

बिन्दु 5

अपने द्वारा या अपने नियंत्रणाधीन धारित या अपने कर्मचारियों द्वारा अपने कृत्यों के निर्वहन के लिए प्रयोग किए गये नियम, विनियम, अनुदेश, निर्देशिका और अभिलेख।

1. सामान्य सेवा नियमावली :

विश्वविद्यालय के एक्ट्स एण्ड स्टेड्यूड्स में दिये गये प्राविधानों के अनुसार सामान्य सेवा नियमावली निम्नवत् है :

1.1 **Relevant Regulation on Number , Qualifications, Emoluments and other conditions of service(Chapter XXV of University Acts and Statutes)**

SECTION 11(a)

1. Emoluments, terms and conditions of service of the Vice-Chancellor

(a) The Vice-Chancellor shall be appointed in the manner laid down by the Statutes and shall be eligible of U.G.C./ I.C.A.R. pay scale of Rs. 7300-100-7600 plus allowances with effect from 1-1-86 as per G.O. No. 1925/12:8:89-499(236)/87, dated 27 June 1989. He shall, in addition, be entitled to a free furnished residence. The ground's of Vice-Chancellor's residence shall be maintained by the University. The salary and allowances of a Govt. servant appointed as Vice-Chancellor shall, however , be fixed in accordance with relevant rules and instructions of Govt. on the subject.

Whenever pay scale of Vice-Chancellor is changed by ICAR /State Government from time to time, it shall automatically be applicable in this University.

- (b) The Vice-Chancellor shall not be entitled to benefits of the University Provident Fund.
- (c) The Vice-Chancellor shall be entitled to earn leave on full pay for 1/11th of the period spent on active service.

In addition to the leave noted above, the Vice-Chancellor shall be entitled, in case of illness or on account of private affairs, to earn leave without pay for a period not exceeding 3 months during the period of his four year tenure, provided that leave taken without pay may be subsequently transferred into leave on full pay to the extent to which leave may have become due.

- (d) The Vice-Chancellor may, during the period of long vacations carry on the duties from outside Pantnagar (but in India) if he chooses to do so.
- (e) The Vice-Chancellor will not have to enter into a written contract as required under section 26(2) of the Act.
- (f) An officiating Vice-Chancellor shall draw his original pay plus 20 percent officiating allowance.

2. Number, qualifications, emoluments of other employees of the University.

SECTION 28 (r) (a) Number of teachers in each department and their qualifications shall be as recommended by the Academic Council and approved by the Board of Management.

(b) The number of other salaried employees of the University and its Farm and their qualifications shall be as recommended by the Vice-Chancellor and approved by the Board.

3. Emoluments

*(a) The emoluments of the academic staff shall be such as may be approved by the Board of management on the basis of the recommendations of the U.G.C., provided that no grants to meet any portion of the emoluments shall be admissible, from the State Government unless their prior written approval to the proposed emoluments is obtained by the Vice-Chancellor and placed before the Board. (Academic Staff shall include Professors, Associate Professors, Assistant Professors and Instructors and such other categories as may be recommended by the U.G.C. and accepted by the State Government).

(b) The creation of post and pay scales of other employees of the University shall be such, as approved by the State Government after the concurrence of the Finance Department, from time to time.

(c) Save as may be otherwise provided in the Act or the Statutes, the fixation of salary of the employees in the University shall be in the case of:-

- (1) Officers & Teachers-rest with the Board of Management.
- (2) Other employees-with the Vice-Chancellor of the University.

(d) The Board of Management or the Vice-Chancellor as the case may be, shall have the power to sanction a higher start than the minimum of the pay scale, accelerated increment, Allowance etc. as they deem fit.

(e) The Board of Management shall in special cases have the power to create a post not covered by the above provisions.

(f) Where payment of wages, overtime charges or any other amount to an employee of the University is regulated by any law for the time being in force, then, notwithstanding anything contained in sub-clause (a) to (e), the Vice-Chancellor may sanction such payments, with a view to comply with the provision of such law.

(g) The Vice-Chancellor shall also have the power to sanction payment of wages, overtime charges and other amounts (including conveyance charges, honorarium, remuneration for professional assignment etc.) to an employee not covered by sub-clause (f) in accordance with the regulations made in this behalf.

- (h) The Vice-Chancellor shall have the powers to approve:
- (i) Various rates of remuneration to outsiders and regular staff of the University for doing work not covered in their normal duties.

Provided that the rate of remuneration shall in no case exceed those already admissible in the University for Similar Works.

- (ii) The wages of different category of daily paid workers of the University.

Provided that the wages so fixed shall not exceed those fixed for similar category by the State Government or any authority determined by the Government.

- (i) Remuneration to various works connected 'with the conduct of Competitive Entrance Examination shall be paid as per rates proposed by the Vice-Chancellor and approved by the Board of Management from time to time.

4- Conditions of Service, Appointment, Suspension, Removal and Control.

- (a) Contract of Services: Except in cases of Government Servants on deputation, all employees of the University shall be required to enter into a written contract in accordance with the provisions under section 26(2) of the Act in the form prescribed.

- (b) Every person appointed on probation against a permanent post, shall be medically examined at the cost of the University, in the manner prescribed by the University.

(c) Probation

- (i) Every employee of the University, on his first appointment against a permanent post, shall be on probation.
 - (ii) The period of probation shall ordinarily be two years unless the appointing authority has fixed it at less than two years. In such cases it may be extended from time to time, but in no case, shall exceed the period of two years.
 - (iii) At the end of the probation period, the employee may be confirmed provided his work and conduct are found to be satisfactory. If he is not confirmed, his services shall be deemed to have been terminated at the end of the probation period.
- (d) (i) Save as may be otherwise provided in the Act or the Statutes, appointment to and removal from office or any other kind of punishment, including the authority to withhold increment of employees of the University, shall rest with the appointing authority.

The Vice-Chancellor, however, shall exercise the following powers in this regard:

- (a) Making such enquires as he may consider necessary to ascertain facts and connect data involving allegations of irregularities or misconduct on the part of any employee of the University.
- (b) Calling for the explanation of any employee of the University.
- (c) Initiating and conducting disciplinary proceedings against any employee); and
- (d) Awarding minor punishment such as award of a censure entry or the stopping the accrual of increments for a period not exceeding three years.
 - (ii) If the order of punishment is (i) by the Vice-Chancellor, the person affected shall have the right to appeal to the Board of Management and (2) by the Board of Management the person affected shall have the right to request for a review by the Board subject to the provision under Section 27 of the U.P. Agricultural University Act.
 - (iii) However, the Vice-Chancellor may suspend any employee of University in continuation of or during the tendency of enquiry against him where the allegation or charges are of serious misconduct on the part of such employee his continuation as such hampers or is likely to hamper or impair an expeditious enquiry.

Provided that in the case of employee whose appointing authority is the Board of Management, the Vice-Chancellor shall report forthwith the matter to the Board of Management and such order of suspension shall be rescinded in their case if the Board comes to the conclusion that circumstances do not call for his suspension.”

- (e) After confirmation, the services of an employee of the University can be terminated only on the following grounds:
 - (1) Mis-conduct including disobedience of the orders of the appropriate authority;
 - (2) Commission of any act which in the opinion of the Board involves moral turpitude.
 - (3) Mis- appropriation of the funds or property of the University.
 - (4) Corruption
 - (5) Physical and mental unfitness, and
 - (6) Abolition of post.

- (f) Every employee against whom disciplinary action is intended to be taken shall be given an opportunity of making a representation in writing and if the authority dealing with the disciplinary action, considers it necessary, also in person.
- (g) The appointing authority can suspend an employee if he is considered to be guilty of any conduct requiring enquiry.

During the period of suspension the employee shall be-entitled to get such subsistence allowances on such terms and conditions as may be prescribed by the State Government for the employees from time to time.

- (h) When an employee, who was suspended, is finally reinstated, he shall get full pay unless the authority concerned has express ordered a deduction to be made for the suspension period as a punishment.
- (i) A suspended person shall not be entitled to any leave for the period of suspension.
- (j) An increment shall ordinarily be drawn as a matter of course but the concerned authority may withhold increment if the conduct or the work of the employee has not been satisfactory.
- (k) Where an efficiency bar has been prescribed in a time scale of pay, the increment next above the bar shall not be given without the specific sanction of the authority concerned.
- (l) The employee shall devote his whole time to the service of the University and shall not engage in any trade or business or take active part in politics.
- (m) The employee during the period of service of the University can apply for a job outside the University subject to the following conditions:
 - (i) Staff members are not permitted to apply for a job outside the University directly. Such applications shall be submitted to the Vice-Chancellor, through proper channel, for onward transmission.
 - (ii) All such applications should reach the office of the Vice-Chancellor well in time;
 - (iii) At the most, two applications will be forwarded in a calendar year;

(iv) The Head of Office should state clearly what arrangements would be made to relieve the applicant, if selected.

(n) "An employee of the University shall be under obligation to serve the University on any equivalent post to which he may be appointed and also to serve in any Department/Section/Unit, within or outside the main Campus including the outstation-Research Stations, under the control of the University. Non-compliance of any such order of the competent authority/Vice-Chancellor shall be deemed to be an act of grave misconduct.

5. SERVICE RECORDS (Character Rolls)

The records of service and activities of the employees of different categories shall be maintained in the Vice-Chancellor's office in the manner prescribed by the Vice-Chancellor. Adverse remarks entered in the service record or character roll shall be communicated to the employee in writing.

6. AGE OF RETIREMENT

The age of Superannuation for the employee of the University shall be as follows (amended):

शासनादेश संख्या 220 xxvii(3)अ.आ./2005 वित्त अनुभाग-3 दिनांक 18.6.2005 जो कि श्री इन्दु कुमार पाण्डे, प्रमुख सचिव, वित्त उत्तरांचल शासन से प्राप्त शासन के सभी सचिवों को सम्बोधित है जिसकी प्रतिलिपि पंतनगर विश्वविद्यालय के कुलपति को भी पृष्ठांकित है।

विषय: राज्य के विश्वविद्यालय, कृषि विश्वविद्यालय तथा उनसे सम्बद्ध /सहयुक्त अशासकीय सहायता प्राप्त महाविद्यालयों, अशासकीय सहायता प्राप्त माध्यमिक विद्यालयों के शिक्षण एवं शिक्षणोत्तर कर्मियों की अधिवर्षता आयु पर समान रूप से सेवानैवृत्तिक लाभों की अनुमन्यता।

महोदय,

उपर्युक्त विषयक प्रकरण में सम्यक विचारोपरान्त मुझे यह कहने का निर्देश हुआ है कि राज्य के विश्वविद्यालय, कृषि विश्वविद्यालय तथा उनसे सम्बद्ध /सहयुक्त अशासकीय सहायता प्राप्त महाविद्यालयों, अशासकीय सहायता प्राप्त माध्यमिक विद्यालयों के शिक्षण एवं शिक्षणोत्तर कर्मियों के शासन द्वारा सृजित पदों पर तात्कालिक प्रभाव से 60 वर्ष की आयु पर अधिवर्षता की आयु पर 60 वर्ष की आयु पर आनुतोषिक (ग्रेच्युटी) सहित सेवानैवृत्तिक लाभ दिये जाने पर श्री राज्यपाल सहर्ष स्वीकृति प्रदान करते हैं।

2. उक्तानुसार एक मानक सिद्धान्त होने पर संस्थाओं में 58 वर्ष की आयु पर सेवानिवृत्ति पर ग्रेच्युटी न दिये जाने का अन्तर स्वतः समाप्त हो जायेगा तथा किसी भी प्रकार के विकल्प दिये जाने की आवश्यकता नहीं होगी ।

3. ग्रेच्युटी का लाभ अंशदायी भविष्य निधि खाते में विकल्पधारी उन्हीं शिक्षण एवं शिक्षणेत्तर कर्मचारियों को अनुमन्य होगा जो अपने अंशदायी भविष्य निधि खाते में विश्वविद्यालय /राज्य सरकार के अंशदान के रूप में जमा समस्त धनराशि, उस पर अर्जित एवं संकलित ब्याज की समस्त धनराशि तथा अपने अंशदान की समस्त धनराशि एवं उस पर अर्जित एवं संकलित ब्याज की समस्त धनराशि राजकोष में इस शासनादेश की तिथि से 90 दिन के अन्दर एकमुश्त जमा कर देंगे ।

4. 60 वर्ष की आयु पूरा करा करने पर अधिवर्षता की तिथि पर ही समस्त सेवानैवृत्तिक लाभ अनुमन्य कराया जायेगा तथा उसके बाद किसी भी प्रकार का सेवा विस्तार नहीं दिया जायेगा । जिन शिक्षकों से सत्रांश तक कार्य लिया जाना आवश्यक हो, ऐसे प्रकरणों में पुनर्नियुक्ति की कार्यवाही पूर्व से स्थापित मानकों के अधीन की जायेगी तथा अधिवर्षता आयु के बाद सिविल सर्विस रेगुलेशन के प्रस्तर-520 के अनुसार वेतन में पेंशन की धनराशि घटा कर वेतन निर्धारण किया जायेगा तथा मंहगाई भत्ता एवं मंहगाई राहत में से मात्र एक ही लाभ अनुमन्य होगा ।

5. उक्त व्यवस्था लागू किये जाने के फलस्वरूप, विश्वविद्यालय के संबंध में राज्य के विश्वविद्यालय संबंधी अधिनियम/नियम, कृषि विश्वविद्यालय के संबंधित अधिनियम/नियम एवं माध्यमिक शिक्षा अधिनियम/नियम आदि में उपरोक्त विषयक यथावांछित संशोधन किया जाना प्रशासनिक विभाग का दायित्व होगा ।

उपरोक्त आदेश तत्कालिक प्रभाव से लागू होंगे ।

6.A “Notwithstanding anything contained in clause-6 the appointing authority may, at any time, by notice to any employee (whether permanent or temporary) without assigning any reason, require him to retire after he attains the age of 50 years, or such employee may, by notice to the appointing authority, voluntarily retire at any time after attaining the age of 45 years or after he has completed qualifying service of 20 years as per provisions contained in the Financial Hand Book Volume II to IV, Rule-56, as amended from time to time.

7. LEAVE RULES

The Statutes relating to leave shall apply to all employees of the University except those Government servants whose services have been placed at the disposal of the University on Foreign Service.

- (a) Right of leave: Leave cannot be claimed as a matter of right and when the exigencies of service so demand leave of any description may be refused or the employee may be compulsorily recalled from leave by the sanctioning authority.
 - (b) Earning of leave: Leave shall be earned by period spent on duty. The vacation period for the teaching staff shall be counted as duty period.
 - (c) Commencement and termination of leave: Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding on which duty is resumed or if duties are relinquished or resumed in the afternoon the leave shall commence or end respectively on the following days. Sundays or other holidays of University vacation may be prefixed as well as suffixed to leave with permission of granting authority.
 - (d) The powers of granting all kinds of leave except casual leave to officers of the University and Teachers will rest with the Vice-Chancellor and in the case of other employees with the Sectional Heads. Subject to such general or specific instructions as may be given by the Vice-Chancellor, the Deans, Directors, Sectional Heads may also sanction earned leave upto 30 days to the employees upto the rank of Assistant Professors, Casual leave to the Deans, Directors and Officers of the University will be sanctioned by the Vice-Chancellor and to other members, including teachers, by the Dean, Directors and Sectional Heads concerned.
 - (e) Following kinds of leave shall be admissible:
 - 1. Casual leave
 - 2. Earned leave
 - 3. Half-average pay leave
 - 4. Extraordinary leave
 - 5. Maternity leave
 - 6. Medical leave
1. Casual Leave: An employee of the University shall be eligible for 14 days casual leave each calendar year. This leave cannot be carried over to the next year.

2- Earned Leave: An employee of the University shall be entitled to earn leave on full pay as per the provision of G.O. No.सा. 4 175/स.दस 201/76 dated 24 June] 1978 as amended from time to time.

Provided that teachers who avail full 30 days summer or winter vacation, as the case may be, shall however earn leave only one thirteenth of the period spent on duty. If such employees are not allowed to avail the full 30 days vacation on account of University work, they shall be entitled to additional earned leave for the period they could not avail the vacation.

Provided further that when the total of earned leave amounts to two hundred and forty days an employee shall cease to earn such leave.

The maximum period of earned leave that may be granted at a time shall be one hundred and twenty days, if spent in Asia, and that earned leave may be granted exceeding a period one hundred and eighty days if the entire leave so granted or any portion thereof is spent outside Asia, but the period of such leave spent in India shall not in the aggregate exceed the limit of one hundred and twenty days.

3. Half average pay: All the employees of the University shall be entitled to leave on Half pay to one-twenty second of the period spent on duty.

4. Extraordinary leave: In case of genuine necessity and when no other leave is due, leave without pay may be granted subject to the condition to be specified at the time of granting the leave.

5. Maternity leave: The female employees of the University shall be entitled to 90 days maternity leave at the time of delivery of child subject to revision by the state Govt. This will be in addition to all other leave available:

6. (a) Leave on a Medical Certificate for permanent employees: A permanent employee of the University may be granted leave on Medical Certificate not exceeding 12 months in all during his entire service. The leave on medical certificate together with earned leave, if any, shall not exceed eight months at a time. Such leave shall be given on production of a certificate from such medical authority as the Vice-Chancellor may, by general or special order, specify in this behalf and for a period not exceeding that recommended by such medical authority.

Leave on Medical certificate will be admissible to permanent employee subject to the condition that no leave may be granted under this Statute unless the authority competent to sanction leave is satisfied that there is a reasonable probability that the University employees will be fit to return to duty on the expiry of the leave applier for.

(b) Leave on medical certificate for temporary employees: A temporary employee of the University may be granted leave on medical certificate not exceeding four month in all during his entire service. The leave on medical certificate together with earned leave, if any shall not exceed eight months at a time. Such leave shall be given only on production of a certificate from such medical authority as the Vice-Chancellor may, by general or special order, specify in this behalf and for a period not exceeding that recommended by such medical authority.

Leave on medical certificate will be admissible to temporary employees subject to the following conditions:

1. The post from which the University employee proceeds on leave as likely to last till his return to duty.
2. No leave may be granted under this Statute] unless the authority competent to sanction leave is satisfied that there is a reasonable probability that the University employee will be fit to return to duty on the expiry of the leave applied for.
3. The Board of Management may, in special cases, decide to send any of its academic staff for special study or research abroad or to any place in India on such terms and conditions as it considers fit.

8. STUDY LEAVE

(1) Teachers below the rank of Professor shall be entitled to Study leave for study/Research leading to Master's or equivalent/Ph.D. degree or other post graduate studies subject to the following conditions:

- (a) Where a teacher is nominated sponsored and sent by the University on study leave under the QIP/FIP programme and the Govt. of India, I.C.A.R./U.G.C. or any other outside agency under takes to pay for the salary and allowances of the substitute to be appointed during the period of study leave or the department concerned undertakes that they can spare the teacher concerned for study under QIP/FIP without any

substitute, the incumbent shall be allowed full salary alongwith dearness allowance as may be admissible under the University rules for the period of Study Leave. In case the incumbent proceeding on study leave in allowed any scholarship/fellowship or any other emoluments like travel grant etc. by any outside agency during the period of study leave, he shall be allowed to avail of the same in addition to the full salary sand dearness allowance paid by the University.

(b) In case a teacher, as defined in section 2(k) of the U.P. Agricultural University Act, is nominated or sponsored by the Vice-Chancellor for prosecuting a post-graduate course of study directly related to the sphere of his duty and it is certified that the course of study shall enable the teacher to keep abreast with modern developments in the field of his work and thereby improve his competence and usefulness to the University he may be granted leave with full pay and dearness allowance.

(c) In cases where a teacher has, with the permission of the Vice-Chancellor, obtained a fellowship/scholarship from any outside agency on his own initiative and has not specifically been nominated and sponsored by the University under QIP/FIP programme under clause (a) or (b) above, he shall be paid by the University the difference between the salary plus dearness allowance admissible to him and the scholarship/fellowship amount allowed to him by the outside agency. The leave incumbent may also avail of earned leave on full pay due to him at his option and in that case, difference as indicated above will not be payable to him for the period of earned leave.

(d) In cases not covered under sub-clause(a), (b) and (c) above, the teacher shall be allowed earned leave on full pay due to him and the remaining period of study leave will be allowed on half pay plus dearness allowance admissible thereon as per University rules.

(2) The period of study leave shall be 2 years, which can be extended upto 3 years under exceptional circumstances.

(3) In the case of teachers nominated/sponsored for a post-graduate course of study in the interest of the University, in an institution in a foreign country, the person concerned shall be allowed to avail of such scholarship/fellowship etc. as may be granted to him by the institution/agency offering the course of study.

(4) No teacher shall be entitled to this leave as a matter of right. Leave will be sanctioned at the discretion of the Vice-Chancellor

keeping in view the teaching, research and extension responsibilities of the department of the applicant and the implications of sanction of leave in the light of a availability of adequate and appropriate personnel to meet the requirements of the University.

(5) Applications for grant of study leave shall be made by the teacher concerned to the Vice-Chancellor atleast 3 months before the date on which he intends to avail of such leave, furnishing the following details in his application:-

- (a) The course (s)of study which is/are contemplated with detailed programme:
- (b) Full particulars of financial assistance relating to scholarship/fellowship/assistantship /travel grant, salary of payment of salary etc. of substitute by outside agency etc., if any, that are likely to be received or paid by Govt. or outside agency with all relevant details.
- (c) The incumbent shall also submit a copy of his application simultaneously to the Head of the Department, who shall forward the same to the Vice-Chancellor through the Dean concerned with his recommendations. The Dean will also record his recommendations thereon and then send the same to the Vice-Chancellor with the detailed proposals about arrangement of work during the proposed study leave.
- (d) The Vice-Chancellor may refer the applications to a suitable committee for opinion if he considers it necessary and/or he may sanction the leave at his own discretion.

(6) Where the University pays full salary or difference of salary, such payment shall be subject to a half yearly satisfactory report from the supervisor/tutor/teacher under whom the incumbent is availing the study leave for high qualification/study/research. In case such progress report is not received or the progress report is unsatisfactory, the study leave may be cancelled and the incumbent shall then have to resume duties immediately. No application for study leave shall be entertained from such an incumbent during rest of the period of service.

(7) The incumbent granted study leave as above shall be required to execute a bond before proceeding on study leave to serve the University on return from the study leave, for a period of at least 3 years in case he is granted study leave, for a period one year, and a bond to serve the University for at least 5 years in case

he is granted study leave for more than one year. In case the incumbent fails to serve the University for the period stipulated in the bond he shall be required to pay the university a sum equal to the amount paid to him by the University during the study leave period plus liquidated damages, as determined by the Vice-Chancellor, caused to the University. For purposes of satisfying the conditions of the bond, the incumbent may be required to submit a fidelity bond of a national General insurance company for the amount as may be determined by the Vice-Chancellor or he may File bond executed by two sureties undertaking to make good the amount that may be determined by the Vice-Chancellor on the above account, subject to the condition that the sureties shall be permanent teachers of the University.

8. Normal annual increments will continue to accrue to the incumbent during the period of study leave.

9. The incumbent shall be allowed to continue to contribute towards the University Provident fund during the period of his study leave as permissible under the University rules as if he was drawing full salary. The University, contribution will also be made provided he contributes his due share.

10. No teacher shall be allowed study leave more than twice throughout his service, subject to the proviso that the aggregate period of study leave shall not exceed three years.

11. Study leave shall be admissible to teachers only after having rendered a minimum continuous service of 4 years as a teacher in the University.

2. विभागीय पदोन्नति नियमावली :

विश्वविद्यालय के नियमों एवं परिनियमों के अनुसार वर्तमान में विभागीय पदोन्नति नियमावली निम्नवत् है :

2.1 शासनादेश संख्या संख्या 402 (1)/560(2)/XIII-II/2005 कृषि एवं विपणन अनुभाग-2 दि० 31.12.2005 जो कि श्री विजय डैडियाल, अपर सचिव उत्तरांचल शासन से प्राप्त कुलपति गो०व०पंत कृषि एवं प्रौ० वि०वि० पन्तनगर को सम्बोधित है।

विषय: शासनादेश संख्या 290/12-8-2000-400(437)/99 दिनांक 7.2.2000 द्वारा स्वीकृत कैरियर एडवांसमेन्ट स्कीम के कतिपय प्राविधानों में संशोधन के संबंध में । महोदय,

उपरोक्त विषयक मुख्य कार्मिक अधिकारी के पत्र संख्या पीएमएस(ए)/एईओ/2413 दिनांक 4.5.2005 के सन्दर्भ में मुझे यह कहने का निर्देश हुआ है कि श्री राज्यपाल महोदय शासनादेश संख्या 150/कृषि एवं जलागम/2002 दिनांक 12.7.2002 के प्रस्तर-17 को निम्नानुसार प्रतिस्थापित किये जाने की सहर्ष स्वीकृति प्रदान करते हैं ।

शासनादेश संख्या 150/कृषि एवं जलागम/2002 दिनांक 12.7.2002 के प्राविधान	प्रस्तावित संशोधन
<p>Para 17. An Associate Professor/equivalent with a minimum of 8 years of service will be eligible for consideration for the appointment as a Professor, subject to condition laid down by ICAR.</p> <p>The ICAR has laid down the following guidelines in this regard.</p> <p>In addition to the sanctioned position of professors, which must be filled in through direct recruitment through All India advertisement, promotions may be made from the post of Reader/Associate Professor to that of professor after 8 years of service as Reader/Associate Professor with Ph.D. degree. The Selection committee for promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Reader/Associate Professor to Professor, the</p>	<p>Para 17. An Associate Professor/equivalent with a minimum of 8 years of service will be eligible for consideration for the appointment as a Professor, subject to condition laid down by ICAR.</p> <p>The ICAR has laid down the following guidelines in this regard.</p> <p>In addition to the sanctioned position of professors, which must be filled in through direct recruitment through All India advertisement, promotions may be made from the post of Reader/Associate Professor to that of professor after 8 years of service as Reader/Associate Professor with Ph.D. degree.</p>

<p>following method of promotion may be followed..</p> <p>The candidate should present herself/himself before the selection committee with some of the following:</p> <ul style="list-style-type: none"> a) Self-appraisal reports (required) b) Research contribution/ books/ articles published c) Any other academic contributions. <p>The best 3 written contributions of the teachers (as defied by her/him) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit these in three sets with the application.</p> <ul style="list-style-type: none"> d) Seminars/conferences attended. e) Contribution to teaching/academic environment/institutional corporate life. f) Extension and Field out research activities. 	<p>The Selection committee for promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Reader/Associate Professor to Professor, the following method of promotion may be followed..</p> <p>The candidate should present herself/himself before the selection committee with some of the following:</p> <ul style="list-style-type: none"> a) Self-appraisal reports (required) b) Research contribution/ books/ articles published c) Any other academic contributions. <p>The best 3 written contributions of the teachers (as defied by her/him) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit these in three sets with the application.</p> <ul style="list-style-type: none"> d) Seminars/conferences attended. e) Contribution to teaching/academic environment/institutional corporate life. f) Extension and Field out research activities. <p>If the number of years required in a feeder cadre are less than those stipulated here above, thus entailing hardship to those who have completed more that the total number of years in their entire service for eligibility in the Cadre, may be placed in the next higher Cadre if found suitable by the selection committee after adjusting the total number of years provided that the incumbent-</p> <p>(a) Was appointed to an existing regular post of Lecturer of Reader or of the equivalent post of teaching and research grade of Lecturer/Reader in a National Institute/College or promoted to a post in addition to the existing posts in the</p>
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	<p>feeder cadre in the University/ the college or any recognized National Institute on the recommendation of the duly constituted Selection Committee in accordance with the prescribed selection procedure as laid down by the University or National Institute or the government, and</p> <p>(b) Was not found misfit for Career Advancement promotion by the duly constituted screening/selection committee at any instance prior to 27th of July, 1998 and</p> <p>(c) Has rendered continuous service in the feeder cadre i.e. to move from the grade of Reader to the post of Professor, the minimum length of total number of years of continuous service rendered in the respective posts in the feeder cadre (Lecturer/Lecturer Senior Scale/ Lecturer Selection Grade/Reader equivalent posts pertaining to teaching/research in National Institute or Colleges) would be seventeen years for those with Ph.D .Degree”.</p>
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2. शासनादेश संख्या 150/कृषि एवं जलागम/2002 दिनांक 12.7.2002 के अन्य प्राविधान एवं शर्त पूर्ववत रहेंगे।
3. यह आदेश वित्त विभाग अशासकीय संख्या 213/वित्त(व्यय नियंत्रण)अनुभाग-4 /2005 दिनांक 30.12.2005 में प्राप्त उनकी सहमति से जारी किये जा रहे हैं।

2.2 शिक्षकों के लगातार 17 साल की पूर्णकालिक एवं संतोषजनक सेवा पूर्ण करने पर कैरियर एडवांसमेंट स्कीम के अन्तर्गत प्राध्यापक पद पर प्रोन्नति देने के संबंध में कतिपय प्राविधानों में संशोधन विषयक समिति द्वारा निर्धारित दिशा-निर्देश ।

समिति ने प्रबन्ध परिषद द्वारा अनुमोदित शासनादेश संख्या 402/560(2)/XIII-II/2001 दिनांक 31 दिसम्बर, 2005 को लागू करने के संबंध में विचारोपरान्त निम्न दिशा-निर्देशों की संस्तुति की है :

1. वर्तमान में लागू कैरियर एडवांसमेंट स्कीम के अन्तर्गत केवल निम्न शर्तों के अधीन ही शासनादेश के संशोधनों का लाभ पा सकेंगे :
 - (अ) दिनांक 27.7.1998 के उपरान्त कैरियर एडवांसमेंट स्कीम के अन्तर्गत जो प्राध्यापक नियुक्त/प्रोन्नत हुए हैं और उनकी सहायक प्राध्यापक एवं सह प्राध्यापक में मिलाकर 17 साल की अवधि यदि उनकी प्रोन्नति की तिथि से पूर्व पूरी हो गयी हो तो उनकी प्रोन्नति की तिथि निम्न शर्तों के साथ परिवर्तित हो सकती है -
 - (i) कि उनकी नियुक्ति सहा0 प्राध्यापक या सह प्राध्यापक और समकक्ष पद पर शिक्षण, शोध एवं प्रसार में नियमित पद पर नियमों/परिनियमों के आधार पर बनी चयन समिति के द्वारा नियमित चयन प्रक्रिया के अंतर्गत हुआ हो ।
 - (ii) 17 साल की नियमित सेवा बिना किसी व्यवधान के होनी चाहिए तथा पी0एच0डी0 डिग्री का होना अनिवार्य है ।
 - (iii) 17 साल की सेवा अवधि पूर्ण होने के समय अभ्यर्थी का सह प्राध्यापक होना आवश्यक है ।
2. जो व्यक्ति दिनांक 27.7.1998 को या उससे पूर्व प्राध्यापक हो चुके हैं उन पर यह संशोधन लागू नहीं होगा ।
3. वे व्यक्ति जो 27.7.98 से पूर्व कैरियर एडवांसमेंट स्कीम में प्रोन्नति के लिए चयन समिति द्वारा अनुपयुक्त पाये जा चुके हैं, उनके लिए यह लाभ अर्ह नहीं होगा ।
4. जो व्यक्ति सीधी भर्ती द्वारा प्राध्यापक नियुक्त हुए हैं उनको यह लाभ अनुमन्य नहीं होगा ।
5. इस संबंध में अन्य शर्तें यथावत रहेंगी ।

चूँकि कैरियर एडवांसमेंट स्कीम का शासनादेश जिसका कि यह संशोधन है, 27.7.98 से प्रभावी है, अतः यह केवल उन्हीं शिक्षकों पर लागू होगा जो कि दिनांक 27.7.98 के पश्चात विश्वविद्यालय की सेवा में थे/हैं ।

2.3 मुख्य कार्मिक अधिकारी के कार्यालय आदेश संख्या पीएमएस-ए /सी-6/2604 दि०

अगस्त 11,2005

माननीय प्रबन्ध परिषद् की 198वीं बैठक दिनांक 29.7.2005 के संकल्प सं० 198.अ-5 के द्वारा पारित संकल्पानुसार माननीय कुलपति महोदय ने विश्वविद्यालय के समूह "क" के पदों को शत-प्रतिशत प्रोन्नति द्वारा पूर्व निर्धारित प्राविधानों के अन्तर्गत वरिष्ठता के आधार पर भरे जाने की सहर्ष स्वीकृति प्रदान की है, निम्न तालिका में दर्शाये गये पदों को उनके सम्मुख अंकित पोषक संवर्ग के पदों से भरा जायेगा ।

1.	प्रशासनिक अधिकारी/उप निदेशक प्रशासन/उप कुलसचिव/संस्थापनाधिकारी	10,000-15,200	सहा०संस्थापनाधिकारी/सहा० निदेशक प्रशि० एवं सेवायोजन सहा० अधिष्ठाता, छात्र कल्याण	8000-13,500
2.	भण्डार क्रय अधिकारी	10,000-15,200	सहा० भण्डार क्रय अधिकारी	8000-13,500
3.	श्रम कल्याण अधिकारी	10,000-15,200	निजी सचिव	8000-13,500
4.	अपर वित्त नियंत्रक	12000-16500	उप वित्त नियंत्रक	10000-15200
5.	उप वित्त नियंत्रक	10,000-15,200	लेखाधिकारी	8000-13,500
6.	सह निदेशक प्रकाशन	10,000-15,200	शोध सम्पादक	8000-13,500
7.	प्रभारी अधिकारी इन्स्ट्रूमेंटेशन	10,000-15,200	सहायक अभियन्ता, इन्स्ट्रूमेंटेशन सेंटर	8000-13,500
8.	वरिष्ठ चिकित्साधिकारी	10,000-15,200	चिकित्साधिकारी	8000-13,500
9.	निदेशक, निर्माण एवं संयंत्र	12000-16500	उप निदेशक निर्माण एवं संयंत्र	10000-13500
10.	उप निदेशक, निर्माण एवं संयंत्र	10,000-15,200	सहा० निदेशक, निर्माण एवं संयंत्र	8000-13,500

2.4 The relevant portion of the Office Order No. VC/340 dated Feb.4,1981 issued by the Chief Personnel Officer:

The Board of Management in its 76th, 77th, and 78th meetings has created a number of Administrative and Ministerial positions in recognition of the fact that the work of the University is held up because of non-availability of personnel at requisite levels and for particular functions.

2. The above assumptions and the measures taken in order to meet the situation would become redundant if immediately action is not taken to fill up the positions. The Board has facilitated the process of filling various positions by resolving that “in the case of posts pertaining to teaching, research and extension, ad-hoc promotions may be allowed where necessary on the basis of seniority subject to rejection of unfit, to till the sanctioned post, to the immediately next higher scale of pay to all employees (positions) in the pay scales lower than Rs.550-1200. In the case of scales of pay of Rs. 550-1200 and higher levels, such ad-hoc promotions will be allowed to fill only 50 per cent of the vacancy”.

3. It is the responsibility of the Heads of various sections/divisions and the Establishment Officer to take measures for the filling of vacancies. It is, however, made clear by this order that if the newly created positions, even to the extent, these can be filled up by ad-hoc promotions, remain unfilled for a period exceeding three month from the date of this order, it would be assumed that either the posts created are not required or, after due consideration it has not been possible to find suitable persons from amongst the employees available within the University for filling up these by ad-hoc promotions. After the expiry of three months, no request for ad-hoc promotions for filling of various positions will be entertained.

3. आचरण, अनुशासन एवं अपील नियमावली :

3.1 REGULATIONS ON CODE OF CONDUCT FOR TEACHERS OF THE UNIVERSITY

WHEREAS a teacher, conscious of his responsibilities and the trust placed in him to mould the character of the youth and to advance knowledge, intellectual freedom and social progress, is expected to realize that he can fulfill the role of moral leadership more by example than by precept through a spirit of dedication, moral integrity and purity in thought word and deed ;

Now, therefore, in keeping with the dignity of his calling, this Code of Conduct is hereby laid down to be truly and faithfully observed, both in private and public conduct.

1. MAINTENANCE OF INTEGRITY & DEVOTION TO DUTY

- (1) Every teacher shall at all times maintain absolute integrity and devotion to duty.
- (2) In his way of living and outlook, every teacher shall set an example to his colleagues and students.
- (3) Every teacher shall at all time conduct himself in accordance with the specific or implied orders regulation behaviour and conduct which may be in force in the University or the college as the case may be, under the provisions of the relative Act, Statutes, Ordinances, Rules and Regulations.
- (4) No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language or any of them. He shall also discourage such tendencies amongst his subordinates and students.
- (5) Every teacher shall devote himself diligently to his work and utilize his whole time to the service of the University or the College, as the case may, and the cause of education and give full cooperation in all academic programmes and other activities conducive to the welfare of the student community.

2. TAKING PART IN POLITICS AND ELECTIONS

- (1) No teacher shall take active part in politics so as to interfere in the discharge of his duties nor shall be in any manner associate himself with any movement or organization which is, or tends directly or indirectly to be, subversive of law and order or of the interest of the University of the College, as the case may be.
- (2) No teacher shall without previous approval of the Vice-Chancellor stand for election or accept nomination to any local body, Legislature of the State or Parliament nor shall he in any manner utilize his subordinate or students for the canvassing of his election ;

Provided that in the case of a teacher seeking election to the Council of States or the Legislative Council of State or a teacher who is nominated to be member thereof by the President or by the Governor of State no such prior approval shall be necessary where the teacher gives prior intimation of his intension to seek election or to accept nominations as the case may be.

- (3) A teacher shall before seeking election or accepting nomination a afore-said give an undertaking to the University or College, as the case may be, that in the event of his

being elected or nominated he shall, is so required by the University or the College, remain on leave with or without pay as may be admissible to him under the rules for the period he remains a member of such local body, legislature or parliament.

- (4) The University or the college, as the case may be, may direct a teacher who has been elected or nominated to any local body, Legislature, Parliament to apply for leave for the whole part of the period referred to in sub rule (3) and the teacher shall comply accordingly; Provided that the granting of any leave to a teacher nominated to any local body, Legislature or Parliament shall not prejudices his right to promotion, increments or other benefits, if any, to which he would have been entitled had he not proceeded on leave.

3. DEMONSTRATION AND STRIKES

No teacher shall engage himself or participate any demonstration or strike which is prejudicial to the interest of the University or the College, as the case may be, or to the interest of Public order, decency or morality.

4. JOINING OF ASSOCIATION BY TEACHERS

No teacher shall join or continue to be a member of an association, the subject and activities of which are prejudicial to the interest of the University or the College as the case may be or the sovereignty and integrity of India or public order or morality.

5. CRITICISM OF UNIVERSITY COLLEGE OR GOVERNMENT

No teacher shall in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance make any statement effect or opinion :

- (i) Which has the effect of any adverse criticism of any decision of his superior officers or of any current or recent policy or action of the University or the College as the case may be or
- (ii) Which is capable of embarrassing the relations between the University or the College, as the case may be, and the Govt. of State, Central Govt. or the Govt. of any other States.

Provided that nothing in this rule shall apply to any statement made or views expressed by a teacher in his official capacity or in the due performance of the duties assigned to him.

6. UNAUTHORISED COMMUNICATION OF INFORMATION

No teacher shall except in accordance with any general or special order of the University or the College, as the case may, or in the performance in good faith of the duties assigned to him communicate directly or indirectly any official document or other information whatsoever to any teacher or other person to whom he is not authorized communicate such document or information.

7. PRIVATE TRADE EMPLOYMENT OR TUTION

No teacher shall, except with the previous sanction of the Vice-Chancellor or the management of the College, as the case may be engage directly or indirectly in any trade or business or undertake any other employment or tuition;

Provided that a teacher may without such sanction undertake honorary work of a social or charitable nature or occasional work of literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer and that he informs his Head of Deptt. and when he is himself the Head of the Department, the Vice-Chancellor or the management, as the case may be within one month of his undertaking such work but he shall not undertake or shall discontinue such work if any time so directed by the Head of the Deptt., the Vice-Chancellor, or the management, as the case may be. Provided further that the sale of the produce of the kitchen garden attached to the residences of teachers or purchasing in puts therefore shall not amount to trade or business for the purpose of the above clause.

8. INSOLVENCY AND HABITUAL INDEBTNESS

A teacher will so manage his private affairs as to avoid habitual indebtedness or insolvency. A teacher who become the subject of legal proceedings for insolvency shall forthwith report the full facts to the Vice-Chancellor or management, as the case may be.

9. CONVASSING OF NON-OFFICIAL OR OTHER OUTSIDE INFLUENCES

No teacher shall bring or attempt to bring whether himself personally or through a member of his family any political or other outside influence to bear upon any question relating to his interest in respect of matters pertaining to service.

10. UNAUTHORISED PECUNIARY ARRANGEMENTS

No teacher shall enter in to any pecuniary arrangement with any other or student of the University or the College, as the case may be, so as to afford any kind advantage to either both or them in any unauthorized manner or against the specific or implied provisions of any rule for the time being in force.

11. PROPER USE OF AMENITIES

No teacher shall misuse or carelessly use amenities provided for him by the University or the College to facilitate the discharge of his duties.

12. PUBLISHING OF GUESS PAPERS & NOTES ETC.

No teacher shall directly or indirectly publish for gain or otherwise any questions and answers, guess papers or notes or recommend the use of any of them to his students.

Provided that he may publish answer of such complete question papers as have already been set in previous years for any examination conducted by any University or other examining body.

13. The following lapses would constitute improper conduct on the part of a University/College teachers:-

- (i) Failure to perform his academic duties such as preparation/lectures, demonstrations, assessment, guidance, invigilation etc.
- (ii) Gross partiality in assessment of students deliberately over marking/under marking or attempt at victimization on any ground.
- (iii) Inciting students against other students, Colleges or administration (this does not interfere with the right of a teacher to express his difference on principles in seminars or other place: where students are present).
- (iv) Raising questions of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the above considerations for improvement of his prospects.
- (v) Refusal to carry out the decisions of appropriate administrative and academic bodies and /or functionaries of the University. This will not inhibit his right to express his differences with their policies or decision.

14. INTERPRETATION

If any question arises relating to the interpretation of these rules, it shall be referred to the Chancellor whose decision thereon shall be final.

3.2 TRIBUNAL OF ARBITRATION FOR DISPUTES BETWEEN THE UNIVERISTY AND ITS STAFF.

Any dispute arising out of contract between the University and any officer or teacher of the University shall, on the request of the officer or teacher concerned, be referred to a Tribunal of Arbitration consisting of one member nominated by the Board, one member nominated by the officer or teacher concerned and an umpire appointed by the (Kuladhipati) . The decision of the Tribunal shall be final and no suit shall lie in any civil court in respect of the matters decided by the Tribunal. Every such request shall be deemed to be a submission to arbitration upon the terms of this section within the meaning of the Arbitration Act, 1940, and all the provisions of that Act, with the exception of section 2 thereof, shall apply accordingly.

4. वार्षिक गोपनीय प्रविष्टि नियमावली

4.1 **Relevant Regulation on Service Records (Character Rolls)**

(Chapter XVV of University Acts and Statutes)

The records of service and activities of the employees of different categories shall be maintained in the Vice-Chancellor's office in the manner prescribed by the Vice-Chancellor. Adverse remarks entered in the service record or character roll shall be communicated to the employee in writing.

