#### **48. JOINING TIME:**

A person shall join within 15 days from the date of receipt of the order of Appointment of promotion failing which the appointment shall be cancelled unless that Appointing Authority extend a period, which shall not, exceed three (3) months in all.

**49. PROBATION AND CONFIRMATION:**

An employee shall be placed according to seniority on probation against the permanent vacancies for a period of one (1) year before he/she is confirmed against a permanent vacancy.

Provided that the period of probation may for good and sufficient reasons be extended by the Appointing Authority on the basis of report of the Performance Appraisal Committee

**50. SENIORITY:**

- a. Inter-se seniority of the members in a cadre shall be according to the order of preference in merit list prepared by the Appointing Authority under rule 45 for appointment to a post in a cadre, if the candidate joins within the stipulated period/extended period of the joining time.
- b. If an employee does not join within the specified period, he/she will have no claim for seniority according to his/her place in the merit list
- c. In case of a single appointee the seniority will be according to his/her date of joining.

**51. DISQUALIFICATION FOR APPOINTMENT:**

- a. No person shall be qualified for appointment to the service unless he/she is a citizen of India
- b. No person who has more than one wife living shall be eligible for appointment to the service. Provided that Board of Management may, on special grounds for doing so exempt any person from the operation of this sub-rule.
- c. No person who attempts to enlist support for his candidature directly or indirectly by any recommendation, either written or oral or by any other means shall be appointed to the service.
- d. No person whose police verification report is adverse shall be eligible for appointment.

**52. PAY:**

The scale of pay admissible to the members of different cadres shall be in accordance with the recommendation of the

Common Pay Committee (CPC) constituted for the recommendation of the scales of pay for the non-teaching staff of the State Universities and accepted of the same by the University.

### **53. OTHER CONDITIONS OF SERVICE:**

Except as provided in these rules all matters relating to pay, allowances, leave, contribution to PF and New Pension Scheme, discipline and other conditions of service shall be regulated by the Statutes and the Ordinances of the University.

### **54. INCREMENTS:**

- a. The first increment admissible to the member of a service in the pay scale (time scale) shall accrue on the expiry of one year from the date of his/her appointment to service, but further increments due shall be allowed only on confirmation in the service
- b. A member of the service on confirmation shall be entitled to his/her further increment from the date of confirmation only and not be entitled to any arrears in pay on account of withholding of the increments for the period prior to the date of his/her confirmation
- c. An employee shall be eligible to all further due increments subject to his/her satisfactory Performance Appraisal Report.

### **55. THE POWER OF THE BOARD OF MANAGEMENT TO RELAX ANY RULE:**

When the Board of Management is satisfied that the operation of any of these rules cause undue hardship in any particular case or does not support the interest of the University, the Board of Management may relax the requirement of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

### **56. INTERPRETATION:**

If any question arises relating to the interpretation of these rules, it shall be referred to the Board of Management whose decision there upon shall be final.

### **57. VALIDATION OF PAST ACTION:**

All orders made or actions taken prior to commencement of these rules in respect of matters, for which there was no provision in the Ordinance or Statutes of the University, shall be deemed to have been validly made or taken.

#### **58. APPOINTMENT BY DEPUTATION:**

- I) Notwithstanding anything contained in Rule 42, vacancies in any grade to be filled by direct recruitment or where sufficient number of employees are not available for promotion against the promotion quota, the same may be filled by taking officials from Central/State Government/Universities/Autonomous Bodies of appropriate grade on deputation for specified period(s) without prejudice to the rights of the existing employees for promotion in so far as promotion quota is concerned.
- II) 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 offer of appointment on promotion to the first candidate, such vacancies may be filled by appointment on deputation.

#### **59. APPOINTMENT BY CONTRACT:**

- I) Considering the exigency of service, the Vice – Chancellor in consultation with the Board of Management may appoint person (s) on contract basis.
  - a) Person(s) unemployed / self-employed having requisite qualifications as per requirements for appointment to the relevant post(s).
  - b) Appointments on contract basis shall be for a specific period with monthly-consolidated salary, or as may be decided by the Board of Management in each case. The appointment will automatically terminate at the end of the contract period. However, the competent authority may decide further extension of contract period, as it may deem fit and proper, considering the exigency of service.
  - c) The procedure for selection and appointment shall be as laid down in the Ordinance as well as in these Rules. However, the Vice-Chancellor shall have the power to make short term appointments for a period not exceeding one year, or as may be considered necessary, for the smooth functioning of the

University. In such cases the prescribed procedure for selection shall not be necessary.

- d) The terms and conditions of all appointments shall be specified in the letter of appointment.
- e) Every person appointed on contract basis shall sign an agreement with the University in the prescribed proforma and shall be bound by the terms and conditions of the agreement.
- f) Person(s) appointed on contract basis shall perform such duties and functions or attend to such assignment as may be prescribed by the competent authority.
- g) The contractual appointment may be terminated by either party without assigning any reason by giving one month's notice in writing or by payment of one month's salary in lieu of the notice.

## **Part- VI**

### **Chapter-VII**

#### **CONDUCT**

#### **60. GENERAL:**

- I)a) Every employee of the University shall at all times maintain absolute integrity and devotion to duty.
  - b) No employee shall be in a manner prejudicial to discipline and good order of the University and do nothing, which is unbecoming of an employee of the University.
- II) a) Every Employee holding a supervisory post shall take all steps to ensure the integrity and devotion to duty of all employees under his / her control.
  - b) No employee in the performance of his / her official duties or in the exercise of powers conferred on him / her shall act otherwise than the direction of his / her superior, where he / she acting under such direction, shall obtain the direction in writing wherever practicable and where it is not practicable to obtain such direction in writing, he / she shall obtain written confirmation of the direction as soon as possible.

