

CENTRAL UNIVERSITY OF HARYANA
 (Established vide Act 25 (2009) of Parliament)
VILLAGES (JANT-PALI), MAHENDERGARH, HARYANA
 Temporary Premise: Govt. B.Ed. College Building, Narnaul (Distt. Mahendergarh)
 Haryana
 Temporary Camp/Transit Office: 3113, DLF Phase III, Opp. H. No. T-25/8, Sector – 24, Gurgaon – 122 010.

ORDINANCE RELATING TO MANNER OF APPOINTMENT AND EMOLUMENTS OF EMPLOYEES OTHER THAN TEACHERS AND OTHER ACADEMIC STAFF

[See Section 28(1)(0) read with Statue 23(2) of the Central Universities Act, 2009]

- (1) The employees of the University, other than teachers and other academic staff shall be grouped in to Group A, B and C category and such other categories as classified by the Govt. of India from time to time.
- (2) The age, qualifications and methods of recruitment for appointment to various posts in the University shall be as such as may be prescribed hereunder or in the Cadre Recruitment Rules.
- (3) The emoluments of these employees shall be as prescribed by Govt. of India/UGC from time to time
- (4) Following shall be the constitution of the Selection Committees:-
 - (a) Selection Committee for Assistant Registrar and above and equivalent administrative posts

1.	Vice-Chancellor / Pro-Vice-Chancellor * (* in the absence of Vice-Chancellor)	:	Chairman
2.	Two members from amongst the members of the Executive Council to be nominated by the Executive Council	:	
4.	One member who is a woman, a SC/ST category and one minority member to be co-opted if he / she is not in the Selection Committee (in case the candidates appearing belong to any of the above category)	:	
3.	One expert not in the service of University to be nominated by the Vice-Chancellor	:	
4.	Registrar	:	Member-Secretary

(b) Selection Committee for technical posts equivalent to Assistant Registrar and above

1.	Vice-Chancellor / Pro-Vice-Chancellor * (* in the absence of Vice-Chancellor)	:	Chairman
2.	Two members from amongst the members of the Executive Council to be nominated by the Executive Council	:	
4.	One member who is a woman, a SC/ST category and one minority member to be co-opted if he / she is not in the Selection Committee (in case the candidates appearing belong to any of the above category)	:	
3.	One expert not in the service of University to be nominated by the Vice-Chancellor	:	
4.	Registrar or his nominee* (*not below the rank of Dy. Registrar and/or equivalent)	:	Member-Secretary

(c) Selection Committee for the technical posts below Assistant Registrar

1.	Dean (any School of Studies) (to be nominated by the Vice-Chancellor)	:	Chairman
2.	One member of Executive Council to be nominated by the Executive Council	:	
3.	One expert not in service of this University, to be nominated by the Vice-Chancellor	:	
4.	One member who is a woman, a SC/ST category and one minority member to be co-opted if he / she is not in the Selection Committee (in case the candidates appearing belong to any of the above category)	:	
5.	The Head of the Department / Centre / Institution concerned	:	
6.	Registrar / Deputy Registrar* (in the absence of Registrar to be nominated by the Vice-Chancellor)	:	Member-Secretary

(d) Selection Committee for non-technical posts below Assistant Registrar

1.	Registrar	:	Chairman
2.	One member nominated by the Executive Council	:	
3.	Finance Officer or Controller of Examinations or Librarian, nominated by the Vice-Chancellor	:	

4.	One member who is a woman, a SC/ST category and one minority member to be co-opted if he / she is not in the Selection Committee (in case the candidates appearing belong to any of the above category)	:	
5.	One Expert not in the service of the University, nominated by the Vice-Chancellor,	:	
6.	Any one Deputy Registrar and/or equivalent, nominated by the Vice-Chancellor	:	Member-Secretary

Quorum: Two third of the members shall form quorum for the meeting of the Selection Committee

~~(5) The scale of pay for the posts in various non-teaching services in the University shall be as prescribed by the University from time to time and emoluments shall be drawn at the minimum of the scale or at such higher scale as may be fixed in accordance with the rules prescribed in this behalf by the University and specified in the appointment order.~~

(6) The candidates for the posts of Group A, B and C will be selected by Selection Committee through personal interview.

- (6) (a) The University may conduct competitive written test for the selection of the following and such other equivalent posts that may be created in future:-
- (i) Private Secretary
 - (ii) Personal Assistant
 - (iii) Lower Division Clerk
- (b) There will be separate Trade test for the following categories and such other equivalent posts that may be created in future to judge their technical skill in the profession:-
- ~~(i) Computer Operator~~
 - ~~(ii) Stenographer~~
 - ~~(iii) Data Entry Operator~~
 - (iv) Driver
 - (v) Technical Assistant (STANDARD FOR THE WRITTEN TEST AT a and b)

Written test will be of following standard

A. Private Secretary: The Candidate will have to undergo two tier test:

- i. First tier will include skill test which will be qualifying in nature:
English Stenography speed: Minimum of 100 wpm-English Type-writing speed: 40 wpm/ typing Speed of 12,000 (twelve thousands) Key Depression per hour on Computer.