4.2 **Extract of the letter No.PMS(A)/SO/636 dated July 28, 1990 of the Chief Personnel Officer addressed to all Deans, Directors (Expt. Station/Extension) & Librarian.**

"Subject: Performance Appraisal Report

I am reproducing below relevant extract from Govt. of India, Ministry of Human Resource Development (Deptt. of Education), New Delhi's Order No.F.1-12/87-4-1 dated 22.7.88 relating to Regular and Systematic Appraisal of Performance of Teachers as also an extract from the Annexure to U.P. Govt. Order No.5239/12-8-88-400(236)/87 dated 9.12.88 on the above for your kind information;-

Extract from G.O. dated 22.7.88 Govt. of India

"22. Regular and Systematic appraisal of performance of teachers is to be an essential element in the management of education and this has been taken into account in the design for the career development of teachers. The U.G.C. has been requested to formulate the guidelines taking into account the statement contained in the National Policy of Education- 1986. Such a system become operational with effect from academic year 1988-89. Till it becomes operational the existing screening mechanism/selection procedure or those prescribed on a provisional basis by the University/State Govt. concerned will apply to all placement/promotions referred in paras 13 to 17."

Extract from G.O. dated 9.12.88 U.P. Govt.

"10(ii) A regular and systematic appraisal of the performance of teachers should become operational from the academic year 1988-89. Till the existing screening mechanism/selection procedure will apply for placement in the senior scale. There will be no relaxation in any case from the requirement of consistently satisfactory performance appraisal for placement in senior scale beyond 1989-90."

I am also enclosing herewith a sample copy of Performance Appraisal Report as approved by the U.G.C. The proforma has been accepted by the Academic Council of this University.

It is requested that Performance Appraisal Reports in respect of all teaching staff members working in your College/Directorate/Section may kindly be got completed w.e.f. the Academic year 1988-89 onwards and forwarded to this office for record.

It is clarified that the verification of factual data under Caption 'J' may be done by the Dean/Director concerned."

5. मृतक आश्रित नियमावली

मृतक आश्रितों का नियोजन शासनादेशों में दी गई व्यवस्था एवं मृतक आश्रित नियमावली के अनुसार किया जाता है।

**G.B.PANT UNIVERSITY OF AGRIL. &
TECHNOLOGY PANTNAGAR- 263145**

N0. VC/Estt/PMB/1349/SR

Dated: October 23 ,1986

CIRCULAR

The Board of Management in its meeting held on 25.8.86 have approved the service conditions of the subordinate staff of the University and security section.

These rules will come in to force w.e.f. 1.11.1986.

Sd/-
(Kripa Narain)

Copy forwarded to: All Deans/Directors/ Sectional Head of the University
(including the outlying research units).

Chief Personnel Officer

THE SUBORDINATE STAFF SERVICE OF THE UNIVERSITY

In exercise of the power conferred by clause (L) of Section 10(7) of the U.P. Krishi Evam Prodyogik Vishwavidyalaya Athenian, 1958, and all other Powers Mabling in this behalf, the board of Management of the G.B.Pant Krishi Evam prodyogik vishwavidyalya, Pantnagar makes the following rules, vide resolution---8----- dated- 25/8/56

CHAPTER- I PART--I

Short title and

- Commencement** 1. (1) These rules may be called the SUBORDINATE STAFF SERVICE RULES,1986.
(2) They shall come into force from the date notified by the Vice-Chancellor.

Definition

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

(i) 'Act' means the U.P. Krishi Evam Prodyogik Vishwavidyalya Adhiniyam, 1958 as amended from time to time;

Appointing Authority

(ii) The appointing authority in respect of the post covered by these rules shall be as mentioned below: -

(a) Vice-Chancellor - in respect of the post whose maximum of pay scale exceeds Rs. 2200/- but does not exceed Rs. 4000/-

(b) Vice- Chancellor or in respect of the posts officer nominated whose maximum of pay scale by Vice-Chancellor does not exceed Rs. 940/--

(iii) 'Citizen ' means a person who is or is deemed to be a citizen of India under article II. Of the Constitution of India;

(iv) 'Employee' means any employee of the university (whether in regular service on contract, deputation or other vise), but does not include the labor force. work charged, contingent staff and staff working on daily wages;

(v) 'Member of cervice' means a person substantive appointed under these rules or caders in force on commencement of these rules to any of the post mentioned in rule 3.

(vi) 'pay ' means the amount drawn by an employee of the University and includes-

a) basic pay which has bean sanctioned to him for the post held by him substantively or in a temporary or officiating capacity.

b) Special pay and personal pay;

c) any other emoluments and allowances which may be specially classified as pay by the University but does not include dearness allowance, overtime allowance or conveyance allowance.

(vii) 'Service' means the subordinate staff service of the University.

(viii) 'Substantive appointment' an appointment not being on adhoc appointment, on a post in the cadre of the service made after selection in accordance with the Statutes, rules and regulations in force at the time of selection and if there are no such rules, in

accordance with the procedure prescribed by the Board or the Orders of the Vice-Chancellor.

- (ix) 'University ' mean Govind Ballabh Pant Krishi Evam Prodyogik Vishwavidyalya.
- (x) 'All other words and expressions used and defined in the Act, and used but not defined in these rules, shall have the meanings respectively assigned to them in the Act.

Applicability

3. These rules shall apply to the following posts of the University and such other posts as may be including in this list by the Vice-Chancellor.

1. Section officer
2. Senior Asstt.
3. senior Establishment Clerk
4. Asst. Examiner
5. Admission Asstt.
6. Senior Recorder
7. Senior Examination Asstt.
8. Reference Clerk.
9. Course & Curriculam Asstt.
10. Recorder
11. Junior Examination Asstt.
12. Recorder Keeper
13. Clerk Typist
14. Office Secretary (Selection Grade)
15. Office Secretary
16. Clerk Stenographer
17. Chief Accountant
18. Divisional Accountant
19. Accountant
20. Sr. Job Clerk
21. Senior Auditor
22. Bursar
23. Accountant Cum Store Keeper
24. Sr. Accounts Clerk
25. Sr. Store Keeper
26. Junior Auditor
27. Accounts clerk
28. Job Clerk
29. Store Keeper
30. Sales Asstt.
31. Franker
32. Bill Clerk
33. Coupon Clerk
34. Hostel Manager Gr. I
35. Hostel Manager Gr. II
36. Hostel Manager Gr. III
37. Mail Messenger/ Deftari/ Railway Mate/ Deftari -Cum -Shop Attendant.
38. Ground Attendant.
39. Store Attendant (Sr.Scale)
40. Mali
41. Jamadar
42. Sweeper
43. Store Attendant (Jr. Scale)

44. Office Attendant / Peon
45. Labourer

College of Home Science:

1. Matron/Asstt. Warden.
2. Senior Laboratory Asstt.
3. Laboratory Assistant
4. Laboratory Attendant
5. Technical Attendant
6. Nursary Teacher
7. Aya

College of Agriculture

1. Seed Testing Assistant
2. Junior Engineer
3. Computer
4. Farm Superintendent
5. Sr. Laboratory Asstt.
6. Cold Storage Operator (Sr. Scale)
7. Mechanic
8. Laboratory Assistant
9. General Mistri
10. Dairy Plant Attendant
11. Boiler Room Attendant
12. Cold Storage Operator (Jr. Scale)
13. Animal Room Attendant
14. Laboratory Attendant
15. Cold Storage Attendant

College of Veterinary Science

1. Medical Lab. Technician
2. X-Ray Technician
3. Sr. Laboratory Assistant
4. Live stock Supervisor
5. Electrician Cum Mechanic
6. Laboratory Assistant
7. Compounder /Stockman
8. Inseminator
9. Lab. Attendant
10. Animal Attendant/ Bull Attendant
11. Post Mortem Attendant
12. Poultry Attendant

College of Basic Science & Humanities & Instrumentation Centre

1. Foreman Instrumentation Centre
2. Console Operator
3. Technical Assistant
4. Foreman Central Gas Plant
5. Sr. Mechanic
6. Sr. Laboratory Assistant
7. Punch Card Operator/Data Processing Asstt.

8. Glass Blower
9. Culture Room Assistant.
10. Electronic Technician
11. Mechanic
12. Refregeration Mechanic (Senior Scale)
13. Computational-Cum-Statistical Asstt.
14. Mechanic (Refregeration) Jr. Scale
15. Laboratory Assistant
16. Gas Plant Attendant Cum Mechanic
17. Fitter
18. Boiler Room Attendant
19. Culture Room Attendant
20. Gas Plant Attendant
21. Lab. Attendant
22. Animal Handler

College of Technology

1. Draftman Mechanical
2. Foreman Mechanical
3. Foreman Prod / Fabrication
4. Forman Electrical
5. Draftsman (Jr. Scale)
6. Electrician Grade - I
7. Sr. Tractor Mechanic
8. Instrument Mechanic
9. Precision Mechanic
10. Electrician Grade- II
11. Sr. Laboratory Assistant
12. Jr. Tractor Mechanic
13. Mechanic
14. Laboratory Assistant
15. Tractor Operator
16. Electrician Grade III
17. Mason
18. Tracer
19. Blue Printing Cyclostyling Asstt.
20. Lab. Attendant
21. Helper cum Mason

D.w.p Set-up

Estate Section

1. Foreman Estate

Water supply

1. Junior Engineer Grade-I
2. Foreman
3. Pump Mechanic
4. Electrician
5. Water main Attendant
6. Pump Driver
7. Pump Attendant
8. Helper

Telephone Exchange

1. Head Telephone Operator
2. Telephone Operator cum Mechanic
3. Telephone Operator
4. Line Man
5. Helper

Electricity Unit

1. Junior Engineer Gr. I
2. Foreman Generator
3. Foreman (Electrician)
4. Jr. Engineer Gr. II
5. Cable Jointer
6. Electrician
7. Mech. Cum -Generator Operator
8. Lineman
9. Wireman
10. Jr. Meter Tester
11. Meter Reader
12. Switch Board Attendant
13. Ladder man
14. Helper

Maintenance

1. Jr. Engineer Gr. II
2. Painter -cum- Glazer
3. Carpenter
4. Mason
5. Black Smith
6. Plumber
7. Helper
8. Work Munshi

Construction

1. Jr. Engineer Gr. I
2. Junior Engineer Gr. II
3. Computer
4. Draughtsman
5. Tracer

Design Cell

1. Arch. Assistant
2. Computer
3. Draughtsman
4. Tracer
5. Ferro printer

University Press

1. Assistant Manager
2. Foreman
3. Technical Assistant
4. Mono Operator
5. Offset Operator
6. Sr. Proof Reader
7. Sr. Machine Man
8. Monocaster-cum Mechanic
9. Vary Typer Operator

10. I.B.M. operator
11. Mono Caster
12. Estimator
13. Sr. Machine man Gr. II
14. Proof Reader
15. Plate Maker
16. Block Maker
17. Sr. Machine Man Gr. III
18. Chief Book Binder
19. Chief Compositor
20. Book Binder
21. Compositor
22. Junior Mechanic Dup. Machine
23. Machine Man
24. Oil Man
25. Distributor
26. Cyclostyle Operator

Hospital

1. Staff Nurse
2. Operation Theater Technician
3. Pharmacist
4. Compounder
5. Dresser
6. Ward Boy
7. Chief Pharmacist
8. Aya
9. Sister
10. Registration Clerk
11. Dental Clear Attendant / Untrand Compounder

Transport

1. Fore man Repair
2. Fore man Transport
3. Mechanic (Sr. Scale)
4. Driver Grade I
5. Driver
6. Mechanic (Junior Scale)
7. Conductor

Communication Center

1. A.V. Aid Specialist
2. Artist (Sr. Scale)
3. Artist- cum -Photographer
4. Photographer
5. Laboratory Technician
6. Projectionist Gr. I
7. Projectionist Gr. II
8. Dark Room Assistant
9. Projectionist Gr. III
10. Programme Producer
11. Programme Assistant
12. Artist (Junior Scale)
13. Information Hall Attendant
14. Duftari cum Helper

Center Of Excellence

1. Reporter
2. Driver- Cum- projector Operator
3. Dark Room Technician

Library

1. Library Assistant
2. Book Binder
3. Book Attendant
4. Library Assistant.cum- Xerox Operator
5. Janitor
6. Lift Operator

Directorate of Research and Research Units

1. Statistical Assistant
2. Lab. Assistant
3. Farm Supervisor
4. Seed Prod. Assistant
5. Filed man (sr. Scale)
6. Observatory I/C
7. Pump Operator
8. Block Supdt.
9. I/C Milk Supply
10. I/C Cultivation
11. Milk Recorder
12. I/C Live Stock
13. Poultry Supervisor
14. Sr. Mechanic feed Prod. Plant
15. Electrician
16. Sr. Botanical Assistant
17. Junior Plant Prot. Asstt.
18. Farm Supdt.
19. Assistant Agril. Inspector
20. Tractor Mechanic
21. T.W.Operator
22. Fitter
23. Botanical Assist.
24. Senior Statistical Asstt.
25. Charge man
26. Machine man
27. Carpenter -Cum -Black Smith
28. Fore man (Mechanic)
29. Driver-cum-Mechanic
30. Tractor Operator
31. Labour
32. Mechanical Supervisor
33. Sales man
34. Gwala
35. Calf Boy
36. Grazer
37. Shed Cleaner
38. Pedigree Attendant
39. Poultry Cleaner
40. Poultry Attendant
41. Mechanic
42. Horticulture Chaudhary

43. Laburer/ Machine Operator
44. Sr. Agronomical Asstt.
45. Research Asstt.
46. Litrary Attendant
47. Plough Man
48. Watch man/Chaukidar
49. Sr. Research Asstt.
50. Field Attendant/Asstt/Field Asstt.
51. Cattle man
52. Litrary Kamdar
53. Cattle Watchman
54. Store In charge
55. Asstt. Block Supdt.
56. Surveyor
57. Mate- cum- Clerk
58. Field Supervisor
59. Lab./Field/ Animal Attendant
60. Stock man
61. Mechanic /Junior Engineer
62. Metrological Asstt.
63. Computer
64. Foreman Mechanic
65. Junior Engineer GR. I
66. Junior Engineer Gr. II
67. Architectural Asstt.
68. Draughts man
69. Tracer
70. Cleaner/Helper
71. Electrician / Wireman
72. plumber
73. book Attendant
74. Compounder
75. Ward Attendant/ Sweeper
76. Asstt. Master
77. Photographer
78. Projector operator
79. Dark Room Attendant
80. Guest House Attendant
81. Cook
82. Field man (Junior Scale)
83. Tiller Operator
84. Fisher man

General Administration

1. Statistical Assistant

Directorate of Extension

1. A.V. Aid Operator

Registrar of Section

1. Duplicating Assistant -cum -Mechanic
2. Statistical Assistant

Establishment Section

1. Duplicating Machine Operator

Garden And Lawns

1. In charge Campus Cleaning and Cultivation
2. Garden Overseer
3. Horticulture Choudhary Sr Scale
4. Horticulture Choudhary Jr. Scale

Guest House

1. Head Cook /Cook (Sr. Scale)
2. Attendant Sr. Scale
3. Bearer
4. Helper
5. Cook
6. Attendant Jr. Scale
7. Care Taker
8. Reception Officer

Applicability of rules to employees on deputation	<p>4. Employees on deputation or on contract shall be subject to these rules except to the extent which they are modified by the terms and conditions of their deputation or contract.</p> <p style="text-align: center;"><u>Part -II</u></p> <p style="text-align: center;"><u>Cadre</u></p> <p>5. The strength of the employees mentioned in rule 3. above in a department /unit/ section of the University shall be such as may be determined by the Board of Management of the G.B.Pant University of Agriculture & Technology from time to time</p> <p>Provided further that the board of Management of G.B.Pant University of Agriculture & Technology may create such additional permanent or temporary posts as may be considered proper or necessary.</p> <p style="text-align: center;"><u>Part -III</u></p>
Appointing Authority	<p>6. The appointing authority in respect of the posts covered by these rules shall be as mentioned below:-</p> <p>(a) Vice-Chancellor : In respect of the posts whose maximum of pay scale exceeds Rs. 940/-but does not exceed Rs. 1720/-</p> <p>(b) Vice-Chancellor or Officer nominated by Vice-Chancellor - in respect of posts whose maximum of pay scale does not exceed Rs .940/-</p> <p>7. Notwithstanding anything contained in these rules appointment may be made to any post covered by these rules on an adhoc basis under exceptional circumstances for a period not exceeding six month at a time and not more then two years in all to meet any emergent situation.</p> <p>8. The Vice-Chancellor may in the interest of the University transfer an employee from one branch of ministerial staff to another branch of ministerial staff and from one campus to another campus of the University.</p>

Source of Recruitment

9. Recruitment to the various branches of posts/college /Sections services shall be made as follows:-

A. General branch (Ministerial staff)

1. **Section Officer:** 75% by selection on merit from amongst Senior Asstt., Office Secretary (selection Grade), Office Secretary, Sr. Examination clerks, Asstt. Examiner, Admission Asstt. Sr. Examination Asstt. And Sr. Recorder.
25 % by direct recruitment.

2. **Senior Asstt:** 75% by promotion on the basis of seniority subject to the rejection of unfit out of Senior Establishment Clerk, Asstt. Examiner, Admission Asstt., Senior Examination Asstt., Senior Recorder. 25% by direct recruitment.

3. **Senior Establishment Clerk,** Asstt. Examiner, Admission Asstt., Senior Recorder and Senior Examination Asstt.

75% by promotion on the basis of seniority subject to the rejection of unfit out of Recorder, Reference Clerk, Jr. Examination Assistant / Course Curriculum Asstt.

25% by direct recruitment.

4. **Reference Clerk,** Recorder, Jr. Examination Asstt./ Course and Curriculum Asstt.:

75% by promotion on the basis of seniority subject to the rejection of unfit out of Clerk Typist, Record keeper and
25% by direct recruitment.

5. Clerk Typist, Record keeper ;

85% by direct recruitment and 15% by promotion on the basis of selection on merit from amongst category IV employee who are High School and have put in five years service and are not more than 45 years of age and have typing speed of 30 words and 25 words per minutes in English or Hindi respectively.

B. Stenographer Branch (Ministerial Branch)

(1) **Office Secretary (Selection Grade);** By promotion on the basis of seniority subject to the rejection of unfit from amongst office secretaries.

(2) **Office Secretary;** 75% by promotion on the basis of the seniority subject to the rejection of unfit from amongst Clerk -Stenographers.
25% by direct recruitment.

(3) **Clerk -Stenographer;** By direct recruitment

C. Account and Store Branch (ministerial Staff)

1. Chief Accountant. Divisional Accountant, Accountant. Senior Auditor, Burser Senior Job Clerk, Accountant-cum- Store Keeper:

75% by promotion on the basis of seniority subject to rejection of unfit out of senior Accounts Clerk , senior Store Keeper, Junior Auditor and

. 25% by direct recruitment

2. Senior Accounts Clerk, Senior store Keeper;

75% by promotion on the basis of seniority subject to the rejection of unfit out, of account Clerk , Store Keeper Cashier, Bill Clerk, Coupon clerk, Job Clerk, Sales Asstt. and franker /

25% by direct recruitment

	<p>3. <u>Accounts Clerk, Store Keeper, Bill Clerk, Coupon Clerk, Job Clerk, Sales , asstt./ Franker;</u></p> <p>85% by direct recruitment and 15% by promotion on the basis of selection on merit from amongst category IV employees who are High School and have put in at least 5 years service and are less than 45 years of age.</p> <p><u>Other Posts</u></p>
<u>1. Hostel Manager Gr.I</u>	75%by promotion on the basis of seniority subject to the rejection of unfit out of the Hostel Manager Gr. II 25% by direct recruitment.
<u>2.Hostel Manager Gr.II</u>	75% by promotion on the basis of seniority subject to the rejection of unfit out of the Hostel Manager Gr.III 25% by direct recruitment.
<u>3. Hostel Manager Gr. III</u>	by direct recruitment
<u>4.Mail Messenger/dafftri/dafftri-cum-Shop-Attendant.Railway mate</u>	80%by direct recruitment and 20%by promotion on the basis of seniority subject to the rejection of unfit from office Attendant/peons.
<u>5. Ground Attendant</u>	By direct recruitment.
<u>6. Store Attendant Sr. Scale</u>	By promotion on the basis of seniority subject to the rejection of unfit out of Store attendant Jr. Scale.
<u>7. Mali</u>	By direct recruitment.
<u>8. Jamadar</u>	By promotion on the basis of seniority subject to the rejection of unfit out of the Sweepers.
<u>9. Store Attendant Sr. Scale</u>	By direct recruitment.
<u>10.Office Attendant/Peon</u>	By direct recruitment.
<u>11. Labourer</u>	By direct recruitment.
<u>College of Home Science</u>	
<u>1. Matron /Assistant</u>	By direct recruitment.
<u>2. Senior Laboratory Assistant.</u>	75% by promotion on the basis of Seniority subject to the rejection of unfit out of Laboratory Assistant. of The College of Home Science. 25% by direct recruitment.
<u>3. Laboratory Assistant</u>	85% by direct recruitment and 15%bu promotion on the basis of Selection on merit out of Laboratory Attendant of Home Science College who are High School and have in at least 5 Years service.
<u>4. Laboratory Attendant</u>	By direct recruitment.
<u>5. Technical Assistant</u>	By direct recruitment.
<u>6. Nursery School Teacher</u>	By direct recruitment.
<u>7. Aya</u>	By direct recruitment.
<u>College of Agriculture</u>	
<u>1. Seed Testing Assistant</u>	By direct recruitment.
<u>2. Computer</u>	By direct recruitment.
<u>3. Farm Superintendent</u>	To be filled up by horizontal movement from farm supdt. Asstt. Block Supdt. From the Farm, L.R.C., C.R.C. and Research Units.
<u>4. Senior Lab Assistant</u>	75% by promotion on the basis of seniority subject to the rejection of unfit out of the Laboratory Assistant working in the college of Agriculture. 25%by direct recruitment.

<u>5. Cold storage Operator Senior Scale</u>	75% by promotion on the basis of seniority subject to the rejection of the unfit out of Cold Storage Operator working in Junior Grade. 25% by direct recruitment.
<u>6. Mechanic</u>	By direct recruitment.
<u>7. Laboratory Assistant</u>	85% by direct recruitment and 15% by promotion on the basis of selection on merit out of Laboratory Attendant Who are High School and have put at least 5 Years service.
<u>8. General Mistri</u>	By direct recruitment.
<u>9. Dairy Plant Attendant</u>	By direct recruitment.
<u>10. Builder Room Attendant</u>	By direct recruitment.
<u>11. Cold Storage Operator Junior Scale</u>	By direct recruitment.
<u>12. Animal Room Attendant</u>	This post will be filled up by promotion on the basis of selection on merit out of Animal Attendant /Bull Attendant in L.R.C. and V.Sc.college.
<u>13. Laboratory Attendant</u>	By direct recruitment.
<u>14. Cold Storage Operator</u>	By direct recruitment.

College of Veterinary Science

<u>1. Medical Lab. Technician</u>	By direct recruitment.
<u>2. X-Ray Technician</u>	By direct recruitment.
<u>3. Sr. Laboratory Asstt.</u>	75% by promotion on the basis of seniority subject to rejection of unfit out of Laboratory Assistant working in College of veterinary Science. 25% by direct recruitment.
<u>4. Livestock Supervisor</u>	By direct recruitment.
<u>5. Electrician cum mechanic</u>	From DWP set up by transfer of an Electrician or by direct recruitment.
<u>6. Laboratory Assistant.</u>	85% by direct recruitment and 15% by promotion on the basis of the selection on merit out of Laboratory Attendant who are High School and put at least 5 Years service
<u>7. Compounder/ Stockman</u>	By direct recruitment.
<u>8. Inseminator</u>	By direct recruitment.
<u>9. Lab. Attendant</u>	By direct recruitment.
<u>10. Animal Attendant</u>	By direct recruitment.
<u>11. Postmortum Attendant</u>	By direct recruitment.
<u>12. Poultry Attendant</u>	By direct recruitment.
<u>13. Technical Assistant (Liquid Nitrogen Plant)</u>	By direct recruitment.
<u>14. Technical Assistant (Liquid Nitrogen Plant)</u>	By direct recruitment.

College of Basic Sc.& Humanities/Instrumentation Center/ Gas Plant.

<u>1. Foreman Instrumentation Center</u>	75% by promotion on the basis of the unfit out of the senior Mechanic, electrician Grade- I, Precision Mechanic and Instrument Mechanic. 25% by direct recruitment.
<u>2. Console Operator</u>	By direct recruitment.
<u>3. Technical Assistant</u>	75% by promotion on the basis of the seniority subject to rejection of unfit out of senior Lab. Asstt. 25% by direct recruitment.
<u>4. Foreman Central Gas Plant.</u>	75% by promotion on the basis of seniority subject to rejection of unfit out of Gas Plant Attendant cum Mechanic. 25% by direct recruitment.
<u>5. Senior Mechanic</u>	75% by promotion on the basis of seniority subject to rejection of unfit out of the Mechanic working in Instrumentation center. 25% by direct recruitment.

<u>6.Sr. Lab. Assistant.</u>	75% by promotion on the basis of the seniority subject to the rejection of unfit out of the Laboratory Assistant/Culture Room Assistant. Working in college of basis Sci. & Humanities. 25% by direct recruitment.
<u>7.Punch Card Operator</u>	By direct recruitment.
<u>8. Glass Blower</u>	By direct recruitment.
<u>9. Culture Room Assistant</u>	By direct recruitment.
<u>10. Electronic Technician</u>	By direct recruitment.
<u>11. Mechanic</u>	By direct recruitment.
<u>12. Reffrigeration Mechanic (Sr.Scale.)</u>	75% by promoti9on on the basis of seniority subject to the rejection of unfit out of the Refrigeration of Mechanic Jr. Scale. 25% by direct recruitment.
<u>13. Mechanic Refrigeration (Junior Scale)</u>	By direct recruitment.
<u>14. Laboratory Assistant.</u>	85% by direct recruitment and 15% by promotion on the basis of selection of Merit out of Laboratory attendant who are High School and put at least 5Yerars service.
<u>15.Gas Plant Attendant cum Mechanic</u>	By direct recruitment.
<u>16. Fitter.</u>	By direct recruitment.
<u>17. Culture Room Attendant</u>	By direct recruitment.
<u>18. Boiler Room Attendant</u>	By direct recruitment.
<u>19.Gas Plant Attendant</u>	By direct recruitment.
<u>20. Laboratory Attendant.</u>	By direct recruitment.
<u>21. Animal Handler</u>	By direct recruitment.
<u>College of Technology</u>	
<u>1. Draughtsman Mechanical</u>	By direct recruitment.
<u>2. Foreman Mechanical</u>	By direct recruitment.
<u>3. Foreman Production /Fabrication.</u>	75% by promotion on the basis of seniority subject to the rejection of unfit out of the Mechanics of Fabrication unfit of college of Tech. 25% by direct recruitment.
<u>4.Foreman Electrical</u>	By direct recruitment.
<u>5. Draftsman Sr. Scale</u>	By direct recruitment.
<u>6. Draftsman Jr. Scale</u>	75% by promotion on the basis of seniority subject to the rejection of unfit out of the Tracer having 5Years .experience and I.T.I. . Certificate/Diploma in Draftsman ship. 25% by direct recruitment.
<u>7. Electrician Gr.I</u>	75% by promotion on the basis of seniority subject to the rejection of unfit of the ElectricianGr.II. 25% by direct recruitment.
<u>8. Instrument Mechanic.</u>	By direct recruitment.
<u>9. Sr. Tractor Mechanic</u>	75%by promotion on the basis of seniority subject to the rejection of unfit out of Junior Tractor Mechanic. 25% by direct recruitment.
<u>10. Precision Mechanic</u>	By direct recruitment.
<u>11. Electrician Gr. II</u>	75% by promotion on the basis of seniority subject to the rejection of unfit out of the Electrician Gr. III 25% by direct recruitment.
<u>12. Sr. Lab. Assistant..</u>	75% by promotion on the basis of the seniority subject to the rejection of unfit out of Laboratory Assistant of the concerned deptt. 25% by direct recruitment.
<u>13. Jr. Tractor Mechanic</u>	75% by promotion on the basis of seniority subject to the rejection of unfit out of the Lab. Assistant./Tractor Operator of farm Mechinery&Power Engg. Deptt. 25% by direct recruitment.

14. Mechanic	By direct recruitment.
15. Lab. Assistant.	85% by direct recruitment and 15% by selection on the basis of Merit out of the Lab. Attendant. Who have put in 5 Years service in the concerned Department and are High School
16. Tractor Operator	By direct recruitment.
17. Electrician Gr.III	85% by direct recruitment and 15%by promotion on the basis of selection on Merit out of Lab. Attendant. of the concerned Department. Who have put in 5 Years, service and are High School.
18. Mason	By direct recruitment.
19. Tracer	By direct recruitment.
20. Blue Printing Cyclostyle Assistant.	By direct recruitment.
21. Lab. Attendant.	By direct recruitment.
22. Helper to Mason	By direct recruitment.
<u>Estate Section</u>	
1. Foreman Estate	By direct recruitment.
<u>Water Supply</u>	
1. Junior Engineer Gr. I	75%by promotion on the basis of seniority subject to rejection of unfit out of the Junior Engg. Mechanic Gr. II. 25%by direct recruitment.
2. Foreman	75%by promotion on the basis of seniority subject to the rejection of unfit out of Jr. Engg. Mech. Gr. II. 25% by direct recruitment.
3.Pump Mechanic	75% by promotion on the basis of selection merit from pump Attendant .Pump Driver and Water man Attendant. 25% by direct recruitment.
4. Electrician	75% by promotion on the basis of selection on merit out of the Lineman /Wireman/SBA/JMT/Meter Reader having ITI certificate in Electrical or Wireman trade with 5 Years experience. 25% by direct recruitment.
5. Water main Attendant	By direct recruitment.
6. Pump Driver	75% by promotion on the basis of selection on Merit out of Helper and Pump Attendant in water supply Section. 25% by direct recruitment.
7.Pump Attendant	75% by promotion on the basis of selection on merit out of Helpers in water supply Section. 25% by direct recruitment.
8.Helper	By direct recruitment
<u>Telephone Exchange</u>	
1. Head Telephone Operator	75% by promotion on the basis of seniority subject to the rejection of unfit out of the Telephone operator cum Mechanic. 25% by direct recruitment.
2. Telephone Operator cum Mechanic	80% by direct recruitment and 20% by promotion on the basis of seniority subject to the rejection of unfit out of the telephone operator who have Passed the course of Telephone Mechanic.
3. Telephone Operator	75% by promotion on the basis of selection Merit out of Lineman (Telephone) who are High School. 25% by direct recruitment.
4. Lineman	25% by direct recruitment and 75% by promotion on the basis of selection on merit out of the Helper (Telephone)
5. Helper	By direct recruitment.

<u>Electricity Unit</u>	
1. Junior engineer Gr. I	75% by promotion on the basis of seniority subject to the rejection of unfit out of the Junior Engg. Gr. II. 25% by direct recruitment.
2. Foreman Generator	By direct recruitment.
3. Foreman (Electric)	75% by promotion on the basis of selection on Merit out of electrician/wireman/Lineman/SBA/JMT and Meter Reder. 25% by direct recruitment.
4. Jr. Engineer Gr. II	80% by direct recruitment 20% by promotion on the basis of selection on Merit from Electrician with ITI certificate in Electrical trade with 10 Years experience as Electrician.
5. Cable Jointer	By direct recruitment.
6. Electrician	75% by promotion on the basis of selection on merit out of Lineman/Wireman/ SBA/ JMT/ Meter Reader having ITI certificate in Electrical or Wireman trade with 5 Years experience. 25% by direct recruitment.
7. Mech. cum Generator Operator	By direct recruitment.
8. Lineman	75% by promotion on the basis of selection on Merit out of Helper (Elc.) Ladder man With 5 Years, experience and having ITI certificate in Elec. trade. 25% by direct recruitment.
9. Wire man	By direct recruitment.
10. Jr. Meter Tester	By direct recruitment.
11. Meter Reader	By direct recruitment.
12. Switch Board Attendant	By direct recruitment.
13. Ladder man	By direct recruitment.
14. Helper	By direct recruitment.
<u>Maintenance</u>	
1. Jr. Eng. Gr. II	80% by direct recruitment and 20% by promotion on the basis of selection on Merit out of Surveyor/Draftsman With 15 Years experience in Line
2. Painter -cum -Glaxer	By direct recruitment.
3 Carpenter	By direct recruitment.
4. Mason	By direct recruitment.
5. Black Smith	By direct recruitment.
6. Plumber	By direct recruitment.
7. Helper	By direct recruitment.
8. Work Munshi	By direct recruitment.
<u>Construction Unit</u>	
1. Jr. Engineer Gr. I	75% by promotion on the basis of seniority subject to the rejection of unfit out of Jr. Engr. Gr. II 25% by direct recruitment.
2. Jr. Engineer Gr. II	80% by direct recruitment and 20% by promotion on the basis of selection on Merit from Surveyor/draftsman with 15 Years experience in related field.
3. Computer	80% by direct recruitment and 20% by promotion on the basis of seniority subject to the rejection of unfit out of the Draftsman. who have put in at least service.
4. Draftsman	80% by direct recruitment and 20% by promotion on the basis of seniority subject to the rejection of unfit out of the tracer having diploma/ certificate in Draftsmanship (civil) and who have put in at least service.
5. Tracer	By direct recruitment.

<u>Design cell</u>	
1. Arch Assistant	75% by promotion on the basis of seniority subject to the rejection of unfit out of the qualified Draftsman having 10 Years. Service. 25% by direct recruitment.
2. Computer	80% by direct recruitment and 20% by promotion on the basis of seniority subject to the rejection of unfit out of the draftsman. Who have put in at least 5 Years. Service.
3. Draftsman	80% by direct recruitment and 20% by promotion on the basis of seniority subject to the rejection of unfit out of the tracer having diploma/ certificate in draftsman (civil) and who have put in at least 5 Years. Service.
4. Tracer	By direct recruitment.
5. Ferroprineter	By direct recruitment.
<u>University Press</u>	
1. Assistant Press Manager	75% by promotion on the basis of seniority subject to the rejection of unfit from Foreman. 25% by direct recruitment.
2. Foreman	75% by promotion on the basis of seniority subject to the rejection of unfit from technical Assistant working in the University Press. 25% by direct recruitment.
3. Technical Assistant	75% by promotion on the basis of selection on Merit out of senior Proof reader, Senior Machine man Gr.I Monocaster- cum -Mech. 25% by direct recruitment.
4. Mono-caster-cum- Mechanic	75% by promotion on the basis of selection on Merit out of the Mono-Caster, Mono Operator and Off set Operator. 25% by direct recruitment.
5. Senior Proof Reader	75% By promotion on the basis of seniority subject to the rejection of unfit out of Proof Reader. 25% by direct recruitment.
6. Senior Machine man	75% by promotion on the basis of seniority subject to the rejection of unfit out of Sr. Machine man Gr. II 25% by direct recruitment.
7. Mono-Caster	By direct recruitment.
8. Estimator	By direct recruitment.
9. Mono Operator	By direct recruitment.
10. Off set Operator	By direct recruitment.
11. Varytyper Operator	By direct recruitment.
12. I.B.M. Operator	By direct recruitment.
13. Sr. Machine man Gr. II	75% by promotion on the basis of seniority subject to the rejection of unfit out of Sr. Machine man Gr.III. 25% by direct recruitment.
14. Proof Reader	By direct recruitment.
15. Plate Maker	By direct recruitment.
16. Block Maker	By direct recruitment.
17. Sr. Machine man Gr. III	75% by promotion on the basis of seniority subject to the rejection unfit out of Machine man. 25% by direct recruitment.
18. Chief Book Biner	75% by promotion on the basis of seniority subject to the rejection unfit out of Book Biners working in the University Press. 25% by direct recruitment.
19. Chief Compositor	75% by promotion on the basis of seniority subject to the rejection unfit out of compositor. 25% by direct recruitment.
20. Compositor	85% by direct recruitment and 15% by promotion on the basis of selection on Merit out of Distributors.

21. Book Binder	By direct recruitment.
22. Jr. Mechanic (Duplicating Machine)	By direct recruitment.
23. Machine man	By direct recruitment.
24. Oil man	By direct recruitment.
25. Distributor	By direct recruitment.
26. Cyclostyle Operator	By direct recruitment.
27. Junior Offset Operator	By direct recruitment.
28. Camra man	By direct recruitment.
29. Artist Retoucher cum Paster	By direct recruitment.
<u>University Hospital</u>	
1. Sister	75% by promotion on the basis of seniority subject to the rejection of unfit out of the staff Nurses who possess 4 Years. Diploma. 25% by direct recruitment.
2. Staff Nurse	75% by promotion on the basis of selection on Merit out of the Compounder, Male Nurse and Pharmacist 25% by direct recruitment.
3. Operation Theater Technician	By direct recruitment.
4. Pharmacist (Compoundr)	By direct recruitment.
5. Dental Chair Attendant	By direct recruitment.
6. Registration clerk	By direct recruitment.
7. Dresser	75% by promotion on the basis of seniority subject to the rejection of unfit out of the Ward Boy. 25% by direct recruitment.
8. Ward Boy	By direct recruitment.
9. Aya	By direct recruitment.
<u>Transport Pool</u>	
1. Foreman Repair	75% by promotion on the basis of seniority subject to the rejection of unfit out of mechanic who are ITI in the relevant trades and have put in 10 Years. service 25% by direct recruitment.
2. Mechanic Sr. Sch Scale.	75% by promotion on the basis of seniority subject to the rejection of unfit out of mechaine working in the lower grade. 25% by direct recruitment.
3. Driver Gr. I	By promotion on the basis of seniority subject to the rejection of unfit out of the drivers working in lower scale.
4. Driver	By direct recruitment.
5. Mechanic Jr. Scale	By direct recruitment.
6. Fore man Transport	By direct recruitment.
7. Conductor	By direct recruitment.
8. Auto Electrician	By direct recruitment.
9. Vulcanizer	By direct recruitment.
10. Welder-cum- Denter	By direct recruitment.
<u>Communication center</u>	
1. A.V.D. Aid Specilist	By direct recruitment.
2. Artist Sr. Scale	By direct recruitment.
3. Artist-cum- Photographer	By direct recruitment.
4. Photographer	By direct recruitment.
5. Laboratory Technician	By direct recruitment.
6. Projectionist Grade -I	75% by promotion on the basis of seniority subject to the rejection of unfit out of Projectionist Grade- II 25% by direct recruitment.
7. Projectionist Grade-II	75% by promotion on the basis of seniority subject to the rejection of unfit out of projectionist Grade-III

	25% by direct recruitment.
8. Dark Room Asstt.	By direct recruitment.
9. Projectionist Grade- III	By direct recruitment.
10. Programme producer	By direct recruitment.
11. Programme Assistant	By direct recruitment.
12. Artist (Jr. Scale)	By direct recruitment.
13. Information Hall Attendant	By direct recruitment.
14. Daftari-cum Helper	By direct recruitment.
<u>Center of Excellence</u>	
1. Reporter	By direct recruitment.
2. Driyer- cum- Projector Operator	By direct recruitment.
3. Dark Room Technician	By direct recruitment.

<u>University Library</u>	
1. Library Assistant	75% by promotion on the basis of seniority to the rejection of unfit out of the Book Attendant who are Intermediate Pass and hold certificate of Lib. Science. 25% by direct recruitment.
2. Book Binder	By direct recruitment.
3. Book Attendant	75% by promotion on the basis of seniority subject to the rejection of unfit of Janitor who are High School Pass. 25% by direct recruitment.
4. Library Assistant-cum Zerox Operator	By direct recruitment.
5. Janitor	By direct recruitment.
6. Lift Operator	By direct recruitment.

DIRECTORATE OF RESEARCH AND RESEARCH UNITS

1. Statistical Assistant	By direct recruitment.
2. Laboratory Assistant	85% by direct recruitment 15% by promotion on the basis of selection on Merit out of Lab. Attendant. who are High School and have put at least 5 Years service
3. Farm Supervisor	By direct recruitment.
4. Seed Production Assistant	By direct recruitment.
5. Field man Sr. Grade	By direct recruitment.
6. Observatory Incharge	By direct recruitment.
7. Pump Operator	By direct recruitment.
8. Block Suptd.	75% by promotion on the basis of seniority subject to the rejection of unfit out of Incharge cultivation. 25% by direct recruitment.
9. Incharge Milk Supply	By direct recruitment.
10. Incharge Cultivation	75% by promotion on the basis of seniority subject to the rejection of unfit out of Mild recorder. 25% by direct recruitment.
11. Incharge Livestock	75% by promotion on the basis of seniority to the rejection of unfit out of Milk recorder. 25% by direct recruitment.
12. Milk Recorder	By direct recruitment.
13. Poultry Supervisor	By direct recruitment.
14. Senior Mechanic Feed Processing Plant	By direct recruitment.
15. Electrician	To be taken from D.W.P. set up.
16. Senior Botanical Assistant	75% by promotion on the basis of seniority subject to the rejection of unfit out of Junior Plant Protection Assistant. 25% by direct recruitment.
17. Junior Plant protection Assistant.	By direct recruitment.
18. Farm Superintendent	75% by promotion on the basis of seniority subject to the rejection of unfit out of the Asstt. Agril. Inspector/ Field man Senior Scale. 25% by direct recruitment.
19. Assist. Agril. Inspector	By direct recruitment.
20. Tractor Mechanic	By direct recruitment.
21. Tube well operator	By direct recruitment.
22. Fitter	By direct recruitment.
23. Botanical Assistant	By direct recruitment.

