



# हरियाणा केन्द्रीय विश्वविद्यालय

## CENTRAL UNIVERSITY OF HARYANA

(Established vide Act No. 25 (2009) of Parliament)  
गांव: जांट-पाली, जिला-महेन्द्रगढ़ (हरियाणा) . 123029  
Village: Jant-Pali, Distt : Mahendergarh (Haryana)-123029

### **THE CENTRAL UNIVERSITY OF HARYANA CADRE RECRUITMENT (NON-TEACHING EMPLOYEES) UNDER STATUTE 12 OF THE CENTRAL UNIVERSITIES ACT, 2009 AND ORDINANCE XVIII OF THE ORDINANCES OF THE UNIVERSITY.**

#### **1. Short Title, Application and Commencement**

These Rules shall be called "The Central University of Haryana Cadre Recruitment (Non-Teaching Employees Rules) 2016". These Rules shall come into force with effect from the date of their notification.

#### **2. Definitions**

In these Rules, unless the context otherwise requires:

- (a) 'Act' means the Central Universities Act, 2009, as amended from time to time.
- (b) 'Cadre' means the strength of service or a part of service sanctioned as a separate unit.
- (c) 'Departmental Candidate' means the employee working on a regular basis against the substantive post in the University but does not include the employee working on an ad hoc basis, daily wages or on contract, or on a temporary basis.
- (d) 'Direct Recruitment' means the recruitment made otherwise than by promotion, deputation, or absorption.
- (e) 'Government' means the Government of India.
- (f) 'Non-teaching Employees' means the employees of the University other than the teaching and academic staff.
- (g) 'Ordinance' means the Ordinance made under the Central Universities Act, 2009. (h) 'Prescribed' means prescribed by the Rules or Standing Orders (i) 'Schedule' means the Schedule appended to these Rules.
- (j) 'Selection Committee' means the Selection Committee as specified in the Act, Statutes, Ordinances or the Cadre Recruitment Rules of the University.
- (k) 'Service' means the service rendered by an employee to the Central University of Haryana, Mahendergarh
- (l) 'Statute' means the Statute of the Central University of Haryana (m) 'University' means the Central University of Haryana.
- (n) 'Year' means the financial year.
- (o) All other words and expressions, used herein, but not defined in these Rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the Central Universities Act, 2009, Statutes and Ordinances made thereunder, or in the Rules framed by the Government of India.

### 3. Extent of Application

- (a) These Rules shall apply to all the permanent as well as temporary non-teaching employees of the University, including the persons engaged on a tenure basis by the University.
- (b) The manner of appointment and the emoluments payable to the non-teaching employees who were appointed under the pre-amended Recruitment Rules, shall stand amended and, accordingly, all such employees shall stand covered under these Rules.
- (c) The posts which have already been advertised but not yet filled shall be filled in accordance with these Rules.

### 4. The non-teaching employees of the University shall be classified as:

- (a) Group "A" posts (carrying the Grade Pay of Rs.5,400 and above)
- (b) Group "B" posts (carrying the Grade Pay of Rs.4,200 and above, but below Rs.5,400)
- (c) Group "C" posts (carrying the Grade Pay of less than Rs.4,200)

### 5. Schedule

The number of posts, classification, scales of pay, qualifications, experience, age limit, etc., for various posts and any other information relevant to the posts are specified in the Schedule (**Appendix**).

### 6. Appointing Authority

The Appointing Authority for various posts in the University shall as follows:

	<b>Appointing Authority</b>	<b>Posts</b>
A.	Executive Council	Permanent appointment to all Group 'A' posts, including teaching posts.
B*.	Vice-Chancellor	(i) Permanent appointment to all Group 'B' posts. (ii) Contractual / temporary appointment to all Group 'A' posts, including teaching posts. (iii) Permanent appointment to all Group 'C' posts. (iv) Contractual / temporary appointment to all Group 'B' and Group 'C' posts.

**\*Amended in the 31<sup>st</sup> meeting of the EC held on 16/5/2017.**

### 7. Method of Recruitment

The recruitment to various posts shall be made by the Appointing Authority by the following methods:

- (i) Direct Recruitment
- (ii) Promotion
- (iii) Deputation with or without provision for absorption
- (iv) On contract / tenure-deputation/ temporary, as per the University Rules

## 8. Procedure for Issue of Advertisement for Inviting Applications

**I. Issue of Advertisement:** The University shall issue advertisement in respect of the following types of recruitment / engagement against the vacant posts:

- (a) Direct Recruitment
- (b) Temporary Recruitment/ Tenure-Deputation (c) Deputation

The advertisement shall be issued at any appropriate time, giving at least one insertion in any of the national dailies and one insertion in the *Employment News*, *University News* and the University website: [www.cuh.ac.in](http://www.cuh.ac.in), also. The candidates may obtain the prescribed application form and details of qualifications, experience and other requirements from the University, or download the same from the University web site: [www.cuh.ac.in](http://www.cuh.ac.in) and submit the same along with the prescribed application fee, if any, within the stipulated time.