Those who qualify first tier shall only be eligible for second tier:

ii. Second tier will have two parts:

Multiple Choice Questions (MCQs), with four options with only one correct. It is intended to test the applicants' general awareness, reasoning, numerical aptitude, analytical skills and conceptual understanding up to graduation level. MCQ examination will be of 90 Minutes duration carrying 100 marks. The question paper will consist of hundred questions (MCQ) of 1 mark each and there shall be no negative marking.

Theoretical Questions: (500 word essay on any given topic) Theoretical examination will be of 30 Minutes duration carrying 100 marks.

Those called for second tier shall also be called for Interview. Second tier test will carry 80% weightage (40% each for MCQs and TQs) while Interview will carry 20% weightage. Final selection will be based on merit on the basis of weightage of second tier tests and interview.

B. Personal Assistant: The Candidate will have to undergo two tier test:

i. First tier will include skill test which will be qualifying in nature:

English Stenography speed: Minimum of 80 wpm-English Type-writing speed: 40 wpm/ typing Speed of 12,000 (twelve thousands) Key Depression per hour on Computer.

Those who qualify first tier shall only be eligible for second tier:

ii. Second tier will have two parts:

Multiple Choice Questions (MCQs), with four options: only one correct. It is intended to test the applicants' general awareness, reasoning, numerical aptitude, analytical skills and conceptual understanding up to graduation level. MCQ examination will be of 90 Minutes duration carrying 100 marks. The question paper will consist of hundred questions (MCQ) of 1 mark each and there shall be no negative marking.

Theoretical Questions: (500 word essay on any given topic) Theoretical examination will be of 30 Minutes duration carrying 100 marks.

Those called for second tier shall also be called for Interview. Second tier test will carry 80% weightage (40% each for MCQs and TQs) while Interview will carry 20% weightage. Final selection will be based on merit list so prepared on the basis of weightage of second tier tests and interview.

C. Lower Division Clerk/Computer Operator/Data entry Operator: The Candidate will have to undergo two tier test:

i. First tier will include skill test which will be qualifying in nature:

Type-writing speed: Minimum of 30 wpm/ typing Speed of 12,000 (twelve thousands) Key Depression per hour on Computer.

Those who qualify first tier shall only be eligible for second tier:

ii. Second tier will have two parts:

Multiple Choice Questions (MCQs), with four options: only one correct. It is intended to test the applicants' general awareness, reasoning, numerical aptitude, analytical skills and conceptual understanding up to senior secondary level. MCQ examination will be of 90 Minutes duration carrying 100 marks. The question paper will consist of hundred questions (MCQ) of 1 mark each and there shall be no negative marking.

Theoretical Questions: (500 word essay on any given topic) Theoretical examination will be of 30 Minutes duration carrying 100 marks.

Those called for second tier shall also be called for Interview. Second tier test will carry 80% weightage (40% each for MCQs and TQs) while Interview will carry 20% weightage. Final selection will be based on merit list so prepared on the basis of weightage of second tier tests and interview.

D. Technical Assistant: The Candidate shall have to undergo two tier test:

- i. First tier will include Multiple Choice Questions (MCQs), with four options: only one correct. It is intended to test the applicants' general awareness, reasoning, numerical aptitude, analytical skills and conceptual understanding up to graduation level. MCQ examination will be of 90 Minutes duration carrying 100 marks. The question paper will consist of hundred questions (MCQ) of 1 mark each and there shall be no negative marking.
- ii. **Second tier:** Those securing 50% marks or above in first tier (45% for OBC and 40% for SC/ST/PH) shall be called for theoretical test in the relevant subject
 - Short answer questions: 5 questions out of given choices of 50 words – 25 marks – 5*5
 - Descriptive answer question: 2 questions out of given choices of 200 words – 30 marks – 15*2
 - Long Essay 1 question out of given choices of 400 words – 25 marks

Those called for theoretical test shall also be called for Interview. Second tier test will carry 80% weightage while Interview will carry 20% weightage. Final selection will be based on merit list so prepared on the basis of weightage of theoretical test and interview.

E. Driver: The shortlisted candidates on the basis of qualifications and experience so decided by the Screening Committee in the ratio of 30:1 of the vacancies to be filled-up will have to undergo trade test at any of the local transport authority or the place prescribed by the University:

- i. Those securing 50% marks or above (45% for OBC and 40% for SC/ST/PH) in the trade test shall be called for Interview. Trade test will carry 60% weightage while Interview will carry 40% weightage. Final selection will be based on merit on the basis of weightage of trade test and interview.