24. Sr. Statistical Assistant	By direct recruitment.
25. Charge man	By direct recruitment.
26. Machine man	By direct recruitment.
27. Carpenter-cum- Black-Smith	By direct recruitment.
28. Foreman Mechanic	75%by promotion on the basis of seniority subject to the rejection of unfit out of the senior Tractor Mechanic. 25% by direct recruitment.
29. Driver-cum-Mechanic	By direct recruitment.
30. Tractor Operator	By direct recruitment.
31. Labourer	By direct recruitment.
32. Mechanical Supervisor	By direct recruitment.
33. Sales man	By direct recruitment.
34. Gwala	By direct recruitment.
35. Calf Boy	By direct recruitment.
36. Grager	By direct recruitment.
37. Shed Cleaner	By direct recruitment.
38. Pedegree Attendant	By direct recruitment.
39. Poultry Cleaner	By direct recruitment.
40. Poultry Attendant	By direct recruitment.
41. Mechanic	By direct recruitment.
42. Horticulture Chaudhry	75%by promotion on the basis of seniority subject to the rejection of unfit out of the Malis. 25% by direct recruitment.
43.Laburere/Machine Operator	By direct recruitment.
44. Sr. Agronomical Asstt.	75%by promotion on the basis of seniority subject to the rejection of unfit out of the Junior Plant Protection Assistant. 25%by direct recruitment.
45. Research Assistant	By direct recruitment.
46. Literary Attendant	By direct recruitment.
47. Plough man	By direct recruitment.
48. Watchman /Chaukidar	By direct recruitment.
49. Senior Research Asstt.	75%by promotion on the basis of seniority subject to the rejection of unfit out of the research Asstt. 25%by direct recruitment.
50. Field Attendant / Assistant	By direct recruitment.
51. Cattle man	By direct recruitment.
52. Litareay Kamadar	By direct recruitment.
53. Cattle man	By direct recruitment.
54. Store Incharge	By direct recruitment.
55. Asstt. Block. Supdt.	75% by promotion on the basis of seniority subject to the rejection of unfit out of Asstt. Agril. Inspector and Fieldman. 25%by direct recruitment.
56. Surveyor	By direct recruitment.
57. Mate-cum-clerk	By direct recruitment.
58. Field Supervisor	By direct recruitment.
59. Lab./Field/ Animal/ Attendant	By direct recruitment.
60. Stockman	By direct recruitment.
61. Mechanic/J.E	By direct recruitment.
62. Metrological Assistant	By direct recruitment.
63.Computer	80% by direct recruitment and 20%by promotion on the basis of seniority subject to the rejection of unfit out of the Draughtsman. Who have put in at least 5 years service.
64. Foreman Mechanic(Hill Campus)	By direct recruitment.
65. Junior Engg. Gr. I	75% by promotion on the basis of seniority subject to the

	rejection of unfit out of Junior Engineer Gr. II 25% by direct recruitment.
66. Junior Engineer Gr. II	By direct recruitment.
67. Architectural Assistant	75% by promotion on the basis of seniority subject to the rejection of a unfit out of the qualified Draughtsman having 10 years service. 25% by direct recruitment.
68. Draughtsman	80% by direct recruitment and 20% promotion on the basis of seniority subject to rejection of unfit out of Tractor having diploma/ certificate in Draftsman (civil) and who have put in at least 5 years service.
69. Tracer	By direct recruitment.
70. Cleaner/Helper	By direct recruitment.
71. Electrician/wireman/Tiller Operator	By direct recruitment.
72. Plumber	By direct recruitment.
73. Book Attendant	75% by promotion on the basis of seniority subject to the rejection of unfit from the Janitor who are High School. 25% by direct recruitment.
74. Compounder	By direct recruitment.
75. Ward Attendant/Sweeper	By direct recruitment.
76. Asstt. Master	By direct recruitment.
77. Photographer	By direct recruitment.
78. Projector Operator	By direct recruitment.
79. Dark Room Attendant	By direct recruitment.
80. Gust House Attendant	By direct recruitment.
81. Cook	By direct recruitment.
82. Field man Junior Scale	By direct recruitment.
<u>GENERAL ADMINISTRATION</u>	
1. Statistical Assistant	By direct recruitment.

DIRECTORATE OF EXTENSION

1. A.V. Aid Operator	By direct recruitment.
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RAGISTARR SECTION

1. Duplicating Asstt. cum Mechanic	By direct recruitment.
2. Statistical Assistant	By direct recruitment.

ESTBESHMENT SECTION

1. Duplicating Machine Operator	By promotion on the basis of seniority subject to the rejection of unfit out of the Cyclostyle Operators
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Garden Section

1. Incharge Campus Cultivation	75% by promotion on the basis of seniority subject to the rejection of unfit out of Garden Overseer. 25% by direct recruitment.
2. Garden Overseer	By direct recruitment.
3. Horticulture Chaudhary	75% by promotion on the basis of seniority subject to the rejection of unfit out of the Horticulture Chaudhary Junior Scale. 25% by direct recruitment.

4. Horticulture Chaudhary(Junior Scale)	75%by promotion on the basis of seniority subject to the rejection of unfit out of malis. 25% by direct recruitment.
<u>UNIVERSITY GUEST HOUSE</u>	
1. Head Cook/Cook (Sr. Scale)	75% by promotion on the basis of seniority subject to the rejection of unfit out of Cook working in Junior Scale. 25% by direct recruitment.
2. Attendant (Junior	75% by promotion on the basis of seniority subject to the rejection of unfit out of the Attendant working in Junior Scale. 25% by direct recruitment.
3. Bearer	By direct recruitment.
4. Helper	By direct recruitment.
5. Cook	By direct recruitment.
6. Attendant	By direct recruitment.
7. Care Taker	By direct recruitment.
8. Reception Officer	By direct recruitment.
<u>DEAN STUDENT WELFARE</u>	
1. Life Saver	By direct recruitment.
2. Gymnasium Attendant	By direct recruitment.

- Reservations** 10. (a) Reservation for the candidates belonging to the Scheduled Castes and Scheduled Tribes Shall be in Accordance with the Policy laid down by the Board of Management.
- (b) When suitable candidates are not available to fill up the Posts by Promotion, the vacancy will be filled up by direct recruitment.

Part- IV

- Nationality** 11. A Candidate for direct recruitment to the Post in the service must be:-
- A citizen of India: or
 - A tribet an refugee who came over to India be fore 1 January, 1962 with the intention of permanently setting in India; or
 - A Person of Indian origin migrated from Pakistan Burma, Ceylon or any of the East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika) and Zanzibar with the intention of permanently settling in India.

Provided that a candidate belonging to category (b)or(c)above must be a person in whose favor a certificate of eligibility has been issued by the State Government.

Provided further that a candidate belonging to Category (c) above will also be required to obtain certificate of eligibility granted by the Dy. Inspector General of Police Intelligence, branch, U.P.

Provided also that if a candidate belongs to category (c) above, no certificate of eligibility will be issued for a period of more than one year and the retention of such candidates in service during the period of one year shall be subject to his acquiring Indian citizenship.

Explanation :

A candidate in whose case a certificate of eligibility is necessary but the same has neither been issued nor refused may be admitted to an examination or interview and he may also be provisionally appointed subject the necessary certificate being obtained by him or issued in favour

Academic qualifications 12. A candidate for direct recruitment to the various posts in the service must possess the following qualifications:

Posts	Essential qualification	Desirable qualifications	Minimum experiences
1 Section Officer	Graduate	M.A.	Five years experience of nothing, drafting, dealing with personnel matters and other work related to the examination, admission in Govt. /Semi Govt. / University offices.
2. Senior Assistant	Graduate	--do--	Five years experience of course credit and internal assessment system.
3. Sr. Esstt. clerk, Asstt. examiner,, Admission Asstt., Sr. -Recorder, Sr exam. Asstt.	Graduate	--do--	Five years exp. for Intermediate and three years exp. for graduate in respect of nothing &drafting& working in the the brauahch of Estt., Exam.,admission or records etc. of Govt./ SemiGovt./ University offices
4. Rference Clerkl Course Curriculam Asstt. Recorder, Junior Exam. Asstt.	Intermediate	----	Three years exp. of dealing with examination, admission and nothing drafting with typing speed of 30 words per minuts.
5. Clerk -Typist, Record Keeper	Intermediate with Typing speed of 30 w.p.m. in English or Hindi	Graduate with Typing Speed of 30 w.p.m. of both in English and Hindi	-----
6. Office Secretary Selection Grade.	Graduate with Shorthand and typing speed of 80&30 w.p.m. respectively in Eng. or Hindi	Post Graduate with shorthand's &typing speed of 80&30 w.p.m. both in Eng. & Hindi respectively	Five years exp., of working as Supervisory capacity in Govt. /semi Govt./ Univ.offices.
7.Office Secretary	Graduate with shorthand & typing speed of 80 &30 w.p.m. respectively in Eng. or Hindi	Post Graduate with shorthand &typing speed of 80&30 w.p.m. respectively both in Eng. & Hindi	Three years Exp. of working as C/ Steno in Govt. /Semi Govt./ Univ. offices.
8. Clerk Stenographer	Intermediate with shorthand & typing speed of 80&30 w.p.m. respectively in English or Hindi	Graduate with shorthand and typing speed of 80&30 w.p.m. respectively both in Eng. & Hindi	-----
9. Chief Acctt., Div. Acctt. Acctt., Sr. Job Clerk, Senior Auditor, Burser, Acctt. -cum-S.K/Store Supdt.	M. Com	-----	Two years Exp. of Acctt./Store work in Govt./Semi Govt.Deptt./Univ. for Intermediate pass candidate & three years. exp.of acctt./store work in Govt. Semi Govt. Deptt./Univ. for graduate candidates

10. Senior Accounts Clerk, Sr. Store Keeper, Jr. Auditor	B. Com	----	Two years exp. of accounts and store work in Govt. / semi Govt. Deptt./ Univ. offices.
11. Accounts Clerk Job Clerk, Sales Asstt. Franker, Bill Clerk, Coupon Clerk	Intermediate Commerce with Accountancy	-----	Qualifications relaxable in the case of candidate working on adhock/ daily wages and in similar capacities in the University be fore the rules come in to force.

GENERAL POST

1. Hostel Manager Gr. I	Intermediate should have 7 years exp. of managing cafeterias or messes in educational Institutions and maintaining of accounts. Desirable:- Diploma or certificate in catering.
2. Hostel Manager Gr. II	Intermediate should have 5 years exp. of managing cafeterias or messes in educational Institutions and maintaining of accounts. Desirable:- Diploma or certificate in catering.
3. Hostel Manager Gr. III	Intermediate should have one year's exp. of managing cafeterias or mess in educational Institutions and maintaining of account. Desirable :- Diploma or certificate in catering.
4. Mail Messenger	Junior High School.
5. Daftari/Railway mate/ daftari-cum- shop Attendant	Junior High School.
6. Ground Attendant	Literate with good physique.
7. Store Attendant	Junior High School
8. Store Attendant (Jr.Scale)	Junior High School
9. Office Attendant./Peon	Junior High School
10. Mali	Proficient in the concerned work. Preference will be given to literate person.
11. Jamadar	Proficient in the concerned work. Preference will be given to literate person.
12. Sweeper	Proficient in the concerned work. Preference will be given to literate person.
13. Fisherman	Proficient in the concerned work. Preference will be given to literate person.
14. Labourer	Proficient in the concerned work. Preference will be given to literate person.

College of Home Science

1. Metron/Asstt. Warden	Bachelor's degree from recognized University, two yrs. exp. in a similar capacity in a girls hostel.
2. Senior Lab Asstt.	Intermediate with aptitude for working in related department having 5 years experience in the related field.
3. Laboratory Assistant	Intermediate with aptitude for working in the related field.
4. Laboratory Attendant	Junior High School.
5. Technical Assistant	Intermediate with Diploma in Handloom Technology from Govt. recognized Institution.
6. Nursery Teacher	Graduate with Nursery training or Graduate with diploma in nursery/Montessori training from Govt. Recognized Institution. Desirable- At least 5 years experience of teaching or nursery classes , proficiency in music /drawing printing/sports.
7. Aya	Literate with aptitude for looking after the children.

COLLEGE OF AGRICULTURE

1. Seed testing Assistant	Essential:- Bachelor's degree in Agriculture or Botany. Desirable:- working experience in Seed testing Laboratory /Graduate with Seed Production Technology elective.
2. Junior Engineer	Diploma in civil or Mechanical Engg. As the case may be, with 5 yrs. experience in the related field.
3. Computer	B.Sc. with Statistics or Maths with 3 yrs. exp. of data handling in any govt. /Semi govt. Institution. Handling of calculating machine. Key Punch Operator certificate. Knowledge of using of electronic calculators.
4. Farm Superintendent	B.Sc. Agriculture with 2 yrs. experience of working on a Mechanised Agriculture Farm
5. Senior Lab. Asstt.	Intermediate with Science having 5 Years experience. In the related field.
6. Cold Storage Operator (Sr. Scale)	ITI certificate in refrigeration with 5 years experience.
7. Mechanical (Food Processing Plant)	ITI certificate in the relevant trade with 5 years experience.
8. Laboratory Assistant	Intermediate with Science.
9. General Mestry	ITI certificate in Carpentry/ Black smith

10. Dairy Plant Attendant	ITI certificate in Mechanical trade with 2 years experience.
11. Boiler Room Attendant	High School with IInd class Boiler Operator's certificate. Preference will be given to candidates having experience in the operation of Boiler Heat exchanger and similar type of equipment.
12. Cold Storage Operator	ITI Certificate in Refrigeration.
12. Animal Room Attendant.	Jr. High School with 3 years experience in the related field.
14. Laboratory Attendant	Junior High School.
15. Cold Storage Attendant	Junior High School.

COLLEGE OF VETERINARY SCIENCE

1. Medical Lab. Technician	High School. Diploma in Medical Technician & 2 years. Experience of respective laboratory work.
2. Technical Assistant (Liquid Nitrogen Plant)	Diploma in Electrical Engineering / Refrigeration with one year's experience of working in related field, Knowledge of operating Liquid nitrogen Plant and its maintenance.
3. Technical Assistant (Liquid Nitrogen Plant)	M.sc. (Agril.)/ Animal Husbandry / Dairy Husbandry / Animal Genetic / Agri. Zoology. Knowledge of deep freezing method of Semon.
4. X-Ray Technician	High School. Diploma in Radiology & two yrs. Experience of respective laboratory works
5. Senior Laboratory	Intermediate Science having 5 yrs. experience in the related field.
6. Live Stock Supervisor	High School diploma in Vety. Compoundor/Stock man Course, 5 yrs. experience of feed management & first aid treatment of livestock
7. Electrician- cum -Mechanic	ITI certificate in electrical trade with 2 years experience in the line.
8. Laboratory Assistant	Intermediate Science.
9. Compounder/ Stockman	High School. Diploma of Vety. Compounder / stockman training of the State Animal Husbandry Department Candidates with experience of working in a Vety. Hospital be preferred.
10. Inseminator	High School. Diploma of stockman training recognised by the government.
11. Laboratory Attendant	Junior High School .
12. Animal Attendant/ Bull Attendant	Proficient in the concerned work. Preference will be given to literate persons.
13. Post Mortom Attendant	Proficient in the concerned work. Preference will be given to literate persons.
14. Poultry Attendant	Junior High School. Preference will be given to experienced person in poultry keeping.

COLLEGE OF BASIC SCIENCE AND HUMANITIES

1. Foreman Instrumentation Center	(i) High School (ii) ITI certificate in the trade of refrigeration and Air- Conditioning/Mechanical/ Electrical /Electronics/ Instrumentation (iii)At least 5 years experience in repair of Electrical/ Electronic Refrigeration/ Mechanical Instruments /Equipment. Ability to maintain records, supervise, control and coordinate repair work offfectively. Candidates holding Diploma/ Degree in above field will be eligible, if they have 3 years. Relevant experience.
2. Console Operator	High School with 3 yrs. experience. or Intermediate with one years experience in a 3rd or 4 th generation computer. Knowledge of programming language.
3. Technical Assistant	Bachelor's degree in Science with three years relevant experience.
4. Foreman Central Gas Plant	ITI certificate in the relevant trade with 5 yrs. experience of working as Gas Plant Mechanic in any educational institution or Engineering organization. Supervisor control and coordinate repair work effectively. Candidates holding Diploma /Degree in the above field will be eligible, if they have three years relevant experience.
5. Senior Mechanic	Diploma/ Certificate in relevant trade. Two years. Experience for diploma holders and 3 years. Experience for certificate holders.
6. Senior Laboratory Assistant	Inter Science with 5 years experience in the related field.
7. Punch Card Operator	High School with training in Punching on any electronic card punching telotypewrigor. Experience of Punching at a computer establishment.
8. Glass Blower	Certificate in Glass Blowing. Qualifications can be relaxed for candidates having exceptionally good experience.
9. Culture Room Assistant	Inter Science with Biology. Experience in relevant field.
10. Electronics Technician	ITI certificate in electronics trade or equivalent.
11. Mechanic Instrumentation	ITI trade certificate /diploma in the relevant field with 2 years .experience for diploma holders and 3 years experience for ITI certificate holders.
12. Refrigeration Mechanic (Senior Scale)	Diploma or ITI certificate in relevant field. Two years experience for diploma holders and 3 years experience certificate holders.
13. Refrigeration Mechanic (Junior Scale)	ITI certificate /diploma in refrigeration with two years experience, qualifications can be relaxed in case of highly experienced candidates.
14. Laboratory Assistant	Inter Science.

15. Gas Plant Attendant-cum-Mechanic	Junior High School with 5 years experience of working in gas Plant or ITI trade certificate with two years experience
16.Fitter	ITI certificate in fitter trade.
17.Boiler Room Attendant	IInd class Boiler Operator certificate . Preference will be given to the candidate having experience in the operation of boiler heat exchanve and similar type of equipments.
18.Culture Room Attendant	High School with Biology.
19. Laboratory Attdt.	Junior High school
20. Gas Plant Attdt.	Proficient in the concerned work. Preference will be given to literate persons.
21. Animal Handler	do

COLLEGE OF TECHNOLOGY

1.Draftsman Mechanical	Diploma in Mechanical Engg. With 3 years. Experience in though relevant trades.
2. Foreman Mechanical	Diploma in Mechanical Engg. With 3 years experience.
3. Foreman Production/Fabrication.	Diploma in Mechanical Engg. With 2 yrs. relevant experience or ITI certificate Mechinist/Turner/Welding /Fitting /Carpentry /Smith and Foundary trade with 10 relevant experiences in workshop of repute.
4. Draftsman (Senior Scale)	ITI certificates / Diploma in Draftsmanship with 5 yrs experience in the relevant trades area.
5. Foreman Electrical	Diploma in Electrical / Electronics/ Engg. With one years relevant experience.
6. Electrician Grade-I	ITI certificate in Electrical/Electronics trades with 5 years experience or diploma in Electrical/Electronics with 2 years. Experience.
7. Senior Tractor Mechanic	ITI certificate in relevant trade with 7 years ex-perience.
8. Instrument Mechanic	ITI certificate/diploma in Mechanical/ Electrical/ Electronics Engg. 5 years. Experience for ITI certificate holder and two years for diploma holders.
9. Precision Mechanic	ITI certificate/diploma in Mech. Engg. Mechinist or Turner trade with two years. Experience for diploma holder and 5 years Experience for ITI certificate holders.
10. Electrician Gr.II	ITI relevant trade with 3 years experience. Or Inter Science with 2 years experience or High School with 5 years. Experience in relevant field.
11. Sr. Laboratory Assistant	High School and ITI certificate in the relevant trade with 5 years. Experience.
12. Jr. Tractor Mechanic	ITI certificate in the relevant trade with 5 years. Experience.
13. Draftsman(Junior- Scale)	ITI certificate/diploma in draftsmanship with 2 years. Experience. In the relevant area.
14. Mechanic	High School with ITI certificate in the relevant trade with 5 years. Experience.
15. Laboratory Assistant	ITI in the relevant field with 2 years. Experience or Inter Science with one year's experience.
16. Tractor Operator	ITI certificate in relevant trade with 2 yrs. Experience and valid driving licence or Jr. High School with 5 years experience with valid driving Licence.
17. Electrician Gr. III	ITI in relevant trade with 2 years. Exp. or Inter Science with one years experience or High School with 4 years. Experience.
18. Mason	Literate with 5 yrs. experience as Mason.
19. Tracer	ITI certificate in draftsmanship

20. Blue Printing Cyclostyle Assistant	Jr. High School with 2 yrs. Experience of Cyclostyling and blue printing.
21. Laboratory Attendant	ITI certificate in relevant trade or 5 yrs. experience in the relevant trade having ability to maintain records and to read instructions.
22. Helper to Mason	Literate with one years experience.

WORKSHOP

1.Sr. Mechanic	ITI Carpentry trade with 10 years experience or literate with 15 years experience as carpentry work and supervision with estimation and casting work experience
2. Sr. Mechanic	Diploma in Painting trade with 5 yrs. Exp. or general panting spry painting decoration with 15 years experience.

D.W.P. SETUP (ESTATE SECTION)

1. Foreman Estate	Bachelor's degree with 2 years experience of dealing with Estate affairs in Govt./Semi Govt. or organization of repute. Degree in law preferable.
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WATER SUPPLY

2. Jr. Engineer Gr-I	Diploma in Civil /Mechanical/ Electrical with 5 years experience in the line.
3. Foreman	Diploma in Mech. Engg. With 5 years exp. or ITI Mechanical trade with 8 years experience.
4. Pump Mechanic	ITI certificate in Mechanical trade with 3 yrs. experience or Junior High School with 5 yrs. relevant experience.
5. Electrician	ITI certificate in Electrician / Wireman trade with 5 yrs. experience. in the line
6. Waterman Attendant	Vth class pass with 5 yrs relevant exp. or ITI certificate in Plumber trade.
7. Pump Driver	Vth class pass with 5 yrs relevant exp. or ITI certificate in Plumber trade.
8. Pump Attendant	--do--
9. Helper	Vth class pass with good physique.

TELEPHONE EXCHANGE

1. Head Telephone Operator	Inter Science with 5 yrs experience of working as telephone operator-cum-Mechanic/Telephone Operator in an automatic telephone exchange.
2. Telephone Operator-cum-Mechanic	High School Science with a minimum 2 yrs. experience of working as telephone operator-cum- Mechanic/ telephone technician in an automatic telephone exchange.
3. Telephone Operator	High School. Preferably with some exp. or working as telephone operator in telephone exchange.
4. Lineman	VII class pass with minimum 3 yrs exp. of working on telephone lines.
5. Helper	Vth class with good Physique.

ELECTRIC SECTION

1. Jr. Engineer Gr. I	Diploma in Electrical Engg. With 5 yrs. experience in the line.
2. Foreman Generator	Diploma in Mech./Elec./Automobile Engg. with 5 yrs. experience in operation and maintenance of all types of diesel generators and other related Machineries.
3. Foreman Electrical	Diploma in Electrical Engg. With 3 yrs. Experience or ITI certificate in Electric trade with 5 yrs experience.
4. Jr. Engineer Gr. II	Diploma in Electrical Engineering.
5. Cable Jointer	ITI certificate in the relevant trade with 3 yrs experience or VIII class pass with 5 yrs experience of working in the line.
6. Electrician	ITI certificate in the Electrical trade with two yrs experience in the line.
7. Mechanic-cum- generator Operator	Jr. High School pass. Five yrs. experience of operation and maintenance of all kinds of diesel generators. Or High School with 3 yrs. experience. Or ITI certificate in electrical trade with two yrs experience of operation and maintenance of all kinds of diesel generators.
8. Lineman	ITI certificate in electrical / wireman trade 3 yrs experience of working in HT and LT lines.
9. Wireman	VIII class pass. ITI in electrical/wireman trade 3 yrs experience in the line.
10. Jr. Meter Tester	ITI certificate in electrical/wireman trade. Preferably with 3 yrs. experience of working in sub-station or control channels.
11. Meter Reader	ITI certificate in electrical/wireman trade. Preferably with 3 yrs. experience of working in sub-station or control channels.
12. Switch Board Attendant	ITI certificate in electrical/wireman trade. Preferably with 3 yrs. experience of working in sub-station or control channels.
13. Ladderman	Vth class pass with sound physique.
14. Helper	-do-

MAINTENANCE SECTION

1. Jr. Engineer Gr. II	Diploma in Civil Engineering.
2. Painter -cum- Glazer	VIII class pass with 5 yrs experience of painting
3. Carpenter	ITI certificate in relevant trade or literate with 5 yrs experience in the line
4. Mason	Literate with 7 yrs experience of mason work.
5. Black Smith	ITI certificate in relevant trade or with 3 yrs. experience or literate with 7 yrs experience.
6. Plumber	ITI certificate in relevant trade or with 3 yrs. experience or literate with 7 yrs experience.
7. Helper	Vth class pass with sound Physique.
8. Work Munshi	Junior High School.

CONSTRUCTION SECTION

1. Jr. Engineer Gr. I	Diploma in Civil Engg. With 5 yrs. experience in the line.
2. Jr. Engineer Gr. II	Diploma in Civil Engineering.
3. Computer	Diploma in civil Engineering with 3 yrs. experience in the related field. Or Diploma in draftsmanship with 5 yrs. Experience.

4. Draftsman	Diploma in draftsmanship (civil) or certificate course of ITI civil with 2 yrs. Practical experience in design office.
5. Tracer	ITI certificate in draftsmanship (civil)

DESIGN CELL

1. Architectural Asstt.	Diploma in Architectural Assistantship (3 yrs course) of any recognised institution Or Diploma in Draftsmanship Civil Or ITI certificate in draftsmanship with 15 yrs. experience.
2. Computer	Diploma in Civil Engg. With 3 yrs. exp. in the related field. Or Diploma in draftsmanship with 5 yrs experience in the related branch of work.
3. Draftsman	Diploma in draftsmanship (Civil) with one year practical experience in the line.
4. Tracer	ITI certificate in draftsmanship (Civil).
5. Ferro-Printer	ITI certificate in relevant trade.

UNIVERSITY PRESS

1. Asstt. Press Manager	Intermediate with 5 yrs. experience in offset and letter press printing, having experience in supervising the composing, Printing and binding process section. Diploma in printing technology.
2. Foreman	Intermediate with diploma in printing technology, having five yrs. experience of the machinery used in composing, printing, binding and process section.
3. Technical Assistant	Diploma in printing technology with 3 yrs. experience or Intermediate with 5 yrs. supervisory experience of composing and printing section reputed press.
4. Mono Operator	High School with 10 yrs. Experience as Mono Key Board operator with Speed of 8000 corrected ons per hr. in English 5000 corrected ons per hr. in Hindi or diploma in printing technology with 5 yrs exp[. as mono Key operator.
5. Offset Operator	High School with Diploma in printing Technology with 5 yrs experience as offset operator in a Govt. /semi Govt. Or reputed printing press. Advance training certificate offset printing preferred.
6. Sr. Proof Reader	Graduate with 8 yrs experience in Proof reading in Govt. /Semi Govt. candidates having diploma in printing will be preferred.
7. Sr. Machine man Gr.I	High School with 10 yrs experience of working in printing press of Govt., Semi Govt. Deptts. In relevant area.
8. Cameraman	High School. Three yrs. experience on process camera in a reputed printing house. Three yrs. Diploma in printing technology. Capable making plates and blocks.
9. Artist- Retoucher- cum- Pastor	High School. Three yrs. Experience of working as an artist retoucher -cum- paster in a reputed printing house. Three years diploma in printing technology.
10. Mono-Caster-Mech	High School with 5 yrs experience in a printing press of Govt. /Semi Govt. deptt. In the relevant area.
11. Varsityper Operator	High School with 5 yrs experience as a varityper operator in a Govt. /Semi Govt. deptt.or private printing press of repute.

12. IBM Operator	Intermediate with 3 yrs experience as a IBM operator in Govt. /Semi Govt. Or organization of repute.
13. Mono Caster	High School with 5 yrs experience on Mono casting machine should be able to do minor repair.
14. Estimator	Inter with 3 yrs. Experience as estimator with sound knowledge of casting and Estimating of printing jobs in a govt. / semi Govt. or private press of repute. Diploma in printing technology preferred.
15. Sr. Machine man Gr. II	Jr. High School with 7 yrs. experience of working in a printing press of Govt. /Semi Govt. Deptts. In relevant area.
16. Proof Reader	Inter with 5 yrs experience in proof reading and good knowledge of Hindi and English and typographic layout.
17. Block Maker	High School with 5 yrs experience of half tone and line block making camera operation for color separation and cut out of block making. Ability to operate the equipment in proof deptt.
18. Plate Maker	High School with 5 yrs experience as plate maker. Fully conversent with the process equipment, Diploma holder will be preferred.
19. Sr. Machine man Gr. III	Jr. High School with 5 yrs experience of working in a printing press of Govt. / Semi govt. Deptt. In relevant area.
20. Chief Book Binder	Jr. High School with 5 yrs experience of all kinds of binding work.
21. Chief Compositor	High School with 5 yrs experience of working in the printing press of Govt./Semi Govt. organization.
22. Book Binder	Jr. High School should have 3 yrs experience of all kinds of binding work.
23. Compositor	Jr. High School with 3 yrs. experience of working in the printing press of Govt. Semi govt. organization.
24. Jr. Offset Operator	High School. Three years experience of operating machine in a reputed printing house. Three yrs diploma in printing technology from a reconised institution, capable of doing minor repairs (desirable).
25. Jr. Mech. Duplicating Machine	High School with good experience of operating and repairing of duplicating machine.
26. Machineman	Jr. High School with 3 yrs exper. Of printing plate in machine in govt. Semi Govt. or private organization.
27. Oilman	Jr. High School with some knowledge of oiliing, cleaning and inking or printing machine in printing press.
28. Distributor	Jr. High School with 2 yrs experience of working as distributor having knowledge of various types.
29. Cyclostyle Operator	Jr. High School with 2 yrs experience handling, of duplicating machine.

UNIVERSITY HOSPITAL

1. Staff Nurse	Diploma in general medical and surgical nursing and midwifery from UP Medical Faculty or any other recognized institution. Minimum 3 yrs active experience of working in a Govt. Hospital/ Semi Govt. Hospital.
2. Operation Theater Tech.	Certificate in Operation theater Tech. with 2 yrs experience.
3. Pharmacist	Diploma in Pharmacy.
4. Compounder	Diploma in Pharmacy.
5. Dresser	Jr. High School with 2 yrs exp. of working in a good hospital.
6. Ward boy	Jr. High School with some exp. of working in a good hospital.
7. Aya	Literate, certificate of training of Dai.
8. Sister	Diploma in medical and surgical nursing of 3 yrs. Duration and diploma in midwifery of one year duration from a recognized institutions. Minimum 10 yrs. experience of staff nurse.
9. Registration clerk	Intermediate, experience of working in a hospital preferably connected with registration work.
10. Dental Chair Attendant	Jr. High School. Exp. of work in dentistry.

TRANSPORT POOL

1. Foreman Repair	Diploma in Mechanical Engg./ Auto mobile Engg. with 3 yrs. experience or ITI certificate in the relevant trade with 7 yrs. Exp.
2. Foreman Transport	Diploma in Mechanical Engg. / Auto mobile Engg. With 3 yrs exp. or ITI certificate the relevant trade with 7 yrs. experience.
3. Mechanic (Diesel, Petrol, and Motorcycle)	ITI certificate in relevant trade with 5 yrs. experience.
4. Driver Gr. I	ITI certificate in relevant trade and having ETV/LMV driving Licence with 2 yrs. experience or Literate with 7 yrs. experience and having valid driving licence of HTV/ LMV vehicle.
5. Driver	Literate having valid driving licence of HTV/ LMV vehicle.
6. Auto- Electrician	Jr. High School. ITI certificate electrician trade or equivalent with minimum 5 yrs. exp. of Auto- mobile electrician trade.
7. Vulcanizer	Jr. High School.
8. Welder -cum- Denter	Jr. High School. ITI in welding trade with 5 yrs. practical experience in the trade of welding. Experience of sheet metal and denting work
9. Mechanic (Jr. Scale)	ITI certificate in relevant trade with 3 yrs. experience in the line.
10. Conductor	Jr. High School with 3 yrs. Exp.

COMMUNICATION CENTER

1. Radio Programme Producer	B.Sc. Agriculture. Suitable voice for producing of radio programme. Two years relevant experience.
2. A.V. Aids Specialist	High School with ITI certificate in projection equipments or diploma in A.V.Aids. At least 3 yrs. experience of handling of projection equipments, ability to carry out maintenance and repair of A.V. aids equipments.

3. Artist (Sr. Scale)	Degree or Diploma in commercial arts with 3 yrs. experience.
4. Artist-cum- Photographer	High School and diploma certificate in photography with 3 yrs. experience of handling photographic work in any Govt. Institution. University or reputed private organization. Sound knowledge or micro-photography. OR High School with 5 yrs. experience of handling photographic work in any Govt. Institution. University or some reputed private organization. Sound knowledge of micro photography.
5. Photographer	-- DO --
6. Laboratory Technician	Three yrs. diploma in electronic Engg. With one yrs. practical exp. in the field of Radio CCTV and electro-acoustic gadgets. OR High School with 7 yrs. practical exp. and having exceptionally good skill in the repairs and operation of electronic instruments like wide band amplifiers, power supplies, oscilloscopes type recorders, VCR's Radio& CCTV equipment etc.
7. Projectionist Gr. I	High School. Diploma / certificate in film projection and maintenance of projection equipment with 3 yrs. experience the line.
8. Projectionist Gr. II	High School. Diploma in cinema projection with 2 yrs. experience of working in the line.
9. Dark Room Asstt.	High School with at least 2 yrs exp. of dark room developing printing enlarging, mounting and negative retouching.
10. Projectionist Gr. III	High School with adequate practical knowledge of handling projection equipment.
11. Programme Producer	(I) Bachelor's degree with 2 yrs experience of production techniques of farm radio programme or field extension work (other things being equal B.Sc. Ag.) will be preferred (II) Knowledge of modern agricultural practices.
12. Programme Asstt.	-- DO --
13. Artist (Junior Scale)	Degree or diploma in commercial arts.
14. Information Hall Attendant	Jr. High School with some experience in the line.
15. Daftri-cum-Helper	Junior High School.

CENTER OF EXCELLENCE

1. Reporter	Degree of a recognized Univer. preferably in Agriculture or allied sciences and 2 yrs experience in publicity/public relation work in Govt. organization or Agricultural University.
2. Driver -cum- Project Operator	ITI certificate in Moter Mechanic. with valid HTV/LMV driving licence with 2 yrs exp. or Literate with seven yrs experience with valid driving licence, knowledge of handling projection equipment.
3. Dark Room Attendant	High School with 5 yrs experience of developing, printing, enlarging and mounting of photographs and retouching of negatives, Good practical knowledge of photography. Desirable:- Diploma or certificate in photography.

UNIVERSITY LIBRARY

1. Library Assistant	Intermediate, Certificate in Library Science.
2. Book Binder	Jr. High School with 3 yrs exp. of book binding work.
3. Book Attendant	High School.
4. Library Assistant-cum-Xerox Operator	Intermediate with 2 yrs experience. of handling of photo copying machines.
5. Janitor	Junior High School.
6. Lift Operator	ITI certificate in elec. trade Desirable: - Adequate experience of operating and minor repairs of Lift.

DIRECTORATE OF EXPERIEMENT STATION & RESEARCH UNIT

1. Statistical Assistant	IInd class M.Sc Statistic or B.Sc. with Statistics and Maths. With 2 yrs. experience of compiling and handling of data in any Govt. Semi Govt. organization.
2. Lab. Assistant	Inter Science.
3. Farm Supervisor	B.Sc. Ag. Or Diploma in Agriculture with 3 yrs. Field experience.
4. Seed Prod. Asstt.	B.Sc. Ag. Or Diploma in Agriculture with 3 yrs. Field experience.
5. Fieldman (Sr. Scale)	High School Agriculture with 3 yrs. exp. /in the line or Inter Ag.
6. Observatory Incharge	Intermediate Science with 2 yrs. experience /Inter Ag. Or High School Science with 5 yrs. experience in the line.
7. Pump Operator	Literate with 5 yrs. experience of operating water pump.
8. Block Supdt.	B.Sc. Ag. with 2 yrs. experience in a mechanized Farm
9. Incharge Milk Supply	Diploma in Stockman/ Livestock supervisor with 2 yrs. experience of working in a Dairy.
10. Incharge Cultivation	Intermediate in Agriculture with 2 yrs. experience in the line.
11. Milk Recorder	High School with 3 yrs. experience of working in dairy or Intermediate Agril. Science with one years exp.
12. Poultry Supervisor	Diploma in Stockman training from U.P Govt. Or Intermediate in Agril. Sci. With 2 yrs. experience of working in a Poultry Farm.
13. Incharge Livestock	Diploma in Stockman / Livestock Supervisor with 2 yrs. experience of working in a Dairy.
14. Sr. Mech. Feed Processing Plant	Diploma in Mechanical Engineering with 3 yrs. experience or ITI in relevant trade with five years experience.
15. Electrician	ITI in the relevant trade with 2 yrs. experience in the line.
16. Sr. Botanical Asstt.	M.Sc. Ag.
17. Junior Plant Protection Asstt.	B.Sc. Ag.
18. Farm Superintendent	B.Sc. Ag. With 2 yrs. experience or Diploma in Agriculture with 5 yrs. field experience.
19. Asstt. Agril. Inspector	Inter Agriculture / Diploma in Ag. With 2 yrs . Experience in the line.
20. Tractor Mechanic	ITI certificate in Mechanic trade with 2 yrs experience in the line.
21. Tube Well Operator	ITI certificate in the relevant trade or literate with 5 yrs experience in the line.

22. Fitter	ITI certificate in Fitter trade.
23. Botanical Asstt.	B.Sc. Ag.
24. Sr. Statistical Asstt.	B.Sc. Ag. With Maths or Statistics with 2 yrs. experience.
25. Charge man	ITI certificate in relevant trade.
26. Machine man	ITI certificate in relevant trade or literate with 5 yrs experience.
27. Carpenter-cum- Black Smith	ITI certificate in carpentry or Black Smith or literate with 5 yrs experience in the line.
28. Fore man Mechanic (CRC)	ITI certificate in Moter Vehicle /Tractor Mechanic trade with 5 yrs experience in the relevant trade.
29. Driver-cum- Mechanic	ITI certificate in relevant trade and having valid HTV/LMV driving licence with 2 yrs. Experience ort literate with 7 yrs. exp. and having valid driving licence of HTV/LMV Vehicles.
30. Tractor Operator	Literate having valid driving licence with 5 yrs experience of tractor operation.
31. Labour	Literate
32. Mechanical Supervisor	ITI in relevant trade with 2 yrs experience.
33. Salesman	Literate with some. Experience of the concerned work.
34. Gwala	-- DO --
35. Calf Boy	-- DO --
36. Grazer	-- DO --
37. Shed Cleaner	-- DO --
38. Pedigree Attendant	-- DO --
39. Poultry Cleaner	-- DO --
40. Poultry Attendant	-- DO --
41. Mechanic	ITI certificate in Mechanical trade.
42. Horticulture Chaudhary	Literate with 5 yrs experience of working as Mali.
43. Labourer/Machine	Literate with some experience in the relevant branch of work.
44. Sr. Agronomical Assistant	M.Sc. Ag. in Agronomy.
45. Research Assistant	B.Sc. Ag.
46. Literary Attendant	Literate with some experience in the relevant branch of work.
47. Ploughman	--DO--`
48. watchman/ Chaukidar	Jr. High School or Army class ITI education. Five years experience of working in Army or Police.
49. Sr. Research Asstt.	M.Sc. Ag.
50. Cattleman	Literate with some experience in the relevant branch or work.
51. Field Attendant	-- DO--
52. Literary Kamdar	-- DO--
53. Cattle watchman	--DO--
54. Store Incharge	B.Sc. Ag. Or Inter Ag. with 3 yrs exp. of farm operation
55. Asstt. Block Supdt.	B.Sc. Ag. Or Inter Ag. with 3 yrs exp. of farm operation
56. Surveyer	ITI certificate in survever trade with one year's practical experience.
57. Mate-cum- clerk	Inter Agriculture
58. Field Supervisor	High School Agriculture with five years experience or Inter Ag. With two years experience in supervision of field laborers.
59. Lab./Field/ Animal Attendant	Jr. High School.

60. Stockman	Diploma in Stockman from U.P, Govt.
61. Mech. / Jr. Engg.	ITI in Instrumentation, Mechanical/ Agril. Engg. 5 yrs experience in conservation of soil and water. Conservation structures, survey and land development preferably in hills. Desirable Diploma in Mechanical / Civil Engg. /Agril. Engg. With 2 yrs experience in the above field.
62. Meteriological Asstt.	B.Sc. /B.Sc.Ag. With some experience in agricultural Meteriology. Training in Meteriology.
63. Computer	Diploma in Civil Engg. With 3 yrs. experience in the related field or Diploma in Draftsmanship with 5 yrs suitable experience.
64. Foreman Mechanic	Diploma in Mechanical Engg. With 5 yrs experience or ITI certificate in the relevant trade with 7 yrs. experience in automobile repair.
65. Jr. Engg. Gr. I	Diploma in Civil Engg. / Electrical Engg, with 5 yrs experience of building / road work.
66. Jr. Engg. Gr. II	Diploma in civil engineering / electrical engineering.
67. Architectural Asstt.	Diploma in Architectural assistantship (3 years course) of any recognized institution or Diploma in Draftsmanship civil or ITI certificate in Draftsmanship with 15 yrs. experience.
68. Draughtman	Diploma in Draughtsman ship (civil) with one year's practical experience in the line.
69. Tracer	ITI certificate in Draughtsman ship course civil.
70. Cleaner/Helper	Literate with aptitude for related work.
71. Electrician/Wireman	ITI certificate in electrical trade with 2 years experience in the line.
72. Plumber	ITI in relevant trade with 3 years experience.
73. Book Attendant	High School.
74. Compounder	Diploma in Pharmacy from U.P. Medical Faculty Lucknow or other recognized Institutions.
75. Ward Attendant. Sweeper	Three years experience of Sweeping work.
76. Asstt. Master	Trained Graduate.
77. Photographer	High School and Diploma in Photography with 3 years experience of handling Photographic work in any Govt. Institution, University or some reputed Private organization, knowledge of micro-Photography or High School with 5 yrs. experience of handling Photography in any Govt. Institution University or some reputed private organization sound knowledge of micro- Photography.
78. Project Operator	High School with ITI certificate in Projection equipments or certificate /diploma in AV aids with three years experience of handling of 35 mm. Projector Must have ability to carry out preventing maintenance of the equipment concerned besides minor repairs.
79. Dark Room Attdt.	Junior High School.
80. Guest House Attdt.	Literate, having experience of rooms and service and upkeep of item of crockery setlery and lemon sets. Knowledge of cooking would be considered additional qualification.

81. Cook	Literate, Five years experience of cooking in a good hotel/ guest house
82. Fieldman Jr. Scale	High School with agriculture having one years experience in line.
83. Tiller Operator	Literate having valid driving licence with five years experience of tractor/ Tiller operation.

GENERAL ADMINISTRATION

1. Statistical Assistant	Second class M.Sc. (Statistics) or B.Sc. with statistics and Math. Having two years experience of compiling and handling of data in any Govt. /Semi Govt. Organization.
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DIRECTORATE OF EXTENSION

1. A.V.D. Aid Operator	High School with 2 years practical knowledge of handling projection equipment.
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REGISTRAR SECTION

1.Duplication Asstt.-cum-Mechanic	High School with 10 years experience of operating and repairing of duplicating Machine in reputed organizations. Educational qualification can be relaxed in the deserving cases.
2. Statistical Asstt.	B.Sc. with Statistics or Maths.

GARDENS &LAWNS

1. I/C campus cleaning and cultivation.	Inter Agril. With 5 years experience in any Govt. /Semi Govt. Organization.
2. Garden Overseer	Inter with 10 years experience in the Horticulture Deptt. Ornamental Garden Nursery Or Intermediate Agri. with 5 yrs. field experience.
3. Horticulture Chaudhary(Sr. Scale)	Jr. High School with two years experience in any of the Agriculture Deptt. Of Ornamental garden nursery.
4. Horticulture Chaudhary(Jr. Scale)	Literate with 5 yrs experience of working as Mali.

ESTABLISHMENT SECTION

1. Duplicating Machine Operator	Jr. High School with 5 yrs experience of handling of duplicating machines.
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UNIVERSITY GUEST HOUSE

1. Head Cook /Cook	Literate with 3 years experience as cook should be competent to cook vegetarian non- vegetarian dishes efficiently and smoothly.
2. Attendant (Sr.Scale)	Literate having experience of rooms and table service and upkeep of item of cutlery and lemon sets. knowledge of cooking would be considered additional qualification.
3. Bearer	Literate with some working knowledge in the line.
4. Helper	--DO--
5. Cook	Literate, Five years experience of cooking in a good hotel/ guest house.
6. Attendant (Jr. Scale)	Literate, having appearance of rooms and table service and upkeep of item of crockery cutlery and lemon sets. Knowledge of cooking would be considered additional qualification.
7. Care Taker	High School with 10 years extensive experience in running a hostel/ guesthouse or a reputed food establishment. Knowledge of the maintenance of Guest house accounts and stores would be considered as essential qualification or Intermediate with 5 yrs. experience or running a hostel/guest house or a food establishment in a well reputed institution. knowledge of the maintenance of hostel/ guest house accounts would be essential
8. Reception Officer	Second Class graduate with 2 years exp.of the line or Intermediate with 5 years experience of the work of reception including running of a guest house.