#### **61. ABSENCE FROM DUTY:**

i) Every employee of the University shall be punctual in attendance and shall not absent himself / herself from duty without previous permission except the circumstances beyond his / her control or act of God. In case of illness or some other unforeseen circumstances, the employee shall give information to the University without delay.

ii) All applications for leave for more than three days on grounds of ill-health shall be supported by a medical certificate from a registered Medical Practitioner.

**62. PUBLIC DEMONSTRATION IN HONOUR OF ANY EMPLOYEE OF THE UNIVERSITY:**

No employee shall, except with the previous sanction of the Vice-Chancellor or any other authority, as the case may be, receive any complimentary or valedictory address or accept testimonial or attend any meeting or entertainment held in his or her honour.

Provided that nothing in this rule shall apply to a farewell in honour of an employee on the occasion of retirement or transfer or any employee who has recently quit his service in the University.

**63. CRITICISM OF THE UNIVERSITY:**

No employee shall in any radio broadcast or in any document published in his / her name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of facts or opinion which may have the effect of an advance criticism of any current or recent policy or action of the University authority or which is capable of embarrassing the relations between University with any other outside authority.

Provided that nothing in this rule shall apply to any statements made or views expressed by an employee in the official capacity or to the due performance of the duties assigned to him / her.

**64. TAKING PART IN POLITICS AND ELECTIONS:**

i) No employee of the University shall be a member of or be otherwise associated with, any political party, or any organization which takes part in politics nor shall he/she take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.



ii) No employee of the University shall permit any person dependent on him for maintenance or under his care or control to take part in, or in any way assist, any movement or activity which is, or tends directly or indirectly to be subversive of the University.

No employee shall canvass or otherwise interfere or use his/her influence in connection with or take part in an election to any legislature or local authority, but

a) An employee of the University is qualified to exercise his/her right to vote but where he/she does so, he/she shall give no indication of the manner in which he/she proposes to vote or has voted. Display on his person, vehicle or residence of any electoral symbol shall amount to using his / her influence in connection with an election.

b) An employee of the University shall not be deemed to have contravened the provisions of this rule by reason only that he assists in the conduct of an election in due performance of a duty imposed on him /her or under any law for the time being in force.

c) An Employee eligible for election as member of a Municipal Board or any other local body must obtain the permission of the Head of the Office before his nomination paper is filled.

**65. EMPLOYMENT OF NEAR RELATIVES OF EMPLOYEES IN PRIVATE UNDERTAKINGS ENJOYING UNIVERSITY AUTHORITY PATRONAGE:**

No University employee shall use his/her position or influence directly or indirectly to secure employment for any member of his family in any private undertakings.

**66. CONNECTION WITH PRESS OR RADIO:**

i) No employee of the University shall, except previous permission of the University authority own wholly or in part, or conduct, or participate in the editing or managing of any newspaper or other periodical publication.

ii) No employee of the University shall, except prior permission of the University authority, in the bonafide discharge of his / her duties, participate in a radio broadcast or contribute any article or write any letter either anonymously, pseudonymously or in his/her own name or in the name of any other person to any newspaper or periodicals.

Provided that no such permission shall be required if such broadcast or such contribution is of a purely literary, artistic, educational or cultural character.

**67. EVIDENCE BEFORE COMMITTEES OR ANY OTHER AUTHORITY:**

No employee of the University shall except with the previous permission of the University authority give evidence in connection with any enquiry conducted by any person, committee or authority. If any sanction is accorded for such evidence, the employee shall not criticise the policy or any action of the University authority.

Provided, nothing in this rule shall apply to-

- i. evidence given before an authority appointed by the University;
- ii. evidence given in any judicial enquiry;
- iii. evidence given at any departmental enquiry ordered by University authority.

**68. UNAUTHORIZED COMMUNICATION OF INFORMATION:**

No employee of the University except in accordance with any general or special order of the University authority or in the performance in good faith of the duties assigned to him shall communicate directly or indirectly, any official document or any part thereof or information to any employee of the University or to any other person to whom he / she is not authorized to communicate such document or information.

**69. COLLECTING SUBSCRIPTION FOR PUBLIC CAUSES:**

No employee of the University shall without prior permission from the Vice-Chancellor or Registrar, or of the prescribed

authority ask for or accept contributions to, or otherwise associate himself / herself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever, or circulate amongst other employees of the University or persons connected with the business of the University, appeal for subscription for public cause or raise any fund by exerting his / her official position or influence, or assist any outsider to have access for such purposes to any room of the University.

**70. GIFT:**

No employee of the University shall permit member of his family, or any person acting on his behalf, to accept from any person directly or indirectly any gift, gratification or reward. But gift of a value, reasonable in all circumstances of the case, may be accepted from the relations and personal friends or presented to such persons on occasions of weddings, anniversaries, funerals and religious functions, when the making or receiving of such gifts is in conformity with the prevailing religious or social customs.

Gift includes free transportation, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee of the University.

**71. PRIVATE TRADE OR EMPLOYMENT:**

Without the previous sanction of the University authority, no employee of the University shall engage directly or indirectly in any trade or business or undertake any employment.

Provided that the employee of the University may undertake honorary work of a social or charitable nature or occasional work of literary, artistic, scientific, educational or cultural character subject to the condition that his / her official work should not suffer.

Canvassing in support of business, such as, insurance agency, commission agency, etc. owned or managed by his / her wife / husband or any other member of the family shall also be deemed to be breach of this rule.

**72. PROSECUTION OF STUDIES BY THE EMPLOYEES OF THE UNIVERSITY IN EDUCATIONAL INSTITUTION:**

No employee of the University shall join or attend any educational institution for the purpose of preparing himself/herself for or shall appear at any examination of a recognized Board or University without obtaining previous permission from the University authority.