(7) The chairman will be entitled to vote at the Selection Committee meeting and shall have a casting vote in case of a tie.

(8) (a) The recommendations of the Selection Committee shall be submitted to the Executive Council as constituted under (4) (a) and 4 (b) above. In case of emergency the Vice-Chancellor may issue orders as per the recommendations of the Selection Committee and report the matter to the Executive Council at its next meeting for ratification.

(b) The recommendations of the Selection Committee under (4)(c) and 4(d) above shall be submitted to the Vice-Chancellor who may make appointment on the basis of such recommendations. **(It is as per practice prevalent in OTHER CENTRAL UNIVERSITIES)**

- (9) 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 and as prescribed by Govt. of India from time to time.
- (10) The rules of Govt. of India/UGC in regard to Pay & Allowances, Leave, Pension and P.F. shall be followed subject to amendments if any, from time to time.
- (11) The relaxation in age, qualification etc., shall be applicable to the SC/ST, OBC, physically challenged etc. candidates as per rules of GOI/UGC.
- (12) The University will have the right to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases of all posts on the recommendations of the screening and Selection Committee.
- (13) If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age etc, it shall be so stated and recorded.
- (14) The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict the candidates to be called for interview to a reasonable number as decided by the Screening Committee on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit. **(CANNOT A CRITERIA BE LAID REGARDING PRESCRIBED QUALIFICATIONS AND EXPERIENCE?) CRITERIA ALREADY EXISTS, IT IS ONLY TO KEEP CANDIDATES TO BE CALLED FOR INTERVIEW TO A REASONABLE LIMIT.**
- (15) The Selection Committee may decide its own method of evaluating the performance of the candidates in interview. **(WEIGHTAGE FOR INTERVIEW WHERE IT IS THROUGH WRITTEN TEST FOLLOWED BY INTERVIEW HAS BEEN GIVEN AS AT S.NO. 6)**
- (16) If two or more candidates are selected, the recommendations shall be made in order of final merit list as prepared of the selected candidates.
- (17) The University being in its formative and evolving stage requires experienced, efficient and multitasking personnel. Such candidates may be considered for relaxation in age limit. ~~The University may also relax any of the conditions such as qualifications, experience, etc., in deserving cases for any post.~~ **(CLAUSE REGARDING RELAXATION IN QUALIFICATIONS AND EXPERIENCE DELETED)**
- (18) Where the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so giving reasons there for and recording the same.

- (19) The University shall have the right to increase or decrease the number of posts advertised by it at the time of selection and make appointments accordingly.
- (20) The in-service candidates shall apply through proper channel. The conditions of age, qualifications and experience may be relaxed for such candidates on the recommendation of the Selection Committee.
- (21) The Selection Committee's recommendations, when approved, shall remain valid for a period of one year from the date of such approval.
- (22) The application forms will be provided and the registration fee collected as prescribed by the University from time to time or for prescribed fee to be asked to be deposited by the candidates along with application form in stipulated time as on and before the date and time of submission of application.
- (23) 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.

PROMOTION POLICY

Appointment to a post in any grade by promotion shall be made, whether in permanent or officiating capacity, from amongst employees serving in posts in the next lower grade in a service, subject to such conditions of eligibility as may be prescribed by the Executive Council.

Every appointment by promotion shall be on the basis of suitability, past performance and conduct, as evident in the Annual Confidential Reports, besides due regard to seniority, on the recommendation of the Departmental Promotion Committee, constituted for the purpose from time to time.

Provided that the Departmental Promotion Committee for promotion to posts, the maximum grade pay which is Rs.4,600/- or below (or such maximum pay as may be in the corresponding revised pay scale) shall be appointed in the manner provided in Schedule-I and that exceeding Rs.4,600/- shall be as prescribed in Schedule-II

SCHEDULE - I

The constitution of the Departmental Promotion Committee for promotion to non-teaching posts with the maximum grade pay of Rs.4,600/- (or the equivalent slab in the revised scale) or below be as follows:

- a) Registrar ... Chairman
- b) Dean of School or Head of the Section concerned

- c) Two persons who are not in the service of the University to be nominated by the Vice-Chancellor
- d) Deputy Registrar* (To be nominated by the Vice Chancellor) ... Member Secretary

SCHEDULE – II

The constitution of the Departmental Promotion Committee for promotion to non-teaching posts exceeding the grade pay of Rs.4,600/- (or the equivalent slab in the revised scale) or below be as follows:

- a) Vice-Chancellor ... Chairman
- b) Two members of the Executive Council of whom atleast one in the service of the University to be nominated by the Vice-Chancellor
- c) Head of the Department/Section concerned
- d) Two persons who are not in the service of the University nominated by the Vice-Chancellor,
(The recommendations to be submitted to Executive Council for approval.)
- e) Registrar ... Member Secretary