DEAN STUDENT WELFARE

1. Life saver	High School with proven ability to coach swimming and well versed in, life saving techniques. Desirable:- Diploma in swimming from N.I.S. Patiala Preference will be given to candidates who have represented the State Team or have attendant Course of life saving connected by authorized agencies.
2. Gymnasium Attendant	Literate Must Posses some knowledge of Gymnastic apparatus and equipment and their proper maintenance and upkeep.

<u>Preferential qualification</u>	13. A Candidates who has :- (a) Served in the Territorial army for a minimum period of 2 years. OR (b) obtained a 'B' certificate of National Cadet Course shall other things being equal. , be given preference in the matter of direct recruitment.
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<u>Age</u>	14. A candidate for direct recruitment must have attained the age of 18 years and must not have attained the age more than 35 years on January 1st of the year in ----- which recruitment is to be made if the post are advertised during the period January 1st to Jun 30 July 1st to December 31 st. and the above maximum age limit will be relax able by 5years of the period of the service rendered by him in the university whicheckver is less in case of University Employees.
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Provided that the upper age limit in the case of candidates belonging to scheduled castes and scheduled Tribes may be modified by the Board of Management to the extent as may be deemed fit by it.

<u>Character</u>	<p>15. The character of the candidates for direct recruitment to a post in the service must be such as to render him suitable in all respects for employment in the University ----- service. The appointing authority shall satisfy itself on this point.</p> <p><u>Explanation:</u> Persons dismissed by the Union Govt. by State Govt. or by a local authority or corporation or by a body owned or controlled by the Union Government or State Govt. or by any university shall be ineligible for appointment to any post in the service. Person convicted of an offence involving moral turpitude shall also be ineligible.</p> <p>(2) A candidate for direct recruitment must also produce certificate of good character from:-</p> <p>(i) The University or Principal of the College in which he was last educated;</p> <p>(ii) Two responsible persons (not related to the candidate) who are well acquainted with him in his private life.</p> <p>(3) The appointing authority, may where considered necessary, make further enquires regarding character and antecedents of a candidate before offering him appointment in the event of his selection in such manner and from such authority as may be considered desirable.</p>
<u>Marital status</u>	<p>16. A male candidate who has more than one wife living or a female candidate who is married to a man already having a wife living, shall not be eligible for appointment to a post in the service;</p> <p>Provided that the University may if satisfied that special grounds exist for doing so, exempt any person from the operation of this rule.</p>
<u>Physical Fitness</u>	17. No candidate shall be appointed to a post in the service unless he certified by Medical Officer Incharge University Hospital to be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his duties.

Part -V
RECRUITMENT AND APPOINTMENT

Selection by Direct Recruitment	<p>18. The applications for direct recruitment will be invited through advertisement.</p> <p>The appointing authority shall constitute such committee of officers or persons working in the University as it may consider necessary for the selection of candidate for direct recruitment for the various branches of posts. The selection committee so constituted shall scrutinize the applications and prepare a list of eligible candidates. The selection committee may subject the eligible candidates to written test in such subjects as it deems fit for direct recruitment to various posts and may also held interview. The selection committee shall prepare a list of candidates in order of merit on the basis of the performance in the written test and interview. If any, If 2 or more candidates obtain equal marks the committee shall arrange their names in order ort merit on the basis of their general suitability for the post. The list so prepared shall be furnished to the appointing authority. While making selection, the selection committee shall give due regard to the reservations for scheduled casts and Scheduled Tribes.</p>
<u>Selection by promotion</u>	<p>19. (1) Selection by promotion shall be made by selection committee constituted under rule 18, above. The criteria for promotion shall be seniority subject to rejection of unfit, unless provided otherwise.</p> <p>(2) Only those persons will be eligible for being considered for promotion who have put in a minimum of 5 years continuous service on the post form which promotion is to be considered.</p> <p>(3) The appointing authority shall cause to be prepared an eligibility list of the candidates in order of seniority for the posts to be filled by promotion for being placed before the selection committee.</p> <p>(4) The Selection committee shall consider the case of candidates for promotion on the basis of the list prepared under Sub-rule (3) and, if considered necessary, it may also subject the candidates to written and /or typing test whichever is applicable and may also interview them, to test their suitability for the post.</p> <p>(5) The selection committee shall prepare a list of selected candidate arranged in order of seniority and forward the same to the appointing authority.</p>

PART- VI

APPOINTMENT, PROBATION, CONFIRMATION AND SENIORITY

<u>Appointment</u>	<p>20. The lists prepared under rules 18 and 19 will remain in force for a period of one year from the date of their finalization or if specifically ordered to this effect, by the Vice-Chancellor before the expiry of one year, or till such as the next selection takes place whichever is earlier. On the occurrence of substantive vacancies though appointment authority shall make appointment after taking candidates in the order in which they stand in these lists.</p> <p>21. The appointment authority may make appointment in temporary/ adhoc or officiating appointments also from the lists referred to in rules 18 and 19.</p> <p>22. If the lists prepared under rules 18 and 19 are exhausted and no candidate is available for appointment from these lists, the appointing authority may make appointments either by direct recruitment or by promotion in such vacancies from the persons eligible for employment on adhoc basis.</p>
<u>Probation</u>	<p>23. (1) Candidate recruited to the service of the University from the open market on a regular basis or from promotion to any post in the University shall on appointment to a post in substantive vacancy be placed on probation for a period of two years from the date of joining the post.</p> <p>(2) The appointing authority may, for reasons to be recorded, extend the period of probation specifying the date up to which the extension is granted but in no case the period of probation shall be extended beyond two years.</p> <p>(3) If it appears to the appointing authority at any time or at the end of the period of probation or extended period of probation that a probationer has not made sufficient use of his opportunities or has otherwise failed to give satisfaction, he may be reverted to his substantive post, if any and he does not hold a lien on any post his services may be dispensed with.</p> <p>(4) A probationer who is reverted or whose services are dispensed with under sub- rule (3) above shall not be entitled to any compensation.</p> <p>(5) The appointing authority may allow continuous services rendered in an officiating or temporary capacity in a post included in the cadre or in other equivalent post to be taken into account for the purpose of computing the period of probation.</p>

<p><u>Confirmation</u></p>	<p>24. An employee directly appointed or promoted to a post in the University would be eligible for confirmation in his appointment by an order of the appointing authority at the end of his period of probation or extended period of probation, as the case may be if --</p> <p>(a) His work and conduct are reported to be satisfactory:</p> <p>(b) His integrity is certified :</p> <p>(c) The appointing authority is satisfied that he is otherwise fit for confirmation and</p> <p>(d) He has passed prescribed departmental examination if any.</p>
<p><u>SENIORITY</u></p>	<p>25. (a) Seniority of a person in any cadre or post in the services shall be determined according to the seniority rules of the University.</p> <p>(b) The provisional seniority list of each cadre and scale of pay will be notified by the appointing authority and objections received if any will be invited on it. The objections received if any will be considered and than final seniority list shall be prepared and notified. This will be done once in every three year.</p>
<p><u>AGE</u> <u>OF</u> <u>RETIREMENT</u></p>	<p>26. (1) The date of compulsory retirement of the member of service of the University shall be on his attaining the age of 58 years or 60 years as the case may be in accordance with the conditions laid down in the G.D N0. 4026/12-8-400 (19)/84 dated 19.12.1984 issued by the Agriculture -8 department as amended by the Govt. from time to time.</p> <p>(ii) For the purpose of retirement of a member of service the date of birth as mentioned in the High School certificate or that of any other examination recorgnised as equivalent there to shall be conclusive.</p> <p>27. (i) No member of service shall be retained in service beyond the date of compulsory retirement in without specific extension in service granted by the Vice- Chancellor for reasons to be recorded in writing. The extension so granted will be subject to the following conditions :-</p> <p>(1) The extension shall be granted for a period of one year at a time.</p> <p>(ii) The maximum period of extension under this rule shall in no case exceed two years.</p> <p>(iii) The service of the member who has been granted extension shall be treated as continuation of previous service.</p>
<p><u>COMMENCEMENT</u> <u>OF SERVICE</u></p>	<p>28. Except as otherwise provided by or under these rules the service of an employee shall commence from the forenoon of a working day when he reports for duty in the forenoon under the orders of a competent authority. In case a candidate joins in the after noon, his service shall commence from the following date.</p>
<p><u>CROSSING</u> <u>OF</u> <u>EFFICIENCY BAR</u></p>	<p>29. No employee shall be allowed to cross efficiency bar unless the appointing authority is satisfied that he has been working efficiently and his integrity is certified.</p>

PART- VII (Miscellaneous)

<u>SOCOPE OF SERVICE</u>	<p>30. An employee shall devote himself exclusively to the duties assigned to him from time to time and shall personally attend to them at all time during the usual working hours and whenever necessary as the exigencies of work may require.</p> <p>31. Unless otherwise expressly provided the whole time of an employee shall be at the disposal of the University and he shall serve the University in such capacity and at such place as he may be directed from time to time.</p> <p>32. An employee shall comply with and obey all orders and directed which may from time to time be given to him by any person under whose control and supervision he may be working.</p>
<u>ABSENCE FROM STATION</u>	<p>33. No employee shall leave the station of duty without obtaining prior permission from the cometent authority.</p>
<u>PART TIME EMPLOYEE</u>	<p>34. An University employee will not take part in any political activity which impihges adversely on his performance as an University employee and results in his participation in activities detrimental to the interests of the University and the dutiful adherence to the Act, Statutes and regulations of the University".</p>

PART- VIII

PAY AND ALLOWANCES AND OTHER CONDITIONS

<u>SCAE OF PAY</u>	<p>35. The scale of pay admissible to persons appointed to the various categories of posts in the services whether in substantive, officiating or temporary capacity, shall be such as may be determined by the University from time to time.</p> <p>36. An employee directly recruited shall commance to draw the minimum pay and allowances applicable to the post or the pay and allowances indicated in his letter of appointment from the date he assumes charge.</p> <p>37. The appointing authority may grant initial advance increments to specially qualified and experienced persons selected for appointment.</p> <p>38. In case of employee who is appointed on promotion from a lower cadre, his pay shall be fixed in accordance with the provisions contained in U.P. Government financial Hand Book Vol. 2, Part II to IV as amended from time to time.</p>
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<p><u>TERM OF DEPUTATION</u></p>	<p>39. In case of employee taken from Govt. pr any other agency on deputation, the terms and conditions of services shall be as agreed upon between the university and government or the agency concerned.</p> <p>40. In case of employee engaged on contract basis, their pay will be fixed according to the conditions of contract entered in to between the university and the employee concerned.</p> <p>41. Payment of other allowance, i.e. special pay and other allowance will be made by the competent authority on the merits of an individual case and on the basis of rules applicable to the grant of such allowance.</p>
<p><u>ANNUAL INCREMENT</u></p>	<p>42. An annual increment on the completion of one completed year of service may be allowed to any employee at the rate shown in the time scale of pay in which he has been appointed provide that his increment has not been withheld as a disciplinary measure and he has not been held up at efficiency bar.</p>
<p><u>PAY DURING PROBATION</u></p>	<p>43. A person on probation may be allowed his increment in the time scale on the completion of one year's satisfactory services. Provided that if the period of probation is extended on account of failure to render satisfactory service or maintain due progress in efficiency, such extension shall not count for increment unless the appointing authority direct otherwise.</p> <p>44. An increment of an employee who has remained off duty on extra ordinary leave without pay shall correspondingly be shifted and the period of such leave shall not count for increment.</p>
<p><u>POWER TOP RELAZ.</u></p>	<p>45. Where the Vice-Chancellor is satisfied that the operation of any rule regulating the conditions of service of a person appointed to the service causes under hardship in any particular case he may not with standing anything contained in these rules applicable to the case, by order dispense with or relax the requirements of that rule to such extent, and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner, with the approval of Board.</p>
<p><u>SAVINGS</u></p>	<p>46. Nothings is these rules will effect reservations and other concession required to be provided for the candidates belonging to the Scheduled Castes or Scheduled Tribes and other special categories of the Board issued from time to time in this regard.</p>

PART --IX

MAINTENANCE OF CONDUCT AND DISCIPLINE

47. Disciplinary and/ or criminal proceedings can be started against an employee on one or more of the following grounds :-

- (a) That the employee has absented himself from duties without prior permission of the prescribed authority or failed to perform the duties assigned to him by his superior officer under whom he has been placed or otherwise developing upon him from the nature of job to which he is appointed;
- (b) That the employee has either engaged him self in activities prejudicial to the interest and reputation of the University or caused financial loss to the University by his acts of ommision and commission.
- (c) That the employee has made annoyous or pseudonymous complaints or false, malicious and unsubstantiated statement or remour against any other employee;
- (d) That the employee has made false entries in records or suppressed information reasohable /procurable to by him for the proper consideration of a matter pertaining to any file or record of the University ;
- (e) That the employee has by passed his immediate superior while making either a representation or an application for appointment, transfer or posting or making an application for a job outside the University;
- (f) That the employee has acted in an insbordinative manner viz-a viz an officer senior to him at any place or; in or out of the University campus or otherwise behaved in an unruly. Querrelouse or irresponsible fashion likely to disturb peace in the office or in the University campus;
- (g) That the employee has refused to disclose information make verbal or written statement or offer an explanation pertaining to any matter with which he is or was at any time officially concerned or about which he has made a complaint when called upon to do so by a superior officer or an inquiring officer or any other person appointed for the purpose either by the Vice-Chancellor or the Comptroller or the Chief Personnel Officer or Director Administration and Monitoring;
- (h) That the employee has performed an act forbidden by any general or specific guidelines prescribed by the Vice- chancellor regarding the conduct of employee from time to time;
- (i) That the employee has not maintained absolute integrity and devotion to duty;
- (j) That the has appeared in public place in a state of intoxication.
- (k) That the University servant is a member of or be otherwise associated with any political party or any organization which takes part in politics.
- (L) That he has resorted to striks or demonstration.
- (m) That he has engaged directly or indirectly in any trade or business or undertaken any employment.
- (n) That he has indulged in my money lending.
- (o) That he/ she has entered in a bigamous marriage.

(48.) Besides above, the conduct of the University employee will be governed by the U.P. Govt. Servant conduct rules 1956 as amended from time to time.

TERMINATION OF SERVICE

(1) The Services of a University servant in temporary service shall be liable to termination at any time by notice in writing given either by the University servant to the appointing authority or by the appointing authority to the University servant.

(2) The period of notice shall be one month.

Provided that the services of any such University servant may be terminated forth with and on such termination the University servant shall be entitled to claim a sum equivalent to the amount of his pay plus allowance if any, for the period of the notice or as the case may be, or the period of which such notice falls short of one month at the same rates at which he was drawing them immediately before the termination of his services.

Provided further that, it shall be open to the appointing authority to relive a University servant without any notice or accept notice for a short period, without requiring the University servant to pay any penalty in lieu of notice.

Provided also that such notice given by the University servant against when a disciplinary proceeding is pending or contemplated shall be effective only if it is accepted by the appointing authority. Provided in the case of a contemplated disciplinary proceeding, the University servant is informed of the nonacceptance of his notice before the expiry of that notice.

THE G.B.PANT UNIVERSITY OF AGRICULTURE & TECHNOLOGY

SECURITY SERVICE RULES

Whereas it is expedient to reorganize the University security service and to make it an efficient instrument for the efficient and proper protection and security of staff, students, property and documents of the University and its various units and watch and ward there of.

NOW THEREFORE, in exercise of the powers conferred by clause (L) of section 10 (7) of the U.P. Krishi Evam Prodyogik Vishwavidyalaya Adhiniyam, 1958 and all other powers enabling in this behalf, the Board of Management of the G.B. Pant Krishi Evam Prodyogik Vishwavidyalaya, Pantnagar makes the following rules, vide resolution No.....8.....dated 25-8-1986.....

PART - I
PRELIMINARY

<u>Short title extent and commencement</u>	<p>1. (1) These rules may be called the subordinate Security service rules, 1986.</p> <p>(2) These rules shall cover the subordinate Security staff posted in all Establishments, offices and units of the University.</p> <p>(3) They shall come into force on the date to be notified by the Vice-chancellor.</p>
<u>Definition</u>	<p>2. In this rules, unless there is anything repugnant in the subject or context-</p> <p>(i) 'Act' means the U.P. Krishi Evam Prodyogik Vishwavidyalaya Adhiniyam, 1958 as amended from time to time;</p>
<u>Appointing Authority</u>	<p>(ii) The appointing authority in respect of the posts covered by these rules shall be as mentioned below:</p> <p>(a) Vice-Chancellor- in respect of the posts whose maximum of pay scale exceeds Rs. 940/- but does not exceed Rs. 1720/-</p> <p>(b) Vice-Chancellor - in respect of the posts whose officer nominated maximum of pay scale does not <u>by Vice-Chancellor</u> exceed Rs. 940/- .</p> <p>(iii) 'Citizen' means a person who is or is deemed to be a citizen of India under article II or the constitution of India;</p> <p>(iv) 'Employee' means any employee of the University (whether in regular service or on contract, deputation or otherwise), but does not include the labour force , work charged, contingent staff and staff working on daily wages;</p> <p>(v) 'Member of Service' Means a person substantively appointed under these rules or order in force on commencement of these rules to any of the posts mentioned in rule 3.</p> <p>(vi) 'Pay' means the amount drawn by an employee of the University and includes</p> <p>(a) Basic pay which has been sanctioned to him for the post held by him substantively or in a temporary or officiating capacity.</p> <p>(b) Special pay and personal pay;</p> <p>(c) Any other emolument and allowances which may be specially classified as pay by the University but does not include dearness allowance, overtime allowance or conveyance allowance.</p> <p>(vii) 'Service' means the subordinate Staff Services of the University.</p> <p>(viii) 'Substantive appointment' means an appointment not being an adhoc appointing, on a post in the cadre of the service made after selection in accordance with the Statutes, rules and regulations in force at the time of selection and, if there are no such rules, in accordance with the procedure prescribed by the Board or orders of the Vice- Chancellor ;</p>

	<p>(ix) 'University' means Govind Ballabh Pant Krishi Evam Prodyogik Vishwavidyalaya;</p> <p>(x) All other words and expressions used and defined in the Act and used but not defined in these rules, shall have the meanings respectively assigned to them in the Act.</p>
<u>Applicability</u>	<p>3. These rules shall apply to the following posts of the University and such other posts as may be included in this list by the Vice-chancellor ;-</p> <p>a) Asstt. Security Officer b) Security Inspector c) Security Jamadar-cum- driver d) Security Jamadar e) Security Chaukidar f) Security Chaukidar- cum- Mail Messenger.</p>
<u>Applicability of rules to employees on deputation or contract.</u>	<p>4. Employees on deputation or on contract shall be subject to these rules except to the extent to which they are modified by the terms and conditions of their deputation or contract,</p>

PART- II **CADRE**

<u>Strength of employees</u>	<p>5. The strength of employee motioned in rule 3 shall be such as may be determined by the Board from time to time</p> <p>Provided that the appointing authority may leave unfilled or hold in abeyance any post or class of post without there by entitling any person to compensation.</p> <p>Provided further that the Board may create such permanent or temporary posts in the cadre from time to time as may be considered proper or necessary.</p>
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PART- III
GENERAL CONDITIONS OF RECRUITMENT

<p><u>Appointing authority</u></p>	<p>6. The appointing authority in respect of the posts covered by these rules shall be as mentioned below:-</p> <p style="padding-left: 40px;">(a) Vice- Chancellor -In respect of the posts who maximum of pay scale exceed Rs. 940/- but does not exceed Rs. 1720/-.</p> <p style="padding-left: 40px;">(b) Vice- Chancellor or -In respect of the posts who Officer nominated by maximum of pay scale does not Vice-Chancellor exceed Rs. 940/-</p> <p>7. Notwithstanding anything contained in these rule appointments may be made to any post covered by these rules on an adhoc basis under exceptional circumstances for the period not exceeding six months at a time and not more than two years in all to meet any emergent situation.</p> <p>8. The Vice-Chancellor may in the interest of the University transfer an employee from one campus to another campus of the University.</p>
<p><u>Source of Recruitment</u></p>	<p>9. Appointment to the various categories of posts specified in rule 3 shall be made in accordance with that following procedure :-</p> <p style="padding-left: 40px;">a) Asstt. 25% by direct recruitment 75% by promotion Security Officer on the basis of seniority subject to the rejection of unfit amongst security Inspectors who have passed high school from a Recognized educational institution.</p> <p style="text-align: center;">OR</p> <p style="padding-left: 80px;">Army class I and have put in satisfactory service for at least 5 years as a Security Inspector.</p> <p style="text-align: center;">OR</p> <p style="padding-left: 80px;">Army class I and have put in satisfactory service for at least five years as a Security Inspector.</p> <p style="padding-left: 40px;">b) Security 25% by direct recruitment 75% by promotion Inspector on the basis of seniority subject to the rejection of unfit from Jamadar -cum- Drivers who have put in satisfactory service for at least five years as a Security Jamadar-cum-Driver.</p>

	<p>c) Security Jamadar -cum- Driver By promotion on the basis of seniority subject to the rejection of unfit from amongst Security Jamadars who hold a valid licence for driving light and heavy vehicles.</p> <p>d) Security Jamadar 25% by direct recruitment 75% by promotion on the basis of seniority subject to the rejection of unfit from amongst Security Chaukidar and Security Chaukidars-cum-Mail Messengers who have put in satisfactory service for at least five years as a Security Chaukidars or Security Chaukidar-cum- Mail Messenger.</p> <p>e) Security Chaukidar By direct recruitment.</p> <p>f) Security Chaukidar - cum- Mail Messenger By direct recruitment.</p>
<p><u>Reservation</u></p>	<p>9. a) Reservation for the candidates belonging to the Scheduled Castes and Scheduled Tribes shall be accordance with the policy laid down by the Board of Management.</p> <p>b) When suitable candidates are not available to fill up the posts by promotion, the vacancy will be filled by direct recruitment.</p>

PART - IV

<u>Nationality.</u>	<p>10. A candidate for direct recruitment to the post in the service must be :-</p> <p>a) A Citizen of India ; or</p> <p>b) A Tibetan refugee who come over to India from before 1st January, 1962 with the intension of permanently settling in India ;or</p> <p>c) A person of India origin migrated from Pakistan, Burma, Ceylon or any of the East African Countries of Kenya, Uganda and United republic of Tanzania (formerly Tangany ka) and Zenzibar with the intention of permanently settling in India ;</p>
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Provided that a candidate belonging to category (b) or (c) above must be a person in whose favour certificate or eligibility has been issued by the State Government;

Provided further they a candidate belonging to category (d) above will also be required to obtain a certificate of eligibility granted by the Dy. Inspector General of Police, Intelligence Branch, U.P. ;

Provided also that if a candidate belongs to category (c) above, be certificate of eligibility will be issued for a period of more than one year and the retention of such candidate in service during the period of one year shall be subject to his acquiring Indian Citizenship.

Explanation: A candidate in whose case a certificate of eligibility is necessary but the same has neither been issued nor refused may be admitted to an examination or interview and he may also be provisionally appointed subject to the necessary certificate being obtained by him or issued in favour.

Qualification:

10. (1) The qualification for direct recruitment to the posts of Security Officer, Assistant Security Officer, Security Inspector, Security Jamadar- cum- Driver, Security Chaukidar and Chaukidar-cum- Mail Messenger shall be as under :-

A. Assistant Security Officer:-

a) Essential:	(i) Intermediate from a recognized educational institution or Army education class- I (ii) At least 5 years experience of working in Army or Territorial Army or Police or in Security Unit of any public undertaking of repute.
b) Desirable:	Ex- J.C.O. or its equivalent and experience of man- management, Security Transport or intelligence.

B. Security Inspector:

a) Essential:	(i) High School from recognized educational institution or army Education class-II (ii) At least 5 years experience or working in Army, Territorial Army or Police or in Security Unit of any public undertaking of repute.
b) Desirable:	Ex- Army N.C.O. or its equivalent and experience or Security, Transport or intelligence.

C. Security Jamadar -cum- Driver:

- (i) Junior High School or Army Class III education having valid driving licence.
- (ii) 10 years experience or working in Army or Police or in Security unit of any public undertaking of repute.

D. Security Jamadar:

- (a) Essential: (i) Junior High School or Army Class III education.
(ii) 7 years experience of working in Army or Police or in Security Unit of any public undertaking of repute.

E. Security Chaukidar & Security Chaukidar- cum- Mail Messenger

- (a) Essential: (i) Junior High School or Army Education class III.
(ii) At least 5 years experience of working in Army or Police.

(Relaxation in the above qualifications can be made in case of suitable candidates already working in the University satisfactorily for over three years) on the day these rules come into force.

- (b) Desirable: Ex- Army personnel.

13. (i) The lower and upper age limits for direct recruitment to posts in the service shall be as prescribed below:

	<u>Post</u>	<u>Age limit</u>	
		<u>Minimum</u>	<u>Maximum</u>
1.	Asstt. security officer	32 years	50 years
2.	security Inspector	28 years	50 years
3.	Security Jamadar-cum-Driver	25 years	50 years
4.	Security Jamadar	25 years	50 years
5.	Security Chaukidar	22 years	45 years
6.	Security Chaukidar-cum-Mail Messenger	22 years	45 years

(2) The age limit referred to in sub-rule (1) shall apply as on first day of January of the year in which recruitment is to be made, if the posts are notified during January 1 to June 30, and as on first day of July if the posts are notified during the period July 1 to December 31.

(3) Under no circumstances, the age originally declared or establishment and recorded in the record of service shall be changed at a later date in favour of member of service.

<u>Character or And Antecedents</u>	<p>14. The Character of the candidate for direct recruitment to a post in the service must be such as to render him suitable in all respects for employment in the university service. The appointing authority shall satisfy itself on this point.</p> <p><u>Explanation:</u> Prsons dismissed by the Union Govt. by State Govt. or by a local authority or corporation or by a body owned or controlled by the Union Govt. or State Govt. or State Govt. or by any University shall be ineligible for appointment to any post in the service. Person convicted of an offence involving moral turpitude shall also be ineligible.</p> <p>(2) A candidate for direct recruitment must also produce certificate of a good character from:-</p> <p>(i) The University or Principal of the College in which he was last educated;</p> <p>(ii) Two responsible persons (not related to the candidate) who are well acquainted with him in his private life.</p> <p>(3) The appointing authority, may where considered necessary, make further enquires regarding character and antecedents of a candidate before offering him appointment in the event of his selection in such manner and from such authority as may be considered desirable.</p>
<u>Marital status</u>	<p>15. A male candidate who has more than one wife living or a female candidate who has married to a man already having a wife living, shall not be eligible for appointment to a post in the service;</p> <p>Provided that the appointing authority may, if satisfied that there exist special grounds exist for doing so, exempt any person from the operation of this rule.</p>
<u>Physical Fitness</u>	<p>16. (1) No candidate shall be appointed to a post in the service unless he be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his duties and his height and chest measurement are not be -----</p> <p>'Appendix' A, the any person shall have low medical category as shown in their discharge certificates shall be treasted medically in fit for service.</p>

	(2) Before a candidate is finally approved for appointment, he shall be required to obtain and produce a medical certificate of fitness from the Medical Officer Incharge of the University Hospital at his own cost, provided that Medical certificate of fitness shall not be required from candidate recruited by promotion
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Part - V

Recruitment and Appointment

<u>Selection by Direct Recruitment</u>	<p>17. The applications for direct recruitment will be invited through advertisement.</p> <p>The appointing authority shall constitute such committee of officers or persons working in the University as it may consider necessary for the selection of candidates for direct recruitment for the various branches of posts. The Selection committee so constituted shall scrutinise the application and prepares a list of eligible candidates. The selection committee may subject the eligible candidates to written test in such subject as it deems fit for direct recruitment to various posts and may also hold interview. The selection committee shall prepare a list of candidates in order of merit on the basis of the performance in the written test and interview, if any, If 2 or more candidates obtain equal marks, the committee shall arrange their general suitability for the post. The list so prepared shall be furnished to the appointing authority. While making selection the selection committee shall give due regard to the reservations for scheduled castes and scheduled tribes. The minimum physical standard for candidates has been given in Appendix-A.</p>
<u>Selection by Promotions</u>	<p>18. (1) Selection for promotion whenever necessary shall also be made by the selection committee constituted under rule 17. The criteria for promotion shall be on the basis of the seniority subject to the rejection of the unfit from amongst the eligible candidates. The selection committee may subject the eligible candidates to such written test, physical test and interview as it deems fit. If two or more candidates obtain equal marks the committee shall arrange their name in order or seniority in the scale from which they are being considered for promotion. The list prepared by the selection committee shall be furnished to the appointing authority with suitable recommendations.</p> <p>(2) The Security Officer shall prepare an eligibility list of the candidates, arranged in order of seniority and place it before the selection committee along with their character rolls and such other records pertaining to them as may be considered proper. The Selection Committee shall consider the material furnished to them also while making selection.</p>

PART- IV

Appointment, Probation, Confirmation and Seniority

<u>Appointment</u>	<p>19. The lists prepared under rules 17 and 18 will remain in force for a period of one year from the date of their finalisation or if specifically ordered to this effect by the Vice- Chancellor before the expiry of one year or till such time as the next selection takes place whichever is earlier. On the occurrence of substantive vacancies the appointing authority shall make appointment after taking Candidates in the order in which they stand in these list.</p>
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	<p>20. The appointing authority may make appointment in temporary/adhoc or officiating appointing also from the lists referred to in rules 17 and 18.</p> <p>21. If the lists prepared under rules 17 and 18 are exhausted and no candidate is available for appointment from these lists the appointing authority may make appointments either by direct recruitment or by promotion in such vacancies from the persons eligible for employment on adhoc basis.</p>
<u>Probation</u>	<p>22. (1) Candidate recruited to the service of the University from the open market on a regular basis or from promotion to any post in the University shall on appointment to a post in substantive vacancy be placed on probation for a period of two years from the date of joining the post.</p> <p>(2) The appointing authority may, for reasons to be recorded extend the period of probation specifying the date up to which the extension is granted but in no case the period of probation shall be extended beyond two years.</p> <p>(3) If it appears to the appointing authority at any time or at the end of the period of probation or extended period of probation that a probationer has not make sufficient use of his opportunities or has otherwise failed to give satisfaction, he may be reverted to his substantive post, if any and if he does not hold a lien on any post his services may be dispensed with.</p> <p>(4) A probationer who is reverted or whose service are dispensed with under sub rule (3) above shall not be entitled to any compensation.</p> <p>(5) The appointing authority may allow continuous service rendered in an officiating or temporary capacity post included in the cadre or in other equivalent post to be taken into account for the purpose of computing the period of probation.</p>
<u>Confirmation</u>	<p>23. A person directly appointed or promoted to any post in the service would be eligible for confirmation in his appointment by an order of his probation or extended period of his probation, as the case may be if :-</p> <p>(a) He has passed the prescribed departmental examination if any;</p> <p>(b) He has successfully undergone the prescribed training if any;</p> <p>(c) His work and conduct are reported to be satisfactory;</p> <p>(d) His integrity is certified and</p> <p>(e) The appointing authority is satisfied that he is otherwise fit for confirmation.</p>
<u>Seniority</u>	<p>24. (a) Seniority of a person if any cadre or post in the service shall be determined according to the seniority rules of the University.</p> <p>(b) The provisional seniority list of each cadre and scale of pay will be notified by the appointing authority and objections received if any. Will be invited on it. The objections received in any will be considered and then final seniority list shall be prepared and notified. This will be done once. in every three year.</p>
<u>Age of retirement</u>	<p>25. (i) The date of compulsory retirement of the member of service of the University shall be his attaining the age of 58 years or 60 years as the case may be in accordance with the conditions laid down in the Go. No.4026/12-8-488(19)/84 dated 19.12.1984 issued by the Agricultural -8 department as amended by the govt. from time to time.</p> <p>(ii) For the purposes of retirement of a member of service the date of birth as mentioned in the High School certificate on that of any other examination recognized as equivalent there to shall be conclusive.</p> <p>26. (i) No member of service shall be retained in service beyond the date of compulsory retirement in service without specific extension in service granted by</p>

	<p>the Vice- Chancellor for reasons to be recorded in writing. The extension so granted will be subject to the following conditions:-</p> <p>(i) The extension shall be granted for a period of one year at a time.</p> <p>(ii) The maximum period of extension under this rule shall in no case exceed two years.</p> <p>(iii) The service of the member who has been granted extension shall be treated as continuation of previous service.</p>
<u>Commencement of Service</u>	27. Except as otherwise provided by or under these rules, the service of an employee shall commence from the forenoon of a working day he reports for duty in the forenoon under the orders of a competent authority. In case a candidate joins in the afternoon, his service shall commence from the following date.
<u>Crossing of Efficiency Bar</u>	28. No employee shall be allowed to cross efficiency bar unless the appointing authority is satisfied that he has been working efficiently and his integrity is certified.

PART- VII
PAY ALLOWANCE AND OTHER CONDITIONS

<u>Scale of pay</u>	<p>29. (1) The pay and allowance of the employees appointed under these rules whether in substantive or officiating capacity, or as a temporary or adhoc measure shall be such as may be determined by the board from time to time.</p> <p style="text-align: center;">The scales of pay at the time of the commencement of these rules are as follows:-</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">1. Security Officer</td> <td style="text-align: right;">1250-2050</td> </tr> <tr> <td>2. Asstt. Security Officer</td> <td style="text-align: right;">570-1100</td> </tr> <tr> <td>3. Security Inspector</td> <td style="text-align: right;">354-550</td> </tr> <tr> <td>4. Security Jamadar-cum-Driver</td> <td style="text-align: right;">330-495</td> </tr> <tr> <td>5. Security Jamadar</td> <td style="text-align: right;">315-440</td> </tr> <tr> <td>6. Security Chaukidar</td> <td style="text-align: right;">305-390</td> </tr> <tr> <td>7. Security Chaukidar-cum- Mail Messenger</td> <td style="text-align: right;">305-390</td> </tr> </table> <p>(2) An employee directly recruited shall commence to draw the minimum pay and allowance applicable to the post or the pay and allowance indicated in his letter of appointment from the date he assumes charge.</p> <p>(3) The appointing authority may grant initial advance increments not exceeding five to specially qualified and experience persons directly selected for appointment.</p> <p>(4) In case of an employee appointment by promotion his pay shall be fixed in accordance with the provisions contained in U.P. Govt. Financial Hand Book, Volume II (part II to IV) as amended from time to time.</p> <p>30. (1) The appointing authority may grant special allowance to be specified from time to time to all such Security Jamadar, Security Jamadar- cum- Drivers and Security Chaukidars, who possess proficiency in the following trade or trades:-</p> <ol style="list-style-type: none"> (a) Light and heavy vehicle Driver. (b) Tractor and Combine Operator. (c) Water Pump Operator (d) Lineman. (e) Switch Board Attendant (f) Telephone Operator (h) Telephone Line man. (i) Audio Visual Equipment Operators. 	1. Security Officer	1250-2050	2. Asstt. Security Officer	570-1100	3. Security Inspector	354-550	4. Security Jamadar-cum-Driver	330-495	5. Security Jamadar	315-440	6. Security Chaukidar	305-390	7. Security Chaukidar-cum- Mail Messenger	305-390
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6. Security Chaukidar	305-390														
7. Security Chaukidar-cum- Mail Messenger	305-390														

	<p>(2) The rate of such special allowance shall be Rs. 10/ per month for each trade subject to the conditions that such allowance shall not be allowed to a person for more than three trades.</p> <p>(3) Security Chaukidars and Chaukidar-cum- Mail Messenger who acquire skills in milking and management of cattle may be granted Rs. 5/- per month as special allowance. It will be in addition to the provision on preceeding sub- rule (2).</p> <p>(4) The special allowance for any single trade will not be allowed to more than 30% of the sanctioned strength for the place of posting and if licence is needed under law for any trade, the allowance will be admissible after the requirements of law are met and licence is obtained. The appointing authority may subject the claimants to such proficiency test in the trades as deemed fit before allowing special allowance.</p> <p>(5) Employee who are paid special allowance for any trade under these rules may be called on duty to perform the work of the trade when over necessary and if they refuse to work or willfully absent there from when called upon to perform such duty, the special allowances being allowed to him shall be discontinued froth with for all trades and he will not be allowed any special allowance for any trades in future.</p>
<u>Uniform and badge of rank</u>	31. Uniform and bedges of rank shall from be issued to the members of the service as specified by the Board from time to time.
<u>Terms of deputation& contract</u>	<p>32. (a) In the case of employees taken from Government on deputation, the terms and conditions of service shall be as agreed upon between in the University and the Government.</p> <p>(b) In the case of employees engaged on contract basis. Their pay will be fixed according to the conditions of contract entered into between the University and the employees concerned.</p> <p>(c) Payment of other allowances, i.e. special pay and other allowance will be made by the competent authority on the merits of an individual case and on the basis of rules applicable to the grant of such allowance.</p>
<u>Annual increment</u>	33. An Annual increment on the completion of one completed year of service may be allowed to any employee at the rate shown in the time scale of pay in which he has been appointed provided that his increment has not been with hald as a disciplinary measuce and he has not been held up at efficiency bar.
<u>Pay during probation</u>	<p>34. A person on probation may be allowed his increment in the time scale on the completion of one year's satisfactory service.</p> <p>Provided that if the period of probation is extended on account of failure to render satisfactory service or maintain due progress in efficiency, such extension shall not count for increment unless the appointing authority directs otherwise.</p> <p>35. An increment of an employee who has remained off duty on extra ordinary leave without pay shall correspondingly be shifted and the period of such leave shall not count for increment.</p>
<u>Holidays</u>	36. The holidays to be observed by the employees shall be such as may be prescribed by the University for each calendar year. However, the members of the Security service shall to perform duties even on Sundays and Holidays as and when required according to duty roster or otherwise. The members of the service may be allowed compensatory leave or rest or payment in lieu there of for work on Sundays and Holidays as may be decided by the Vice - Chancellor from time to time.

PART- VIII
CONDITIONS OF SERVICE

<u>Devotion to duty</u>	37. (a) An employee shall devote himself exclusively to the duties assigned to him from time to time and shall personally attend to them at all times during the usual working hours and also at other times wherever necessary or as the exigencies of work may require.
<u>Duty Hours</u>	(b) Unless otherwise expressly provided or expressly permitted by the Vice-Chancellor or an Officer to whom the Vice - Chancellor may delegate such power the whole time of an employee shall be at the disposal of the University and he shall served the University in such capacity and at such place as he may be directed from time to time.
<u>Compliance and obdience of orders</u>	38. An employee shall comply with and obey all orders and directions which may from time to time be given to him by any person under whose control and supervision he may be placed under the specific or general orders of the Vice - Chancellor may delegate such authority.
<u>Allotment of Shifts</u>	39. (1) The members of the service may be required to work in different shifts of eight hours commencing from such time as may be prescribed. (2) The shift maybe alternated at the discretion of the prescribed supervisory officer. (3) If the staff is required to work in more than one shift, then any member of such staff shall be liable to be transferred from one shift to another at the discretion of the prescribed supervisory Officer.
<u>Wearing of Uniform and maintenance there of</u>	40. (1) All equipment and uniform issued to a member shall be for his use whilst on duty and he shall be responsible for the cleanliness and proper maintenance of the same. (2) A member who case to be in the employment of the University or is suspended, removed or his appointment is terminated or goes on leave shall deliver up his uniform and other equipment or property entrusted to him by University to the Officer of the University directed in the order. (3) If a member of Security Service fails to deliver his uniform and other equipment or property as specified in sub rule (2) the cost there of shall be recovered from him after accounting for the normal wear and tear of the same.
<u>Training</u>	41. All members of service shall be required to under go such training as may be prescribed and shall be required to perform drill and parades as per schedule to be specified by the Vice -Chancellor or an Officer authorized by him from time to time.
<u>Attendance & Punctually</u>	42. (1) The members in the service may be required to attend evening roll calls and other official assembly at the discretion of the supervisory Officer. (2) Every member shall be on duty punctually at the time fixed and notified. Any member arriving late at his post shall be liable to immediate suspension and disciplinary action. 43. (1) A member in who desires to obtain leave of absence shall apply in writing to his superior Officer and proceed on leave only after its sanction has been conveyed to him in writing. Any Officer or member of the Security Service availing of leave or absenting him self from service without prior written permission shall be liable immediate suspension and disciplinary action. (2) Applications for leave of absence for less than three days duration must be made in writing least 24 hours in advance to the time from which the leave is required except on medical grounds or death in the family in which case the application may be made on the same day.

	<p>(3) Applications for leave of absence for more than three day's duration of a non-urgent nature shall be made at least 14 days in advance of the date from which the leave is actually required.</p> <p>(4) Orders in writing shall be passed by the Officer appointed on all applications for leave of absence latest within three days following the receipt of the application either refusing /rejecting or sanctioning the leave of absence applied for provided that, in case of applications for leave of absence of an urgent nature, orders shall be passed without delay. If the application is refused the Officer shall record on it reasons for such refusal and, if so required by the applicant communicat the reasons to him as well. The orders passed by the Officer shall immediately be communicated to the applicant orally, if he is present, and in writing when the applicant is not present provided that the applicant has given his address.</p> <p>(5) A member granted of absence shall be given, by the Officer prescribed, assigned pass or certificate, as prescribed by the Vice - Chancellor from time to time, showing the date from which the leave of absence will have effect and the date on which the member will have to rejoin for work and also the address of the member whilst on leave. This pass or certificate shall be retained by the member.</p> <p>(6) A record shall be sustained of all leave of absence which has been sanctioned.</p> <p>(7) Extension of the period of leave shall be discouraged However, in unavoidable circumstances leave of absence sanctioned can be extended. In the event of a member applying for an extension of the period of his leave he shall make an application in writing to the Officer concerned before the period of his initially sanctioned leave expires and the Officer shall immediately on receipt of such application, inform the applicant in writing at the address recorded by him whether the extension of leave applied for has been sanctioned or not, provided always that the application for the extension of leave shall be made by the applicant sufficiently in advance. An extension of leave shall only be granted on medical grounds or death in the family. In case of medical leave the applicant may have to furnish medical certificate from a competent State Govt. Medical Officer -Incharge of Government Hospital or Medical Officer Incharge, University Hospital.</p>
<u>Absence from Station</u>	44. No member shall leave the station of duty without obtaining prior written permission from the competent authority and without leaving the address at which he may be contacted.
<u>Part time Employment</u>	45. No member while in service or on leave of any kind shall accept or seek an outside employment without the prior written sanction of the appointing authority. The employee shall devote his whole time to the service of the university and shall not engage in any trade or business or take part in active politics.
<u>Termination of Service</u>	<p>46. The services of a University servant in temporary service shall be liable to termination at any time by notice in writing given either by the University servant to the appointing authority or by the appointing authority to the University servant.</p> <p>(2) The period of notice shall be one month.</p> <p>Provided that the services of any such University servants may be terminated forthwith, and on such termination the University servant shall be entitled to claim a sum equivalent to the amount of his pay plus allowances, if any for the period of the notice or as the case may be, for the period by which such notice falls short of one month at the same rates at which he was drawing them immediately before the termination of his services;</p> <p>Provided further that it shall be open to the appointing authority to relieve a University servant without any notice; or accept notice for a shorter period, without requiring the University servant to pay any penalty in lieu of notice;</p> <p>Provided also that such notice given by the University servant against whom a disciplinary proceeding is pending or contemplated shall be effective only if it is accepted by the appointing authority, provided in the case of contemplated disciplinary proceeding, the University servant is informed of the non-acceptance of his notice before the expiry of that notice.</p>

PART-IX
DUTIES, RESPONSIBILITIES

<u>Duties and Responsibilities</u>	<p>47. It shall be the duty of every supervisory officer and member of Security Service:-</p> <ol style="list-style-type: none"> (1) To obey and execute promptly all lawful written verbal orders issued to him by his superior under whose command or control he is placed including supervise of his Supervisor. (2) To Protect and safeguard the property of the University together with such other installations or undertaking as are specified by the Vice - Chancellor or any other officer authority by him to be vital for carrying on the work of the university. (3) To protect and safegaurd such other undertaking and installations for which he is deputed. (4) To do any other act conducive to the protection and security of the university, its office-s and its undertakings. (5) To collect and communicate intellegence concerning interest of the University. (6) To prevent commission of offences and public nuisance. (7) To detect and inform the police about the presence and activities of offenders. (8) To maintain liasion with the local police authorities. (9) To carry out watch and ward duty.
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PART- X
CONDUCT. DISCIPLINE AND APPEAL

<u>Conduct:</u>	<p>48. Every Officer and member of the service shall at all times conduct himself soberly and temperately while on duty and show proper respect and civility to all concerned and shall use his best endeavour to promote the interest of the University and to maintain and promote the good reputation thereof.</p>
<u>Act of Omission & Commission Constituting Misconduct</u>	<p>49. Among other things that are laid down in the Statutes as constituting misconducts, the following acts of omission and commission on the part of Security staff will also constitute misconduct and Security staff will be liable to disciplinary action for the same:-</p> <ol style="list-style-type: none"> (1) In subordination or disobedience whether alone or jointly with another of any law-ful or reasonable order of a superior. (2) Striking work either singly or with other. (3) Inciting others to strike work. (4) Theft, fraud, or dishonesty in connection with University business or property. (5) Taking or giving bribe or any illegal gratification whatsoever. (6) Late attendance or absence without leave from post or beat during duty hour. (7) The collection or convassing for collection of any money whatsoever for the purpose not authorized by the University in the premises of the University.