Provided that the authority may refuse such permission on consideration that such joining or attending any educational institution or appearing at any examination may create dislocation of work or stand in the way of efficient discharge of his / her official duties.

**73. INVESTMENT, LENDING AND BORROWING:**

- i) No employee of the University shall make any speculative investment, such as, purchase or sale or both, of shares, securities or other investment or he/she shall make or permit his wife/husband, or any member of his family, or any person acting on his/her behalf to make any investment which is likely to embarrass or influence him/her in the discharge of his/her official duties.
- ii) No employee of the University, shall in the ordinary course of business with a bank or a firm of standing duly authorized to conduct banking business, either himself / herself or through any other member of his family or any other person acting on his/her behalf shall-
  - a) lend or borrow money, as principal or agent, to or from any person within the local limits of his authority or with whom he / she is likely to have official dealings, or otherwise place himself/herself under any pecuniary obligation to such person.
  - b) lend money at interest.

Provided that he / she may accept a purely temporary loan of small amount from a friend or relative or operate a credit account with a bona fide tradesman.

**74. INSOLVENCY AND HABITUAL INDEBTEDNESS:**

An employee of the University shall so manage his / her private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceeding to the University authority.

**75. CONSUMPTION OF INTOXICATING DRINKS, DRUGS AND VICIOUS HABITS:**

An employee of the University shall abide by any law relating to intoxicating drinks or drugs in force in any area in which he / she may happen to be for the time being, or take due care that the performance of his / her duties is not affected in any manner by the influence of any intoxicating drinks or drugs, neither he / she shall appear in public place in a state of intoxication, nor habitually use any intoxicating drinks or drugs in excess, nor indulge in vicious habits, like sex, gambling, which reduce his / her efficiency and utility as an employee of the University or damage the image of the University generally in public esteem.

**76. MOVABLE, IMMOVABLE AND VALUABLE PROPERTY:**

a) Every employee of the University shall at his/her first appointment shall submit a return of assets and liabilities in such form as may be prescribed by the University authority giving the full particulars regarding –

- i. the immovable property inherited by him, or owned or acquired by him or held by him or lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person;
- ii. shares, debentures and cash, including bank deposits, inherited by him or similarly owned, acquired, or held by him/ her;
- iii. other movable property inherited, owned, acquired or held by him;
- iv. debt or other liabilities incurred by him/ her directly or indirectly.

**77. VINDICATION OF ACTS AND CHARACTER OF MEMBERS OF THE UNIVERSITY:**

- i) Without the permission of the University authority, no employee of the University shall have recourse to a Court or to the press for the vindication of his / her official acts or character, which have been the subject

matters of adverse criticism or an attack of defamatory character.

- ii) Nothing in this Rule shall be deemed to prohibit or otherwise affect the right of the employee of the University from vindicating his/her private character or any act done by him/her in his/her private capacity, or any act done by him in private capacity is taken, the University authority servant shall submit a report to the prescribed authority regarding such action.

**78. CANVASSING OF NON-OFFICIAL OR OTHER OUTSIDE INFLUENCE:**

No employee in the University shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his / her service in the University.

**79. SEEKING OF REDRESS FROM COURT IN RESPECT OF SERVICE MATTERS:**

i) An employee of the University may seek redress from the Registrar/Vice-Chancellor/Board of Management in the matter of grievance arising out of his/her employment or conditions of service.

ii) An employee who resorts to a Court of Law, even in cases where such remedy is legally admissible without first exhausting all the remedies available to him/her under the rules regulating his/her conditions of service shall render himself/herself liable to disciplinary action under these rules.

**80. DEMONSTRATIONS AND STRIKES:**

No employees of the University shall:

- a) Engage himself or participate in any demonstration which is prejudicial to the interests of the University, good public order, decency or morality, or which involves contempt of Court, defamation or incitement to an offence, or
- b) Resort to or in any way abet any form or Strike in connection with any matter pertaining to his service or the service of any other Employee.

## **81. JOINING OF SERVICE ASSOCIATION BY THE EMPLOYEES OF THE UNIVERSITY:**

No employee of the University shall be member, representative or officer of any association representing or purporting to represent employees unless such Association is recognised, and no official recognition shall be given to such Association which does not comply with the conditions set out below: -

- (1) Membership of the Association or Associations shall be confined to employees of the University authority only; its office bearers including the President shall be selected or elected from among its members.
- (2) The Association shall not be in any way connected with or affiliated to -
  - (i) Any Association which does not or
  - (ii) Any federation of Associations, which do not satisfy the provisions of sub-rule (1).
- (3) The Association shall not be in any way connected with any political party or organisation, or engaged in any political activity.
- (4) The Association shall not be in any way connected in respect of any election to a Legislative body whether in India or elsewhere or to a local authority or body, -
  - (a) Pay or contribute towards any expenses incurred in connection with his candidature by a candidate for such election.
  - (b) By any means support the candidature of any person for such election; or
  - (c) Undertake or assist in the registration of electors, or the selection of a candidate for such election.
  - (d) Maintain or contribute towards the maintenance of any member of legislative body whether in India or elsewhere or of any member of a local authority or body.
- (5) The Association shall not:
  - (i) Issue or maintain any periodical publication except in accordance with any general or special order of the State University authority and such permission shall be given by the University authority only on condition that writing in the

publication is confined to the members of the Association only and that no letters or articles under a nom-de-plume or pseudonym, criticism of or comments on any University authority communiqué, individual grievances against orders passed by a competent authority notices of strikes or of organised action with a view to discrediting University authority are published;