### Note:

- (a) In order to reduce the cost of advertisement, only essential details such as nomenclature of posts, pay scales, number of posts, Roster Point etc. of the recruitment shall be indicated in the advertisement. The closing date may be extended at the discretion of the Vice-Chancellor, by notifying in the website, for which the interested candidates have to be in constant touch.
- (b) In order to have adequate number of officers for posts which are to be filled by 'deputation', the vacancy circulars should invariably be published in the 'Employment News'. This will be in addition to the normal method of circulation to various departments and other agencies. The minimum time allowed for receipt of nominations should be 2 months. In a few cases where there are compelling reasons to fill the vacancy on urgent basis, a shorter time limit, which should not be less than 6 weeks may be prescribed with the approval of Vice-Chancellor.
- (c) Re-employment and/or short term contractual engagement (not more than 90 days) may be invited through any other mode, such as the circular or notification on the web-site and Notice Boards of the University.
- (d) Notwithstanding the provisions mentioned at Para 8(I) above, the University may at its discretion, request the Employment Exchange to sponsor candidates for posts as per the prescribed educational qualifications, experience etc.

### II. Validity period of the Advertisement

The validity of the advertisement shall ordinarily be 12 months, effective from the closing date:

Provided that, if in the opinion of the Vice-Chancellor, the circumstances so warrant, he may extend the validity of the advertisement for a maximum period of six months. **Application Form**

- (a) Applications for all the posts shall be entertained only on the prescribed proforma, along with the prescribed fee as applicable, payable in favour of the Registrar, Central University of Haryana through a Bank Draft or Indian Postal Order (IPO), or Online payment.
- (b) The schedule of charges for the application form and the prescribed fee shall be determined by the Vice-Chancellor, from time to time.
- (c) **Receipt of applications after the closing date:** The closing date for receipt of applications shall ordinarily be 21 days from the date of release of advertisement to the press. However, the Vice-Chancellor may, at his discretion, decide the closing date for receipt of applications, keeping in view the exigency of the situation. The closing date shall be specified in the advertisement. Incomplete applications, and the applications received after the due date, shall not be entertained. The Vice-Chancellor may, however, allow the acceptance of any application received after the closing date,

subject to production of proof that the application along with the enclosures and the bank draft, if any was posted by the candidate on or before the closing date. In case the closing date is a holiday, the next working day shall be treated as the closing / last date. Incomplete applications and applications not submitted on the prescribed format, along with the prescribed fee and self-certified enclosures, etc., shall be summarily rejected.

- (d) The application should be addressed to "The Registrar, Central University of Haryana, Mahendergarh" in a closed cover super-scribing "Application for the post of .....".
- (e) **Holding of Written/skill Tests:** While filling up the posts under direct recruitment, the University shall hold the written/Skill tests for all Group "B", and "C" Non-Teaching posts. As regards, Group 'A' posts, the University may held the written test depending upon the number of applications received in response to the advertisement. The written tests may comprise of the Reasoning Ability, Simple Arithmetic, General Knowledge, knowledge of the Establishment, Accounts, Examinations, Language proficiency in English and Hindi, noting and drafting, or skill tests, or any other type of tests depending upon the exigency of service and/or the job requirements to be decided by the University. The University may conduct written test at two stages (i) A qualifying test consisting of objectivetype questions carrying 100 marks, and (ii) Descriptive test carrying 100 marks. The minimum qualifying marks in both the tests shall be 40% (35% for SC/ST/PwD for reserved posts). The answer scripts of the candidates of descriptive test shall be evaluated only in respect of those candidates who pass Paper I (Qualifying test). The merit of the candidates shall be drawn based on the performance of the candidates in Paper II (Descriptive test/skill test) and in the Interview, wherever applicable.
- (f) The competent authority to frame the syllabi for the tests, skill tests, modalities for carrying out the skill test, evaluation, etc., shall be the Vice-Chancellor.
- (g) 50 marks may be assigned to the skill test/interview, wherever applicable. The minimum qualifying marks in the skill test /interview shall be 50% (45% for SC/ST/PwD for reserved posts).

The University may hold the written/skill tests at the time of promotion of the employees of the University and fix qualifying marks and hold interviews, where applicable, in addition to screening of the Annual Performance Appraisal Reports for preceding years, depending upon the length of Qualifying Service. While screening the Annual Performance Appraisal Reports, the University may also fix any other criteria for consideration of the DPC.

## **9. Composition and Functioning of the Selection Committee**

- (a) The Composition of Selection Committee shall be as prescribed in the Schedule.
- (b) The recommendations of the Selection Committee shall be submitted to the Appointing Authority for consideration and necessary action.
- (c) The Selection Committee may decide its own method of evaluating the performance of the candidate in interview/skill test, as the case may be.
- (d) If two or more candidates are recommended, the recommendations shall be made in order of merit of the recommended candidates.
- (e) No recommendation shall be made with a condition attached to it.
- (f) When the Selection Committee considers it fit to recommend a higher initial pay or advance increments, to be offered to a particular candidate, it may do so giving reasons thereof.
- (g) Canvassing in any form on behalf of any candidate shall disqualify the candidate.
- (h) In pursuance of Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the Under-Secretary, M.H.R.D., there shall be no interview for appointment to the Group 'C' and 'B' posts carrying Grade Pay of Rs. 4600/- or less.