	<p>(8) Drunkenness, fighting or riotous, disorderly or indecent behavior or conduct endangering the life, safety, or peace of another person or any act subversive of discipline and efficiency within the premises of the university.</p> <p>(9) Sleeping whilst on duty.</p> <p>(10) Loitering, ignoring, gossiping or wasting time during duty hours singly or in groups.</p> <p>(11) Indiscipline or breach of any Act, Statutes, orders, rules or instructions.</p> <p>(12) Smoking whilst on duty.</p> <p>(13) Causing damage to the property of the University.</p> <p>(14) Failure to maintain equipment and uniform in clean and proper conditions, leading the same to other persons or using the same otherwise than in connection with his duty.</p> <p>(15) Distributing or exhibiting any newspapers, handbills, pamphlets and posters criticizing the University or its officers in connection with University affairs or matters.</p> <p>(16) Holding meeting within the premises of the University without the prior permission of the Vice - Chancellor or of an officer authorized by him for the purpose.</p> <p>(17) Threatening or intimidating any operative or other employees of the University.</p> <p>(18) Disclosing to any unauthorized person or persons any information with regard to the working or process of any section of the University.</p> <p>(19) Gambling of any kind.</p> <p>(20) The sale or canvassing for the sale of tickets or changes in connection with lottery or raffle.</p> <p>(21) Negligence and carelessness in the performance of duty.</p> <p>(22) Refusal to work during duty hours or refusal to work. In off hour when asked to do so by his superior.</p> <p>(23) Refusal to accept, or act upon, order of transfer or change of duty.</p> <p>(24) Not reporting immediately any information known to him which is against the interest of the University.</p> <p>(25) Not reporting immediately any occurrence noticed during duty hours or otherwise which might endanger himself or any person or which might result in damage to the university property.</p> <p>(26) Interference in the duties of other employees.</p> <p>(27) Writing of anonymous letters criticizing his superiors.</p> <p>(28) Spreading false rumors or giving false information which tends to bring to the University or its employees or spreading panic among them.</p> <p>(29) Conviction in any court of law for any criminal offence involving moral turpitude.</p> <p>(30) Attending duty without uniform.</p> <p>(31) Disfiguring with handbills, painting, writing etc. the walls or any post of the building in the campus of the University.</p> <p>(32) Lack of integrity and devotion to duty.</p> <p>(33) Becoming member of a political party.</p> <p>(34) Engaging directly or indirectly in any trade or business or undertaking any employment.</p> <p>(35) Indulging in any money lending.</p> <p>(36) Entering in a bigamous marriage.</p>
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PART-XI
MISCELLANEOUS

<u>Convassing</u>	50. No recommendation, either written or oral in regard to the candidature of appointment for a post will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or in- directly in this connection will disqualify him for appointment.
<u>Power to Remove hardship</u>	50. Where the Vice -Chancellor is satisfied that the operation of any rule regarding the conditions of service of a person appointed to the service cause undue hardship anything contained in these rules applicable to the case, by order dispense with or relax the requirements of that rule to such extent, and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner, with the approval of the Board. 52. Regulation of other matters- in regard to the matters not specifically covered by the rules, persons appointed to the service shall be governed by the rules, regulations and Statutes passed by the Board.
<u>Savings</u>	53. Nothing in these rules will effect reservations and other concessions required to be provided for the candidates belonging to the Scheduled Castes/or Scheduled tribes and other special categories of persons in accordance with the orders of the Board issued from time to time in this regard.

संस्थापना कार्यालय

पत्रांक:संस्था/एस -11/90/3482

दिनांक: जुलाई 26,1996

कार्यालय आदेश

प्रबन्ध परिषद की 162 वीं बैठक दिनांक 28.8.1996 में पारित संकल्प के परिपालन में फील्ड मैन सीनियर स्केल /फील्डमैन जूनियर स्केल/फील्ड अटेन्डेन्ट के वे पद जो कि निदेशक अनुसंधान केन्द्र/भारतीय कृषि अनुसंधान परिषद द्वारा पोषित है के लिए निम्न संवर्गीय व्यवस्था तत्काल प्रभाव यथा तिथि 28.8.96 से लागू करने हेतु कुलपति जी ने सहर्ष स्वीकृति प्रदान की है ।

वर्तमान	संशोधित
फील्ड मैन सीनियर स्केल सीधी भर्ती रु 1200-2040	सहायक एग्री0इंस्पेक्टर/फील्डमैन/फील्ड सहायक <u>वेतनमान रु 1200-2040</u> 75 प्रतिशत पदोन्नति द्वारा वरिष्ठता के आधार पर अनुपयुक्त को छोड़ते हुए फील्डमैन/फील्ड सहायक,एग्री0 सब इंस्पेक्टर वेतनमान रु 975 -1660 से 25 प्रतिशत सीधी भर्ती से
फील्ड मैन जूनियर स्केल सीधी भर्ती रु 975 -1660	एग्री0 सब इंस्पेक्टर /फील्ड मैन /फील्ड सहायक <u>वेतनमान रु 975 -1660</u> 15प्रतिशत पदोन्नति द्वारा फील्ड अटेन्डेन्ट जो कि हाईस्कूल विज्ञान या कृषि से हैं, और 5 वर्ष का अपने पद का अनभव रखते हैं, चयन प्रक्रिया द्वारा वरिष्ठता के आधार पर अनुपयुक्त को छोड़ते हुए तथा जिनकी आयु 45 वर्ष से अधिक हो। 85प्रतिशत सीधी भर्ती से।
फील्ड अटेन्डेन्ट /सहायक सीधी भर्ती	फील्ड अटेन्डेन्ट सीधी भर्ती ।

संस्थापनाधिकारी
कृते कुलपति

प्रतिलिपि:

1. समस्त अधिष्ठाता/निदेशक/विभागाध्यक्ष/प्रभारी अधिकारी वाह्य शोध इकाइयां
2. निदेशक शोध
3. नियंत्रक
4. संस्थापना कार्यालय के पटल सहायकों को।
5. संस्थापना कार्यालय गार्ड फाईल।

संस्थापना कार्यालय

पत्रांक:संस्था/एस -11/90/3961

दिनांक: मार्च 4, 1998

कार्यालय आदेश

कार्यालय आदेश सं० संस्था/एस -11/90/3482 दिनांक 26.7.96 द्वारा फील्डमैन सीनियर स्केल /फील्डमैन जूनियर स्केल /फील्ड अटेन्डेन्ट के पदों की संवर्गीय बवस्था जो दिनांक 28.6.96से लागू की गई थी, को प्रबन्ध परिषद की 170 वीं बैठक दिनांक 23.10.97 में पारित संकल्प के परिपालन में निम्नानुसार संसोधन किये जाने की कुलपति जी द्वारा सहर्ष स्वीकृति प्रदान की है:

वर्तमान		संशोधन	
पद एवं वेतनमान	भर्ती करने की प्रक्रिया	पद एवं वेतनमान	भर्ती करने की प्रक्रिया
सहायक एग्री०इंस्पेक्टर/फील्ड सहायक 1200-2040	75 प्रतिशत पदोन्नति द्वारा वरिष्ठता के आधार पर अनुपयुक्त को छोड़ते हुए फील्डमैन/फील्ड सहायक/एग्री० सब इन्सपेक्टर वेतनमान रू० 975-1660 से। 25प्रतिशत सीधी भर्ती	सहायक एग्री०इंस्पेक्टर/फील्डमैन/फील्ड सहायक वेतनमान 1200-2040	75 प्रतिशत पदोन्नति द्वारा वरिष्ठता के आधार पर अनुपयुक्त को छोड़ते हुए फील्डमैन/फील्ड सहायक/फील्ड सुपरवाइजर/एग्री० सब इन्सपेक्टर वेतनमान रू० 975-1660 से। 25प्रतिशत सीधी भर्ती
एग्री०सब इन्सपेक्टर/फील्डमैन/फील्ड सहायक	15 प्रतिशत पदोन्नति द्वारा फील्ड अटै० जो हाईस्कूल विज्ञान या कृषि से हैं, और 5 वर्ष का अपने पद का अनुभव रखते हों, चयन प्रक्रिया द्वारा वरिष्ठता के आधार पर अनुपयुक्त को छोड़ते हुए तथा जिनकी उम्र 45 वर्ष से अधिक न हो। 85प्रतिशत सीधी भर्ती	एग्री०सब इन्सपेक्टर/फील्डमैन/फील्ड सहायक/फील्ड सुपरवाइजर	15प्रतिशत पदोन्नति पूर्व की भाँति फील्ड अटै० से 85प्रतिशत सीधी भर्ती
फील्ड अटै०	सीधी भर्ती	फील्ड अटै०	सीधी भर्ती

संस्थापनाधिकारी

प्रतिलिपि:

1. समस्त अधिष्ठाता/निदेशक/विभागाध्यक्ष/प्रभारी अधिकारी वाह्य शोध इकाइयां
2. निदेशक अनुसंधान केन्द्र
- 3.कार्यालय अधिक्षक।। एवं।।। संस्थापना कार्यालय।

गोविन्द बल्लभ पन्त कृषि एवं प्रौद्योगिक विश्वविद्यालय पन्तनगर
कार्मिक विभाग 'अ'

पत्र संख्या / पी0एम0एस0 / 96 / 1896

दिनांक: 24 जून, 1996

कार्यालयादेश

प्रबन्ध परिषद की 162वीं बैठक दिनांक 12/13/-5-1996 में पारित संकल्प संख्या स-10 के अनुपालन में कुलपति महोदय ने निम्न आदेश पारित करने की सहर्ष स्वीकृति प्रदान की है।

विश्वविद्यालय के विभिन्न संकायों/विभागों/परियोजनाओं में वर्तमान में स्वीकृत कनिष्ठ आशुलिपिक, क्लर्क स्टेनोग्राफर, कार्यालय सचिव एवं निजी सचिव के समस्त पदों को निम्नलिखित पदनामों एवं वेतनमानों में तात्कालिक प्रभाव से प्रतिस्थापित एवं वर्गीकृत किया जाता है :

क्रमांक	पदनाम	वेतनमान	पदों की संख्या
1-	कनिष्ठ आशुलिपिक	1200-2040	16
2-	आशुलिपिक	1400-2600	44
3-	वैयक्तिक सहायक	1640-2900	29
4-	वैयक्तिक सहायक	2000-3200	16

उक्त पदों को विश्वविद्यालय के विभिन्न विभागों/संकायों/अनुभागों में "संलग्नक क" में दिये गये विवरण के अनुसार सम्बद्ध किया जायेगा तथा उसी प्रकार पदोन्नतियों/नियुक्तियों की जायेगी।

2- क्लर्क स्टेनोग्राफर पदनाम समाप्त कर "आशुलिपिक"(स्टेनोग्राफर) किया जाता है तथा वर्तमान में कार्यरत कर्मचारियों को वेतनमान रूपये 1400-2300 के स्थान पर शासन के अनुरूप संशोधित वेतनमान रूपये 1400-2600 तात्कालिक प्रभाव से अनुमन्य किया जाता है। क्लर्क स्टेनोग्राफर वेतनमान रूपये 1400-2300 के रिक्त पदों को भविष्य में "संलग्नक क" के क्रमांक 7 के अनुसार कनिष्ठ आशुलिपिक पदनाम एवं वेतनमान रूपये 1200-2040 में विज्ञापित कर नियमानुसार भरा जायेगा।

3- कार्यालय सचिव पदनाम समाप्त कर शासन के अनुरूप इस पदनाम को वैयक्तिक सहायक किया जाता है। वैयक्तिक सहायकों को अधिकारियों के साथ सम्बद्धता की स्थिति के अनुसार वेतनमान रूपये 1640-2900 एवं रूपये 2000-3200 की श्रेणियों में विभक्त किया जाता है। जिन कार्यालय सचिवों का मूल वेतन इस आदेश की तिथि को रूपये 1640-00 या उससे अधिक है, उन्हें संशोधित वेतनमान रूपये 1640-2900 वरिष्ठता के आधार पर अनुमन्य किया जाता है। इसी प्रकार वैयक्तिक सहायक वेतनमान रूपये 2000-3200 के पदों पर उन कार्यरत कर्मचारियों को वरिष्ठता के आधार पर देय होगा जिनका मूल वेतन आदेश निर्गत होने की तिथि को रूपये 2000-00 या उससे अधिक है।

4- आशुलिपिक संवर्ग के लिये संवर्गीय व्यवस्था एवं नियमावली "संलग्नक ख" के अनुसार होगी।

5- उपरोक्त व्यवस्था के अन्तर्गत प्रतिस्थापित किये जाने वाले आशुलिपिक संवर्ग के कर्मचारियों के संबंध में आदेश अलग से जारी किये जा रहें हैं।

6- "संलग्नक क" में उल्लिखित आशुलिपिक संवर्ग के पदनामों एवं वेतनमानों को विभिन्न महाविद्यालयों/विभागों/अनुभागों के आय-व्ययक में तदनुसार दर्शाया जायेगा तथा कर्मचारियों द्वारा इन पदों को रिक्त किये जाने पर नियमानुसार पदोन्नति/नियुक्ति से भरा जायेगा।

(के0एन0शुक्ला)
मुख्य कार्मिक अधिकारी
कृते कुलपति

प्रतिलिपि:

1. कुलचिव/ समस्त अधिष्ठाता/निदेशक/विभागाध्यक्ष/प्रभारी अधिकारी ।
2. संस्थापनाधिकारी को अतिरिक्त प्रतियों में अभिलेखाधिकार।
3. कुलपति महोदय को सूचनार्थ।
4. नियंत्रक को सूचनार्थ प्रेषित।

क्र० सं०	विभाग	पदों का आवंटन				
		सहायक निदेशक प्रशासन 2200-4000	वैयक्तिक सहायक 2000-3200	वैयक्तिक सहायक 1640-2900	आशुलिपिक 1400-2600	कनिष्ठ आशु० 1200-2040
1	2	3	4	5	6	7
1.	कुलपति कार्यालय, निदेशक, प्रशा० अनुश्रवण कार्यालय सहित	1	2	2	-	1
2.	वित्त नियंत्रक कार्यालय	-	1	2	-	-
3.	कुलसचिव कार्यालय	1	-	2	1	-
4.	प्रवेश सेल	-	-	-	-	-
5.	संस्थापना कार्यालय	-	1	2	-	-
6.	अधिष्ठाता छात्र कल्याण	-	1	1	1	-

7.	निदेशक,प्रशि0 एवं नियोजन	—	—	1	1	1
8.	भण्डार क्य अधिकारी	—	—	—	1	1
9.	निदेशक निर्माण एवं संयंत्र	—	1	1	1	—
10.	कृषि महाविद्यालय	1	2	2	8	—
11.	पशु चिकित्सा महाविद्यालय	1	1	1	1	1
12.	प्रौद्योगिक महाविद्यालय	1	2	2	6	2
13.	वानिकी महाविद्यालय	—	—	1	1	—
14.	मानविकी महाविद्यालय	1	1	1	1	1
15.	स्नातकोत्तर महाविद्यालय	—	1	1	1	—
16.	गृहविज्ञान महाविद्यालय	—	—	1	2	—
17.	पर्वतीय परिसर	1	1	1	1	—
18.	वि0वि0 पुस्तकालय	—	—	1	—	—
19.	अनुसंधान केन्द्र निदेशालय मुख्य परिसर एवं बाह्य इकाइयों सहित	1	1	2	3	—
20.	प्रसार निदेशालय	1	1	1	1	—
21.	संचार केन्द्र निदेशालय	—	—	1	2	1
22.	प्रकाशन निदेशालय	—	—	1	3	1
23.	शिविर कार्यालय,लखनऊ	—	—	—	—	—
2.	अन्य इकाइयाँ					
24.	वि0 वि0 फार्म	—	—	1	—	—
3.	अखिल भारतीय समन्वित शोध परियोजनाएं/नेशनल फ़ैलो					
25.	शोध परियोजनाएं /नेशनल फ़ैलो	—	—	1	9	—
26.	कृषि विज्ञान केन्द्र	—	—	—	—	6
	योग	9	16	29	44	16

संकल्प सं० –ब– 16: ट्रेक्टर आपरेटरों की पदोन्नति हेतु अधीनस्थ कर्मचारी सेवा नियमावली में संशोधन के प्रविधान का प्रस्ताव।

उक्त प्रस्ताव पर विचारोपरान्त प्रबन्ध परिषद द्वारा प्रस्ताव के साथ प्रस्तुत संशोधन सेवा नियमावली हेतु अनुमादन प्रदान किया गया।

(कार्यवाही : संस्थापनाधिकारी)

161/4/15.12.95

प्रस्ताव संख्या:- ब-16

विषय: ट्रेक्टर आपरेटरों के पदोन्नति हेतु अधीनस्थ कर्मचारी सेवा नियमावली में संशोधन का प्रस्ताव।

प्रबन्ध परिषद की बैठक दिनांक 12-9-94 में निम्न संकल्प पारित किया गया है :-

“ एक ही पदनाम में जिस सम्बर्ग में उसी पदनाम का पी०आर०सी० में स्वीकृत उच्च पद खाली है एवं भविष्य में खाली होते हैं तो उसी पदनाम में निम्न वेतनमान में कार्यरत कर्मचारियों को वरिष्ठता के आधार पर आरक्षण के प्राविधानों का नियमानुसार पालन करते हुए समायोजित किया जायेगा ।”

उक्त विषय के आधार पर पन्तनगर वर्कर्स यूनियन ने अपने माँग पत्र दिनांक 26.8.95 के माँग सं० 17 में ट्रेक्टर आपरेटरों के पदों पर समायोजित किये जाने की माँग रखी। उक्त माँग पर पन्तनगर वर्कर्स यूनियन के पदाधिकारियों के साथ विश्वविद्यालय प्रशासन के अधिकारियों के साथ दिनांक 16.9.95 में सम्पन्न हुई वार्ता में निम्न सहमति हुई :-

“ अधिष्ठातन विभाग द्वारा बताया गया कि इस पर यद्यपि बैठक दिनांक 6.9.95 में इन पर विचार हो चुका है तथापि नियर्ण को कार्य रूप देने हेतु सेवा शर्तों में परिवर्तन करना होगा। कुलपति जी ने निर्देशित किया कि सेवा शर्तों में परिवर्तन प्रबन्ध परिषद के माध्यम से कराते हुए समायोजन/प्रोन्नति की प्रक्रिया शीघ्र आरम्भ की जायेगी। ”

उक्त निर्णय के क्रम में निवेदन करना है कि ट्रेक्टर आपरेटरों के पद निम्न वेतनमान व उच्च वेतनमानों में वर्ष 1979 से पूर्व से ही थे। विश्वविद्यालय में सेवा नियमावली के लागू होने से पूर्व में ट्रेक्टर आपरेटरों को प्रोन्नति की जाती रही थी। इसी प्रकार से वर्ष 1982 में निम्न वेतनमान के ट्रेक्टर आपरेटरों को उच्च वेतनमान के ट्रेक्टर आपरेटरों के पदों पर प्रोन्नति दी गयी है। इससे उच्च वेतनमान के ट्रेक्टर आपरेटरों के पदों को पदोन्नति प्राविधानों के अर्न्तगत किया जा सकता है अतः इस सम्बन्ध में सेवा नियमावली में वर्तमान प्राविधानों में परिवर्तन की आवश्यकता है क्योंकि ट्रेक्टर आपरेटरों के पदों पर सीधी भर्ती का प्राविधान है एवं यह स्पष्ट नहीं है कि किन वेतनमानों के ट्रेक्टर आपरेटरों के पद सीधी भर्ती से भरे जाने हैं जबकि सेवा नियमावली लागू होने के समय से पूर्व ही ट्रेक्टर आपरेटरों के पद दो वेतनमानों में उपलब्ध थे।

विश्वविद्यालय में निम्न विभागों में ट्रैक्टर आपरेटर कार्यरत हैं :-

- 1- पन्त प्रौद्योगिक महाविद्यालय
- 2- निदेशक,निर्माण एवं संयंत्र
- 3- निदेशक अनुसंधान केन्द्र एवं इकाईयाँ
 - (1) पी0सी0पी0
 - (2) एल0 आर0 सी0
 - (3) सी0 आर0 सी0
 - (4) पी0 आर0 सी0
 - (5) एच0 आर0 सी
 - (6) बाह्य शोध इकाईयाँ
- 4- उद्यान अनुभाग

विश्वविद्यालय में लागू अधीनस्थ सेवा नियमावली में पन्त महाविद्यालय के ट्रैक्टर आपरेटरों के प्रोन्नति नियम पूर्व से ही लागू हैं। अन्य इकाईयों हेतु निर्धारित सेवा शर्तों में परिवर्तन की आवश्यकता है अतः प्रबन्ध परिषद् से निवेदन है कि पन्त प्रौद्योगिक महाविद्यालय को छोड़कर अन्य विभागों /इकाईयों में कार्यरत ट्रैक्टर आपरेटरों के लिए प्रस्तावित प्राविधानों को वर्तमान सेवा नियमावली में जोड़ने /संशोधन करने की अनुमति प्रदान करने की कृपा करें { संलग्नक-1} ।

सेवा नियमावली में संशोधन का प्रस्ताव

वर्तमान सेवानियमावली में प्राविधान			प्रस्तावित सेवानियमावली में प्राविधान		
वेतनमान व पदनाम	अर्हता	भर्ती का स्रोत	वेतनमान व पदनाम	अर्हता	भर्ती का स्रोत
1	2	3	4	5	6
Tractor Operator 1200-2040	ITI Certificate in relevant Trade with 2 years experience and valid driving licence or Jr. High School with 5 years experience with valid driving licence	Direct Recruitment	Tractor Operator 12002040 (4000-6000)	As Column No-2	75% by promotion on the basis of seniority subject to rejection of unfit out of Tractor Operators Junior Scale, working in the University Deptt./Units except College of Tech. 25% by Direct recruitment.
Tractor Operator 950-1500	-- DO --	-- DO --	Tractor Operator 950-1500 (3050-4590)	As Column No-2	85%by direct recruitment. 15%by promotion on selection basis out of Tractor Helpers working in the University those who have 5 years experience of H.T.V./L.M.V. vehicle.
Helper (Tractors) 750-940	Literate with some working knowledge in the line.	Direct recruitment	Helper(Tra ctor) 750-940 (2550-3200)	As Column No-1	By direct recruitment

अ0अ0 / स0स0अ0 / स0अ0 / कुलपति जी

प्रौ0 महा वि0 के यान्त्रिक अभियन्त्रण विभाग में एक पद बरिष्ठ प्रयोगशाला सहायक का रिक्त है । इस पद पर प्रौ0महा वि0 के अन्य विभागों में प्रयोगशाला सहायक के पद पर कार्यरत कर्मचारी बार-बार बरिष्ठता के आधार पर पदोन्नति देने की माँग कर रहे हैं। अधीनस्थ कर्मचारियों की सेवा नियमावली में इस पद को भरने के लिए निम्न प्राविधान है :-

Sr. Lab. Asstt.	75%by promotion on the basis of seniority subject to the rejection of unfit out of Laboratory Assistant of the concerned Deptt. 25% by direct recruitment.
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प्रौ0 महा वि0 में कार्यरत कर्मचारियों की सेवा नियमावली विभागवार होने के कारण पद उपलब्ध होने पर भी पदोन्नति का लाभ दिया जाना सम्भव नहीं हो पा रहा है ।

अतः यदि स्वीकृति हो तो प्रौ0 महाविद्यालय में कार्यरत कर्मचारियों की वर्तमान सेवा नियमावली में वि0वि0 के अन्य महाविद्यालयों की भांति निम्नुसार संशोधन करने हेतु अधिष्ठाता प्रौ0महा वि0 से सहमति प्राप्त कर ली जाय तदोपरांत यह प्रकरण प्रबन्ध परिषद की अगली बैठक में प्रस्तुत किया जायेगा ।

वर्तमान सेवानियमावली में अंकित प्राविधान	संशोधन हेतु प्रस्ताव
Sr. Lab. Assistant:- 75% by promotion on the basis of seniority to the rejection of unfit out of Laboratory Asstt. Of the concerned department. 25% by direct recruitment.	Sr. Lab. Assistant: - 75%by promotion on the basis of seniority subject to the rejection of the unfit out of the Laboratory Assistant working in the College of Technology. 25% by direct recruitment.
Lab. Assistant:- 85%by direct recruitment, and 15% by selection on the basis of merit out of Lab. Attendant who have put in 5 years service in the concerned department and are High School	Lab. Asstt.:- 85% by direct recruitment and 15% by on the basis of merit out of Laboratory working in the College of Technology High School and have put at least 5 years service.

कृपया कुलपति जी के आदेश लेना चाहें ।

संस्थापना कार्यालय

पत्रांक:संस्था/एस -11/109/1749

दिनांक: जनवरी 8, 1996

कार्यालय आदेश

प्रौद्योगिक महाविद्यालय के मैकेनिकों के लिए अधीनस्थ सेवा नियमावली के वर्तमान प्राविधानों में संशोधन के लिए प्रबन्ध परिषद ने अपनी बैठक दिनांक 14/15/-12-95 में निम्न संकल्प पारित किया है :-

“उक्त प्रस्ताव के सम्बन्ध में विचारोपरान्त पारित किया गया कि प्रस्ताव के साथ प्रस्तुत मैकेनिकों के लिए संशोधित अधीनस्थ सेवा नियमावली तत्काल प्रभाव से स्वीकृत की जाती है।”

प्रबन्ध परिषद् के उक्त पारित संकल्प सं० अ-9 के क्रम में कुलपति जी ने आदेशित किया है कि मैकेनिकों के लिए अधीनस्थ सेवा नियमावली के वर्तमान प्राविधानों में संशोधन निम्नानुसार दिनांक 15.12.95 से लागू माने जायेंगे :-

क्र०सं०	पद का नाम	भर्ती का श्रोत वर्तमान सेवा नियमावली के अनुसार	प्रस्तावित सेवा नियमावली में संशोधन प्रस्ताव
1-	फोरमैन मैकेनिकल	सीधी भर्ती	75 प्रतिशत वरिष्ठता के आधार पर पदोन्नति द्वारा अनुपयुक्त को छोड़ते हुए विभिन्न ट्रेडों के मैकेनिकों में से जो प्रौद्योगिक महाविद्यालय के मैकेनिकल इंजिनियरिंग विभाग में वेतनमान रु 1400-2400 तथा 1350-2200 में कार्यरत हैं। 25 प्रतिशत सीधी भर्ती द्वारा।
2-	फोरमैन प्रोडक्शन/फैब्रीकेशन	75 प्रतिशत वरिष्ठता के आधार पर पदोन्नति फैब्रीकेशन मैकेनिक में से तथा 25 प्रतिशत सीधी भर्ती से	75 प्रतिशत वरिष्ठता के आधार पर पदोन्नति द्वारा अनुपयुक्त को छोड़ते हुए विभिन्न ट्रेडों के मैकेनिकों में से जो प्रौद्योगिक महाविद्यालय में वेतनमान रु 1400-2400 तथा 1350-2200 में कार्यरत हैं। 25 प्रतिशत सीधी भर्ती द्वारा।
3-	फोरमैन इलैक्ट्रीकल	सीधी भर्ती द्वारा	75 प्रतिशत वरिष्ठता के आधार पर पदोन्नति द्वारा अनुपयुक्त को छोड़ते हुए प्रौद्योगिक महाविद्यालय में इलैक्ट्रीशियन ग्रेड-1 में कार्यरत कर्मचारियों में से। 25 प्रतिशत सीधी भर्ती द्वारा।

संस्थापनाधिकारी
कृते कुलपति

प्रतिलिपि:

1. अधिष्ठाता, प्रौद्योगिक महाविद्यालय
2. वित्त नियंत्रक
3. संबंधित पटल सहायक।
4. महामंत्री, पन्तनगर वर्कर्स यूनिशन।
5. समस्त अधिष्ठाता/निदेशक/विभागाध्यक्ष/प्रभारी अधिकारी, बाह्य शोध इकाईयां।

संकल्प सं० 7:—

श्री ए०एल शाह,आपरेशन थियेटर टेक्नीशियन,विश्वविद्यालय चिकित्सालय,
वेतनमान रू 470-735 को स्टाफ नर्स के अनुरूप वेतनमान रू 1400-2600
देने एवं पदनाम स्टाफ नर्स करने के संबंध में

उक्त प्रस्ताव के सम्बन्ध में संयुक्त सचिव वित्त,उ०प्र० शासन, लखनऊ ने अपने अर्धशासकीय पत्र सं० ई-1-334/दस-1995, दिनांक 23 मार्च,1995 द्वारा निम्नांकित मत व्यक्त किया :-

“इस सम्बन्ध में यह अवगत कराया गया कि श्री ए०एल० शाह, विश्वविद्यालय में आपरेशन थियेटर टेक्नीशियन के पद पर कार्य कर रहे हैं तथा इनका कार्य स्टाफ नर्स के अनुरूप ही है। यह भी अवगत कराया गया कि 1-1-86 से पूर्व इन्हें स्टाफ नर्स के समान ही वेतनमान प्राप्त था । चूँकि नये वेतनमान में इस पदनाम से कोई पद नहीं था अतः इन्हें पुराने वेतनमान पर ही भुगतान किया जा रहा है । अतः वर्ग की एकरूपता बनाये रखने की दृष्टि से नवीन वेतनमान दिया जाना उचित होगा । इस संबंध में विश्वविद्यालय प्रशासन को यह भी सलाह दी जाय कि इस प्रकार की वेतन विसंगतियों के समस्त प्रकरण को एक साथ प्रस्तुत करें ।”

विचारोपरान्त, प्रबन्ध परिषद द्वारा वित्त विभाग के उक्त मत एवं वित्त समिति की संस्तुतियों को दृष्टिगत रखते हुए श्री ए०एल० शाह, आपरेशन थियेटर टेक्नीशियन विश्वविद्यालय चिकित्सालय वेतनमान रू 470-735 का पदनाम स्टाफ नर्स किये जाने एवं दिनांक 1-1-86 से रू 1400-2600 का वेतनमान दिये जाने की स्वीकृति प्रदान की गई ।

{ कार्यवाही: संस्थापनाधिकारी }

संस्थापना कार्यालय

पत्रांक:संस्था/आर -1/2927

दिनांक: मई 25, 1996

कार्यालय आदेश

विषय : माली /स्वच्छकों को 14/16 वर्ष की सेवा पर रु 950 -1500 का प्रोन्नत वेतनमान देने के संबंध में प्रस्ताव ।

उक्त विषेयक प्रस्ताव पर विचारोपरांत प्रबन्ध परिषद ने अपनी बैठक दिनांक 12-13.5.96 । में निम्नलिखित संकल्प पारित किया है :-

उक्त प्रस्ताव पर विचारोपरांत पारित किया गया कि वित्त समिति की संस्तुति के अनुसार अधीनस्थ कर्मचारी सेवा नियमावली में मालियों के संबंध में सृजित हार्टीकल्चर चौधरी जूनियर वेतनमान रु 775-1025 के 6 पदों को निम्न वेतनमान रु 750-940 माली के 6 पदों में परिवर्तित कर दिया जाय एवं जो कर्मचारी वर्तमान में रु 775-1025 के वेतनमान में हार्टीकल्चर चौधरी के जूनियर वेतनमान में कार्यरत हैं, उन्हें रु 775-1025 का वेतनमान वैयक्तिक रूप से अनुमन्य करते हुए जारी रखा जाय । इसी प्रकार स्वच्छक के संबंध में जमादार के तीन पदों वेतनमान रु 775-1025 को स्वच्छक वेतनमान रु 750-940 निम्न वेतनमान में परिवर्तित कर दिया जाय एवं वर्तमान पदधारक वैयक्तिक रूप से रु 775-1025 का वेतनमान आहरित करते रहेंगे । उक्त के फलस्वरूप संशोधित निम्न माली एवं स्वच्छकों के लिए संवर्ग व्यवस्था स्वीकृत की जाती है ।

[अ] माली

1. माली वेतनमान रु 750-940 सीधी भर्ती द्वारा
2. वरिष्ठ हार्टीकल्चर चौधरी रु 950-1500 मालियों में से 75प्रतिशत प्रोन्नति द्वारा व 25प्रतिशत सीधी भर्ती द्वारा

[ब] स्वच्छक

1. वेतनमान रु 750-940 सीधी भर्ती

उक्त के फलस्वरूप उपर्युक्त संवर्ग में वेतनमान रु 750-940 में कार्यरत पदधारकों को समयमान वेतनमान व्यवस्था के अंतर्गत प्रोन्नत वेतनमान के रूप में निर्धारित अवधि पर रु 950-1500 का वेतनमान अनुमन्य होगा ।

यह निर्णय प्रबन्ध परिषद संकल्प की तिथि यथा दि0 13.5.96 से प्रभावी होंगे । संबंधित विभागाध्यक्ष उक्त निर्णय के अनुपालन में आवश्यक प्रस्ताव संस्थापनाधिकारी को भेजेगें ।

संस्थापनाधिकारी

प्रतिलिपि:

1. समस्त अधिष्ठाता/निदेशक/विभागाध्यक्ष/
2. महाप्रबन्धक फार्म/
3. प्रभारी अधिकारी, बाह्य शोध इकाईयां।

संस्थापना कार्यालय

पत्रांक:संस्था /समायो0 / 3350

दिनांक: जून , 1996

कार्यालय ज्ञाप

अधीनस्थ कर्मचारियों की सेवा नियमावली के प्रस्तर -19 में पदोन्नति हेतु 5 वर्ष की सेवा की अनिवार्यता में विशेष परिस्थितियों में छूट प्रदान किये जाने हेतु कुलपति जी को अधिकृत किये जाने विषेयक प्रस्ताव पर विचारोपरान्त प्रबन्ध परिषद की 162 वीं बैठक दिनांक 12/13-5-96 में प्रबन्ध परिषद द्वारा निम्नलिखित संकल्प पारित किया गया है :-

“संकल्प सं0 ब -7 :-

वर्तमान सेवा नियमावली में सेवा अवधि में जो प्रतिबन्ध लगा है, उसको शिथिलीकरण हेतु कुलपति महोदय को अधिकृत करने के लिए कार्योत्तर स्वीकृति लेना ।

“उक्त प्रस्ताव पर विचारोपरान्त पारित किया गया कि अधीनस्थ कर्मचारियों की सेवा नियमावली के प्रस्तर -19 में पदोन्नति हेतु 5 वर्ष की सेवा की अनिवार्यता को विशेष परिस्थितियों में छूट प्रदान करने के लिए कुलपति जी को अधिकृत किया जाता है एवं इस विषय में पूर्व में की गयी कुलपति जी द्वारा कृत कार्यवाही हेतु कार्योत्तर स्वीकृति प्रदान की जाती है ।”

संस्थापनाधिकारी
कृते कुलपति

प्रतिलिपि:

1. समस्त अधिष्ठाता/निदेशक/विभागाध्यक्ष/महाप्रबन्धक{फार्म}/प्रभारी अधिकारी,बाह्य शोध केन्द्र/ अधिष्ठाता, पर्वतीय परिसर, रानीचौरी को सूचनार्थ प्रेषित ।
2. समस्त पटल सहायक ।

संस्थापना कार्यालय

पत्रांक:संस्था / 1583
27, 1995

दिनांक: दिसम्बर

कार्यालय आदेश

प्रबन्ध परिषद की 161 वीं बैठक दिनांक 14-15.12.95 में पारित संकल्प संख्या ब-7 के अनुसार कुलपति जी ने सामान्य लिपिकीय संवर्ग हेतु निम्न संवर्गीय व्यवस्था लागू करने की सहर्ष स्वीकृति प्रदान की है। यह आदेश प्रबन्ध परिषद की बैठक दिनांक 14-15.12.95 से प्रभावी होंगे। अनुभाग अधिकारी वेतनमान रु 1640-2900 के कुल पदों से 50 प्रतिशत पद आशुलिपिक संवर्ग के लिए संरक्षित रहेंगे। यह व्यवस्था वर्तमान में उपलब्ध समस्त पदों एवं भविष्य में सृजित होने वाले पदों पर लागू रहेगी।

वर्तमान		संशोधित				
क्र० सं०	वेतनमान / पदनाम	क्र० सं०	वेतनमान / पदनाम	अर्हता	भर्ती का श्रोत	कार्य एवं दायित्व
1	2	3	4	5	6	7
1.	1640-2900 अनुभाग अधिकारी	1.	1640-2900 अनुभाग अधिकारी	1. मान्यता प्राप्त विश्वविद्यालय से स्नातक की डिग्री के साथ मैनेजमेंट का डिप्लोमा। 2. सरकारी/अर्द्धसरकारी संस्था या विश्वविद्यालय में कार्मिक विभाग / विश्वविद्यालय प्रवेश परीक्षा आदि का 10 वर्ष का अनुभव	1. 25: सीधी भर्ती से। 2. 75: पदोन्नति द्वारा वरिष्ठता के आधार पर, अनुपयुक्त को छोड़ते हुए, कार्यालय अधीक्षक वर्ग (वेतनमान 1400-2600) से	विभागीय पत्रावलियों / कार्य का निस्तारण, संबंधित अभिलेखों का रखरखाव, गोपनीयता का दायित्व, सक्षम अधिकारी द्वारा निर्देशित अन्य कार्य।
3.	1400-2600 वरिष्ठ संस्थापना लिपिक	2.	1400-2600 कार्यालय अधीक्षक	1. मान्यता प्राप्त विश्वविद्यालय से स्नातक की डिग्री के साथ परसनल मैनेजमेंट का डिप्लोमा 2. सरकारी/अर्द्धसरकारी संस्था या विश्वविद्यालय में कार्मिक विभाग / विश्वविद्यालय प्रवेश परीक्षा आदि का 5 वर्ष का अनुभव	1. 25: सीधी भर्ती से। 2. 75: पदोन्नति द्वारा वरिष्ठता के आधार पर, अनुपयुक्त को छोड़ते हुए, मुख्य लिपिक वर्ग (वेतनमान 1400-2600) से	विभागीय पत्रावलियों / कार्य का निस्तारण, सक्षम अधिकारी द्वारा निर्देशित अन्य कार्य।
4.	वरिष्ठ परीक्षा सहायक					
5.	सहायक परीक्षक					
6.	प्रवेश सहायक					
7.	वरिष्ठ रिकार्डर					
8.	1400-2300 रिकार्डर	3.	1400-2300 मुख्य लिपिक	1. मान्यता प्राप्त विश्वविद्यालय से स्नातक की डिग्री 2. सरकारी/अर्द्धसरकारी संस्था या विश्वविद्यालय में कार्यालय कार्य का 3 वर्ष का अनुभव 3. हिन्दी तथा अंग्रेजी टंकण में 30 तथा 40 शब्द प्रतिमिनट की गति।	1. 25: सीधी भर्ती से। 2. 75: पदोन्नति द्वारा वरिष्ठता के आधार पर, अनुपयुक्त को छोड़ते हुए, वरिष्ठ लिपिक वर्ग (वेतनमान 1200-2040) से	लिपिकीय तथा कार्यालय के कार्य, सक्षम अधिकारी द्वारा निर्देशित अन्य कार्य।
9.	कोर्स करीकुलम सहायक					
10.	वेरीटाईपर आपरेटर					
11.	1200-2040 टंकण लिपिक	4.	1200-2040 वरिष्ठ लिपिक	1. मान्यता प्राप्त इंटरमिडिएट 2. सरकारी/अर्द्धसरकारी संस्था या विश्वविद्यालय में कार्यालय में कार्य	1. 25: सीधी भर्ती से। 2. 75: पदोन्नति द्वारा वरिष्ठता के आधार पर,	लिपिकीय टंकण तथा कार्यालय के कार्य, सक्षम
12.	रिकार्डकीपर					
13.	वरिष्ठ लिपिक					

14.	प्रधान लिपिक			का 3 वर्ष का अनुभव	अनुपयुक्त को छोड़ते हुए,	अधिकारी द्वारा
15.	वरिष्ठ सहायक			3. हिन्दी तथा अंग्रेजी टंकण में 30	लिपिक लिपिक वर्ग	निर्देशित अन्य
16.	पंजीकरण लिपिक			तथा 40 शब्द प्रतिमिनट की गति।	(वेतनमान	कार्य।
17.	मेलिंग सहायक				950-1500) से	
18.	फेंकर					
19.	950-1500 टंकण लिपिक.	5.	950-1500 कनिष्ठ लिपिक	1. मान्यता प्राप्त इंटरमिडिएट	1. 85: सीधी भर्ती से।	लिपिकीय, टंकण,
20.	लेखालिपिक.			2. . हिन्दी तथा अंग्रेजी टंकण में 30	2. 15: योग्यता के आधार	तथा कार्यालय के
21.	/सह टंकण लिपिक.			तथा 40 शब्द प्रतिमिनट की गति।	पर चयन द्वारा समूह "ब" के कर्मचारी (वेतनमान	कार्य, सक्षम
22.	लिपिक/				775-1025/	अधिकारी द्वारा
23.	भण्डारक.				750-940) में से जो मान्यता	निर्देशित अन्य
24.	कनिष्ठ लिपिक.				प्राप्त हाईस्कूल हो और जिन्होंने इस वि०वि० में 5	कार्य।
25.	लिपिक/				वर्ष की सफलता पूर्वक सेवा पूर्ण कर ली हो तथा	
26.	भण्डारक.				जिनकी आयु 45 वर्ष से अधिक न हो एवं टंकण में	
27.	कनिष्ठ लिपिक.				अंग्रेजी तथा हिन्दी टंकण में 30 तथा 40 शब्द	
28.	संस्थापना लिपिक.				प्रतिमिनट की गति हो।	
29.	पत्र प्रेषक.					
30.	पत्र प्राप्ति एवं प्रेषण लिपिक.					
31.	टंकण /सामान्य/ रिकार्डकीपर.					
32.	रिकार्डर					
33.	आई.वी.एम. आपरेटर					

उपरोक्त के आधार पर सामान्य लिपिकीय संवर्ग के वेतनमान /पदनाम/अर्हता भर्ती का श्रोत तथा कार्य एवं दायित्व कालम सं० 3से 7 तक के अनुसार होंगे। विभागाध्यक्ष उपरोक्त के अनुसार समस्त अभिलेखों में अपने स्तर से प्रविष्टि कर आवश्यक कार्यवाही करें।

संस्थापनाधिकारी
कृते कुलपति

प्रतिलिपि:

1. समस्त अधिष्ठाता/ निदेशक ,विभागाध्यक्ष
2. मुख्य महाप्रबन्धक { फार्म }
3. प्रभारी अधिकारी, समस्त शोध इकाईयों को
4. वित्त नियंत्रक
5. परिसम्पत्ति अधिकारी
6. संबंधित कर्मचारी
7. कुलपति जी के निजी सचिव को कुलपति महोदय को सूचनार्थ।

संस्थापना कार्यालय

पत्रांक:संस्था / 1772

दिनांक: जून 14 , 1997

कार्यालय आदेश

प्रबन्ध परिषद की 167 वीं बैठक दिनांक 19.5.97 में पारित संकल्प सं0 30 के परिपालन में कुलपति जी द्वारा एनीमल रूम अटैन्डैन्ट एवं बुक अटैन्डैन्ट की सेवा नियमावली में दिनांक 1.7.91 से निम्नानुसार संशोधन किए जाने की सहर्ष स्वीकृति प्रदान की है:-

पदनाम	वर्तमान प्राविधान	संशोधित प्राविधान
Animal Room Attendant 825-1200	This post will be filled up by promotion of selection on merit out of Animal Attendant /Bull Attendant in L.R.C and V.Sc. College.	एनीमल रूम अटैन्डैन्ट का एक पद वेतनमान रू 825-1200 (जो आय-व्ययक में स्वीकृत है, परन्तु कोई कर्मी कार्यरत नहीं है) को एनीमल अटैन्डैन्ट के पद वेतनमान रू0 750-940 पर संविलान कर दिया गया तथा सेवा नियमावली के वर्तमान प्राविधान को समाप्त कर दिया गया ।
Book Attendant 825-1200	75% by promotion on the basis of seniority subject to rejection of unfit out of Janitor who are High School Pass.	बुल अटैन्डैन्ट के 5 पद वेतनमान रू0 825-1200 को जेनीटर के पद वेतनमान रू0 775-1025 में परिवर्तित करते हुए कार्यरत कर्मियों को वेतनमान रू0 825-1200 वैयक्तिक रूप से अनुमन्यता जारी रखने की स्वीकृति प्रदान की गई । बुक अटैन्डैन्ट के पद पर पदोन्नतियाँ वेतनमान रू0 950-1500 में की जाय ।

संस्थापनाधिकारी
कृते कुलपति

प्रतिलिपि: समस्त अधिष्ठाता /निदेशक /विभागाध्यक्ष
वि0 वि0 पुस्तकालयाध्यक्ष
संस्थापना कार्यालय के संबंधित पटल सहायक
गार्ड फाइल ।

संकल्प सं० -3 : मत्स्य अनुसंधान एवं प्रशिक्षण केन्द्र पर प्रयोगशाला सहायक के पद पर प्रोन्नति हेतु सेवा नियमावली ।

उक्त प्रस्ताव पद विचारोपरान्त प्रबन्ध परिषद द्वारा प्रयोगशाला पद पर प्रोन्नति हेतु सेवा नियमावली में निम्ननुसार संशोधन स्वीकृत किया गया -

वर्तमान	संशोधित
85% by direct recruitment 15% by promotion on the basis of selection on merit out of Lab. Attendant. who are High School and have put at least 5 years service	85% by direct recruitment 15% by promotion on the basis of selection on merit of Lab. Attendant. (Fisherman in case of F.R.T.C.) Who are High School & have put at least 5 years service.