- (ii) Except with the previous sanction of the State University authority publish any representation on behalf of its members, whether in the Press or otherwise.
- (6) The Association shall not:
- (a) Except with the previous sanction of the State Government select or elect a non-official President;
  - (b) Allow any outsider to attend its meeting; or
  - (c) Pay or contribute towards the expenses of any Trade Union which has constituted a fund under Section 16 of the Indian Trade Union Act, 1926 (XVI of 1926).
- (7) Procedure for recognition shall be as follows:
- (a) The employees who desire to form an association shall convene a meeting and pass a Resolution to form themselves into an Association and seek recognition of the University authority. The Resolution signed by all the members present at the convention together with a copy of the Constitution of the Association shall be forwarded to the same to the Vice-Chancellor through the Registrar. The Registrar shall scrutinise the Constitution to ensure that it does not contain any provision contrary to the instructions issued by University authority in the matter. If any amendment in the Constitution is necessary, he shall ask the convener to have them carried out. He shall then forward the resolution and proposed Constitution to the Vice-Chancellor.
  - (b) Subject to fulfilment of provisions of Sub Rule 7(a) above, the Vice-Chancellor in consultation with any member of the Board of Management may grant recognition to the Association subject to such conditions as are considered necessary.



- (8) The Association shall submit the copies of the rules of the Association and the annual statement of its accounts and lists of its members to the University authority: -
- (i) All communications as well as representations shall be addressed and submitted to the Vice-Chancellor and to no other authority.
  - (ii) Any amendment of a substantial character proposed to be made in the rules of the Association shall be first communicated University authority.
- Any other amendment of minor importance shall be communicated to the Board of Management through the Vice-Chancellor.
- (9) The officer who is empowered to grant leave to an employee shall so far as possible grant casual leave to an employee who is representative of a recognised Association to attend duly constituted meetings of the Association. The grant of such leave shall be subject to the exigencies of public service of which the officer in question shall be sole judge.

**82. JOINING OF OTHER ASSOCIATION BY THE EMPLOYEES OF THE UNIVERSITY:**

No employee shall join, or continue to be a member of an Association, the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.

**83. BIGAMOUS MARRIAGES:**

- (1) No employee who has a wife living shall contract another marriage without first obtaining the permission of the University authority, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.
- (2) No female employee shall marry any person who has a wife living without first obtaining the permission of the University authority / Government.

**84. ARREST ON A CRIMINAL CHARGE:**

It shall be duty of an employee of the University who has been arrested on criminal charge made or a proceeding taken against him / her in connection with his / her position as an employee of the University or otherwise which is likely to embarrass him / her in the discharge of his / her official duties or which involves moral turpitude, to intimate the fact of his / her arrest and the

circumstances connected therewith, to the Registrar promptly in writing even though he / she might have subsequently been released on bail. Failure on the part of the employee of the University concerned to inform will be regarded as suppression of a material information and will render him / her liable to disciplinary action on this ground alone, apart from any action that may be taken against him / her on the conclusion of the case against him / her.

#### **85. PROPERTY OF THE UNIVERSITY:**

No employee of the University shall take out any article or property belonging to the University outside the University house or premises without the express permission of the Registrar.

#### **86. CONTRAVENTION OF LAWS AND CONVICTION BY A COURT OF LAW:**

Any contravention of any law by an employee of the University, which involves moral turpitude, shall be regarded as a serious matter, of which notice shall be taken departmentally.

Where such contravention is followed by a conviction in a Court of Law, the employee may be punished departmentally on the basis of that conviction alone without following the procedure laid down for departmental enquiries.

### **Part- VII**

#### **Chapter-VIII**

#### **Discipline and Appeal**

#### **87. SUSPENSION.**

- (1) The Appointing Authority may place an employee under suspension:
  - (a) Where a disciplinary proceeding against him is contemplated or is pending; or
  - (b) Where in the opinion of the authority he/she has engaged himself or herself in activities prejudicial to the interest of the University; or
  - (c) Where a case against him/her in respect of any criminal offence is under investigation of inquiry or trial;

Provided that where the order of suspension is made by an authority lower than the Appointing Authority such authority shall forthwith report to the

Appointing Authority the circumstances in which the order was made.

- (2) An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours shall be deemed to have been suspended with effect from the date of such detention, by an order of the Appointing Authority and shall remain under suspension until further orders.
- (3) 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 under these rule and the case is remitted for further inquiry 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.
- (4) Where penalty of dismissal, removal or compulsory retirement from service imposed upon an employee 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/her 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 the dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.
- (5) An order of suspension made or deemed to have been made under these rules may at any time be revoked by the Authority, which made or is deemed to have made the order or by any Authority to which that Authority is subordinate.

#### **88. NATURE OF PENALTIES:**

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee, namely:

- (i) Censure;
- (ii) Withholding of increments or promotion
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to the University;

- (iv) Reduction to a lower service, grade or post, or to a lower time-scale, or to lower stage in a time-scale;
- (v) Compulsory retirement;
- (vi) Removal from service, which shall not be a disqualification for future employment;
- (vii) Dismissal from service, which shall ordinarily be a disqualification for future employment.