## **10. Qualifications and Experience**

The qualifications, (essential and desirable), and experience required shall be as indicated in the Schedule. In addition, the candidate shall bear good conduct, sound mind and also submit a Medical fitness certificate. The qualifications, experience, age, etc., are relaxable for SC/ST/OBC/PwD candidates as per the UGC / Government of India norms.

## **11. Age Limit**

The upper age limit for appointment to various posts shall be as specified in the Schedule. The crucial date for determining the age, shall be the closing date of the applications.

## **12. Reservation of Posts**

- (a) The University shall follow the norms of the Government of India in respect of reservation/ relaxation/ concessions to various categories in recruitment/ promotions, etc., pertaining to age, qualifying marks, experience/fees, etc., as amended from time to time.
- (b) The candidate belonging to the reserved categories must enclose attested photocopies of the caste certificate and/or medical certificate (pertaining to determination of degrees of disability in case of PwD candidates) from the competent authority in the format prescribed by the Government of India, failing which the application shall stand rejected.

*Note: Nothing in these Rules shall affect the reservations, relaxation of age limit and other concessions required to be provided to the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the instructions issued by the Central Government from time to time.*

*Payment of TA:* The candidate shall attend the interview at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC/ ST/ PwD categories shall be reimbursed to and fro rail fare (sleeper class) for self only. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above mentioned concessions shall not be admissible to those SC/ ST/ PwD candidates who are already in Central/ State Government Service/ or holding any other employment.

## **13. Constitution and Role of the Screening Committee**

The Vice-Chancellor may constitute a Screening Committee by including at least one outside expert in the relevant field, in addition to the internal members. The Member-Secretary to the Screening Committee shall be nominated by the Vice-Chancellor. It shall be the duty of the Member-Secretary to place the relevant documents/ rules/ guidelines, etc., relating to the selection before the Screening Committee. The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement. It must be ensured that the ratio of the number of candidates to be called for interview shall not exceed 1:10 and the minimum ratio shall not be less than 1:3. This minimum ratio of 1:3 may be relaxed by the Vice-Chancellor in appropriate case of candidates belonging to SC/ST and PwD categories for the post is reserved for them. If three candidates are not available to meet the minimum ratio, the post shall be re-advertised. In case of posts in which there is a provision for holding a common written test, the eligible candidates may be called for the written test notwithstanding the maximum prescribed ratio.

#### **14. Constitution of Selection Committees / Departmental Promotion Committees**

The Constitution of the Selection Committees or Departmental Promotion Committees (DPC) are specified in the Schedule. The Vice-Chancellor, at his discretion, may include the Head or any other senior member of the unit concerned in the Selection Committee / Departmental Promotion Committee at the time of selection / promotion to any post in the University. Any other member / members can also be included in the Selection Committee / Departmental Promotion Committee.

A person shall be disqualified for sitting as a member of any Selection/ Promotion Committee and from taking part in any selection/ promotion process under these Rules, if he is related to any candidate or there would be any conflict of interest in his association with the selection process. For this purpose, the University shall obtain a certificate to this effect prior to the commencement of the interview. The term shall have the meaning as specified in the relevant rules of the Government of India.

##### **Quorum for the Selection Committee other than those prescribed under Statute 18(2):**

Two-thirds of the members present shall form the quorum for the meeting of a Selection Committee, which shall include at least one external expert and one representative from the reserved category as per requirement.

#### **15. Direct Recruitment by Open Selection**

- (a) Wherever the UGC guidelines in respect of any particular non-teaching post are not available or framed, the University shall frame recruitment rules, laying down the qualifications, experience and nature of duties, etc., according to the requirement and compatibility of the post.
- (b) Recruitment to any regular post in the University shall be made on the recommendations of a duly constituted Selection Committee.
- (c) The Selection Committee may decide its own method of evaluating the performance of the candidate in interview/skill test.
- (d) The Chairman shall be entitled to vote at the Selection Committee meeting and, in case of a tie, shall have a casting vote.
- (e) In case two or more candidates are recommended for appointment, the recommendation shall be in order of merit.
- (f) The Selection Committee may recommend for sanction of one time benefit or to protect the pay of any candidate joining from outside the University.
- (g) The recommendations of the Selection Committee for Group 'A' posts shall be placed before the Executive Council for approval. In case the Executive Council is not in agreement with the recommendations of the Selection Committee, it shall record the reasons, and submit it to the Visitor for appropriate orders. The decision of the Visitor in this regard shall be final.

#### **16. Seniority**

The seniority of each candidate in the respective cadre shall be determined on the basis of his/her position in the merit list recommended by the Selection Committee and in accordance with the relevant rules prescribed by the University.

#### **17. Appointment and Joining Time**

- (a) The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience, and medical fitness.

- (b) At least thirty days time shall be allowed to the candidate to join the post. In case he fails to join duties within the stipulated time without specifying any valid reason, the offer of appointment shall stand withdrawn:

Provided that the Vice-Chancellor may allow the extension of joining time, at his discretion, for a period not exceeding three months.