(कार्यवाही : संस्थापनाधिकारी)

संस्थापना कार्यालय

पत्रांक:संस्था / 1579 / S-II / 114

दिनांक: दिसम्बर 27 , 1995

कार्यालय आदेश

प्रबन्ध परिषद् की 161 वीं बैठक दिनांक 14/15.12.95 में पारित संकल्प सं० ब-7 के अनुसार कुलपति जी ने वि०वि० में कार्यरत लेखा कर्मियों के पदनाम, अर्हता, भर्ती का श्रोत, कार्य एवं दायित्व के संबंध निम्न आदेश पारित करने की सहर्ष स्वीकृति प्रदान की है । यह आदेश प्रबंध परिषद् की बैठक दिनांक 14/15.12.95 से प्रभावी होंगे :-

वर्तमान		संशोधित				
क्र० सं०	वेतनमान / पदनाम	क्र० सं०	वेतनमान / पदनाम	अर्हता	भर्ती का श्रोत	कार्य एवं दायित्व
1	2	3	4	5	6	7
1.	1640-2900 मुख्य / मंडलीय लेखाकार मुख्य लेखाकार	1.	1640-2900 मुख्य लेखाकार	1. मान्यता प्राप्त वि० वि० से एम० काम० (एकाउन्टन्सी के साथ) की डिग्री 2. सरकारी या अर्द्ध सरकारी संस्था या वि०वि० के लेखा विभाग का 7 वर्ष का अनुभव	1. 25: सीधी भर्ती से । 2. 75: पदोन्नति द्वारा वरिष्ठता के आधार पर, अनुपयुक्त को छोड़ते हुए, लेखाकर (वेतनमान 1400-2600) से	विभाग के सभी प्रकार के लेखा कार्य के लिए अधिष्ठाता, निदेशक एवं विभागाध्यक्ष के प्रति उत्तरदायित्व सभी प्रकार के लेखा आँकड़ों का कम्पाइलेशन, आय-व्यय के नियमों, परिणयनों के अनुरूप रखने का उत्तरदायित्व अधिष्ठाता, निदेशक एवं विभागाध्यक्षों द्वारा निर्देशित अन्य लेखा संबंधी कार्य ।
3.	1400-2600 लेखाकार	2.	1400-2600 लेखाकार	1. मान्यता प्राप्त वि० वि० से एम० काम० (एकाउन्टन्सी के साथ) की डिग्री 2. सरकारी या अर्द्ध सरकारी संस्था या वि०वि० के लेखा विभाग का 3 वर्ष का अनुभव	1. 25: सीधी भर्ती से । 2. 75: पदोन्नति द्वारा वरिष्ठता के आधार पर, अनुपयुक्त को छोड़ते हुए, सहायक लेखाकर (विभागाध्यक्ष) वर्ग (वेतनमान 1400-2300) से	प्राप्त अनुदान एवं आय-व्यय को नियमों पर नियमों के अनुरूप रखने का दायित्व लेखा कार्यों के लिए अधिष्ठाता, निदेशक, विभागाध्यक्ष एवं मुख्य लेखाकार के प्रति उत्तरदायित्व, कर्मचारियों के वेतन, भविष्यनिधि, पेंशन आदि को नियमित करने का दायित्व और उनकी सेवा पुस्तिकाओं, व्यक्तिगत पत्रावलियों का रखरखाव एवं संपरीक्षा आपत्तियों का निस्तारण वार्षिक लेखा बनाना, सक्षम अधिकारी द्वारा निर्देशित अन्य कार्य
4.	बरसर					
5.	ज्येष्ठ संप्रेक्षक					
5.	1200-2300 वरिष्ठ लेखालिपिक	3.	1400-2300 सहायक लेखाकार (विभागाध्यक्ष)	1. मान्यता प्राप्त वि० वि० से एम० काम० (एकाउन्टन्सी के साथ) की डिग्री 2. सरकारी या अर्द्ध सरकारी संस्था या वि०वि० के लेखा विभाग का 2 वर्ष का अनुभव	1. 25: सीधी भर्ती से । 2. 75: पदोन्नति द्वारा वरिष्ठता के आधार पर, अनुपयुक्त को छोड़ते हुए, सहायक लेखाकर वर्ग (वेतनमान 1200-2040) से	प्राप्त अनुदान एवं आय-व्यय को नियमों पर नियमों के अनुरूप रखने का दायित्व, लेखा कार्यों के लिए अधिष्ठाता, निदेशक एवं मुख्य लेखाकार तथा विभाग के अन्य उच्च अधिकारियों के प्रति उत्तरदायित्व, कर्मचारियों के
6.	कैशियर					

						वेतन, भविष्य निधि, पेंशन आदि को नियमित करने का दायित्व और उनकी सेवा पुस्तिका, व्यक्तिगत पत्रावलियों का रखरखाव एवं पूर्ण रखना, संपरीक्षा आपत्तियों का निस्तारण, वार्षिक लेखा बनाना, सक्षम अधिकारी द्वारा निर्देशित अन्य कार्य ।
7.	1200-2040 लेखालिपिक	4.	1200-2040 सहायक लेखाकार	1. मान्यता प्राप्त वि० वि० से एम० काम० (एकाउन्टैन्सी के साथ) की डिग्री 2. सरकारी या अर्द्ध सरकारी संस्था या वि०वि० के लेखा विभाग का एक वर्ष का अनुभव	1. 25: सीधी भर्ती से । 2. 75: पदोन्नति द्वारा वरिष्ठता के आधार पर, अनुपयुक्त को छोड़ते हुए, कनिष्ठ लेखालिपिक वर्ग (वेतनमान 950-1500) से	देयकों का परीक्षण एवं भुगतान करना, आय-व्यय का विभिन्न लेखों में मिलान भुगतान के चैक एवं कैशबुक लिखना, बैंक समाधान विवरण करना, छात्रों से संबंधित अभिलेखों का रख रखाव, उच्च अधिकारियों के प्रति उत्तरदायित्व, मासिक अर्द्धवार्षिक रिटर्न बनाना, आयकर, जीवनबीमा आदि के अभिलेखों का रखरखाव विभिन्न स्रोतों से प्राप्त आय को वि०वि० के नियमों, परिनियमों के अनुरूप बैंक पोस्ट ऑफिस एवं ट्रेजरी में जमा करना, सक्षम अधिकारी द्वारा निर्देशित अन्य कार्य ।
8.	लेखालिपिक / कूपनलिपिक सहायक लेखाकार					
9.	कनिष्ठ संप्रेक्षक					
10.						
11.	950-1500 लेखालिपिक	6.	कनिष्ठ लेखालिपिक	1. मान्यता प्राप्त इंटरमीडिएट कार्मस / बी. काम (एकाउन्टैन्सी) के साथ	1. 85: सीधी भर्ती से । 2. 15: योग्यता के आधार पर चयन द्वारा समूह "घ" के कर्मचारियों से (वेतनमान 775-1025 / 750-940) जो मान्यता प्राप्त हाईस्कूल कार्मस के साथ उत्तीर्ण हो और जिन्होंने इस वि०वि० में 5 वर्ष की सेवा सफलता पूर्वक पूर्ण कर ली हो तथा जिनकी आयु 45 वर्ष से अधिक न हो	डे बुक भरना, बिल बनाना कैशबुक लिखना, बैंक समाधान करना, कटौतियों का हिसाब रखना, बैलेंस सीट / प्रफिट-लास एकाउन्ट बनाना, अभिलेखों की पोस्टिंग ट्रांसफर एवं लेखा विभाग में प्राप्त बिलों / देयकों का परीक्षण करना, आय-व्यय में वित्तीय नियमों का अनुपालन, सक्षम अधिकारी द्वारा निर्देशित अन्य कार्य ।
12.	बिल क्लर्क					
13.	कैशियर					

उपरोक्त के आधार पर वर्तमान में वि०वि० में कार्यरत लेखा कर्मियों के वेतनमान / पदनाम / अर्हता भर्ती का श्रोत तथा कार्य एवं दायित्व कालम सं० 3 से 7 तक के अनुसार होंगे । विभागाध्यक्ष उपरोक्त के अनुसार समस्त अभिलेखों में अपने स्तर से प्रविष्टि कर आवश्यक कार्यवाही करें ।

संस्थापनाधिकारी
कृते कुलपति

प्रतिलिपि:

1. समस्त अधिष्ठाता / निदेशक, विभागाध्यक्ष
2. मुख्य महाप्रबन्धक { फार्म }
3. प्रभारी अधिकारी, समस्त शोध इकाईयों को
4. वित्त नियंत्रक
5. संबंधित कर्मचारी
6. परिसम्पत्ति अधिकारी
7. कुलपति जी के निजी सचिव को कुलपति महोदय को सूचनार्थ ।

आशुलिपिक संवर्ग
संवर्ग अधिकारी : मुख्य कार्मिक अधिकारी

वि०वि० में उपलब्ध पदनाम एवं वेतनमान	स्वीकृत पदनाम एवं वेतनमान	अर्हता	भर्ती का श्रोत	कार्य एवं दायित्व
1	2	3	4	5
1. कार्यालय सचिव से प्रोन्नत निजी सचिव/अनुभाग अधिकारी रु० 1640-2900	1. वैयक्तिक सहायक रु० 2000-3200	1. मान्यता प्राप्त वि०वि० से स्नातक डिग्री, हिन्दी अथवा अंग्रेजी में आशुलिपिक एवं टंकण में 100 एवं 40 शब्द/मिनट की गति	1. 25प्रतिशत भर्ती से 2. 75 प्रतिशत पदोन्नति द्वारा वरिष्ठता के आधार पर अनुपयुक्त को छोड़ते हुए, वैयक्तिक सहायक (1640-2900)पद से	बाह्य विभागों से प्राप्त डाक को मार्क करना, नीतिगत मामलों एवं आवश्यकीय प्रकरणों पर श्रुतलेख, जाँच प्रकरणों की गोपनीयता बनाये रखना तथा उसका द्रुतगति से निस्तारण हेतु संबंधित विभाग से समन्वय स्थापित करना एवं उन पर कार्यवाही सुनिश्चित करने के सम्बन्ध में पत्राचार करना, बाह्य विभागों से मांगी गई सूचना एकत्र करना एवं समय पर भेजना अधिकारियों की चरित्र पंजिकाओं का रखरखाव एवं तत्संबंधी पत्र व्यवहार, तथा अधिकारी द्वारा समय समय पर दिये गये निर्देशों का अनुपालन करना ।
2. कार्यालय सचिव रु०1400-2600	2. वैयक्तिक सहायक रु०1640-2900	1. मान्यता प्राप्त वि०वि० से स्नातक डिग्री, हिन्दी अथवा अंग्रेजी में आशुलिपिक एवं टंकण में 100 एवं 40 शब्द/मिनट की गति । 2. सरकारी /अर्द्धसरकारी /निजी संस्था या किसी विश्वविद्यालय में आशुलिपिक के पद पर 5 वर्ष का अनुभव ।	1. 25प्रतिशत सीधी भर्ती से 2. 75 प्रतिशत पदोन्नति द्वारा वरिष्ठता के आधार पर अनुपयुक्त को छोड़ते हुए, आशुलिपिक (1400-2600) के पद से	बाह्य विभागों से प्राप्त डाक मार्क करना, संबद्ध अधिकारी के दैनिक कार्यक्रमों का विवरण रखना, हिन्दी/अंग्रेजी में डिक्टेसन लेना तथा टंकित करना, कार्यालय की गोपनीयता बनाये रखना, बैठकों का आयोजन, कार्यसूची एवं कार्यवृत्त तैयार करना तथा निर्णयों का अनुपालन सुनिश्चित करना, अन्य कर्मचारियों की उपस्थित एवं आकस्मिक अवकाश पंजिका एवं इम्प्रेस्ट का रखरखाव तथा अधिकारी द्वारा समय समय पर दिये गये निर्देशों का अनुपालन करना ।
3. क्लर्क/स्टेनोग्राफर रु० 1400-2300	3. आशुलिपिक रु०1400-2600	1. मान्यता प्राप्त वि०वि०/से बोर्ड से इण्टरमीडिएट /स्नातक, हिन्दी आशुलिपि एवं टंकण में क्रमशः 80 एवं 40 शब्द /मि० 2. सरकारी /अर्द्धसरकारी /निजी संस्था या किसी विश्वविद्यालय में कनिष्ठ आशुलिपिक/आशुलिपिक कार्य का 2 वर्ष का अनुभव ।	1. 25प्रतिशत सीधी भर्ती से 2. 75 प्रतिशत पदोन्नति द्वारा वरिष्ठता के आधार पर अनुपयुक्त को छोड़ते हुए, कनिष्ठ आशुलिपिक वेतनमान (1200-2040) के पद से	हिन्दी/अंग्रेजी में डिक्टेसन लेना तथा उसका टंकण एवं संबंधित अभिलेखों /सूचनाओं का संकलन,डुप्लीकेटिंग /फोटोस्टेट/कम्प्यूटर एवं टंकण उपकरणों की देखभाल एवं उचित रखरखाव,अधिकारी द्वारा समय समय पर दिये गये निर्देशों का अनुपालन करना ।
4. यह पद वि० वि० में उपलब्ध नहीं था ।	4.कनिष्ठ आशुलिपिक रु०1200-2040	शासन द्वारा निर्धारित	सीधी भर्ती से	सम्बद्ध अधिकारी से डिक्टेसन लेना तथा टंकित करना एवं अधिकारी द्वारा समय समय पर दिये गये निर्देशों का अनुपालन करना ।

कार्मिक प्रबन्ध अनुभाग

पत्रांक: पीएमबी/731

दिनांक: अक्टूबर 4, 1993

कार्यालय आदेश

प्रबन्ध परिषद द्वारा अपनी 150 वीं बैठक दिनांक 10/11 सितम्बर, 1993 में सुरक्षा कर्मियों की सेवा नियमावली में संशोधन से सम्बन्धित प्रस्ताव पर विचारोपरान्त निम्नलिखित संकल्प पारित किया गया है :-

संकल्प सं० ब- 1: सुरक्षा कर्मियों की सेवा नियमावली भाग { 1 } में संशोधन का प्रस्ताव

उक्त प्रस्ताव पर विचारोपरान्त सर्वसम्मति से यह पारित किया गया कि सिक्कूरिटी जमादार -कम -झाड़वर वेतनमान रू० 950-1500 के पदनाम को परिवर्तित करते हुए सिक्कूरिटी जमादार वेतनमान रू० 950-1500 में परिवर्तित कर दिया जाए एवं वर्तमान में सृजित सिक्कूरिटी जमादार के पद वेतनमान रू० 775-1025 को उच्चकृत करते हुए सिक्कूरिटी जमादार के पद वेतनमान रू० 950-1500 में संविलीन किये जायें । इसके फलस्वरूप संशोधित नियमावली निम्न होगी :-

PART-III

General Conditions of recruitment

b. Security Inspector	25% by direct recruitment and 75% by promotion on the basis of seniority subject to the rejection of unfit from amongst the security Jamadars who have put in a satisfactory service for atleast five years as Security Jamadar.
c. Security Jamadar	25% by direct recruitment, 75% by promotion on the basis of seniority subject to the rejection of unfit from amongst Security Chowkidar or Security Chowkidar -cum- Mail-Messenger.
d. Security Chowkidar	By direct recruitment.
e. Security Chowkidar Cum-Mail Messenger	By direct recruitment.

संयुक्त सचिव, वित्त ने उपर्युक्त के सम्बन्ध में अपना यह भी मत व्यक्त किया कि नियमित किये जाने वाले कर्मियों में से सिक्कूरिटी चौकीदार एवं सिक्कूरिटी चौकीदार कम मेल मैसेन्जर के पद भरे जाय एवं जब तक उपर्युक्तानुसार संशोधित नियमावली नहीं तैयार हो जाय तब तक यह पद नहीं भरे जाय । उपर्युक्त के सम्बन्ध में यह भी निर्णय लिया गया कि ऐसे सुरक्षा चौकीदार एवं सुरक्षा चौकीदार कम मेल-मैसेन्जर जो रू० 750-940 के वेतनमान में कार्यरत हैं, उन्हें 16 वर्ष की अनवरत सेवा एवं संतोषजनक सेवा के उपरान्त रू० 950-1500 का चयन वेतनमान अनुमन्य होगा ।

{ एस०सी०ट्रिवेदी }
उप-संस्थापनाधिकारी

- प्रतिलिपि: 1- मुख्य सुरक्षा अधिकारी
2- सभी अधिष्ठाता/निदेशक/बाह्य परिसरों के प्रभारी अधिकारी
3- वित्त नियंत्रक
4- महाप्रबन्धक { फार्म } को सूचनार्थ एवं आवश्यक कार्यवाही
5- सम्बन्धित पटल सहायक

{ एस०सी०ट्रिवेदी }
उप-संस्थापनाधिकारी

कार्मिक प्रबन्ध अनुभाग

पत्रांक: पीएमबी/878

दिनांक: अक्टूबर 18 , 1993

संशोधन

कार्यालय के आदेश संख्या पीएमबी/731 दिनांक 4-10-93 के पृष्ठ-2 पर अंकित प्रस्तर को निम्नानुसार संशोधित किया जाता है :-

<u>वर्तमान प्रविधान</u>	<u>संशोधित प्राविधान</u>
संयुक्त सचिव, वित्त ने उपर्युक्त के सम्बन्ध में अपना यह मत भी व्यक्त किया कि नियमित किये जाने वाले कर्मियों में से सिक्कूरिटी चौकीदार एवं सिक्कूरिटी चौकीदार कम मेल मैसेन्जर के पद भरे जाय एवं जब तक उपर्युक्तानुसार संशोधित नियमावली नहीं तैयार हो जाय तब तक यह पद नहीं भरे जाय । उपर्युक्त के सम्बन्ध में यह भी निर्णय लिया गया कि ऐसे सुरक्षा चौकीदार एवं सुरक्षा चौकीदार कम मेल-मैसेन्जर जो रू0 750-940 के वेतनमान में कार्यरत हैं, उन्हें 16 वर्ष की अनवरत सेवा एवं संतोषजनक सेवा के उपरान्त रू0 950-1500 का चयन वेतनमान अनुमन्य होगा	संयुक्त सचिव, वित्त ने उपर्युक्त के सम्बन्ध में अपना यह भी व्यक्त किया कि नियमित किये जाने वाले कर्मियों में से सिक्कूरिटी चौकीदार एवं सिक्कूरिटी चौकीदार कम मेल मैसेन्जर के पद भरे जाय एवं जब तक उपर्युक्तानुसार संशोधित नियमावली नहीं तैयार हो जाय तब तक यह पद नहीं भरे जाय । उपर्युक्त के सम्बन्ध में यह भी निर्णय लिया गया कि ऐसे सुरक्षा चौकीदार एवं सुरक्षा चौकीदार कम मेल-मैसेन्जर जो रू0 750-940 के वेतनमान में कार्यरत हैं, उन्हें 16 वर्ष की अनवरत सेवा एवं संतोषजनक सेवा के उपरान्त रू0 950-1500 का प्रोन्नत वेतनमान अनुमन्य होगा

{ एस0सी0त्रिवेदी }

उप-संस्थापनाधिकारी

प्रतिलिपि: 1- मुख्य सुरक्षा अधिकारी

2- सभी अधिष्ठाता/निदेशक/विभागाध्यक्ष/बाह्य परिसरों के प्रभारी अधिकारी

3- वित्त नियंत्रक

4- महाप्रबन्धक { फार्म } को सूचनार्थ एवं आवश्यक कार्यवाही हेतु ।

5- सम्बन्धित पटल सहायक ।

{ एस0सी0त्रिवेदी }

उप-संस्थापनाधिकारी

संकल्प सं0 अ – 16 : विश्वविद्यालय के विभागों में कार्यरत कंसोल आपरेटर, आंकड़ा संसाधन के पदों पर कार्यरत कर्मियों के लिये प्रोन्नति के अवसर सुलभ कराने हेतु वर्तमान सेवा नियमावली में प्राविधान सम्बन्धी

उक्त प्रस्ताव पर विचारोपरान्त निम्नवत संशोधित सेवा नियमावली तत्काल प्रभाव से प्रबन्ध परिषद द्वारा स्वीकृत की गयी –

वर्तमान व्यवस्था	पदनाम	संख्या	वेतनमान	अर्हताएं प्रस्तावित शैक्षिक योग्यता	भर्ती का श्रोत	पदवार जो कार्य किया जाता है
सीधी भर्ती	{1} कम्प्यूटेशनल कम स्टैटिस्टिकल असिस्टेंट	1	1640-2900	स्नातक एवं तीन साल का पोलिटेक्निक का संगणक में डिप्लोमा। अथवा आंकड़ा संसाधन सहायक/कंसोल आपरेटर वेतनमान 1400-2300 पद पर कम से कम 5 वर्ष का अनुभव	आंकड़ा संसाधन सहायक {1400-2300} में से वरिष्ठता के आधार पर अनुपयुक्त को छोड़ते हुए प्रोन्नति द्वारा।	आंकड़ा संसाधन सहायक के पद के अतिरिक्त विभिन्न प्रकार के विनिर्दिष्ट साप्टवेयर का ज्ञान एवं आंकड़ा संसाधन सहायकों के प्रभारी के कर्तव्य भार। सभी संगणकों का अनुरक्षण। अन्य कार्य जो निर्देशित किया जाय।
सीधी भर्ती	{2} आंकड़ा संसाधन सहायक	5	1400-2300	हाईस्कूल एवं तीन साल का पोलिटेक्निक से संगणक में डिप्लोमा। अथवा स्नातक एवं 6 माह का संगणक में डिप्लोमा मान्यता प्राप्त संस्था से। अथवा 5 वर्ष का कंसोल आपरेटर वेतनमान रु0 1200-2040 के पद पर अनुभव।	कंसोल आपरेटर {1200-2040} में से वरिष्ठता के आधार पर अनुपयुक्त को छोड़ते हुए।	कंसोल आपरेटर के पद के कार्य के अतिरिक्त निवेशी निर्गम डाटा का निष्पादन करना। कम्प्यूटर फाइलों का रखरखाव। साप्टवेयर का ज्ञान। यूजर्स के प्रोग्रामों के कम्पाइल करना। मल्टी यूजर्स आपरेटिंग तंत्र का चलाना। वैयक्तिक संगणक {पी0सी0} प्रयोगशाला में छात्रों को सहायता करना। अन्य कार्य जो निर्देशित किये जायें। अनुरक्षण अभियन्ता की तंत्र के रख रखाव में सहायता करना।
सीधी भर्ती	{2} कंसोल आपरेटर	3	1200-2040	इंटरमीडिएट संगणक में आई0टी0आई0 प्रमाण पत्र एवं 1 साल का अनुभव	सीधी भर्ती	प्रचालन सिस्टम लोड करना। लाइन प्रिन्टर मैटिक्स प्रिन्टर आपरेट करना। वैयक्तिक संगणक {पी0सी0} के संचालन में सहायता करना। संगणक व संगणक कक्ष का अनुरक्षण करना। अन्य कार्य जो निर्देशित किया जाये।

संकल्प सं० 12 : शिक्षणेत्र कर्मचारियों की वरिष्ठता निर्धारण हेतु प्रस्तावित नियमावली पर विचार।

इस प्रस्ताव पर विचार –विमर्श किया गया। विचारोपरान्त, प्रबन्ध परिषद द्वारा शिक्षणेत्र कर्मचारियों की वरिष्ठता निर्धारण हेतु प्रस्तुत नियमावली का अनुमोदन किया गया। शिक्षणेत्र कर्मचारियों की वरिष्ठता नियमावली दिनांक 6-2-1993 से प्रभावी होगी। साथ ही प्रबन्ध परिषद द्वारा यह भी निर्णय लिया गया कि इस वरिष्ठता नियमावली के लागू होने के फलस्वरूप पुराने प्रकरणों पर विचार नहीं किया जायेगा।

{ कार्यवाही : उपसंस्थापनाधिकारी }

कार्मिक प्रबन्ध अनुभाग { ब }

पत्रांक : पीएमबी 8805

दिनांक मार्च 1/3, 1993

समस्त अधिष्ठाता /निदेशक/विभागाध्यक्ष
प्रभारी अधिकारी,समस्त शोध ईकाइया

प्रबन्ध परिषद द्वारा दिनांक 6-2-93 की बैठक में संकल्प सं० 12 के अन्तर्गत शिक्षणेत्र कर्मचारियों की वरिष्ठता निर्धारण हेतु स्वीकृत की गयी नियमावली की एक प्रति आपके सूचनार्थ एवं आवश्यक कार्यवाही हेतु संलग्न की जा रही है।

इस सम्बन्ध में प्रबन्ध परिषद द्वारा यह निर्णय लिया गया है कि उक्त वरिष्ठता नियमावली दिनांक 6-2-93 से प्रभावी होगी तथा इसके लागू होने के फलस्वरूप पुराने प्रकरणों पद विचार नहीं किया जायेगा।

{ सुभाष चन्द्र त्रिवेदी }
उप- संस्थापनाधिकारी

संलग्नक : उपरोक्तानुसार।

गो0ब0 पन्त कृषि एवं प्रौद्योगिक विश्वविद्यालय, पन्तनगर के
अधीनस्थ शिक्षणेत्तर कर्मचारियों की वरिष्ठता नियमावली

<p>वरिष्ठता मूल नियुक्ति के आदेश तिथि से एवं आपसी वरिष्ठता</p>	<ol style="list-style-type: none"> 1. किसी संवर्ग में व्यक्तियों की वरिष्ठता का निर्धारण मूल नियुक्ति के आदेशों की तिथि से किया जायेगा और यदि इस प्रकार के आदेश द्वारा दो या दो से अधिक व्यक्ति एक साथ नियुक्त किये जाते हैं तो नियुक्ति आदेश में उनके नाम सर्वथा उसी क्रमानुसार लिखे जायेंगे जो क्रम चयन समिति द्वारा पूर्णतः योग्यतानुसार निर्धारित किया गया हो । 2. यदि नियुक्ति आदेश में किसी व्यक्ति की नियुक्ति के लिए किसी विशेष पिछली तिथि का उल्लेख किया जाता है तो उस व्यक्ति के वह तिथि मूल नियुक्ति के आदेश की तिथि मानी जायेगी । 3. यदि किसी चयन के सम्बन्ध में नियुक्ति के एक से अधिक आदेश पत्र जारी किये जाते हैं तो एक ऐसा संयुक्त आदेश पत्र भी जारी किया जायेगा जिसमें सभी चयनित व्यक्तियों के नाम सर्वथा योग्यतानुसार निर्धारित वरिष्ठता सूची के अनुसार होंगे । और सभी व्यक्तियों के लिए नियुक्ति की तिथि प्रथम आदेश पत्र की तिथि ही मानी जायेगी । 4. सीधी भर्ती द्वारा नियुक्त अभ्यर्थी अपनी वरिष्ठता खो देगा यदि वह निर्धारित तिथि तक किसी वैध कारण और नियुक्त प्राधिकरण की पूर्व अनुमति के बिना सेवा आरम्भ नहीं करता है । कारणों की वैधता के सम्बन्ध में नियुक्ति की प्राधिकारी का निर्णय अन्तिम होगा । 5. प्रोन्नत किये हुए व्यक्तियों की आपसी वरिष्ठता वही होगी जो प्रोन्नति से पहले उनके अपने संवर्ग में थी । 																				
<p>प्रोन्नति एवं सीधी भर्ती की परस्पी वरिष्ठता</p>	<p>6. यदि किसी भर्ती वर्ष में नियुक्तियाँ सीधी भर्ती एवं प्रोन्नति दोनों द्वारा की जाती हैं तो एक संयुक्त चयन सूची भी तैयार की जायेगी जिसमें अभ्यर्थियों के नाम, जो निर्धारित प्रतिशत में दोनों संबंधित सूचियों से लिए गये हों, एक चक्रीय क्रम में लिखे जायेंगे । इस संयुक्त सूची में प्रथम नाम प्रोन्नत द्वारा नियुक्त व्यक्ति का होगा ।</p>																				
<p>उदाहरण</p>	<p>7. मान लिये कि किसी सेवा में किसी वर्ग में नियुक्ति 25:75 के अनुपात में सीधी भर्ती { सी } और प्रोन्नति { प्रो } द्वारा की जाती है और रिक्तियों की संख्या 20 है । ऐसी स्थिति में 15 रिक्त पद प्रोन्नति द्वारा और 5 रिक्त पद सीधी भर्ती द्वारा भरे जायेंगे । चयन के बाद संयुक्त चयन सूची निम्नलिखित चक्रीय क्रम में तैयार की जायेगी :-</p> <table border="1" data-bbox="592 1641 1222 1872"> <tr> <td>1. प्रो0</td> <td>6. प्रो0</td> <td>11. प्रो0</td> <td>16. सी0</td> </tr> <tr> <td>2. प्रो0</td> <td>7. प्रो0</td> <td>12. सी0</td> <td>17. प्रो0</td> </tr> <tr> <td>3. प्रो0</td> <td>8. सी0</td> <td>13. प्रो0</td> <td>18. प्रो0</td> </tr> <tr> <td>4. सी0</td> <td>9. प्रो0</td> <td>14. प्रो0</td> <td>19. प्रो0</td> </tr> <tr> <td>5. प्रो0</td> <td>10. प्रो0</td> <td>15. प्रो0</td> <td>20. सी0</td> </tr> </table> <p>8. प्रत्येक वर्ष के अन्त में 31 दिसम्बर को प्रत्येक संवर्ग में हुई चयनित / प्रोन्नत सभी नियुक्तियों की एक संयुक्त सूची हर संवर्ग के लिये अलग से जारी की जायेगी ।</p>	1. प्रो0	6. प्रो0	11. प्रो0	16. सी0	2. प्रो0	7. प्रो0	12. सी0	17. प्रो0	3. प्रो0	8. सी0	13. प्रो0	18. प्रो0	4. सी0	9. प्रो0	14. प्रो0	19. प्रो0	5. प्रो0	10. प्रो0	15. प्रो0	20. सी0
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	<p>9. यदि किसी वर्ष में प्रोन्नति द्वारा किसी एक संवर्ग कुछ पद रिक्त रह जाते हैं जिन्हें बाद के किन्हीं वर्ष/वर्षों में भरा जाता है तो ऐसे बाद में प्रोन्नत अभ्यर्थियों को उस विशेष वर्ष की वरिष्ठता अनुमन्य होगी जिस वर्ष से संबंधित रिक्तियां हैं ।</p> <p>10. जब एक बार पदधारी को नियमों के अनुसार किसी पद पर नियुक्त किया जाता है तो उसकी वरिष्ठता की गणना उसकी नियुक्ति की तिथि से की जायेगी, उसके स्थायीकरण की तिथि से नहीं ।</p>
<p>तदर्थ या स्थानापन्न नियुक्ति</p>	<p>11. यदि प्रारम्भिक नियुक्ति नियमों के अनुसार नहीं है, बल्कि केवल तदर्थ है और स्थानापन्न व्यवस्था के रूप में एक विशेष अवधि के लिये की गयी है, जिनका वर्णन नियुक्ति पत्र में किया गया हो, तो इस प्रकार की तदर्थ या स्थानापन्नता वरिष्ठता निर्धारण हेतु वैध नहीं मानी जायेगी ।</p> <p>12. यदि प्रारम्भिक नियुक्ति नियमानुकूल नहीं की गयी है, परन्तु नियुक्त व्यक्ति उस पद पर नियमितीकरण तक अनवरत बना रहता है, तो उसकी वरिष्ठता के लिये स्थानापन्न सेवा की अवधि की गणना की जायेगी ।</p> <p>13. ऐसे पूर्व तिथि से नियमित किया हुआ व्यक्ति वरिष्ठता क्रम में उस तिथि तक नियमानुसार नियुक्त सभी व्यक्तियों से कनिष्ठ रहेगा, तथा उस तिथि के उपरांत नियमानुसार नियुक्त व्यक्तियों से वरिष्ठ रहेगा ।</p>
<p>निर्धारित कोटा के अनुसार सीधी भर्ती और प्रोन्नति</p>	<p>14. जहां नियुक्तियां प्रोन्नत तथा सीधी भर्ती दोनों प्रकार से की जाती हैं, और स्रोत का तत्संबंधी कोटा { उदाहरण स्वरूप: अनुसूचित जाति, जनजाति इत्यादि } नियत है, वहां परस्पर वरिष्ठता का निर्धारण नामों की संयुक्त सूची में चक्रीय क्रम में व्यवस्थित करके किया जायेगा । जिसे इस तरह तैयार किया गया हो कि निर्धारित प्रतिशत बना रहे । इस संबंध में शासन द्वारा समय समय पर निर्गत आदेशों के अनुसार कार्यवाही की जायेगी ।</p> <p>15. जहां किसी स्रोत से निर्धारित कोटा से अधिक /नियुक्तियां की जाती हैं तो कोटा से अधिक की गयी नियुक्तियों से कर्मचारियों की वरिष्ठता की गणना उस बाद के वर्ष या वर्षों में की जायेगी , जिनमें कोटा के अनुसार रिक्तियां होंगी । परन्तु वे उस वर्ष में की गयी सभी स्रोतों की नियुक्तियों से वरिष्ठ माने जायेंगे ।</p> <p>16. जहां किसी स्रोत से सीधी भर्ती की नियुक्तियां निर्धारित कोटा से कम होंगी और ऐसे न भरे गये रिक्त पदों पर नियुक्तियां बाद के वर्ष /वर्षों में की जाती हैं तो ऐसे पदों पर नियुक्त कर्मचारी किसी पूर्व वर्ष की वरिष्ठता नहीं पायेंगे, वरन उस वर्ष की वरिष्ठता पायेंगे जिस वर्ष उनकी नियुक्ति की जाती है । फिर भी उस वर्ष की संयुक्त सूची में, जिसे नियमानुसार बनाया जायेगा, उनका नाम सबसे उपर होगा, उसके बाद चक्रीय क्रम में अन्य नियुक्त कर्मचारियों को रखा जायेगा ।</p> <p>17. निर्धारित प्रक्रिया के नियमों के अनुसार जहां किसी स्रोत से न भरे गये रिक्त पदों को, परिस्थितिवश संबंधित नियमों या प्रक्रिया के अनुसार दूसरे स्रोत से भरा जाता है और नियुक्तियां कोटा से अधिक की जाती हैं तो इस तरह नियुक्त कर्मचारी उसी वर्ष की वरिष्ठता पायेंगे जैसे कि संबंधित कोटे में भरे गये पदों पर नियुक्त किये गये हों ।</p>
<p>स्थानान्तरित या सरकारी</p>	<p>21. ऐसे सरकारी कर्मचारी जो विभिन्न सरकारी योजनाओं की अनुसंधान इकाइयों</p>

कर्मचारियों की वरिष्ठता	से विश्वविद्यालय को स्थानान्तरित हुए हैं उनके बीच मूल विभागों की आपसी वरिष्ठता बनी रहेगी । और उन अनुसंधान इकाइयों में उच्च पदों पर प्रोन्नति के बाद परस्पर वरिष्ठता का निर्धारण उनके मूल विभाग में उनकी वरिष्ठता के आधार पर किया जायेगा । विश्वविद्यालय के कर्मचारियों के साथ परस्पर वरिष्ठता का निर्धारण उस समय किया जायेगा जब वे विश्वविद्यालय सेवा के लिये विकल्प देते हैं । विश्वविद्यालय द्वारा उनके विकल्प को स्वीकार कर लेने के बाद समान वेतनमान में विश्वविद्यालय के कर्मचारियों के साथ इस प्रकार सम्मिलित कर्मचारियों की परस्पर वरिष्ठता का निर्धारण तत्सम्बन्धी शासनादेशों के अनुसार किया जायेगा ।
संवर्गों का संविलयन और वरिष्ठता	22. जहां विभिन्न वेतनमान के दो या अधिक संवर्गों { कैडरों } का विलय किया गया है, निम्न वेतनमान के संवर्ग को एकीकरण या विलयन के आदेश की निर्गत तिथि से वरिष्ठता का लाभ दिया जाएगा और उस संवर्ग में, जिसमें उनका विलय किया गया है, पहले से कार्य करने वाले व्यक्तियों के नीचे रखा जाएगा । यदि समान वेतनमान के संवर्गों का संविलयन होता है तो उनकी आपसी वरिष्ठता उनके मूल पद पर नियुक्ति की तिथि से मानी जायेगी ।
आरक्षण और वरिष्ठता	20. अनुसूचित जाति/अनुसूचित जनजाति/पिछड़ी जाति के संबंध में आरक्षणों/के मामले में उत्तर प्रदेश सरकार द्वारा समय समय पर निर्गत किए गए नियमों का अनुसरण किया जाएगा ।
शासन के नियमानुसार	21. जहां नियम उपलब्ध नहीं हैं, वहां उत्तर प्रदेश सरकार द्वारा समय समय पर निर्गत किए गए नियमों का अनुसरण किया जायेगा ।

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संस्थापना कार्यालय

पत्रांक: संस्था /एस-॥ /157/8264

दिनांक : 8.6.2000

कार्यालय आदेश

प्रबन्ध परिषद की 179 वीं बैठक दि० 19.5.2000 में पारित संकल्प सं० अ 5 में शिक्षणेत्तर कर्मचारियों की सेवा नियमावली में चयन के आधार पर प्रोन्नति के मामले में निम्न संकल्प पारित किया गया है :-

प्रबन्ध परिषद द्वारा प्रस्ताव पर विस्तृत रूप से विचार विमर्श किया गया । विचारोपरान्त पारित किया गया कि चयन के आधार पर प्रोन्नति के मामलों में उच्चतम आयु सीमा के प्राविधानों को समाप्त किये जाने की स्वीकृति प्रदान की जाती है । इस सम्बन्ध में निर्देशित किया गया कि विश्वविद्यालय के तृतीय एवं चतुर्थ श्रेणी कर्मचारियों की सेवा नियमावली में तदनुसार संशोधन किया जाय ।

संस्थापनाधिकारी

प्रतिलिपि :

1. संस्थापना कार्यालय के सभी पटल सहायकों को ।
2. अनुभाग अधिकारी ।
3. सहायक संस्थापनाधिकारी ।

संस्थापना कार्यालय

पत्रांक: संस्था/ओएस-111/913

दिनांक: अगस्त 16, 2005

कार्यालय आदेश

माननीय प्रबन्ध परिषद की 150 वीं बैठक दिनांक 10/11.9.1993 में सुरक्षा विभाग के सुरक्षा जमादार कम ड्राईवर, वेतनमान रू0 950-1500 के पदनाम को परिवर्तित करते हुए सुरक्षा जमादार वेतनमान रू0 950-1500 में परिवर्तित किया गया था तथा तद्समय सृजित सुरक्षा जमादार के पद वेतनमान रू0 775-1025 को उच्चीकृत करते हुए सुरक्षा जमादार के पद का वेतनमान रू0 950-1500 कर दिया गया था ।

शासनादेश सं0 419/426 (2)/ग111-11/2005, दिनांक 26.5.2005 के अनुसार कर्मचारियों को वही वेतनमान अनुमन्य किये जाने हैं जो शासन से स्वीकृत हों ।

अतः उक्त संदर्भित शासनादेश के अनुसार प्रकरण पर विचारोपरांत प्रबन्ध परिषद की 198 वीं बैठक दिनांक 29.7.05 में यह निर्णय लिया गया है कि सुरक्षा जमादारों का वेतनमान रू0 775-1025, जो शासन द्वारा स्वीकृत है, तत्काल प्रभाव से लागू होगा । प्रबन्ध परिषद के निर्णय पर विचारोपरांत कुलपति महोदय ने सुरक्षा जमादार के पद का वेतनमान रू0 775-1025 करते हुए उसे तत्काल प्रभाव से लागू किये जाने की सहर्ष स्वीकृति प्रदान की है । इसके फलस्वरूप भविष्य में सुरक्षा जमादार के पद पर होने वाली प्रोन्नतियां तथा समयमान वेतनमान विषयक लाभ वेतनमान रू 775-1025 में ही अनुमन्य होंगे ।

ये आदेश प्रबन्ध परिषद की बैठक दिनांक 29.7.05 से लागू होंगे ।

संस्थापनाधिकारी

प्रतिलिपि:

1. निदेशक प्रशा. एवं अनुश्रवण/मुख्य सुरक्षा अधिकारी
2. सुरक्षा अधिकारी
3. वित्त नियंत्रक
4. अधिष्ठाता, वानिकी एवं पर्वतीय कृषि विश्वविद्यालय, 4040 रानीचौरी
5. मुख्य महाप्रबन्धक फार्म
6. संबंधित पत्रावली

संकल्प सं0 6 विश्वविद्यालय कर्मचारियों के लिये सीधी भर्ती के शिक्षणेत्तर पदों हेतु आयु सीमा में छूट दिये जाने सम्बन्धी प्रकरण ।

प्रबन्ध परिषद् द्वारा प्रस्ताव पर विस्तृत विचार –विमर्श किया गया । विचारोपरान्त सर्वसम्मति से पारित किया गया कि सीधी भर्ती के तृतीय एवं चतुर्थ श्रेणी के पदों पर विश्वविद्यालय में कार्यरत कर्मचारियों के लिये कोई आयु सीमा निर्धारित नहीं होगी ।

{ कार्यवाही : संस्थापनाधिकारी }

177 वीं बैठक 30.10.99

संस्थापना कार्यालय

पत्रांक: संस्था /नियु0 /7484

दिनांक: नवम्बर 16, 1999

1. सहायक संस्थापनाधिकारी, संस्थापना कार्यालय.
2. अनुभाग अधिकारी, संस्थापना कार्यालय.