Explanation —

The following shall not amount to a penalty within the meaning of this rule: -

- (a) Withholding of increments of a Government servant for failure to pass a departmental examination or successfully undergo training prescribed in accordance with the rule or orders governing the service of post or the terms of his appointment.
- (b) Stoppage of an employee at an efficiency bar in the time scale on the ground of his unfitness to cross the bar;
- (c) Non-promotion whether on a substantive or officiating capacity of an employee, after due consideration of his case to a Service, grade or post for promotion to which he is eligible;
- (d) Reversion to lower service, grade or post of an employee officiating in higher Service, grade or post on the ground that he is considered, after trial, to be unsuitable for such higher service, grade or post or on administrative grounds unconnected with his conduct;
- (e) Reversion to his/her permanent service, the employee appointed on probation to another service, grade or post during or at the end of the period of probation in accordance with the terms of his/her appointment or the rules and orders governing probation;
- (f) Termination of the Service of -
  - i) An Employee appointed on probation, during or at the end of the period on probation, in accordance with the terms of his appointment or the rules and orders governing probation; or
  - (ii) An employee under an agreement in accordance with the terms of such agreement;

(iii) An employee whose term of appointment provides for the termination of service by either party giving notice for a specified period;

(iv) An employee in whose case the appointment is expressly stated to be on temporary basis and to have been sanctioned until further orders and it is also provided that his services may be terminated at any time without notice;

#### **89. DISCIPLINARY AUTHORITY:**

1. The Vice-Chancellor may impose any one or more of the penalties specified in rule 88 on any employee.
2. Without prejudice to the provisions of sub-rule (1), but subject to the provisions of sub-rule (3) any one or more of the penalties specified in rule 88 may be imposed on an employee by the Appointing Authority.
3. Notwithstanding anything contained in this rule no penalty specified in clauses (iv) to (vii) of the rule 88 shall be imposed by an authority lower than the Appointing Authority.

#### **90. PROCEDURE FOR IMPOSING PENALTIES:**

- I) No order imposing any of the penalties specified in rule 84 shall be passed except after an inquiry held, as far as may be, in the manner hereinafter provided.
- II) The Disciplinary Authority shall frame definite charges on the basis of the allegations on which the inquiry is proposed to be held. Such charges together with a statement of the allegations on which they are based shall be communicated in writing to the employee, and he shall be required to submit, within such time, as may be specified, by the Disciplinary Authority, a written statement of his defence and also to state whether he desires to be heard in person.
- III) At the time of delivering the charges, the Disciplinary Authority shall invariably furnish to the employee a list of documents and witnesses by which each article of charges is proposed to be sustained.

Explanation —

In this sub-rule 90. II) the expression "the Disciplinary Authority" shall include the authority competent under these rules to impose upon the employee any of the penalties specified in rule 88.

- i) The employee concerned shall, for the purpose of preparing his defence, be permitted to inspect and take extracts from such records relevant for the purpose of enquiry.
- ii) Permission may be refused, if for reasons to be recorded in writing, in the opinion of the Disciplinary Authority, such records are not relevant for the purpose of enquiry or it may go against the interest of the University if he / she is allowed access thereto;

Provided that when an employee is permitted to inspect and take extracts from official records due caution shall be taken against tempering removal or destruction of records.

- IV) On receipt of the written statement of defence, or if no such statement is received within the time specified, the Disciplinary Authority may itself inquire into such of the charge as are not admitted or, if it considers it necessary so to do, may appoint for the purpose a Board of inquiry or an Inquiring Officer.
- V) The Disciplinary Authority may nominate any person to present the case in support of the charges before the inquiring Authority. The employee may present his case with the assistance of any other employee approved by the Disciplinary Authority, but may not engage a legal practitioner for the purpose unless the person nominated by the Disciplinary Authority as aforesaid is a legal practitioner or unless the Disciplinary Authority, having regards to the circumstances of the case so permits.
- VI) The inquiring Authority shall, in the course of the enquiry consider such documentary evidence and take such oral evidence as may be relevant or material in regards to the charges. The employee shall be entitled to cross-examine witnesses examined in support of the charges and to give evidence in person and to adduce documentary and oral evidence in his / her defence. The person presenting the case in support of the charges shall be entitled to cross-examine the employee and the witnesses or to admit any document in evidence on the ground that his evidence or such document is not relevant or material, it shall record its reasons in writing.
- VII) At the conclusion of the inquiry, the inquiring Authority shall prepare a report of the enquiry, recording its findings on each of the charges together with reasons therefore.

### Explanations:

If in the opinion of the Inquiring Authority the proceedings of the enquiry establish any article of charge different from the original article of the charge, it may record its findings on such article of charge.

Provided, that the findings on such article of charge shall not be recorded unless the employee has either admitted the facts on which such article of charge is based or has a reasonable opportunity of defending himself against such article of charge.

VIII) The record of the inquiry shall include -

- i) The charges framed against the employee and the statement of allegations furnished to him under sub-rule. 90. II);
- ii) His written statement of defence, if any;
- iii) The oral evidence taken in the course of the enquiry;
- iv) The documentary evidence considered in the course of the inquiry;
- v) The orders, if any, made by the Disciplinary Authority and the inquiring Authority in regard to the inquiry; and
- vi) A report setting out the finding on each charge and the reasons therefore,

IX) The Disciplinary Authority shall, if it is not the inquiring Authority; consider the record of the inquiry and record its finding on each charge.

### **91. MAJOR PENALTIES:**

If the Disciplinary Authority having regard to its findings on the charges and on the basis of evidence adduced during the inquiry, is of the opinion that any of the penalties specified in Clauses (iv) to (vii) of rule 88 should be imposed on the employee it shall make an order imposing such penalty and it shall not be necessary to give the employee any opportunity of making representation on the penalty proposed to be imposed:

Provided that in every case where it is necessary to consult the Board of Management the record of the inquiry shall be forwarded

by the Disciplinary authority to the Board of Management for its advice and such advice shall be taken into consideration before making an order imposing any such penalty on the employee.

**92. MINOR PENALTIES:**

If the Disciplinary Authority, having regard to its findings on the charges, is of the opinion that if any of the penalties specified in clauses (i) to (iii) of Rule 88 should be imposed, it is necessary to consult the Board of Management, shall do so, after consulting the Board of Management.

