

ORDINANCE –IV (C)¹

SELECTION COMMITTEE PROCEDURE

1. The Vice-Chancellor, or in his absence the Pro Vice-Chancellor, shall be the Chairperson of the Selection Committee and shall convene and preside at the meeting of the Selection Committee:

Provided that the meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and the experts nominated by the Executive Council.

2. Deleted
3. Ordinarily not less than 15 days' notice shall be given for holding a meeting of the Selection Committee.
4. The proceedings of the Selection Committee shall not be valid unless, -
 - (a) where the number of Visitor's nominee and the persons nominated by the Executive Council is four in all, at least three of them attend the meeting; and
 - (b) where the number of Visitor's nominee and the persons nominated by the Executive Council is three in all, at least two of them attend the meeting.
5. The Chairperson of the Selection Committee shall be entitled to vote at the meeting and shall have, and exercise a casting vote in the case of an equality of votes.
6. The meeting of Selection Committee shall be held at University's office or at such other place as the Vice-Chancellor, or in his absence Pro Vice-Chancellor, may decide.
7. The Selection Committee shall consider and submit to the Executive Council recommendations as to the appointment referred to it.
8. The Chairperson of the Selection Committee shall have the power to lay down the procedure in respect of any matter not covered by this Ordinance.
9. Advertisement shall appear in at least two all India newspapers and in at least one regional newspaper. It shall also appear in the website of the University. On-line applications may also be invited.

¹ Amended vide Resolution No-21 of the 23rd Executive Council meeting dated 9th October, 2015.

10. The terms and conditions with regard to the minimum qualifications and other terms and conditions, as prescribed by the UGC from time to time, shall be followed.
11. The closing date of receipt of applications shall be at least five weeks from the date of appearance of the advertisement in the newspapers. Provided that in emergent circumstances the notice may be reduced to three weeks for reasons to be recorded in writing.
12. In addition to the above, the Vice-Chancellor may prescribe, in consultation with the concerned Dean and Head of the Department, to the Academic Council such specification or any other conditions as required for the post to be filled up.
13. The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him/her for being called for interview.
14. The University will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
15. It would be open to the Executive Council to offer appointment to suitable persons, in accordance with Statute 19(1).
16. The rules and procedures prescribed by the Govt. of India in respect of the Reserved Categories shall be followed as provided in Section 7 of the University Act.
17. The Selection procedure shall be as laid down by the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic staff in Universities and Colleges and Measures for Maintenance of Standards in Higher Education-2010 and as amended from time to time.
18. In case of selection to two or more posts on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.
19. The Selection Committee's recommendations, when approved by the Executive Council, shall remain valid for a period of one year from the date of such approval.
20. The Chairman – Convener shall have the power to lay down the procedure in respect of any matter not mentioned in the Act/Statute/ Ordinance.

21. The Selection Committee, after considering a candidate for the post of Professor or Associate Professor, may, if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation.
22. Deleted.
23. Deleted.
24. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it shall be as per the UGC Regulation referred to above.
25. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
26. The in-service candidates should apply through Proper Channel.
27. Outstation candidates belonging to SC/ST/PWD categories called for interview will be paid equivalent to return single second class railway fare towards journey, expenses on production of ticket numbers/proof.
28. Canvassing in any form on behalf of any candidate will disqualify such candidate. The application forms will be sold and registration fee collected at the rates prescribed by the University from time to time. The SC/ST/Persons with Disabilities/regular in-service candidates need not pay the Registration Fee.
29. The Selected candidates are liable to serve anywhere within the country where the offices/projects/study centers may be located in future.
30. The selected candidate will also have to undergo a medical examination test from a government hospital countersigned by the Civil Surgeon or Chief Medical Officer to ascertain his/her medical fitness for the post at the time of joining. However, if considered by the Vice Chancellor as a special case, the medical certificate may be submitted within a week of joining.
31. At the time of recruitment, a service agreement should be executed between Central University of Haryana and the employee concerned and a copy of the same should be deposited with the Registrar.
32. Appointment orders issued by the University shall be provisional subject to character/antecedent/Police verification, verification of all the original documents, veracity of caste certificate, experience certificate and other relevant documents.

33. In cases of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Courts in Haryana at District Court, Mahendergarh and Punjab & Haryana High Court, Chandigarh.