विश्वविद्यालय कर्मचारियों के लिए सीधी भर्ती के शिक्षणेत्तर पदों हेतु आयु सीमा में छूट दिए जाने संबंधी प्रकरण पर माननीय प्रबन्ध परिषद् द्वारा अपनी बैठक दिनांक 30-10-99 में पारित संकल्प { प्रति संलग्न } के अनुसार आवश्यक कार्यवाही करें ।

संस्थापनाधिकारी

संलग्न : यथोपरि ।

प्रतिलिपि : वित्त नियंत्रक को उनके पृष्ठांकन

दिनांक 3-11-99 के क्रम में सूचनार्थ प्रेषित ।

संस्थापना कार्यालय

पत्रांक: संस्था/ओएस/600

दिनांक : फरवरी ,2003

कार्यालय आदेश

कुलपति जी ने प्रबन्ध परिषद् की 187 वीं बैठक दिनांक 18.1.2003 के संकल्प सं० अ -15 के अनुपालन में कुलपति जी ने माली/स्वच्छक, पशु/सांड सेवकों एवं जैनीटर /पुस्तक से सेवकों की सेवा नियमावली निम्नानुसार पुनर्स्थापित किये जाने की सहर्ष स्वीकृति प्रदान की है:-

Existing	Ameanded
Mali Scale Rs. 750-940 2. Sr. Horticulture Chaudhary	By direct recruitment. Horticulture Chaudhary (Jr. Scale Rs. 775-1025) by promotion on the basis of seniority subject to rejection of unfit out of Malis. Horticulture Chaudhary (Sr. Scale Rs. 950-1500) by promotion on the basis of seniority subject to rejection of unfit out of the Horticulture Chaudhary Junior Scale.
Sweeper Scale Rs. 750-940 On completion of 14/16 years of service the sweepers will be eligible for the grade of Rs. 950-1500. For this purpose 3 posts of Jamadar in the pay Scale of Rs. 775-1025 were converted into the post of sweepers.	By direct recruitment. Jamadar pay scale Rs. 775-1025. -by promotion on the basis of seniority subject to rejection of unfit out of sweepers.
Animal Attendant /Bull Attendant scale Rs. 750-940 -One post of Animal Room Attendant in the pay scale of Rs. 825-1200 was converted into Animal Attendant in the pay scale of Rs. 750-940 and the provision of promotion on this post out of Animal Attendant/Bull Attendant was abolished.	By direct recruitment. Animal Room Attendant in the scale of Rs. 825-1200 -by promotion on the basis of selection on merit out of Animal Attendant/Bull Attendant in LRC and Vety. College
Janitor scale Rs. 775-1025 -Five posts of Book Attendant in the pay scale of Rs. 825-1200 were converted as janitor in the scale of Rs. 775-1025 and the promotion of Janitors was made admissible on the post of Book Attendant in the pay scale of Rs. 950-1500.	By direct recruitment. Book Attendant scale Rs. 825-1200/950-1500. -75% by promotion on the basis of seniority of unfit out of Janitors who are High School pass.

संस्थापनाधिकारी
कृते कुलपति

प्रतिलिपि:

1. सम्बन्धित विभागाध्यक्ष
2. वित्त नियंत्रक
3. सम्बन्धित पत्रावली

संस्थापना कार्यालय

पत्रांक: संस्था/ओएस।।

दिनांक: अगस्त, 2002

कार्यालय आदेश

प्रबन्ध परिषद की 186 वीं बैठक दिनांक 17.8.2002 के संकल्प सं० 21 के अनुसार कुलपति जी ने विभिन्न विभागों के फोरमैन के पदों की संवर्गीय व्यवस्था निम्न विवरणानुसार लागू किये जाने की सहर्ष स्वीकृति प्रदान की है:-

क्र०सं०	पदनाम	वर्तमान प्राविधान	संशोधित
1.	फोरमैन	सीधी भर्ती	शत प्रतिशत वरिष्ठता के आधार पर पदोन्नति द्वारा कार्यरत ड्राईवर कम मैकेनिक/मैकेनिक/चालक ग्रेड-। में से अनुपयुक्त को छोड़ते हुए
2.	फोरमैन रिपेयर	75 प्रतिशत पदोन्नति से अनुपयुक्त को छोड़ते हुए मैकेनिकों में से जो कि संबंधित ट्रेड में आई0टी0आई0 हों। संबंधित पद पर 10 वर्ष की सेवा पूर्ण कर ली हो। 25 प्रतिशत सीधी भर्ती द्वारा	शत प्रतिशत पदों पर वरिष्ठता के आधार पर पदोन्नति द्वारा कार्यरत मैकेनिकों में से अनुपयुक्त को छोड़ते हुए।
3.	फोरमैन वाटर सप्लाई	75 प्रतिशत वरिष्ठता के आधार पर पदोन्नति द्वारा अनुपयुक्त को छोड़ते हुए अवर अभियंता (मैकेनिकल) ग्रेड-।। में कार्यरत कर्मचारियों में से 25 प्रतिशत सीधी भर्ती द्वारा	शत प्रतिशत वरिष्ठता के आधार पर पदोन्नति द्वारा कार्यरत पम्प मैकेनिक के पदधारकों में से अनुपयुक्त को छोड़ते हुए।
4.	फोरमैन, जनरेटर	सीधी भर्ती से	शत प्रतिशत वरिष्ठता के आधार पर पदोन्नति द्वारा मैकेनिक कम जनरेटर आपरेटर/जनरेटर आपरेटर में से अनुपयुक्त को छोड़ते हुए।
5.	फोरमैन सी0आर0सी0	शत प्रतिशत पदों पर वरिष्ठता के आधार पर पदोन्नति द्वारा सीनियर ट्रेक्टर आपरेटर पद के पदधारकों में से अनुपयुक्त को छोड़ते हुए।	शत प्रतिशत वरिष्ठता के आधार पर पदोन्नति द्वारा कार्यरत मैकेनिकों में से अनुपयुक्त को छोड़ते हुए।
6.	फोरमैन, प०प० रानीचौरी	सीधी भर्ती द्वारा	-- तदैव --
7.	फोरमैन एच०आर० सी०	-- तदैव --	-- तदैव --
8.	फोरमैन, मुद्राणालय	शत प्रतिशत वरिष्ठता के आधार पर पदोन्नति द्वारा तकनीकी सहायक के पद पर कार्यरत कर्मचारियों में से अनुपयुक्त को छोड़ते हुए।	शत प्रतिशत वरिष्ठता के आधार पर पदोन्नति द्वारा कार्यरत वरि० मशीनमैन, चीफ कम्पोजिटर, चीफ बुक बाइन्डर, कैमरामैन, प्लेट मेकर पदधारकों में से अनुपयुक्त को छोड़ते हुए।

उपरोक्त के फलस्वरूप संबंधित पदों की वर्तमान सेवा नियमावली इस अंश तक संशोधित मानी जायेगी।

संस्थापनाधिकारी

प्रतिलिपि:

1. अधिष्ठाता, वानिकी एवं पर्वतीय कृषि महाविद्यालय
2. निदेशक अनुसंधान केन्द्र
3. निदेशक, निर्माण एवं सयंत्र
4. प्रभारी अधिकारी, परिवहन
5. प्रबन्धक, वि०वि० मुद्राणालय

गोविन्द बल्लभ पंत कृषि एवं प्रौद्योगिक विश्वविद्यालय, पंतनगर
संस्थापना कार्यालय

पत्रांक: संस्था/ओएस-1/767

दिनांक: अप्रैल 28, 2003

कार्यालय आदेश

प्रबन्ध परिषद् की 188 वीं बैठक दिनांक 10.4.2003 में अधीनस्थ कर्मचारियों की सेवा नियमावली, 1986 में चयन के आधार पर प्रोन्नति के स्थान पर वरिष्ठता के आधार पर प्रोन्नति किये जाने के सम्बन्ध में निम्नानुसार संकल्प पारित किया गया है:-

"संकल्प संख्या 16: अधीनस्थ कर्मचारियों की सेवा नियमावली 1986 में चयन के आधार पर प्रोन्नति के स्थान पर वरिष्ठता के आधार पर प्रोन्नति ।

प्रबन्ध परिषद् द्वारा प्रस्ताव पर विचार-विमर्श किया गया । विचारोपरांत पारित किया गया कि अधीनस्थ कर्मचारियों की सेवा नियमावली 1986 में चयन के आधार पर प्रोन्नति के स्थान पर वरिष्ठता के आधार पर प्रोन्नति किये जाने के सम्बन्ध में प्रबन्ध परिषद् की 187 वीं बैठक दिनांक 18.1.2003 में लिये गये निर्णय के अनुसार मा0 प्रबन्ध परिषद् के सदस्य श्री बेलवाल की अध्यक्षता में गठित समिति द्वारा प्रस्तुत संस्तुति को स्वीकार करते हुए प्रस्तावित संवर्गीय व्यवस्था को स्वीकृति प्रदान की जाती है ।। "

अतः प्रबन्ध परिषद् द्वारा अनुमोदित उपरोक्त संकल्पानुसार निम्न तालिका में दर्शाये गये पदों के लिए प्रस्तावित संवर्गीय व्यवस्था प्रबन्ध परिषद् की बैठक की तिथि यथा 10.4.2003 से लागू माने जाने की कुलपति जी द्वारा सहर्ष स्वीकृति प्रदान की गयी है :-

Department	Name of the post	Existing	Proposed
Agriculture College	Animal Room Attendant, 2750-4400	This post will be filled up by promotion on the basis of selection on merit out of Animal Attendant/Bull Attendant in LRC and V.Sc. College.	100% promotion on the basis of seniority subject to rejection of unfit out of Animal Attendant/Bull Attendant in LRC and V.Sc. College. 2550-3200
Water Supply	Pump Mechanic 3050-4590	75% by promotion on the basis of selection on merit from Pump Attndt. /Pump Driver and Watermain Attndt.	100% by promotion on the basis of seniority subject to rejection of unfit out of Pump Attndt. /Pump Driver and Watermain Attndt. 2610-3540
Water Supply	Pump Driver/Pump Attndt. 2610-3540	75% by promotion on the basis of selection on Merit out of Helper and Pump attendant in Water Supply Section. 25% by direct recruitment.	100% promotion on the basis of seniority subject to rejection of unfit out of Helper in Water Supply Section. 2550-3200
Telephone Exchange	Telephone Operator 4000-6000	75% by promotion on the basis of selection on merit out of Lineman (Telephone) who High School. 25% by direct recruitment.	100% promotion on the basis of seniority subject to rejection of unfit out of Lineman (Telephone) 3050-4590 who are High School.

--Do--	Lineman 3050-4590	25% by direct recruitment and 75% by direct recruitment and 75% by promotion on the basis of selection on merit out of Helper (Telephone).	100% promotion on the basis of seniority subject to rejection of unfit out of Helper (Telephone). 2550-3200 who fulfill the prescribed qualification or have 10 years experience in the related field.
Electricity Unit	Foreman (Electric) 5000-8000	75% by promotion on the basis of selection on merit out of Electrician/Wireman/Lineman/SBA/JMT and meter Reader. 25% by direct recruitment.	100% promotion on the basis of seniority subject to rejection of unfit out of Electrician working in the scale of Rs. 4000-6000 and have put in a minimum of 5 years service.
--Do--	Electrician 4000-6000	75% by promotion on the basis of selection on merit out of Lineman/Wireman/SBA/JMT/ meter Reader having ITI certificate in Electrical or Wireman trade with 5 years experience. 25% by direct recruitment.	100% promotion on the basis of seniority subject to rejection of unfit out of Lineman/Wireman/SBA/JMT/ meter Reader. 3050-4590
University Press	Technical Asistant 5000-8000	75% by promotion on the basis of selection on the merit out of Senior Proof Reader, Senior Machineman Gr. I, Monocaster-cum-Mech. 25% by direct recruitment.	100% promotion on the basis of seniority subject to rejection of unfit out of Senior Proof Reader, Senior Machineman Gr.I, Monocaster-cum-Mech. 4500-7250

संस्थापनाधिकारी
कृते कुलपति

प्रतिलिपि:

1. सम्बन्धित विभागाध्यक्ष
2. वित्त नियंत्रक
3. सम्बन्धित पटल सहायक, संस्थापना कार्यालय
4. सम्बन्धित पत्रावली

गोविन्द बल्लभ पंत कृषि एवं प्रौद्योगिक विश्वविद्यालय, पंतनगर
संस्थापना कार्यालय

पत्रांक: संस्था/ओएस-1/1466

दिनांक: नवम्बर 04, 2003

कार्यालय आदेश

प्रबन्ध परिषद् की 188 वीं बैठक दिनांक 10.4.2003 में पारित संकल्प के अनुसार अधीनस्थ कर्मचारियों की सेवा नियमावली 1986 में चयन के आधार पर प्रोन्नति के स्थान पर वरिष्ठता के आधार प्रोन्नति के सम्बन्ध में निर्गत कार्यालय आदेश सं० संस्था/ओएस-1/767, दिनांक अप्रैल 28, 2003 के क्रम में प्रबन्ध परिषद् द्वारा अपनी 190 वीं बैठक दिनांक 20.10.2003 में इलैक्ट्रिशियन, वेतनमान रू० 4000-6000 के पद पर प्रोन्नति हेतु निम्न संकल्प पारित किया गया है:-

संकल्प सं०9:- अधीनस्थ कर्मचारियों के सेवा नियमावली 1986 में चयन के आधार पर प्रोन्नति के स्थान पर वरिष्ठता के आधार पर प्रोन्नति।

“प्रबन्ध परिषद् द्वारा प्रस्ताव पर विचार -विर्मश किया गया। विचारोपरान्त वित्त समिति की संस्तुति के अनुसार पारित किया गया कि प्रबन्ध परिषद् की 188 वीं बैठक दिनांक 10.4.2003 में स्वीकृत विद्युत कर्मियों की सेवा नियमावली में विद्युत विभाग में इलैक्ट्रिशियन वेतनमान रू० 4000-6000 में प्रोन्नति हेतु लाइनमैन/वायरमैन/एस०बी०ए /जे०एम०टी०/मीटर रीडर वेतनमान रू० 3200-4900 के कर्मचारियों को भी अर्ह माने जाने हेतु स्वीकृति प्रदान की जाती है।”

अतः प्रबन्ध परिषद् द्वारा पारित उपरोक्त संकल्पानुसार इलैक्ट्रिशियन के पद वेतनमान रू० 4000-6000 के पद पर प्रोन्नति हेतु सेवा नियमावली निम्नानुसार इस सीमा तक संशोधित मानी जायेगी:-

Department	Name of the Post	Existing	Proposed
Electricity Unit	Electrician 4000-6000	75% by promotion on the basis of selection on merit out of Lineman/Wireman/SBA/JMT/Meter Reader having ITI certificate in Electrical or Wireman trade with 5 years experience. 25% by direct recruitment.	100% promotion on the basis of seniority subject to rejection of unfit out of Lineman/Wireman/SBA/JMT/Meter Reader/Electrician.(3050-4590/3200-4900)

उपरोक्तानुसार यह संशोधन दिनांक 10.4.2003 से लागू माने जायेंगे।

संस्थापनाधिकारी
कृते कुलपति

- प्रतिलिपि: 1. सम्बन्धित विभागाध्यक्ष
2. वित्त नियंत्रक
3. सम्बन्धित पटल सहायक, संस्थापना कार्यालय
4. सम्बन्धित पत्रावली

गोविन्द बल्लभ पंत कृषि एवं प्रौद्योगिक विश्वविद्यालय, पंतनगर 263145

संस्थापना कार्यालय

पत्रांक: संस्था/सेवा नियम/29

दिनांक: जून 12, 2001

कार्यालय आदेश

प्रबन्ध परिषद् द्वारा तृतीय एवं चतुर्थ श्रेणी के कर्मचारियों की दिनांक 25.8.86 को स्वीकृत तथा दिनांक 1.11.86 से प्रभावी सेवा नियमावली को आंशिक रूप से संशोधित करने का प्रस्ताव प्रबन्ध परिषद् की 182 वीं बैठक दिनांक 28.5.2001 में प्रस्तुत किया गया। विचारोपरान्त प्रबन्ध परिषद् द्वारा तृतीय एवं चतुर्थ श्रेणी के कर्मचारियों की सेवा नियमावली में 75 प्रतिशत प्रोन्नति तथा 25 प्रतिशत सीधी भर्ती एवं 80 प्रतिशत प्रोन्नति एवं 20 प्रतिशत सीधी भर्ती के प्रविधानों के स्थान पर शत-प्रतिशत प्रोन्नति की व्यवस्था किये जाने हेतु स्वीकृति प्रदान की है।

संस्थापनाधिकारी
कृते कुलपति

प्रतिलिपि:

1. समस्त अधिष्ठाता/निदेशक/विभागाध्यक्ष
2. मुख्य महाप्रबन्धक फार्म
3. समस्त प्रभारी अधिकारी, वाह्य शोध केन्द्र
4. वित्त नियंत्रक

PART- XII

वार्षिक गोपनीय प्रविष्टि

- (i) Annual Assessment Reports/Character Roll entries will be maintained in the Establishment Section. Respective Section Officers of PM(A) and PM(B) will be the Incharge of them. They will ensure that Annual Assessment Reports/Character Roll entries are received for all staff and officers and finalised as per procedure already laid down separately. Chief Personnel Officer and Dy.Establishment Officer will also keep check and supervision over it.
- (ii) The Section Officers will examine the Annual Assessment Reports/Character Roll entries personally. They will arrange to communicate adverse entries under the signatures of Chief Personnel Officer to the incumbent concerned within six weeks of their finalisation and the fact relating to communication of the adverse entry to the incumbent will be recorded in the Annual Assessment Report/ Character Roll sheet in red ink under the signatures of the Chief Personnel Officer.
- (iii) The incumbent who has been awarded adverse entry will have a right to make a representation against the adverse entry to the Vice-Chancellor within six weeks of the receipt of the communication regarding adverse entry provided that the above period of six weeks for representation against the adverse entry may be extended by six weeks by the Vice-Chancellor on the ground that the incumbent has sufficient and good reasons on account of which he could not make representation within six weeks.

Continued2

- (iv) On receipt of representation against the adverse entry the Chief Personnel Officer will send the representation to the Officer who awarded the adverse entry for his comments on the representation. The Officer concerned will have to send parawise comments to the Chief Personnel Officer within one month of the receipt of the representation with the letter of Chief Personnel Officer.
- (v) The Chief Personnel Officer will then get representation and the comments processed and scrutinised within one month of the receipt of the comments and will submit the file with his report to the Vice-Chancellor.
- (vi) The final orders passed by the Vice-Chancellor will be communicated by the Chief Personnel Officer to the incumbent concerned within 15 days of the passing of final orders.
- (vii) If as a result of representation and the final orders passed on the same, the adverse Annual Assessment Report/Character Roll entry has been expunged or modified, necessary entry to the effect will be made in red ink in the Annual Assessment Report/Character Roll concerned under the signatures of the Chief Personnel Officer. If the representation has been rejected and no change is made in the Annual Assessment Report/Character Roll entry, the fact of representation having been rejected shall be suitably recorded in the A. A. R./C. R. concerned under the signatures of the Chief Personnel Officer.

PART- XIII

मृतक आश्रित नियमावली

विश्वविद्यालय के परिनियमों के अध्याय 13 के अनुसार जो निम्नवत है को मृतक आश्रित के रूप में नियोजन करने का प्राविधान है :-

Chapter XIII- Appointment of Staff

- (d) A dependent (wife or husband, son, unmarried daughter and widowed daughter) of an employee of the University who meets with untimely death or gets permanent disability during the service period may be appointed on any non teaching post for which he/she is suitable and fulfils the minimum qualifications, without selection procedure.

WITH THE PROVISO THAT

- (i) The above facility will be given to only the dependents of the employees who have put in atleast 3 years continuous service in the university and only if there is no other earning member in the family of the deceased.
- (ii) If there are more than one member in the family of deceased, desirous to get employment, then the appointing authority shall select one of such persons on the basis of suitability particularly considering the interest of his widow and minor members of the family of the deceased.
- (iii) Such appintment shall be a made only against an existing vacancy.

उपरोक्त के व्यवस्थाओं के अतिरिक्त इस सम्बन्ध में समय-2 पर राज्य सरकार द्वारा जारी किये गये शासनादेशों एवं निर्देशों का भी पालन किया जा रहा है।

House Allotment Rules

The Board of Management of G.B. Pant University of Agriculture and Technology, Pantnagar has been pleased to accord its approval to the Revised House Allotment Rules vide item No. 24 in its 2nd meeting held on 14-9-1981 as detailed here under:-

Item No. 24. TO CONSIDER AND APPROVE THE DRAFT OF REVISED HOUSE ALLOTMENT RULES

“Resolved that the revised House Allotment Rules be and are hereby approved as per Annexure-II or these minutes

Further resolved that necessary changes in the House Allotment Rules be made by the Vice-Chancellor on the basis of decision taken in the meeting of the University’s Dean’s/Directors and Sectional Heads as and when necessary from time to time.”

REVISED HOUSE ALLOTMENT RULES

GENERAL :-

- 1- The rules shall be called “The Allotment of residences of G.B. Pant University (including its farm) rules 1981.
- 2- These rules shall apply to the residential buildings for allotment as residences to the employees of the university and farm.
- 3- For purpose of administrative control and allotment of residences at outside main campus. Zone Estate Officers shall be appointed at Nagla, Beni, Haldi, Patharchata and Matkota by the House Allotment Committee (central). Normally the Joint Director/Associate Director/L.R.C. for Nagla. Dy./Asstt. Director (Operations) Eastern Zone, Beni for, Beni area, the Dy. Directors (Operations) Central Zone, Haldi and Dy. Director (O) Matkota for Haldi and Matkota respectively and Joint Director/Assoc.Director H.R.C. for Patherchatta shall be appointed as Zonal Estate Officers. These Zonal Estate Officers shall exercise the powers of Estate Officer in their ones and shall send a copy of all order etc. to the Estate Officer for record in Central of fize.
- 4- There shall be Central House Allotment Committee. The Chairman of the committee will be appointed by the Vice-Chancellor from amongst the Deans and Directors with Estate Officer and A.D.W.P. (Estate) as its Ex-Office Secretary and members respectively. The chairman shall with V.C.’s approval constitute a House Allotment Committee of representative nature. For each zone aforesaid a committee of representative nature shall be constituted by the Zonal Estate Officer with the approval of the Chairman, Central H.A.C. The Zonal Estate Officer will act as Chairman of the zonal House Allotment Committee. The term of all House Allotment Committee will be two years.
The Committee would normally meet once a month and would decide cases of allotment not covered under these rules.
- 5- These rules shall come into force at once.
- 6- In these rules unless the context otherwise requires :-
 - a. Allotment’ means the grant of license to occupy a residence in accordance with the provision of these rules.
 - b. ‘ Allottee’ means the officer/employee or others in whose name allotment has been made and includes an occupant of a residence under a valid allotment order at the commencement of these rules.

- c. 'Estate Officer' means the Officer-in-charge of the Estate of the G.B. Pant University of Agriculture & Technology.
- d. 'Pay' for the determination of rent only means the monthly amount drawn by an officer/employee as pay and includes substantive pay. Officiating pay deputation pay. special pay personal pay and additional pay but does not include dearness allowance, compensating allowances or allowance of any other nature.
- Explanations in case of an officer/employee under suspension the pay drawn by him/her immediately before the date of suspension shall be taken as pay.
- e- 'Officer/employee' means an officer/employee of the G.B. Pant University, Pantnagar including its farm.
- f- 'Family' means the wife and husband/husband and wife as the case may be, children step children. legally adopted children. parents brother or sisters who reside with and are dependent on the Officer/employee.
- g- 'University' means G.B. Pant University of Agriculture & Technology including its farm.
- h. 'Rent' means the sum of money payable monthly in accordance with the provisions of H.A.R. in respect of a residence allotted under these rules.
- i. 'Residence' means any residence structure at the university and Farm Campus under the administrative control of the Estate Department/comptroller of this university.
- j- 'Temporary transfer' means a transfer which involves an absence for a period not exceeding four months.
- k. 'Category' in relation to an officer/employees means the category of residence to which he/she is entitled under H.A.R. No.2

RULES OF HOUSE ALLOTMENT

H.A.R. 1. SENIORITY

1- All allotment shall be made as per seniority in each category. Normally no out of turn allotment shall be made. The seniority will be counted from the date of joining the University in case of new employee. However, in very extra-ordinary cases, the Vice-Chancellor may on the recommendation of the House Allotment Committee approve out of turn allotment.

2-In case of an employee already in the University employment becoming eligible for a higher category quarter his/her seniority shall be counted from the date of joining in the higher pay scale.

3-Where the date of joining of two or more employee is the same seniority amongst them will be determined by the basic pay. i.e. the employee drawing a higher basic pay will be considered senior to the employee drawing a lower basic pay.

4-Where the date of joining and the basic pay of two or more employees are the same, the seniority will be determined according to the date of birth.

5-In case of an employee who becomes eligible for a higher category of house by virtue of his/her appointment in the higher scale, his/her seniority in lower category cadre will also be maintained so long as he/she does not get a house of his/her own category due to the non-availability of houses.

6-In case of employees joining the University on deputation:-

i- the seniority will be determined from their date of joining in their present pay scale in parent department.

ii- for the purpose of eligibility to a particular category their pay scale will be deemed to be the same as that prescribed for the post against which they are working in the University.

The employee of concurrent audit will be considered on a par with the deputations. In case of employee who has a lien elsewhere but is not on deputation. the seniority shall be counted only from the date of joining this University.

7-The seniority of the employees who are sent on Training/Fellowship/study leave or any other authorised leave including extra ordinary leave by the University will be maintained.

8-If an employee resigns his/her service and joins again. his/her service will be considered from the fresh date of joining for the purpose of seniority for allotment in his/her entitled category or quarter.
(Revised in Deans/Director's meeting dt. 31-7-86)

H.A.R.2 CLASSIFICATION OF RESIDENCES

Category	Pay scale (effective from 1-1-1986)		
I	U.G.C.	Rs. 4500-	Rs. 5700 and above.
	P.R.C.	Rs. 3700-	Rs. 5000 and above.
II	U.G.C.	Rs. 2200- but lower than	Rs. 4000 and above Rs. 4500-5700
	P.R.C.	Rs. 2000 - but lower than	Rs. 3500 and above Rs. 3700-5000
III		Rs. 1400- but lower than	Rs. 2400 and above Rs. 2000-3500
IV		Rs. 950- but lower than	Rs. 1500 and above Rs. 1400-2400
V.	All scale lower than Rs. 950-		Rs. 1500

Pay scale be only the criterion for eligibility in allotment Nature of duties may not be taken in to account.

In the event of revision of the pay scales the House Allotment Committee (central) and (Zonal) may review the categories according to the general principal that revision of pay scale should not change one's being entitled to particular category of quarter.

The Vice-Chancellor may reserve a residence or an group of residences for Officers/employees of a particular office of department.

The University will determine the classification of residences made available after commencement of these rules and may redetermine category of any of the residence under the rule.

H.A.R. 3. ALLOTMENT OF RESIDENCES

- 1- Any valid allotment of a residence which is existing immediately before the commencement of these rules under the rules in force at the relevant time shall be deemed to be an allotment duly made under these rules not with standing that the official to whom it has been made is not entitled to a residence of that type and all the provisions of these rules shall apply in relation to that allotment and that officer accordingly. The allotment shall apply for house allotment on the form prescribed for this purpose.
- 2- Normally allotment will be done in the category to which an employee is entitled. If sufficient quarters are not available in a particular category, an employee may be given accommodation in any category on a sharing basis or in full. or accommodated in hostel subject to availability,

as decided by the House Allotment Committee from time to time.

- 3- An allotment shall be effective from the date of its service through Department to the Officer/employee and shall commence to be in force until (a) it is cancelled by the Estate Officer or is deemed to have been cancelled under any of the provisions of these rules or (b) it is surrendered by the officer employee.
- 4- All allotment orders cancellations and modifications shall be issued by the secretary of the respective House Allotment Committees after the approval of the respective Chairman, However all the allotment orders issued by Secretaries. House Allotment Committee concerned shall be put up before house allotment committee (Central) for ratification.
- 5- Such orders shall be sent directly to the employees concerned and a copy there of will also be sent to them through Dean/Directors/Sectional Heads.
- 6- If any employee fails to occupy the full quarter or his/her category allotted to him/her and continues to reside in lower category quarter, his/her name shall be deleted from the waiting list. However, such employee whose name is deleted from the waiting list may get his/her seniority restored for the purpose of allotment of house of his/her category after paying 20% of his/her basic pay (non-refundable) ((Revised vide Dean/Director meeting dated 6-10-93)
- 7- If an allottee is on leave, the allotment order shall be kept pending up to a maximum period of four weeks.
- 8- In case more than one quarter is vacant on a particular date, allotment shall be made as per choice of senior most employee for those particular quarters. This will not apply for newly constructed quarters, which will be allotted strictly on the basis of seniority.
- 9- For allotment of accommodation to the daily paid staff some houses may be allotted to the head of the department/Sections from time to time subject to availability for allotment to such staff on standard rent basis. Intimations regarding recovery of the rent for such house shall be sent to the secretary, House Allotment Committee by the Head of the Department/Sections. All the allotment however shall be ratified by the House Allotment Committee.

The quarters allotted to the sectional Heads of Department may withdrawn if they are allotted in a manner other than that stipulated originally and then no fresh allotment to section/Head shall be made in future.
- 10- A specified number of houses will be earmarked from time to time with the approval of the Vice-Chancellor for allotment on rent which will be approved by the Vice-Chancellor/Board of Management to such Department/Institutions/Agencies as are working in the campus in the interest of the University such as Banks. Post Offices, N.C.C. and such other office, which may be established in future. Internal allotment to the employees will be made by their local heads of the officers. on the basis of university House Allotment Rule. In case there is any deviation from the rules in the allotment, the Vice-Chancellor may withdraw the house from the Department/Institutions/Agencies. However all allotment orders issued by such agencies mentioned above should be got approved from the chairman, House Allotment Committee prior to their issue.

The Secretary, House Allotment Committee will put up such allotment for ratification in the House Allotment Committee (Central)

- 11- Category V quarters constructed near the hostel be normally allotted to the wardens for accommodating the cafeteria employees after vacation by present occupants.
- 12- Normally allotment of quarter shall be made in the same zone in which normal place of work of the employee is located. The zones are Nagla, Beni Campus , Haldi, Patherchatta and Matkota.
- 13- In case of an employee who comes back from study/extra ordinary leave and who by virtue of his seniority is entitled to a full quarter he will be allotted the same, if available. As both the categories of quarters of Asstt. Professors and Associate professors have been merged, hence the only criteria for considering the seniority for allotment of quarter will be the date of their joining and no allotment will be made on the basis of designation subject to the availability.
(Revised vide Dean/Director meeting dt. 31-7-86)
- 14- In case of husband and wife, if both are in the employment in the university and both have be come entitled for allotment of half quarter of the same category on the basis of seniority. One full house of their entitled category shall be allotted, subject to availability of the quarter. Allotment in such cases shall be done by a roaster in which after allotment of four quarters by seniority one quarter to husband and wife shall be allotted.
(Revised vide H.A.C. meeting dt. 31-8-90.
- 15- When two officers staying in separate residence marry they will have to surrender one residence within one month from the date of marriage.
- 16- In case real son or unmarried daughter of an employee retiring from the university service is in the regular service of the university prior to retirement of the employee(father/mother) the quarter of the entitled category to the son/daughter shall be allotted on priority subject to availability after the retirement of the father/mother as the case may be (deleted vide B.O.M. 169th meeting held on 9-9-97) (New para added as per decision of H.A.C. on dt. 10.8.89 & 5-9-89)
- 17- The person appointed on compassionate ground due to untimely death of his/her father/mother during service of the University, shall be allotted quarter of hi/her entitled category on priority, subject to availability.

H.R.A. 4 PROVISIONS REGARDING RENT

- 1- Normally rent shall be charged as follows from the employees of the university.
 - i.(a) Flat rent or 10% of the pay whichever is less for full quarter of any category.
 - (b.) 50% or 33,3% or 25% of the flat rent of the full quarter in case the residences allotted in sharing to two, three or four employees.
 - ii- All buildings occupied by others such as contractors, shop keepers, Bank and Post Office, rent shall be charged as determined by the Vice-Chancellor from time to time. These provisions shall not apply in case of buildings/residences under occupation without valid allotment orders.
- 2- The rent shall be realized by the Sectional Heads while preparing the pay bills of the Officer/employee and copy of the scroll shall be sent to Estate Office for entry in records.

- 3- The official to whom residence has been allotted shall be personally liable for payment of the rent there of and for any damage beyond fair wear and tear caused there to until the residence along with the out houses, if there by any, has been vacated and full vacant possession there of has been handed over to the Estate Department together with vacation form duly filled in with fittings and fixtures intact as per inventory of the house. Any wilful loss or damage shall be recoverable from him.
- 4- If the officer or department to which a residence has been allotted is neither a permanent nor temporary servant of the University, the officer or the department as the case may be shall execute a surety bond on prescribed form with a surety who shall be an employee of the G.B. Pant University or a guarantee by a nationalised bank for due payment of rent and other charges due from him in respect of such residences and services.

H.A.R. 5 OCCUPATION AND VACATION OF RESIDENCE

- 1- Allotted residence shall be occupied within seven days from the issue of the allotment order. A copy of the allotment order shall also be sent to Head of Department/Sectional Head for delivery.
- 2- In case, the employee is unable to occupy the quarter within seven days on account of valid reasons he/she may apply for extension of time for a further period not exceeding fifteen days. However the rent of the allotted house shall be payable by the allottee after seven days from the date of issue of allotment order in addition to the rent of occupied house provided the extension is granted. Written request for such extension should be sent to the secretary House Allotment Committee.
- 3- The old house shall be vacated normally by the allottee simultaneously on occupation of the new house. However, a shifting period up to a maximum of three calendar days may be availed. During this period the allottee may retain both the house simultaneously. If the allottee does not vacate the old house within three calendar days on occupation of the new house, the old house shall be treated to be under un-authorised occupation and rent will be charged at the rate mentioned under house allotment rule no. 13 for both the houses.

This will be without prejudice to any other action that may be taken against the allottee.

If any employee is allotted a house and is unable to occupy it within the period as specified in 2 above on justified grounds such as illness, absence due to university work etc. the house in question may be allotted to the next person in seniority list but the seniority of employee concerned will be maintained.

H.A.R. 6 CHANGE OF RESIDENCES

Normally one change in the same category of house shall be allowed on payment of 10% of the basic pay according to seniority. The amount shall be deposited in the office of the Comptroller/Deputy Director Works & Plants (General) by the employee. The application for change of residence shall be entertained and registered in the Estate Section after the deposit of the money. The deposit of money shall be accepted up to the date mentioned by the junior Engineer (Estate/Foreman (Estate) of vacation on vacation report of the specific quarter.

The applicant may mention not more than three choices of quarters at one time in order of preference in his/her application for registration.

The allotment shall be done in order of the preference (S) of the quarters given by the applicant as and when they fall vacant. In case, the applicant refuses to occupy the quarter of his/her choice after allotment the money deposited by him/her shall be forfeited.

In case, an employee gets a quarter of his/her choice on 10% payment basis and after occupying it, leaves the university on authorised leave and vacates the residence and on return again wants a house of his/her choice, he/she will have to deposit 10% for registration of his/her name in the Estate Section again.

No mutual change shall be allowed to any allottee. However, in case of genuine hardship, mutual change can be considered by the House Allotment Committee and decision be taken on the merit of the case.

If a person is appointed in a higher scale on regular basis while continuing in the university Services he/she may be permitted to change residence on 10% payment basis once after each all such advancements, in his own category . However his/her seniority for the purpose will be counted only from the date of appointment in higher scale.

A person relieved from Warden-ship shall be given one choice of house without depositing 10%. If a house of his/her category and if a house of his/her choice is not available at the time of his/her relief from Warden-ship the claim of warden will be preferred over others who have deposited 10% If more than one warden opts for the same house on this basis the seniority will be decided on the basis of date of relief from the Warden-ship. This facility will be available only up to a period of two years from the date of relief from Warden-ship.

(The following clause is added for wardens as per decision taken in the meeting of Dean/Directors held on 7-4-95 and 1-2-97).

“ It was decided that those who were living in half quarter before joining as warden they will continue to get a full quarter after successful completion of the warden-ship but will not have choice of quarter and those who were living in full quarter before joining as warden will continue to have one choice of house”.

This clause shall be applicable on warden (s) those who are appointed as warden after 7-4-95 and all those who were already wardens before the decision of the Deans/Directors committee held on 7-4-95 will be entitled for the facilities with respect of choice of the house at the time of their appointment as warden(s).

H.A.R. 7 MAINTENANCE OF RESIDENCES

The occupant shall be responsible for any loss or damage (other than the routine wear and tear or caused by circumstances beyond his control) in any part or whole of the building or in any fitting and fixture (including all sanitary, civil and electrical fittings). No occupant shall tamper with the electric and water connection or other fixtures. Disciplinary action may be taken against him/her for failure to observe this and the cost of repairs/replacement shall be recovered from him/her.

No allottee shall alter or add any permanent structure brick works etc, in a residence occupied by him/her. He/She will be liable to pay the cost of restoration of the building and may be awarded other punishment.

H.A.R. 8 SUBLETTING OF RESIDENCE AND NOT MAINTAINING HARMONIOUS RELATTONS WITH NEIGHBOURS.

- 1- No employee shall sublet the whole or part of his/her residence or any of his/her out house/garage etc. For non compliance of these rules he/she will be liable for disciplinary action besides forfeiture of residential facility.
- 2- Allotment of a residence may be cancelled if the allottee fails to maintain harmonious relations with neighbours. Where the allotment of a residence is cancelled for conduct prejudicial to the maintenance of harmonious relations with neighbours the officer may, at the discretion of the Estate Officer, be allotted another residence of their same type at any other place after giving an assurance in writing not to repeat such conduct in future.
- 3- If an allottee goes on leave not exceeding 4 months and leaves the residence to the care of a person, it shall not be deemed to be subletting.
- 4- If an allottee sublets a residence allotted tof him/her or any portion there of or any of the out houses garage or apartment there to in contravention of these rules, without prejudice to any other action that may be taken against him/her, the allotment of the house may be cancelled forth with, enhanced rent may be charged from him/her under F.R.45-a or double the market rent to be determined by the Estate Officer whichever is more. The question of rent to be recovered and the periods for which the same may be recovered in each case shall be decided by the Estate Officer on merits.
- 5- When action to cancel the allotment is taken on account of unauthorised sub-letting of the premises by the allottee, a period of 30 days shall be allowed to the allottee, and any other person residing along with him/her therein to vacate the premises. The allotment will be canceled with effect from the date of vacation of the premises or expiry of the period of 30 day from the date of orders of cancellation of the allotment, whichever is earlier.

H.A.R. 9 RETENTION OF RESIDENCES

The employee shall be allowed a further leave license to occupy the residence as a special case strictly in accordance with the following table as described in column No.2 and 3, whose rent would be required to be paid to the university in advance for each month for obtaining such leave and license. Beyond this period of license, unless specifically the license is further extended by the Vice-Chancellor, his license shall automatically stand revoked without any notice in this respect. Any person retaining the house beyond the said license period as allowed against events in column no. 2 would be deemed to a trespasser and an un-authorized occupant liable not only for his immediate ejection from the premises under his unauthorized occupancy but without prejudice to any legal or departmental action to be taken against him, would also be liable to pay to the university Comptroller the damages for his such use & occupancy at the rates as mentioned against the period of the such un-authorized occupancy as in column no. 4 of the following table.