- (a) Notwithstanding anything contained in this rule, it shall not be necessary to follow the procedure laid down in the preceding sub-rules in cases where it appears to the authority competent to impose the penalty at the initial stage of the proceedings that the penalty of censure would be adequate, but if at any later stage it is proposed to impose any other penalty specified in Rule 88 the procedure laid down in the said rules shall be followed.
- (b) No order imposing the penalty of censure shall however be passed, except after –
  - i) The employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given an opportunity to make any representation he may wish to make; and
  - ii) Such representation, if any, shall be taken into consideration by the Disciplinary Authority.

**93. COMMUNICATION OF ORDERS:**

Orders made by the Disciplinary Authority shall be communicated to the employee who shall also be supplied with a copy of the report of the inquiry, if any, held by the Disciplinary Authority and a copy of its findings on each charge, or where the Disciplinary Authority is not the Inquiring Authority, a copy of the report of the Inquiring Authority and a statement of the findings of the Disciplinary Authority together with brief reasons for its disagreement, if any, with the findings of the Inquiring Authority.

**94. SPECIAL PROCEDURE IN CERTAIN CASES:**

Notwithstanding anything containing in Rule 88



- (i) Where a penalty is imposed on an employee on the ground of conduct which has led to his conviction on a criminal charge; or
- (ii) Where the Disciplinary Authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said rule, or
- (iii) Where the Board of Management is satisfied that in the interest of the University, in which case, the satisfaction of the Board of Management to be recorded in the proceeding, it is not expedient to follow such procedure, the Disciplinary Authority may consider the circumstances of the case and pass such orders thereon as it deems fit:

**95. PROVISIONS REGARDING LENT EMPLOYEE:**

- I) Where the services of an employee are lent by the University, to any other authority of the State, the authority who borrowed the services of the employee, shall have the powers of the Appointing Authority for the purpose of placing him under suspension and of the Disciplinary Authority for the purpose of taking a disciplinary proceeding against him.

Provided that the borrowing authority shall forthwith inform the University, of the circumstances leading to passing the order of his suspension or the commencement of the disciplinary proceeding as the case may be.

- II) In the light of the findings in the disciplinary proceeding taken against the University Employee –

- (i) In case, the borrowing authority is of the opinion that any of the penalties specified in clauses (i) to (iii) of Rule 88 should be imposed on him, it may, in consultation with the University pass such orders on the case, as it deems necessary:

Provided that in the event of a difference of opinion between the borrowing authority and the University, the services of the employee shall be placed at the disposal of the University:

- (ii) If the borrowing authority is of the opinion that any of the penalties specified in clauses (iv) to (vii) of Rule 88 should be imposed on him, it shall place the services of the employee at the disposal of the University and transmit the proceedings of the inquiry and there upon the University may, pass such orders thereon as it deems necessary on the basis of record of the inquiry transmitted

by the borrowing authority, or may hold such further inquiry as it may deem necessary.

**96. PROVISIONS REGARDING BORROWED EMPLOYEE:**

- I) Where an order of suspension is made or a disciplinary proceeding is taken against an employee whose services have been borrowed by the University, the University authority shall forthwith inform the lending authority about the circumstances leading to passing the order of suspension or the commencement of the disciplinary proceeding as the case may be.
- II) In the light of the finding in the disciplinary proceeding taken against the borrowed employee –
- (i) If the Disciplinary Authority is of the opinion that any of the penalty specified in clauses (1) to (iii) of Rule 88 should be imposed on him, it may, subject to consultation with the Lending Authority pass such orders on the case as it deems necessary. In the event of a difference of opinion between the University authority and the Lending Authority the services of the employee shall be placed at the disposal of the Lending Authority;
  - (ii) If the Disciplinary Authority is of the opinion that any of the penalties specified in clauses (iv) to (vii) of Rule 88 should be imposed on him/her it shall place his/her services at the disposal of the Lending Authority and transmit to it the proceedings of the inquiry for such action as it deems necessary.

**Part- VIII**

**Chapter-IX**

**APPEAL**

**97. ORDER MADE BY AN AUTHORITY IS APPEALABLE:**

Every employee shall be entitled to Appeal, as per the provisions of the rules hereinafter provided against, an order passed by an authority:

- (a) Placing him/her under suspension under rule 87:
- (b) Imposing upon him/her any of the penalties specified in rule 88

**98. APPEALS AGAINST ORDERS OF SUSPENSION:**

An employee may appeal before the superior authority, against an order of suspension of a subordinate authority which made or is deemed to have made the order.

**99. APPEALS AGAINST ORDERS IMPOSING PENALTIES:**

An employee may appeal against an order imposing upon him/her any of the penalties specified in rule 88 to the appellate authority. There shall be no appeal against the orders of the appellate authority.

**100. APPEALS AGAINST OTHER ORDERS:**

- I) An employee may appeal against an order which -
- (a) Stopping an employee at the efficiency bar in the time scale on the ground of his unfitness to cross the bar;
  - (b) Reverting to a lower service grade or post, an employee officiating in higher service or grade, as penalty.
  - (c) Reducing or withholding the pension or denying the maximum pension admissible under the pension rules;
  - (d) Determining the pay and allowances for the period of suspension to be paid to an employee on his/her reinstatement or determining whether or not such period shall be treated as a period spent on duty for any purpose; and
  - (e) Placing an employee under suspension, shall lie in the case of an order made in respect of an employee on whom the penalty of dismissal from services can be imposed only by the Vice-Chancellor in consultation with the Board of Management.

**101. PERIOD OF LIMITATION FOR APPEALS:**

No appeal under this part shall be entertained unless it is submitted within a period of three months from the date on which the appellant receives a copy of the order appealed against:

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

**102. FORM AND CONTENTS OF APPEAL:**

- I) Every employee submitting an appeal shall do so separately and in his/her own name;
- II) The appeal shall be addressed to the authority to whom the appeal lies, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.