## **18. General Terms and Conditions of Recruitment**

- (a) Mere possession of eligibility conditions shall not entitle a candidate to be called for written/skill test (or interview, where ever applicable).
- (b) Candidate who is already in service shall submit his application through proper channel. However, he may send an advance copy of his application and should produce a "No Objection Certificate" from the employer at the time of interview failing which he shall not be allowed to appear the test / interview as the case may be.
- (c) The application for appointment on deputation may be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs) for the preceding five years, duly certified by the Competent Authority. It shall be the responsibility of the candidate to assess his own eligibility for the post for which he is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forthwith as per this clause. This must be mentioned in the letter of offer and appointment clearly. In case of any ambiguity in the recruitment rules in general and eligibility in respect of any post, the decision of the Executive Council shall be final.
- (d) Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority. If any document is found to be false / fake / incorrect/ malafide either before or after appointment, the document shall be summarily rejected and action may be initiated against the candidate which may lead to cancellation of his appointment, as the case may be.
- (e) The person appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Rules of the University and UGC/Govt. of India Rules. The selected candidates shall be governed by the Act / Statutes / Ordinances / Rules of the University and also the CCS (Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 of the Government of India, as amended from time to time and any other rule/ resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
- (f) The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents report is received, the appointment shall be treated as provisional. In case the report with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled / terminated forthwith.
- (g) The selected candidate shall produce a medical fitness certificate issued by any authorised medical attendant/authority prior to his joining.
- (h) The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of an Appointment' to selected candidates before issue of appointment orders. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.

- (i) The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours / holidays which the employee shall have to perform without fail to avoid any disciplinary action.
- (j) The selected candidate shall be governed by the 'New Pension Scheme' of the Government of India as in force from time to time.
- (k) The selected candidate shall be liable to serve anywhere within the Jurisdiction of the University.
- (l) The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc., for direct recruitment or promotion/placement on the posts of Registrar, Finance Officer, Controller of Examinations, Librarian, Deputy Registrar, Assistant Registrar, Assistant Librarian, etc., and equivalent posts shall be governed strictly as per the UGC's guidelines/regulations. Any amendment to the Notification / Regulations/Guidelines of the UGC/Government of India in future shall be deemed to have been adopted by the University for implementation in supersession of the existing provisions already adopted and incorporated in these Rules.
- (m) At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned, and a copy of the same shall be deposited with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
- (n) Candidate shall bring all original certificates relating to his age, qualifications, experience, caste, etc., at the time of tests/interview. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidature may be treated as cancelled without any further communication in this regard.
- (o) (i) The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy arises after recruitment to a particular post is filled, the vacancy may be advertised. The panel shall be valid for one year w.e.f. the date of the meeting of the Selection Committee.  
(ii) The University reserves the right to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.  
(iii) The University reserves the right to increase or decrease the numbers of vacancies.  
(iv) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded.

## **19. Promotion**

- (a) The candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification for holding the written tests/meeting of the Departmental Promotion Committee.
- (b) Promotion is earned by dint of hard work, good conduct, and result-oriented performance, as reflected in the APARs. Only performance reported "Good (Grade 5)" upto Group B, consistently for the preceding five years shall be taken into consideration by the DPC. In case of Group 'A' post, persons reported "Very Good" (Grade Point 7) shall only be considered. Those with "average performance", which is not an adverse remark, shall not be considered for promotion by the DPC.
- (c) The DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports for the preceding five years, as specified above at clause (b). In case there is any adverse entry in the APAR, or want of prescribed score in the APAR, the case of promotion shall not be considered unless and until the competent authority expunges such adverse entry. If the competent authority does not expunge the adverse entry or increase the score, the employee concerned may have to wait for the required number of reports carrying the prescribed bench marks as required for the post under these Rules.

- (d) The eligibility criteria, Vigilance Clearance Reports, and APAR dossiers, duly completed in all respects along with the seniority list and result of the written test of the eligible employees to be considered for promotion, with details of the number of vacancies, number of posts reserved for SCs / STs, etc. shall be provided to the DPC for consideration.
- (e) In the case of "Selection", the zone of consideration of eligible officers with extended zone for SCs / STs to ensure the promotional chances against the reserved quota shall be decided by the DPC on the basis of the service record of the officers. The normal zone and the extended zone will be as per the Govt. of India rules.

The departmental test shall be qualifying. The DPC shall make its own assessment of the officers and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e. minimum score 5 for all Group 'B' and 'C' posts and "Very Good", i.e. a minimum score of 7 for all Group 'A' posts and, accordingly, grade the officers as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the select panel in order of their inter se seniority in the feeder grade, subject to the availability of vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the selection panel. There shall be no supercession in promotion among those who are graded 'fit'. The grading and score are quoted below:

<b>S.No.</b>	<b>Grading System and Score in APAR</b>
(i)	<i>Grade "between 8-10" shall be rated as 'outstanding' and shall be given a score of 9 for the purpose of calculating average scores for appointment/promotion.</i>
(ii)	<i>Grade "between 6 and short of 8" shall be rated as 'very good' and will be given a score of 7 for the purpose of calculating average scores (or appointment/promotion).</i>
(iii)	<i>Grade "between 4 and short of 6" shall be rated as 'good' and shall be given a score of 5 for the purpose of calculating average scores for appointment/promotion.</i>
(iv)	<i>Below 4 shall be given a score of 'zero'.</i>

- (f) The meeting of the Departmental Promotion Committee (DPC) shall ordinarily be convened once in a year, which shall depend upon the availability of vacancy.
- (g) The administrative authorities shall ordinarily ensure that the information furnished to the Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form part of the note for the DPC.
- (h) Penalties of any kind (major or minor) shall constitute a bar to one's eligibility for promotion or confirmation. However, minor penalty of "censure" would not constitute a bar to eligibility and consideration for the purposes of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar to eligibility.
- (i) The following cases shall be brought to the notice of the DPC:-
  - (i) Employees under suspension;
  - (ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
  - (iii) In respect of whom prosecution for a criminal charge has been pending.

The DPC shall assess their suitability without regard to the disciplinary aspect. The DPC findings shall be kept in a sealed cover as per the fact recorded in the DPC proceedings. The same procedure shall be followed by subsequent DPCs till the disciplinary / criminal cases are conclude. On conclusion of the case, the sealed cover will be opened. In case the officer is completely exonerated with honour, the due date of his promotion shall be determined and he will be promoted notionally with reference to the date of promotion of his junior and if necessary by reverting the juniormost officiating person. The Appointing Authority shall decide whether and to what extent the arrears of salary shall be paid. Where arrears are denied, reasons shall be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.

- (j) The cases of officers under cloud after clearance by the DPC shall be settled in accordance with the Government of India rules.

## 20. Functions of the DPC

- (a) The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of Group A, B and C employees. The constitution of DPC for various categories of post shall be as prescribed under the Cadre Recruitment Rules of the University.
- (b) While considering the promotional cases, the Departmental Promotion Committee shall consider the following:
  - (i) Provisions of the Rules / Act / Statutes / Ordinances / UGC Regulations/guidelines as applicable.
  - (ii) Eligibility criteria and relaxations / concessions applicable to the SC / ST categories.
  - (iii) Work and Conduct Reports
  - (iv) The Annual Performance Appraisal Reports (APARs) for the preceding five years along with the Annual Property Returns (APRs) as available with the competent authority. While screening the Annual Performance Appraisal Reports (APARs), the DPC may also adopt the criteria with regard to bench marks as mentioned at in the Statutes/ Ordinances.
  - (v) Vigilance Clearance Report
  - (vi) Roster points of the cadre(s) as per the reservation policy of the Govt. of India / UGC.
  - (vii) Performance in the interview /skill test / written test, if conducted by the University as per rules.
  - (viii) The DPC is expected to screen the cases and decide the eligibility based on the aforementioned documents like APARs, Vigilance Clearance Report, Roster, Recruitment Rules etc.

**Note:** *In case any APAR(s) for any particular period has not been written/ endorsed by the designated authority despite the fact that the employee concerned produces the proof of submission of appraisal report(s) duly filed-in for that particular period(s) to the concerned section, the DPC/Screening Committee shall ignore the report(s) of that particular period(s) and shall take into account the report(s) of the immediately preceding period(s). It is mandatory on the part of the designated officer to make entry in the relevant register to be maintained for this purpose and issue proper receipt to the employee concerned as a proof of submission of the appraisal reports. There shall be proper entry in the relevant register with regard to each movement of the APAR till the completion of its process.*

## 21. Mode of Promotion

- (a) In addition to the conditions for promotion for the posts, as specified at Para (iv) below, the University may decide the method and procedure to be followed for promotion in respect of any category of posts. For this purpose, the University, at its discretion, may opt the fitness-cum seniority or hold written test or other trade / professional test and fix qualifying marks for any post to assess

the competence in an objective manner. In such cases, association of at least one external expert shall be mandatory. Due weightage shall be given to the performance of the candidates in the written/ trade/ professional test.

- (b) Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his eligibility. After completion of formalities such as Annual Performance Appraisal Reports (APARs), Vigilance Clearance Reports, the Departmental Promotion Committee may be constituted to evaluate and assess the eligibility of the employees. The employees shall be considered for promotion based on the recommendations of the DPC / Selection Committee duly approved by the Competent Authority of the University.
- (c) All promotions of the non-teaching staff belonging to Group “B” and “C” shall take effect from the date of meeting of the Department Promotion Committee / Selection Committee. In the case of promotion to Group ‘A’ posts the promotion shall take effect from the date of approval by the Executive Council. In case the employee concerned is on leave (except duty leave) on the date of the meeting of the DPC/Selection Committee, the promotion shall take effect from the date of resumption of duty.
- (d) Qualifying in Typing Test / Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Lower Division Clerk, Upper Division Clerk, Assistant, Semi-Professional Assistant, Library Assistant and other positions as identified from time to time. Further, qualifying in Typing Test / Skill Test with knowledge of computers shall be the compulsory requirement for all Stenographers and Personal Assistants of the University who shall be considered for promotion as Personal Assistant/ Private Secretary as per the eligibility criteria prescribed in these Rules as prescribed for direct recruitment.