### **103. SUBMISSION OF APPEALS:**

Every appeal shall be submitted to the authority, which made the order appealed against and through the head of the office in which the appellant is serving for the time being. A copy of the appeal may be submitted direct to the Appellate Authority in advance.

### **104. WITHHOLDING OF APPEAL:**

The authority which made the order appealed against may withhold the appeal if –

- (i) It is an appeal against an order from which no appeal lies; or
- (ii) It does not comply with any of the provisions of rule 102
- (iii) It is not submitted within the period specified in rule 101 and no sufficient cause is shown for the delay; or
- (iv) It is a repetition of an appeal already decided and new facts or circumstances of material importance are adduced;

Provided that an appeal is withheld on ground that it does not comply with the provisions of rule 102 shall be returned to the appellant and, if resubmitted within one month thereof after compliance with the said provisions, shall not be withheld:

Provided further that where an appeal is withheld, the appellant shall be informed of the fact and the reason thereof.

### **105. TRANSMISSION OF APPEALS:**

The authority which made the order appealed against, if the appeal submitted before that authority, shall, without any delay, which in no case shall exceed one month, transmit to the appellate authority every appeal which is not withheld under rule 104, together with the relevant records and its comments thereto.

**106. CONSIDERATION AND EXPEDITIOUS DISPOSAL OF APPEAL:**

- I) In the case of an appeal against an order of suspension, the appellate authority shall consider whether in the light of the provisions of rule 87 of this rule and having regard to the circumstances and gravity of case the order of suspension is justified or not and confirmed or revoke the order accordingly.
- II) In the case of an appeal against an order imposing any of the penalties specified in rule 88, the appellate authority shall consider -
- (a) Whether the procedure prescribed in these rules has been complied with, and if not, whether such non-compliance has resulted in failure of justice;
  - (b) Whether the findings are justified; and
  - (c) Whether the penalty imposed is excessive, adequate or inadequate; and, after consideration shall pass orders -
    - (i) Setting aside, reducing, confirming or enhancing the penalty; or
    - (ii) Remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit and proper in the circumstances of the case:
 

Provided that the appellate authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent in the case to impose;
    - (iii) If the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in Clause (iv) to (vii) of rule 88 and the appellate authority shall, subject to the provisions of rule 90 of this rule, itself hold such inquiry or direct that such inquiry be held in accordance with the provisions of Rule 90 and thereafter, on consideration of the proceedings of such inquiry make such orders as it may deem fit;
    - (iv) If the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in Clauses (iv) to (vii) of rule 88 and an enquiry under rule 90 has already been held in the case, the

appellate authority shall, make such orders as it may deem fit;

- (v) No order imposing an enhanced penalty shall be made in any other case unless the appellant has been given a reasonable opportunity under the provisions of rule 90, of making a representation against such enhanced penalty.
- III) In the case of an appeal against any order specified in rule 100, the appellate authority shall consider all the circumstances of the case and pass such orders, as it deems just and equitable.
- IV) While considering an appeal it will not be necessary to hear the employee in person by the appellate authority.
- V) When an appeal under these rules is preferred it shall be disposed of as expeditiously as possible and in any case with a period of three months from the date of receipt of the appeal by the appellate authority.

The authority, the order of which has been appealed before the appellate authority, shall forthwith give effect to the orders passed by the appellate authority.

## **PART – IX**

### **Chapter- X**

#### **REVIEW**

#### **107. POWER OF THE BOARD OF MANAGEMENT TO REVIEW:**

Notwithstanding anything contained in these rules, the Board of Management may, on its own motion or otherwise call for the records of the case and review any order, which is made or is appealable under these rules or the rules repealed by rule 110.

- (a) Confirm, modify or set aside, the order;
- (b) Impose any penalty or set aside; reduce, confirm or enhance the penalty imposed by the order;

- (c) Remit the case to the authority which made the order or to any other authority directing such further action or inquiry as the Board of Management considers proper in the circumstances of the case; or
- (d) Take such other decision as the Board of Management may deem fit and proper;

Provided that no order imposing or enhancing any penalty shall be made unless the employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified in Clauses (iv) to (vii) of rule 88 or to enhance the penalty imposed by the order sought to be reviewed to any of the penalties specified in these Clauses, no such penalty shall be imposed except after an inquiry in the manner laid down in rule 90.

#### **108. REVIEW OF ORDERS IN DISCIPLINARY CASES:**

The authority to which an appeal against an order imposing any of the penalties specified in rule 88 lies may, of its own motion or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such a case and pass such orders as it deems fit, as if the employee had preferred an appeal against such order:

### **PART -X**

#### **Chapter- XI**

#### **MISCELLANEOUS**

#### **109. DELEGATION OF POWERS:**

The University authority may, by general or special order, direct that any power exercisable by it or any employee shall, subject to such conditions, if any, as may be specified, in the order be exercisable also by such employees as may be specified in the order.

#### **110. REPEAL AND SAVINGS:**

- 1) Any Notifications issued and orders already made to the extent to which they apply to employees to whom these rules apply are hereby repealed; provided that –

- (a) Such repeal shall not affect the previous operation of the said rules, notification and orders or anything done or any action taken there under.
- (b) Any proceedings under the said rules, notifications or orders pending at the commencement of these rules shall be continued and disposed of as may be, in accordance with the provisions of these rules.
- II) Nothing in these rules shall operate to deprive any person to whom these rules apply of any right of appeal which had accrued to him under the rules, notifications or orders repealed by sub-rule (1) above in respect of any order passed before the commencement of these rules.
- III) An appeal pending at or preferred after the commencement of these rules against an order made before such commencement shall be considered and orders thereon shall be passed, in accordance with these rules.