## 22. Ad-hoc Promotions

In case there is an existing vacancy and no eligible employee is available in the feeder Cadre for promotion, the competent authority may consider relaxation of experience maximum by one year at its discretion to promote an employee on ad hoc basis after completing all procedural formalities, as laid down under Rule 19 above. However, this arrangement shall not be allowed to continue for more than one year in case the employee concerned is not considered for regular promotion. In such cases, **the candidate must have maintained at least three outstanding reports** in the last 5 years prior to the date of eligibility for such ad hoc promotion.

## 23. Panel for Promotion

The panel drawn for promotion by the Departmental Promotion Committee shall normally be valid for one year, w.e.f. the date of the DPC meeting.

## 24. Modified Assured Career Progression Scheme (MACP)/Career Advancement Scheme (CAS)

The financial up-gradation under the Career MACP/(DACP) Scheme in respect of non-teaching staff of the University shall be allowed as per the provisions of the Act / Statutes / Ordinances, Rules of the University and orders / guidelines of UGC / Government of India (as amended from time to time) duly adopted by the University.

- (a) The Modified Assured Career Progression Scheme (MACP) of the Govt. of India, duly communicated for implementation by the UGC in respect of Non-Teaching officials, shall be effective from 01.09.2008, or as per the eligibility, whichever is later.
- (b) In case of up-gradation of pay scale, up to the level of Deputy Registrar or equivalent, the Registrar shall chair the meeting of the Screening Committee. The Vice-Chancellor shall

nominate at least one external expert and other members representing SC / ST / OBC / PH / Minorities etc. wherever required as per the guidelines of the UGC / GoI.

- (c) Any dispute in implementation of the afore-mentioned Career Advancement Schemes shall be referred to the University Grants Commission, and the decision of the UGC shall be final.

## **25. Deputation with provision for Absorption**

In case the appointment is made on deputation by following the due process of selection prescribed for the post under the Cadre Recruitment Rules, the incumbent may be allowed to continue for a maximum period of ten years, or any other period as prescribed by the UGC / GoI from time to time or till he attains the age of the superannuation prescribed for that particular cadre, whichever is earlier. An appointment on deputation may be made initially for a period of two years which may be extended further at the discretion of the Competent Authority subject to satisfactory performance. The University, however, shall have the right to repatriate the incumbent at any time even before the prescribed period in case his performance, integrity or conduct is found to be unsatisfactory at any stage in the opinion of the competent authority. Ordinarily, no person working on deputation shall be absorbed in any cadre of the University after expiry of his deputation period. In case, it is decided in the interest of the University to absorb any such person, then the University may take up the matter with his parent organisation for concurrence after obtaining the option of the person concerned. After obtaining the consent of the parent department, the case shall be placed before the Competent Authority for a final decision. In case he is absorbed in the University, he shall be assigned the bottom seniority of that particular cadre as per the Govt. of India rules.

## **26. Appointments/ Engagements on Temporary /Contract/Outsourcing basis**

- (a) The University shall ordinarily explore the possibilities of making engagement of workers in the sectors of security, horticulture, casual labour, sanitation and other areas wherever possible through agencies by entering into contract for a specified period. For this purpose, the University shall follow the prescribed procedure of the Govt. of India/UGC.
- (b) Where the hiring of services in any area/ sector is not feasible, the University may consider engagement on temporary / contract basis for a specified period on the recommendation of a duly-constituted Committee provided that the candidates fulfil the eligibility criteria for the post as per the recruitment rules and have applied in response to the advertisement issued by the University. Such appointments/ engagements shall be considered only against the existing vacancies.
- (c) Appointment on temporary/ contract basis for specific assignments shall be made by the University on certain monetary consideration, taking into consideration the nature of assignments and work load involved, and terms and conditions as may be agreed to between the Appointing Authority and the person appointed on contract basis. The contractual appointment shall be given for the specific period as per Govt. of India Rules from time to time, keeping in view the exigency of work.
- (d) The engagement(s) on temporary, ad hoc /contract basis, under any Project / Scheme / Cell of the University shall be made as per the terms and conditions duly approved by the Appointing Authority keeping in view the guidelines of the Funding Agency. The temporary service of any person who is an outsider or a temporary employee having served in the University under any Scheme / Project / Cell / Programme duly sponsored by the UGC or any other organisation, shall not be counted for seniority to determine his eligibility for promotion to any higher post. However, his seniority shall be determined from the date of regularisation or merger of the Scheme / Project / Cell, as the case may be.
- (e) Temporary / ad hoc / contractual services shall not count for any purpose, including the seniority for promotion.

## 27. Probation

- (a) In case of direct recruitment, the selected candidate shall be kept on probation as prescribed under these Rules. The appointing authority may, at its discretion, extend the period of probation by one year in case of unsatisfactory performance, misconduct or misbehaviour. In case there is no perceivable improvement despite all this, his services shall be terminated by giving him/her one month's prior notice, or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his option to resign by giving one month's notice by depositing one month's salary in lieu of notice.
- (b) In the case of promotion to the next higher post, irrespective of the group, the employee(s) shall be kept on probation for a period of two years from the date of DPC/Selection Committee. The appointing authority may at its discretion, extend the period of probation by one year on ground of non-performance, misconduct or misbehaviour or if he/she fails to comply with the terms and conditions of the appointment to the post to which he/she was promoted. In case there is no perceivable improvement despite all this, he shall be reverted to his parent post, with immediate effect, and consequently all the employees promoted against the consequential vacancies due to the promotion of this employee shall be reverted to their parent posts, in case they cannot be adjusted in any other similar vacant posts.

### Note:

- (i) If an employee who has been recruited/ promoted to any post, avail leave on a piecemeal basis, or at a time for a period of two months or more during his probation period, his probation period shall be extended proportionately, i.e., equal to the total period of leave availed by the employee concerned. Notwithstanding anything contained in the above provision, if a probationer is placed under suspension during the period of probation or disciplinary proceeding are contemplated /started against him, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances.
- (ii) In order to avoid any anomalous situation, the cases of probation of officials should be reviewed in every six months. In case, the result of review of performance of an official is found to be unsatisfactory, or not up to the mark, he shall be warned of the consequences, i.e. the termination of his services/ reversion to the post from which he is appointed/ promoted. Such a warning should be issued in advance after which the performance of the official concerned should be continuously kept under observation.
- (iii) The appointing authority shall record his reasons in writing while terminating the appointment of a probationer or extension of the normal period of probation.
- (iv) There shall be no probation in the case of an employee appointed to a post on contract basis, deputation, tenure basis, or on re-employment after superannuation.
- (v) No application for outside employment shall ordinarily be forwarded during the period of probation in case of a temporary employee of the University. However, in case his request has been considered by the competent authority of the University at his discretion, an undertaking shall be obtained while forwarding application, that he would resign from the post in the event of his selection in an other department.
- (vi) An employee of the University shall not be confirmed on his post unless and until he signs the 'Service Agreement'.

## 28. Application of Govt. of India Rules

If any particular point including the qualifications for recruitment and promotion under these Rules are silent, the corresponding rules operating in the Govt. of India/UGC, or the qualifications prescribed by the Govt. of India/UGC shall apply mutatis mutandis.

## 29. Power to Relax

- (a) Relaxation in age, experience, qualifying marks, etc., may be granted to the candidates belonging to the Schedule Caste / Schedule Tribes / OBC / PWD or any other reserved category for reserved posts as per the UGC / Govt. of India guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.
- (b) The relaxation in age shall also be given in respect of the following categories as mentioned against each:

S.No.	Category of Persons	Extent of age relaxation
1.	Contract / Daily Wage Workers of Central University of Haryana	Condonation of age in these cases shall be strictly limited to the period proportionate to the period of service rendered at the University. However, this provision shall not be applicable to a person engaged in the University through any contract agency or labour contractor, or the person engaged in different schemes/ projects sponsored by the Government agencies.
2.	Regular Employees of the Central Govt/ State Govt./ Central Universities / UGC maintained deemed to be Universities / other Central/ State autonomous bodies / organisations / Institutions.	Age Limit shall not apply. However, the Screening Committee may decide the age limit in such cases depending on the level of post.
3.	Ex-Servicemen	Age Limit as per Government of India rules.

## 30. Disqualification

The following categories of persons shall not be eligible to apply for any position in the University :

- (a) Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
- (b) Who has entered into or contracted a marriage with a person having a spouse living;
- (c) Who, having a spouse living, has entered into or contracted a marriage with any person. Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
- (d) Who is not a citizen of India; and

- (e) Any other category of person disqualified for appointment by the Govt. of India/ UGC from time to time.

### **31. Discipline Vigilance Clearance Reports**

- (a) Candidate who is already in service shall submit a certificate from the employer or his authorised officer, to the effect that no disciplinary proceedings are pending or contemplated against him. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application or at the time of written/skill tests/interview.
- (b) Wilful suppression of factual information or any document relating to the eligibility or otherwise as a candidate, followed by supply of fake documents / or misleading statement / information in the application or tampering of documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile, etc., the Chief Vigilance Officer of the University shall have the powers to investigate / inquire into the matter and submit his report to the administration for further action at any time of the recruitment process or employment. If any of these acts is found to be true the candidate shall be disqualified for appointment to the post, and if already appointed, his/ her services shall be liable to termination, with immediate effect.

### **32. Removal of Difficulties**

- (a) The Executive Council may, from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operation of any of the provisions of these Rules.
- (b) All existing rules and orders in relation to the matters covered under these Rules, shall stand superseded, but any action already taken by or in pursuance of such existing rules and orders, shall be deemed to have been taken under these Rules.

### **33. Interpretation**

Any ambiguity or lack of clarity with regard to any clause or the Rules, the decision of the Executive Council shall be final.