#### **111. REMOVAL OF DOUBTS:**

Where a doubt arises as to who is the Head of any office or as to whether any authority is subordinate to or higher than any other authority or as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Board of Management whose decision thereon shall be final and binding on all the employees.

#### **112. RESIDUARY CONDITIONS OF SERVICE:**

Any matter relating to the condition of service of any employee/teacher for which no provision is made in these Regulations shall be determined by the Board of Management of the University.

Provided that in deciding such matters, the Government of Assam's decision, Rules, Circular, Memoranda, Financial Rules and Subsidiary Rules shall so far as possible and to such extent as may be considered appropriate, be the guiding principles.



## SCHEDULE I

### Academic Employees

SI No.	Description of Service	Appointing Authority	Appelate Authority
1	Professor	Board of Management	Board of Management
2	Associate Professor	Do	Do
3	Assistant Professor	Do	Do
4	Assistant Librarian	Do	Do

### Non Academic Officers

SI No.	Description of Service	Appointing Authority	Appelate Authority
1	Registrar	Board of Management	Board of Management
2	Controller of Examination	Do	do
3	Finance Officer	Do	Do
4	Dean Academic	Do	Do
5	Dean Study Centre	Do	Do
6	Director Multimedia	Do	Do
7	Dy. Controller of Examination	Do	Do
8	Dy. Registrar (Administration)	Do	Do
9	Dy. Registrar (Academic)	Do	Do
10	Dy. Director Multimedia	Do	Do
11	Assistant Regional Director	Do	Do
12	Assistant Registrar	Do	Do
13	System Engineer	Do	Do

### Supporting Officers

SI No	Description of Service	Appointing Authority	Appelate Authority
1	Secy. To Vice-Chancellor	Board of Management	Board of Management
2	P.S. to Registrar	Do	Do
3	Audio-Visual Production Executive	Do	Do
4	Electronic Engineer	Do	Do
5	P.S. to Finance Officer	Do	Do
6	Accounts Officer	Do	Do
7	Section Officer	Do	Do

**C Grade Supporting Employees**

<b>Sl No.</b>	<b>Description of Service</b>	<b>Appointing Authority</b>	<b>Appealate Authority</b>
1	Accountant	Board of Management	Board of Management
2	Steno (II) Grade II	Do	Do
3	Asstt Section Officer	Do	Do
4	Translator	Do	Do
5	Accounts Assistant	Do	Do
6	Sr. Assistant	Do	Do
7	Programme Assistant	Do	Do
8	Jr. Accounts Assistant	Do	Do
9	Junior Assistant	Do	Do
10	Data Entry Operator	Do	Do
11	Technical Assistant	Do	Do
12	Library Assistant	Do	Do
13	Audio Visual Production Technician	Do	Do
14	Book Arranger	Do	Do
15	Electrician cum Attendant	Do	Do

**D Grade Supporting Employees**

<b>Sl No.</b>	<b>Description of Service</b>	<b>Appointing Authority</b>	<b>Appelate Authority</b>
1	Driver	Board of Management	Board of Management
2	Peon	Do	Do
3	Packaging and Delivery Boy	Do	Do
4	Chowkidar	Do	Do

**SCHEDULE II****A. UGC SCALE OFFICERS**

Sl. No.	Description of Service	Scale of Pay	Cadre Strength
1	Registrar	144200-218200	1
2	Controller of Examination	144200-218200	1
3	Finance Officer	144200-218200	1
4	Dean Academic	144200-218200	1
5	Dean Study Centre	144200-218200	1
6	Director Multimedia	144200-218200	1
7	Dy. Controller of Examination	118500-214100	1
8	Dy. Registrar (Administration)	118500-214100	1
9	Dy. Registrar (Academic)	118500-214100	1
10	Dy. Director Multimedia	118500-214100	1
11	Assistant Regional Director	56100-132000	1
12	Assistant Registrar	56100-132000	4
13	System Engineer	56100-132000	1

**B. TEACHERS AND ACADEMIC STAFF**

Sl No.	Description of Service	Scale of Pay	Cadre Strength
1	Professor	144200-218200	6
2	Associate Professor	131400-217100	8
3	Assistant Professor	79800-211500/68900-205500	33
4	Assistant Librarian	68900-205500	1

**C. CPC SCALE OFFICERS**

Sl No	Description of Service	Scale of Pay	Cadre Strength
1	Secy. To Vice-Chancellor	30000-110000	1
2	P.S. to Registrar	30000-110000	1
3	Audio-Visual Production Executive	30000-110000	1
4	Electronic Engineer	30000-110000	1
5	P.S. to Finance Officer	30000-110000	1
6	Accounts Officer	30000-110000	1
7	Section Officer	30000-110000	3

## D. C GRADE EMPLOYEES

SI No.	Description of Service	Scale of Pay	Cadre Strength
1	Accountant	22000-87000	1
2	Steno (II) Grade II	22000-87000	1
3	Asstt Section Officer	22000-87000	4
4	Translator	22000-87000	1
5	Accounts Assistant	14000-37500	1
6	Sr. Assistant	14000-37500	7
7	Programme Assistant	14000-37500	1
8	Jr. Accounts Assistant	14000-37500	2
9	Junior Assistant	14000-37500	12
10	Data Entry Operator	14000-37500	2
11	Technical Assistant	14000-37500	
12	Library Assistant	14000-37500	1
13	Audio Visual Production Technician	14000-37500	2
14	Book Arranger	14000-37500	1
15	Electrician cum Attendant	14000-37500	1

## E. D GRADE EMPLOYEES

SI No.	Description of Service	Scale of Pay	Cadre Strength
1	Driver	14000-37500	29
2	Driver cum Attendant		
3	Peon	12000-37500	
4	Packaging and Delivery Boy	12000-37500	
5	Chowkidar	12000-37500	
6	GRADE IV		