### **34. Amendment of Rules**

The Executive Council shall have the authority to amend, modify, change, withdraw, suspend and relax any or all of these Rules. The decision of the Executive Council shall be final and binding on the employees.

### **35. Residuary Matters**

In respect of the matters not specifically provided for in these Rules, the corresponding provisions as provided by the UGC for their employees or as prescribed by the Govt. of India relating to its employees, as amended from time to time, shall be followed. In case any particular provision in these Rules clashes with any provision of the Act/Statutes/Ordinances of the University, the provisions of the Acts/Statutes/Ordinances shall prevail and the provision in these Rules shall stand superseded.

### **36. Liability of officers to serve in India or/and abroad**

Employees appointed shall be liable to serve anywhere within the jurisdiction of the University.

### 37. Territorial Jurisdiction

In case of any dispute, the territorial jurisdiction for adjudication shall be the High Court of Punjab & Haryana, Chandigarh.

### SUMMARY OF POSTS

S.No	Name of the Post	Group	Core Pay Scale as per 6 <sup>th</sup> CPC	
			Pay Band Rs.	Grade Pay Rs.
1	REGISTRAR	A	37,400-67,000/-	10,000/-
2	FINANCE OFFICER	A	37,400-67,000/-	10,000/-
3	CONTROLLER OF EXAMINATION	A	37,400-67,000/-	10,000/-
4	LIBRARIAN	A	37,400-67,000/-	10,000/-
5	DEPUTY REGISTRAR	A	15,600-39,100/-	7,600/-
6	INTERNAL AUDIT OFFICER* On Deputation for a period of 3 years.	A	15,600-39,100/-	7,600/-
7	EXECUTIVE ENGINEER	A	15,600-39,100/-	6,600/-

8	ASSISTANT ENGINEER	A	9,300-34,800/-	4,600/-
9	PUBLIC RELATION OFFICER	A	15,600-39,100/-	5,400/-
10	MEDICAL OFFICER	A	15,600-39,100/-	5,400/-
11	PHARMACIST	C	5,200-20,200/-	2,800/-
12	NURSE	B	9,300-34,800/-	4,200/-
13	MEDICAL ATTENDANT / DRESSER	C	5,200-20,200/-	1,800/-
14	DEPUTY LIBRARIAN	A	15,600-39,100/-	8,000/-
15	SYSTEM ANALYST / SYSTEM PROGRAMMER	A	15,600-39,100/-	5,400/-
16	ASSISTANT REGISTRAR	A	15,600-39,100/-	5,400/-
17	ASSISTANT LIBRARIAN	A	15,600-39,100/-	6,000/-
18	INFORMATION SCIENTIST	A	15,600-39,100/-	5,400/-
19	SECTION OFFICER	B	9,300-34,800/-	4,600/-
20	ASSISTANT	B	9,300-34,800/-	4,200/-
21	JUNIOR ENGINEER (CIVIL)	B	9,300-34,800/-	4,200/-
22	JUNIOR ENGINEER (ELECT.)	B	9,300-34,800/-	4,200/-
23	PRIVATE SECRETARY	B	9,300-34,800/-	4,600/-
24	PERSONAL ASSISTANT	B	9,300-34,800/-	4,200/-
25	PROFESSIONAL ASSISTANT	B	9,300-34,800/-	4,200/-
26	SEMI PROFESSIONAL ASSISTANT	C	5,200-20,200/-	2,800/-
27	JR. PROFESSIONAL ASSISTANT	C	5,200-20,200/-	2,800/-
28	SENIOR TECHNICAL ASSISTANT (COMPUTER)	B	9,300-34,800/-	4,200/-
29	TECHNICAL ASSISTANT	C	5,200-20,200/-	2,800/-
30	TECHNICAL ASSISTANT (COMPUTER)	C	5,200-20,200/-	2,800/-
31	UDC	C	5,200-20,200/-	2,400/-
32	LDC	C	5,200-20,200/-	1,900/-
33	SECURITY OFFICER	B	9,300-34,800/-	4,600/-
34	SECURITY INSPECTOR	C	5,200-20,200/-	2,800/-
35	LABORATORY ASSISTANT	C	5,200-20,200/-	2,000/-
36	LIBRARY ASSISTANT	C	5,200-20,200/-	2,000/-
37	MTS	C	5,200-20,200/-	1,800/-
38	CARE TAKER	C	5,200-20,200/-	1,900/-
39	LABORATORY ATTENDANT	C	5,200-20,200/-	1,800/-
40	LIBRARY ATTENDANT	C	5,200-20,200/-	1,800/-
41	PEON/OFFICE ATTENDANT	C	5,200-20,200/-	1,800/-
42	DRIVER	C	5,200-20,200/-	1,900/-
43	COOK	C	5,200-20,200/-	1,900/-
44	KITCHEN ATTENDANT	C	5,200-20,200/-	1,800/-
45	HOSTEL ATTENDANT	C	5,200-20,200/-	1,800/-
46	HINDI OFFICER	A	15,600-39,100/-	5,400/-
47	HINDI TRANSLATOR	B	9,300-34,800/-	4,200/-
48	HINDI TYPIST	C	5,200-20,200/-	1,900/-

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