Sl	Events	period of further license at normal monthly rent or the monthly rent as prescribed in this column	Rate of occupancy charges per months as damage in case of un-authorized occupancy beyond the license period.	
1	2	3	4	5
1	Dismissal termination of services. Absconding from duty or cancellation of allotment under HAR-12	One month at normal rent	first two months--- 8 times market rent Next two months –16 times the market rent. beyond four months----32 times the market rent	Revised by B.O.M. in its 188 meeting held on 10-4-03
2	Retirement/Resignation	Three months at normal rent may be permitted for rest of academic session at double of flat rent provided his wards (sons and daughters) are studying in local school/college	first two months----8 times market rent Next two months –16 times the market rent. beyond four months----32 times the market rent	Revised/Deans/Director meeting held on 15-1-90 & BOM 188 meeting 10.04.2003
3	Death of an allottee	1-Four months or balance period of academic session whichever is more at normal rent 2- Up to the employment of the ward of deceased employee & to provide accommodation of his/her entitled category at normal rent being recovered from the deceased. Note :- In case possession of allotted quarter of entitled category is refused by the incumbent the above relaxation shown in sub para-2 will not be allowed and the penal rent at the rates shown in column-4 will be charged.	first two months---8 times market rent Next two months –16 times the market rent. beyond four months----32 times the market rent	Revised vide B.O.M. meeting 23-7-88
4	Reversion to parent deptt. of deputations or transfer to out station campus of university	balance period of academic session or two months which ever is more	first two months---8 times market rent Next two months –16 times the market rent. beyond four months----32 times the market rent	

5	Deputations/ lien/Extra Ordinary leave in the campus		first two months---8 times market rent Next two months –16 times the market rent. beyond four months----32 times the market rent	revised by B.O.M.1- 11-87/29-9- 88 and 19- 6-91
6-	Study leave/training	for sanctioned leave period provided his/her family stay in the campus	first two months---8 times market rent Next two months –16 times the market rent. beyond four months----32 times the market rent	

Note:- For the purpose of the above table

- 1- Monthly normal rent means the flat rate rent of the quarter.
- 2- Monthly market rent means four times the flat rate rent of the quarter.
- 3- The family shall comprise as defined under clause general 6(f).
- 4- In case of dismissal/termination of series or absconding from duty, person holding any residence would be liable for immediate ejection as in that event the license would stand automatically revoked without any notice in this respect and would also be liable to pay damages at the rates mentioned in the above table irrespective of any appeal or case pending before chancellor/Board of management or any court of law unless there is any stay granted in this behalf by any competent authority or court.(Revised w.e.f. 1-1-1984)

H.A.R. 10.

The Secretary, House Allotment Committee and the Asstt. Director Works & Plants (Estate) shall take care of University by Estate affairs and shall be the authorized officers for allotting canceling the allotment/ licenses/orders eviction of unauthorized employees/licensee/leasee and for other management of university Estate relating to and arising out as a result of litigation which shall be done by them as per rules and legal procedures under the overall control of the Director, works & Plants who shall be responsible for the proper use, care and maintenance of the University properly and for the strict enforcement of these rules and after obtaining the administrative approval of the Vice-Chancellor.

H.A.R. 11

The House Allotment Committee may change/modify/relax these rules from time to time for reasons to be recorded after obtaining the Vice-Chancellor approval).

H.A.R. 12

The Vice-Chancellor shall be the sole authority and his decisions shall be final in all types of disputes. The Vice-Chancellor shall be authorized to cancel the allotment order of any quarter without assigning any reason, whatsoever, and can acquire forcible eviction through University Chief Security Officer/Security officer or eviction through the court of

law through the Estate Officer or Asstt. Director Works & Plants (Estate) in case of non-compliance of his orders directives to vacate the house by the person concerned.

H.A.R. 13- OVER STAY IN RESIDENCE AFTER CANCELLATION OF ALLOTMENT ORDER

Where after an allotment has been cancelled or is deemed to be cancelled under any of the provisions contained in these rules, the residence remains or has remained in occupation of the officer to whom it was allotted or of any person claiming through him/her such officer without prejudice to any other action that may be taken earlier against him/her shall be liable to pay damages for use and occupation of the residence, services, furniture's and garden charges, as may be determined by the Vice-chancellor from time to time.

The following steps may be taken serially or serviceably as deemed proper provided that para above shall in variably apply.

- (a) The electric and water supply to the house be disconnected by the competent authority of the University.
- (b) Departmental action to be taken against him/her for disobedience of orders.
- (c) The Estate Officer shall get the premises vacated using such force as may be necessary.

(Revised w.e.f. 1-1-84)

H.A.R. 14 RELAXATION OF RULES

The Vice-chancellor may, for reasons to be recorded in writing relax all or any of the provisions of these rules in case of any of the Officers/.employees or occupants of residents of any type of residence.

H.A.R. 15.

The Vice-Chancellor may delegate any or all of the powers under these rules to any officer under his control subject to such conditions as he may deem fit to impose.

माननीय प्रबन्ध परिषद की 216 वीं बैठक दिनांक 26.03.2012 में पारित संकल्प संख्या 216.12 के अनुपालन में सक्षम अधिकारी द्वारा पंतनगर के आवास आबंटन सम्बन्धी नियमों में संशोधन किये जाने की स्वीकृति प्रदान की गयी है जो कि निम्न प्रकार हैं :-

(अ) वर्तमान स्वीकृत नियमों में संशोधन

आवास आबंटन नियम संख्या	प्रबन्ध परिषद द्वारा स्वीकृत संशोधन		
2.	छटे वेतन आयोग एवं विश्वविद्यालय अनुदान आयोग की संस्तुति के अनुसार पुनरीक्षित नये वेतनमानों में ग्रेड वेतन के आधार पर निम्नानुसार आवास आबंटन हेतु श्रेणी का निर्धारण किया जायेगा।		
	क्र.सं.	आवास की श्रेणी	ग्रेड वेतन
	1.	श्रेणी पाँच	1300, 1400, 1650, 1800
	2.	श्रेणी चार	1900, 2000, 2400, 2800
	3.	श्रेणी तीन	4200, 4600 एवं 4800
	4.	श्रेणी दो	5400, 6000, 7000, 7600, 8700, 8900 एवं 9000
	5.	श्रेणी एक	10000, 12000 के प्राध्यापक/अधिष्ठाता/निदेशक तथा वित्त नियंत्रक एवं शासन से प्रतिनियुक्ति पर आने वाले प्रथम श्रेणी के अधिकारी नोट : पूर्व व्यवस्था के अनुसार आबंटित किये जा चुके आवासों की स्थिति यथावत् रहेगी
3.16	पिता/माता की सेवानिवृत्ति के पश्चात् उनके पुत्र/अविवाहित पुत्री दोनों में से किसी एक को ही आवास की सुविधास विश्वविद्यालय में नियुक्ति उपरांत अनुमन्य करायी जायेगी।		
5.3	यदि किसी कर्मचारी को आवास आबंटित किया जाता है तथा उसमें कोई टूट फूट है तो सामान्य स्तर के मरममत कार्य एक माह में निदेशक निर्माण एवं संयंत्र विभाग द्वारा कराया जायेगा। जिससे आबंटी उसमें रह सके इसके बाद पूर्व में आबंटित आवास का कब्जा परिसम्पत्ति कार्यालय को एक माह के अन्दर देना होगा अन्यथा निम्न दरों के अनुसार आबंटित आवास का किराया लिया जायेगा।		
	<ol style="list-style-type: none"> 1. प्रथम एक माह – दोनो आवास का किराया सामान्य दरों पर 2. अगले दो माह – सामान्य किराये का 8 गुना 3. अगले दो माह – सामान्य किराये का 16 गुना 4. तत्पश्चात् – सामान्य किराये का 32 गुना 		

(ब) अतिरिक्त प्रस्तावित किये गये आवास आबंटन नियम सम्मिलित किये जाने की स्वीकृति प्रदान की गयी :

नियम संख्या	प्रस्तावित नियम
16	जिन कर्मचारियों के लिये विभागाध्यक्षों द्वारा विभागीय आवास आबंटित किये जाने की माँग की जायेगी उन्हें संबंधित कर्मचारियों के लिये अधिकृत श्रेणी से एक श्रेणी नीचे का आवास विभागीय आधार पर आबंटित किया जाये। पूर्व में इस प्रकार का कोई नियम नहीं है।
16.1	विश्वविद्यालय में श्रेणी दो के आधे-2 आवास जो रिक्त है को एस.आर.एफ./जे.आर.एफ./टीचिंग पर्सनल एवं समकक्ष के नियुक्ति पत्र पर छःमाह के लिये आवास आवंटित किये जा सकते हैं तथा विश्वविद्यालय को आवासों की आवश्यकता होने पर 15 दिन के नोटिस पर उन्हें आवास रिक्त करने हेतु कहा जा सकता है। उक्त आवासों का आबंटन टीचिंग पर्सनल को विभागाध्यक्ष वास्ते आबंटी को दिया जायेगा तथा एस.आर.एफ./जे.आर.एफ. को परियोजना अधिकारी वास्ते आबंटी को दिया जायेगा। इस प्रकार आबंटित आवासों का किराया,जल शुल्क एवं वद्युत शुल्क आदि की जिम्मेदारी विभागाध्यक्ष/परियोजना अधिकारी की होगी।
17.	वर्तमान में आवासों की कमी है तथा कर्मचारियों की आवास आबंटन हेतु प्रतीक्षा सूची बहुत लम्बी है अतः इस परिस्थिति में वर्तमान में दुकानदारों एवं ठेकेदारों को आवास उपलब्ध कराया जाना सम्भव नहीं है।
17.1	आबंटी को आवास आबंटित होने पर मरम्मत का कार्य जैसे जाली, दरवाजे, ग्रील,खिडकी के ग्लास एवं बिजली, जल आदि की मरम्मत का कार्य निदेशक निर्माण एवं संयंत्र विभाग द्वारा अपने स्तर से एक माह में पूर्ण कराना होगा। इसके अतिरिक्त छत एवं फर्श की मरम्मत का कार्य जो कि फिलहाल रहने योग्य है, आवास में प्रवेश होने के पश्चात् भी पूर्ण कराया जा सकता है।
17.2	यदि आबंटी द्वारा पूर्व में आबंटित आवास का रिक्त करते समय आवास में कोई टूट फूट पायी जाती है तो संबंधित विभाग के अवर अभियन्ता द्वारा टूट फूट की वसूली हेतु परिसम्पत्ति कार्यालय को अवगत करायेंगे। परिसम्पत्ति कार्यालय का दायित्व होगा कि वह आबंटी के वेतन आहरण श्रोत को अवगत करायेंगे कि आवास आबंटी द्वारा आवास आवास में टूट फूट की कितनी धनराशि वसूल की जानी है। यदि आवास में आबंटी द्वारा अधिक टूट फूट की जाती है तो परिसम्पत्ति विभाग द्वारा आवास का कब्जा जब तक नहीं लिया जायेगा जब तक कि आबंटी द्वारा आवास पूर्ण रूप से रहने योग्य नहीं किया जाता है। पूर्व में इस प्रकार का कोई नियम नहीं है।
18.	जन मिलन केन्द्र को परिसर/वाहय व्यक्ति को वार्षिक ठेके पर देने हेतु कार्यवाही की जाये जिससे कि जन मिलन का सही प्रकार से रखरखाव हो सकेगा।
18.2	विश्वविद्यालय परिसर में भवन एवं अन्य निर्माण कार्य हेतु ठेकेदारों को निर्माण स्थल के नजदीक एक अस्थाई जगह मजदूरों के रहने एवं सामान भंडारण हेतु परिसम्पत्ति विभाग द्वारा उचित जगह पर आबंटित की जाती है जो कि निर्माण कार्य पूर्ण होने पर रिक्त करनी होती है। ठेकेदार के अन्तिम बिल का भुगतान उपरोक्त अस्थाई जगह को रिक्त करने पर ही किया जायेगा। ऐसे अस्थाई आबंटित जगह को शीघ्र ही रिक्त कराकर उसको समतल किया जाये जिससे कि विश्वविद्यालय की सुन्दरता बनी रहें।
20.	पूर्व में मूल वेतन का 10 प्रतिशत पसंदगी के आवास हेतु लगाया जाता है एवं मूल वेतन का 20 प्रतिशत अपनी वरिष्ठता पुनः स्थापित करने हेतु लगाया जाता है पूर्व में वेतन के 10 प्रतिशत , 20 प्रतिशत एवं वरिष्ठता के आधार पर होने वाले आबंटन के सम्बन्ध में छठे वेतन आयोग की संस्तुतियाँ लागू होने के उपरान्त वेतन +ग्रेड पे का 10 प्रतिशत पसंद के आवास हेतु जमा किया जाता है उस आवास को वेतन + ग्रेड पे का 20 प्रतिशत धन वरिष्ठता पुनः स्थापित करने हेतु जमा करने वाले कर्मों को नहीं दिया जायेगा।
20.1	पूर्व में पसंद के आवास हेतु 10 प्रतिशत एवं अपनी वरिष्ठता पुनः स्थापित करने हेतु 20 प्रतिशत मूल वेतन का जमा किया जाता है। आबंटित आवास के स्थान पर अपनी पसन्द के आवास हेतु पूर्व में वेतन के 10 प्रतिशत 20 प्रतिशत का निर्धारण छठे वेतन आयोग की संस्तुतियाँ लागू होने के उपरान्त पे+ग्रेड पे पर ही जमा किया जायेगा।
20.2	मृतक आश्रित के रूप में नियोजित कर्मचारियों को आवास आबंटन होने के एक वर्ष बाद 10 प्रतिशत के आधार पर

	आवास परिवर्तन किये जाने की सुविधा प्रदान की जा सकती है।
22.	वरिष्ठ शोध अधिकारी/सह प्राध्यापक जो कि सीधी भर्ती /पदोन्नति पर वेतनमान 37,400–67,000 (ग्रेड पे 9,000/-) में नियुक्त हुये उन्हें तथा वर्तमान वरिष्ठता सूची श्रेणी दो से दो आवास आबंटन के पश्चात् एक आवास सह प्राध्यापक /वरिष्ठ शोध अधिकारी को उनकी वरिष्ठता सूची के आधार पर श्रेणी दो के आवास को आबंटित किया जायेगा।
23.	असाधारण अवकाश /प्रतिनियुक्ति पर जाने वाले शिक्षकों /कर्मचारियों को आबंटित आवास का एक वर्ष के लिये जिसमें तीन माह तक सामान्य किराये पर एवं शेष नो माह बाजार दर पर तथा तदुपरान्त पैनल रेंट पर आबंटित आवास में रहने हेतु स्वीकृति प्रदान किया जाना।
23.2	मुख्य बिक्रय केन्द्र पर शौचालय/सुलभ शौचालय को वाह्य इकाई को दिये जाने की स्वीकृति प्रदान की गई तथा यह भी निर्णय लिया गया कि वाह्य इकाई संचालकों को विश्वविद्यालय परिसर में आवास आबंटन नहीं किया जायेगा।

Hostel Rules & Regulations

(U/P 28(j), (p) and (q) of the U.P. Agricultural University Act, 1958)

1. GENERAL REGULATIONS ON ACCOMMODATION, OTHER FACILITIES AND MANAGEMENT

RESERVATION OF THE RIGHT OF ADMISSION

1. Hostel shall be treated as a facility provided by the University for the convenience of the student registered in the University in accordance with the Statutes and Regulations, and the right of admission and continuance is reserved by the University. Any person may be refused accommodation or deprived of accommodation already provided at any time by the Vice-Chancellor without assigning any reason.

ADMISSION AND OCCUPATION

2. (i) Admission to the hostel shall be restricted to registered students of the University and others specially permitted by the Vice-Chancellor. Accommodation will be provided to the students only on the production of Registration Card and others on production of permission slips.
- (ii) Subject to the availability of accommodation, it may also be allotted to the staff members, their wards and visitors, with the permission of the Vice-Chancellor for a specific period on the recommendations of the Chief Warden and D.S.W.
- (iii) Prospective students may be permitted to occupy the hostel temporarily for a period not exceeding 72 hours on the production of a permission slip from the Registrar indicating that the student's application for registration is under consideration.

EVICTION FROM THE HOSTEL

3. If the registration of a student is suspended or cancelled he shall vacate the hostel within 24 hours of such intimation. The student may also be asked to vacate the hostel during such other periods as the University may need the hostel rooms for use by visiting farmers, participants in seminar, conferences or other University functions. The University may also ask the students to vacate the hostels in the event of students not attending the classes or for some other reasons when in the opinion of the Vice-Chancellor the continuance of the students in the hostels may not be desirable. In the event of non-compliance with these instructions, the Warden Incharge of the Hostel or any other person duly authorized by Chief Warden/ Dean Student

Welfare may evict student from the hostel.

**SUSPENSION OR
EXPULSION**

4. Any student can be suspended from the hostel or deprived of the hostel facilities for specific period by the Vice-Chancellor, without assigning any reasons, on the recommendation of the Chief Warden, or the Dean Student Welfare, or permanently deprived of the facility on the recommendation of the Discipline Committee.

**NO OUTSIDER TO
BE ALLOWED IN
THE HOSTEL**

5. No person other than a bona fide student of the University duly admitted to the hostel, or temporarily accommodated, pending registration under rule 2 above or otherwise permitted by the Vice-Chancellor shall occupy the hostel.

**PENALTY FOR
KEEPING
UNAUTHORISED
PERSONS**

6. Any inmate of the hostel allowing any person to live in his room shall himself be liable, besides other penalty to be deprived of the hostel facilities for a specific period or permanently. All guests, relatives and friends of the students shall approach the A.D. (R&L) for accommodation in Guest House of the University, through the Warden of the hostel concerned.

**VISITORS'
REGISTER**

7. The Warden shall ensure that a page numbered register of visitors duly certified by Chief Warden or D.S.W. is maintained by the Chaukidar in each hostel in which all the visitors shall enter their names, full address, purpose of visit alongwith date and time of entry and departure. The register shall be checked and signed by the Warden daily to ensure that only bona fide persons visit the hostel.

**OFFICERS
INCHARGE OF
HOSTEL
MANAGEMENT**

8. (i) The Vice-Chancellor shall appoint an Assistant Warden, Warden and Chief Warden for each hostel. The Warden/Asstt. Warden shall be appointed on the recommendation of Chief Warden and Dean Student Welfare. The Warden Incharge of each hostel shall be responsible for the administration of all affairs of the hostel under the guidance of the Chief Warden in regard to discipline, medical aid and Advisory service on the one hand and the Dean Student Welfare in regard to Physical Education, recreation and other cultural and extra curricular activities, on the other. The Director Works and Plants shall be responsible for the maintenance of utility service, like water supply, electricity, sanitary fittings, furniture and other dead stock etc.

(ii) The Warden and Asstt. Warden shall be available in the hostel office for atleast one fixed hour every day to be notified in advance.

(iii) Subject to overall control of the Warden, the duties of the Asstt. Warden shall be as follows:

- (a) To give personal attention to the inmates problems and render all necessary and possible help with a view to maintain discipline and order amongst the inmates.
- (b) To organize games and sports/co-curricular/ extra curricular and general activities.
- (c) To attend all matches/functions/film shows alongwith the inmates and maintain discipline.
- (d) Timely procurement of Railway Concession orders as per the rules and its proper distribution to the inmates.
- (e) To look after the Hostel maintenance, its surroundings and get the needful done from the various University service agencies and Hostel staff.
- (f) To look after the hostel furniture and accommodation and its allotment and take necessary action in maintaining a complete inventory and update the same.
- (g) To maintain record of Hostel Activities and its inmates.
- (h) To help the Warden in maintaining the hostel accounts/stores.
- (i) To act as Warden in the absence of the Warden from time to time.
- (j) Any other work which may be assigned by Chief Warden/Dean Student Welfare/Warden as per the need/contingency from time to time

**UTILITY SERVICE
COMMITTEE**

9. There shall be a committee consisting of all counsellors and Hostel office bearers with Warden as Chairman and one of the counsellors as Secretary to review, from time to time but at least once in a month. Measures to be taken to ensure proper working of the utility services, other facilities provided in the hostel and the Physical Education and recreational activities. This committee shall meet regularly and a copy of the minutes shall be sent to the Director Works and Plants and the Dean Student Welfare. Necessary action for implementation of the decisions through Director Works and Plant shall be taken by

the Warden concerned.

**MAINTENANCE OF
PHYSICAL
FACILITIES IN
HOSTELS**

10. The Director Works and Plant and his staff shall be responsible for the maintenance of Physical facilities in the hostels. Four Registers shall be maintained in each hostel with the Chaukidar/ Warden's Office for recording defects pertaining to civil works, electrical fittings, furniture repair and water supply separately. The inmates shall record the defects noticed by them in these registers. The staff of the Director Works and Plants will attend to these regularly and ensure that repairs/replacement are done within three days and also record the actions taken by them against each complaint recorded in the register.

**INSPECTION
REGISTER**

11. An inspection register shall be maintained in each hostel in which the Deans/Directors and other officers of the University visiting the hostel shall record their comments in regard to working of the hostel.

**COMMITTEE FOR
HOSTEL
MANAGEMENT,
RECREATION AND
OTHER CULTURAL
ACTIVITIES**

12. A committee consisting of the Chief Warden, Dean Student Welfare, and the Warden of the Hostel shall review from time to time the measures to be taken to ensure proper working of the Physical Education and Recreational Activities.

IDENTITY CARDS

13. All students admitted to the University shall have their Identity Cards duly filled in, with their passport size photograph attested by the Registrar affixed thereon. These Identity Cards shall be got renewed every semester from the Registrar. Students shall always carry the Identity cards with them and shall produce them when so demanded by any officer of the University or a member of the academic staff or any Faculty Member of the University.

**MANNER OF
ALLOTMENT OF
ROOMS**

14. The allotment of rooms shall be made class-wise in an alphabetical order at the commencement of each academic session, by the Warden subject to such changes as may be prescribed by the Chief Warden.

**SHIFTING OF
INMATES OF THE
HOSTEL**

15. No inmate of the hostel shall be allowed to shift from one room to another except with the written permission from the Chief Warden.

**ALLOTMENT OF
ROOM TO
COUNSELLOR**

16. Each Wing Counsellor shall be provided with a rent free preferably single seated room to the extent possible.

INSPECTION OF ROOMS

17. The rooms shall be open for inspection by the Warden and other officers of the University at any time, and any student obstructing such inspection and refusing the same shall be liable to disciplinary action and punishment, which may involve his permanent eviction from the hostel besides such other punishment as may be awarded to him by the Chief Warden/ Vice-Chancellor on the recommendation of the College Discipline Board/ University Discipline Committee.

WARDEN TO MAINTAIN REGISTER OF INMATES

18. The Warden, Incharge of the hostel shall maintain an up-to-date page numbered duly certified by the D.S.W. or Chief Warden register of all inmates of his hostel in his office in which he shall enter name, Id. No., College, Room No. and permanent address with Telephone No., FAX No., email, Blood Group, nearest police station and Local Guardian/contact address of each inmate of the hostel. He shall furnish a wing-wise list of inmates (in duplicate) residing in the hostel by the first day of the following month to the comptroller for recovery of Hostel dues.

DUTIES OF INMATES REGARDING THEIR ROOMS ETC.

19. The inmates shall keep their rooms in a neat and tidy condition and shall be responsible jointly and individually for the furniture issued to them and fittings present in the room. The rooms shall not be disfigured by writing, drawing, fixing of nails etc.

PROPER USE OF FACILITIES

20. The inmates of hostel shall use the lavatories, bath rooms, wash basins, urinals etc, properly and cause no damage to the various fixtures.

AVOIDING OF WASTE

21. The inmates of the hostel shall avoid any wastage of electricity, water etc. and shall in no circumstances, leave their rooms with lights or fans on.

REGULAR PAYMENT OF DUES

22. All charges for hostel, such as hostel fees, electricity and water charges and other kind of fee or charge, shall be regularly paid by each inmate.

SUPPLY OF ELECTRIC BULBS

23. The University shall not supply any electric bulb to the inmates of the hostel. The inmates shall bring their own bulbs for lighting in their rooms, as and when necessary.

COOKING NOT PERMISSIBLE

24. No cooking of any kind shall be allowed in the rooms.

ANNUAL REPAIRS DURING SUMMER VACATION

25. Students, other than those required to remain in the University for academic work and specifically permitted by the Chief Warden, shall vacate the hostel rooms before they leave for the Summer Vacation and other Semester breaks to enable the University Officers to carry out annual repair, white-

washing etc.

**RETURN OF
HOSTEL PROPERTY**

26. All Hostel Properties issued to the inmates of the hostel shall be returned to the Warden, otherwise they shall be liable for charges equal to the cost of the property issued to them.

**USE OF HOSTEL
EMPLOYEES**

27. The hostel employees shall not be utilized for any unauthorized work, other than their official duty.

**RENT AND
ELECTRIC
CHARGES FOR
FANS**

28. The rent of the ceiling fans provided by the University shall be Rs. 29/- per student per semester in addition to the fixed electric charges Rs. 780/- per semester or as amended from time to time.

**USE OF HEATERS
ETC.**

29. Use of heaters and other electrical equipment shall be prohibited.

**USE OF RADIOS
TRANSISTORS ETC.**

30. No inmate shall keep any type of motorized two wheelers/vehicles except with the specific permission of the Chief Warden, under special circumstances. No inmate shall use high power music system and play such gadgets in a manner which may be prejudicial to the studies and comforts of any inmates of the hostel including the owner of these gadgets himself.

**RESTRICTION OF
LEAVING THE
HOSTEL**

31. No inmate of the hostel shall leave the Campus during any hour of the day or night without prior permission in writing of the Warden/Chief Warden. The Warden can give the permission on Sundays and University holidays. In case the student misses the classes regularly, the permission of the Chief Warden will necessary. Normally, a student is expected to study from 8.00 P.M. to 10 P.M. either in the library, or in the college or his hostel room. No inmate of the hostel shall leave the hostel during the night after 10.00 P.M. except with the permission in writing of the Warden/Chief Warden in an emergency.

**LATE COMERS
REGISTER**

32. The inmates coming late in the night i.e., after the attendance time shall be required to enter their names along with the reasons of returning late before allowing them entry to the hostel. This register shall be seen by the Warden next morning for taking necessary action as per rules.

**PENALTY FOR
ABSENCE**

33. The Warden may take the attendance of the inmates of the hostel at any time at night after 10.00 P.M. and any inmate found absent without permission of the Warden, shall be fined Rs. 5/- to 10/- per absence not exceeding three per semester. Any inmate found absent from the hostel without permission more than thrice shall be liable to be expelled from the hostel. A statement of 'Absentees' shall be sent to the Chief Warden of the College concerned by the Warden every week for

**LEAVE OF
ABSENCE**

necessary action.

34. All leave of absence for more than 8 hours during the day or any time at night from the hostel shall be sanctioned by the Chief Warden on the recommendation of Warden. The Chief Warden shall inform of the orders passed on such applications of any inmate of the hostel to the Warden.

**APPOINTMENT OF
STUDENT
COUNSELLOR**

35. There shall be a student counsellor for each wing. The student counsellor shall be appointed by the Chief Warden in consultation with the Dean Student Welfare, Registrar and the Warden of the hostel from amongst the post-graduate students with a grade point average 7.50 or the under graduate students with a grade point average of 6.50 or more with the year of admission at least one year earlier than the students accommodated in the wing, with regard to qualities of leadership, clean record of conduct in the University and interest in extra curricular activities.

**DUTIES OF
STUDENT
COUNSELLOR**

36. The duties of the Student Counsellors shall be as follows :

- (a) To guide the academically poor inmates in their studies.
- (b) To report serious cases of illness in his wing to the Warden.
- (c) To take attendance of the inmates in the night.
- (d) To encourage the participation of the inmates of the Hostel in extra-curricular activities.
- (e) To generally help the Warden in the administration of Hostel, and maintenance of a healthy atmosphere in the Hostel.
- (f) To ensure proper maintenance of furniture and other utility services in the Hostel Wing.
- (g) To promptly bring to the notice of the Warden any breach of rules in the hostel.

**ARRANGEMENT
FOR GAMES,
SPORTS AND
CULTURAL
ACTIVITIES**

37. Adequate arrangements shall be made for games and sports and other cultural activities in each hostel by the Warden/Asstt. Warden in collaboration with the Dean Student Welfare and the inmates of the hostel. Each hostel shall be treated as a unit for this purpose besides treating the University a bigger unit.

**ORGANISATION OF
CO-CURRICULAR
AND EXTRA
CURRICULAR
ACTIVITIES**

38(i) Wherever feasible, separate clubs shall be organized for various games in each hostel, e.g. Volley ball, Foot ball, Hockey, Badminton, Basket ball etc. The Warden shall nominate Captains for different games/sports with due consideration of the performance/achievement of the inmates and their qualities of leadership and organizing skill, to be determined on the basis of the bio-data submitted by each inmate at the beginning of the first semester each year. The Captains shall help the Wardens in organizing games and sports in

collaboration with A.D. (P.E.).

(ii) The games material shall be issued by the Physical Education Section on the indents duly signed by the Wardens who shall be responsible for the safe custody and return of all serviceable and unserviceable materials to the Physical Education Section at the close of Session.

(iii) The Warden shall nominate Secretaries for cultural and literary activities for each hostel who shall be responsible for organizing such activities in the hostel and forming societies, if necessary.

(iv) No student on 'Academic Probation' or 'Conduct Probation' shall hold any office at any level i.e. Hostel, College or University. None of the students on 'Academic Probation, or 'Conduct Probation,' shall be elected/ selected for any purpose.

**PROPER USE OF
COMMON ROOM**

(v) (A) Inmates shall make proper use of the common room and not remove, misuse or damage any furniture, newspaper(s) or other material/equipments/gadgets placed there in.

**VISIT IN PROPER
DRESS**

(v) (B) Inmates are expected to visit places common room, dining hall and places outside the hostel in proper dress.

MEDICAL CARE

39. (A) Normally any student falling ill will report to the University Medical Officer after informing the Wardens and the responsibility for this will rest with the students themselves. Complete address of the students should include police station and the telegraph office in the student directory prepared by the office of the Registrar w.e.f. the batch of students to be admitted in July / August 1987 onwards.

**BONAFIDE
REGISTERED
UNIVERSITY
STUDENTS**

39 (B) 1. The Bonafide registered University students shall be extended all the medical facilities to the extent available at the University Hospital. In case a student is sent out side for treatment in the event of an emergency/serious illness, University shall bear the transportation charges only. The parents/guardians of the students shall be informed by the D.S.W./Chief Warden/Dean concerned. It would be the responsibility of the parents to arrange for further treatment of their ward and bear the expenses of treatment on this account.

2. In case a student has fallen sick and would need prolonged treatment, the D.S.W./ Chief Warden/ Dean concerned shall be informed accordingly by the University Medical Officer to intimate the parents/guardians for taking the student home for further treatment and care.

II. SPECIAL (ADDITIONAL) REGULATIONS FOR THE HOSTEL FOR GIRL STUDENTS MANAGEMENT

40. (i) The girl hostel(s) shall be managed by the Dean/ Chief Warden, of the College concerned with the help of Warden and or full time Asstt. Warden.

ADMISSION AND WITHDRAWAL

40. (ii) (a) Girl students of the University shall be qualified for admission to the hostel and any such student who does not reside with her parents or approved guardians may be permitted by the Dean/ Chief Warden, concerned to become a member of the Girls Hostel.

(b) All applications for admission to the Hostel shall be made to the Warden before the date of registration or within a week of the date of registration.

GUEST AND VISITORS

40. (iii)(a) The parents/guardian shall give a list of relatives not exceeding three who can visit their ward in the Hostel. No person shall be included in the list who is not related within degree by blood on either side. No male person, not included in this list, shall be permitted to visit any student in the girls hostel. Any such person who wants to meet the inmate in the girls hostel will have to bring a letter of permission from the parents/guardian and can visit only after obtaining prior permission from the Warden.

(b) No male visitor including those mentioned in the above para shall be allowed beyond visitor's room of the hostel.

(c) Un-authorized persons shall not accompany the visitors.

(d) Approved visitors, coming from out of station may have meals in the girls hostel.

(e) Visitors may call on the inmates of the hostel between 4.30 P.M. to 6.00 P.M during winter and 5.30 P.M. to 6.30 P.M. during summer on Sundays and holidays.

(f) The names of all such visitors shall be entered by the resident concerned in the register kept for the purpose, every time a visitor visits the students.

(g) The parents/guardian of every inmate may assign a family on the campus whom the student may visit not more than twice a month on holidays and shall be back to hostel by 6.00 P.M. during winter and 7.00 P.M. during summer. Permission may be granted upto 10.00 P.M. for special occasions such as marriage, festival etc. provided her local guardian escorts the student to the hostel. However, the special permission may be granted on receipt of a written request from the local guardian.

(h) No student shall be qualified to be a local guardian.

**RESTRICTION OF
ABSENCE FROM
THE HOSTEL**

40. (iv)(a) All inmates shall return to the hostel not later than 7.00 PM in the evening during summer and 6.00 P.M. in the evening during winter and no one shall over stay beyond 6.00 PM or 7.00 P.M. as the case may be outside the hostel except in the company of the parent/guardian with the prior permission in written of the Warden. P.G. girl students should get specific recommendations from Advisor, Dean/Chief Warden for doing research/library work after 7.00 P.M.

(b) In no case a girl student shall be permitted to stay out side the hostel during night.

(c) The roll-call of the girl students shall be taken at 7.15 P.M. during summer and 6.15 P.M. during winter by the Warden/Asstt. Warden in the Hostel.

(d) All students shall enter their names in the register to be maintained in the hostel available with the staff on duty at the time of going out and returning to the hostel expecting college hours.

(e) No girl student shall be permitted to visit boys hostels.

**MOVEMENT FROM
AND TO THE
HOSTEL**

40. (v) (a) The girl students shall be allowed to go home once a month when two holidays fall within the week, and for the semester break with prior permission of their parent, guardian and Warden.

(b) Games and Sports within the hostel shall be organized for all girl students with the help of Lady Asstt. Director (P.E.) and students shall be encouraged to participate in University level sports and functions. The students shall be escorted by the Lady Asstt. Director (P.E.)/Asstt. Warden for this purpose.

(c) The gates of the girls hostels shall be closed at 6.00 P.M. during winter and at 7.00 P.M. during summer. The names of inmates returning after these hours shall be entered in a register maintained for the purpose in the hostel giving reasons for coming late.

LETTERS

40(vi) Letters received in the name of girl students shall be routed through the Warden, who will have liberty to open the same in the presence of student concerned.

**VISIT IN PROPER
DRESS**

40. (vii) Inmates are expected to visit common room, Dining hall and places outside the hostel in proper dress. Students dressed in night cloths shall not be permitted in the Dinning Hall and Visitor's room.

All regulations applicable to the other hostels shall also apply to the girl's hostel unless they are barred or modified by the above special regulations framed specifically for the girl's hostels.

**ACT OF
INDISCIPLINE**

41. The following shall constitute acts of indiscipline : (These rules have already been passed by the Academic Council in its 200th (adj.) meeting held on 26.12.85 under 'Any other item No.(iv).

- (a) Keeping, carrying, using or supplying of any fire arms, lethal weapons, knife with a blade or more than four inches length in the room or outside.
- (b) Keeping, using or supplying intoxicants in any form.
- (c) Gambling in any form.
- (d) Ragging, bullying or harassing of students.
- (e) Demonstration in any form including procession and meeting.
- (f) Strike or hunger strike.
- (g) Boycotting of a University function, programme or activity or preventing any student from attending to classes functions, programmes or any other activity of the University.
- (h) Abusing .
- (i) Recourse of violence, assault, intimidation, rioting.
- (j) Showing or causing to show any disrespect to a teacher or officer or any misbehaviour or intimidation of an employee of the University.
- (k) Incitement to commit any act of indiscipline.
- (l) Any breach of law of the country or the State or the Statutes, regulations, rules of the University or orders of a competent authority.
- (m) Disturbing other students in their studies.
- (n) Damaging any University property.
- (o) Disorderly behaviour in any form.
- (p) Attending or organizing unauthorized meetings and participation in such meetings.
- (q) displaying notices, leaflets, or posters, not signed or countersigned by the Warden or other University officers authorized by the Vice-Chancellor at the hostel and University notice boards or other places or distributing such notices or leaflets or disfiguring or defacing or writing slogans and undesirable things on the buildings, property etc.
- (r) Any act specifically forbidden by the Warden, Chief Warden Dean Student Welfare or any officer of the University.
- (s) Any other act intended or calculated to cause inconvenience, annoyance, injury or damage to any other inmate of the hostel, employee of the University or a resident of the campus, or guest visitors to the University.

**PUNISHMENT FOR
INDISCIPLINE**

42. (i) Any inmate who violates any regulation or otherwise indulges in any act or indiscipline as defined in clause 41 may be fined upto Rs. 250/- by the Warden Incharge of the hostel, if the Warden is satisfied that the fine is adequate punishment for the act of indiscipline.

42. (ii) Cases of indiscipline, which in the opinion of the Warden are so serious that a fine of Rs. 250/- or less would not be sufficient punishment, shall be referred by the Warden to the Chief Warden/Dean of the College concerned for taking disciplinary action against the inmates.

42.(iii) The Chief Warden/Dean on the recommendation of the discipline board of his College may award any of the following punishments :

- (a) Fine upto to Rs. 500/-. This shall be noted on the inmates permanent record card but shall not go out on the transcript.
- (b) Placing the inmate on 'Conduct Probation' on the recommendation of College Discipline Board. This will consist of an official warning to the student that one more incident of indiscipline might lead to the dismissal of the student from the University. It shall be noted on the inmate's permanent record card and shall go out on the transcript of the student so long as the student is on such probation.
- (c) *Reprimand of Record* : This shall consist of an official Warning to the student not to repeat any act of indiscipline. This will be noted on Student's permanent record card but not on any outgoing transcript.

42. (iv) Cases of more serious indiscipline in respect of which the Chief Warden/Warden is satisfied that the foregoing punishment in clause 42(i), 42(ii) and 42(iii) above would not be adequate to meet the ends of justice and call for more severe punishment or cases involving students of more than one college/hostel, shall be referred to the University Discipline Committee by the Chief Warden or any other Officer of the University coming across any act of indiscipline to the Secretary of the University Discipline Committee.

42.(v) The recommendations of the University Discipline Committee shall be forwarded to the Vice-Chancellor as expeditiously as possible.

42.(vi) The Vice-Chancellor after considering the recommendations of the University Discipline Committee may award any one or more of the following punishments.

(a) *Monetary Fine*

(b) *Collective or Group Fine* : May be imposed on a group of students, as a whole, when the Vice-Chancellor on the recommendations of the University Discipline Committee, is of the opinion that it is not possible to fix the responsibility on individual members of the group, for any act of indiscipline.

(c) *Reprimand of Record* : This shall consist of an official warning to the student not to repeat any act in indiscipline. This will be noted on student's permanent record card but not on any out going transcript.

(d) *Conduct Probation* : This shall consist of an official warning that one more incident of indiscipline might lead to the dismissal of the student from the University. It shall be noted on the permanent record card and shall go out on the transcript so long as the student is on Conduct Probation.

(e) *Temporary Dismissal* : The student shall be dismissed from the University for a specific semester(s) and required to leave the University immediately. This will be entered on the permanent record card and shall also go out in transcript of the student if the same is issued during the period of temporary dismissal. It shall, however, not be mentioned in the outgoing transcript, in case the transcript is issued after readmission. However, he shall be debarred from admission to the University for any further programme.

(f) *Permanent Dismissal / Rustication from University* : The student shall be dismissed permanently from the University and shall be required to leave the University Immediately. The punishment shall be entered in the permanent record card and transcript of the student and he shall be debarred from admission to the University for any further programme.

(g) *Suspended Dismissal* :

(1) If a student has been awarded the punishment of temporary dismissal for one or more semesters and he has only one semester or less to complete his degree then the punishment of temporary dismissal may be suspended on compassionate ground and he may be placed on 'Conduct Probation' by the Vice-Chancellor to enable him to complete his degree on his moving an application duly countersigned by his parent/ guardian and filling in a bond of good behaviour with such conditions as may be imposed for the remaining period of his stay in the University.

(2) In the case of permanent dismissal, if a student has completed at least two semesters satisfactorily in this University prior to being awarded the punishment of permanent dismissal then this punishment of permanent dismissal may be suspended on compassionate grounds and the student may be readmitted on bond with such conditions as may be imposed of good behaviour under these regulations.

(3) Readmission through suspension of punishment shall invariably be subject to the following conditions.

(i) The student concerned may be readmitted not as a matter of right but only on compassionate ground on receipt of an unconditional apology.

(ii) The student concerned will remain on Conduct Probation during the remaining period of his stay in the University.

(iii) The student concerned will fill a bond of good behaviour as prescribed duly countersigned by his parent/guardian which would remain operative for the entire period of his stay in the University.

(iv) He will not apply for nor will be entitled to admission to any new degree programme in the University.

(v) If the student concerned has been permanently dismissed he may be considered to apply for relief under this regulation only after the expiry of three semesters from the date of issue of orders of punishment but in no case will be entitled to readmission before the expiry of less than four semesters from the effective date of punishment.

(vi) No student shall be eligible for seeking relief under this regulation unless he has completed at least 2 semesters satisfactorily in this University prior to his being awarded the punishment of permanent dismissal.

(vii) No student shall be eligible to seek or be granted relief under this regulation if he commits any act of indiscipline in the University Campus or misbehaves with any officer or teacher of the University within

the campus or outside during the period laid down in clause (v) above.

(4) Before granting the extraordinary concession of suspension of the permanent or temporary dismissal the Vice-Chancellor may follow any procedure that he considers appropriate in order to ascertain as to whether the student applying for the same is likely to abide by the Rules and Regulations of the University and is not likely to himself indulge or instigate others to indulge in violation of the Rules and Regulations. During the period of suspension, Permanent/ Temporary dismissal, the daily attendance of the student concerned shall be taken by the Warden/Asstt. Warden of the hostel and it shall be obligatory for him to present himself before either of them when called upon to do so.

(5) The Vice-Chancellor may revoke an order of suspension of punishment on his own initiative or on the receipt of a report from the Chief Warden/ Dean of the College concerned/Dean student Welfare/ Registrar to the effect that the student concerned has violated conditions of the bond which will in addition to any other specific conditions which may be enforced on Vice-Chancellor's discretion, invariably require him not to :

(i) Absent himself from the hostel for two or more days consecutively without prior permission of the Warden/Chief Warden.

(ii) Boycott or absent himself from any examination without prior permission.

(iii) Fall below 75% in attendance in any of the course offered by him.

(iv) Fail to present himself before his Advisor, Warden, Chief Warden despite having been asked to do so.

(v) Commit any act of indiscipline as defined.

(vi) Fail to maintain a GPA of 5.000 in case of B.V.Sc. & A.H. 6.000 in case of other undergraduate students and 6.500 and 7.250 in the case of Master Degree and Ph.D. degree students out of 10.000, respectively.

(6) However, while the benefit of this regulation may be

available to cases of indiscipline where the punishment of temporary or permanent dismissal has been awarded for the first time, it is hereby laid down that (i) the suspension of temporary dismissal may be given to a student only once during his stay in the University, (ii) if the orders of suspension of punishment of permanent dismissal have been revoked, the Vice-Chancellor on his own or on receipt of a report from the Chief Warden/Dean of the College concerned/Dean Student Welfare/ Registrar to the effect that the student concerned has violated the condition of the bond or other conditions imposed upon him at the time of readmission, then such a student may apply for the review of revocation order only after the expiry of four semesters from the date of issue of revocation orders of suspended dismissal and may be readmitted on bond with such conditions as may be imposed of good behaviour under the regulations and this readmission, through review of revocation order of permanent dismissal shall invariably be subject to the same conditions as imposed earlier. In case such a student violates any conditions of the bond or other conditions imposed by the Vice-Chancellor or involved in any act of indiscipline then the student shall be permanently dismissed with no right to appear for readmission.

The regulations shall also not apply in case a student is awarded the punishment of temporary dismissal for copying or to any student who is awarded the punishment of temporary or permanent dismissal and who after having been debarred from entering the Campus is reported to be seen entering the campus without specific permission of the Vice-Chancellor. If a student indulges in any act of indiscipline after completing the graduation requirement and or after obtaining the Provisional Degree Certificate, in such case a F.I.R. will invariably be lodged with the Police and his Character certificate will be issued only after the final decision.

43.(i) The advisor of the student concerned and the Hostel Warden concerned may also be invited by the College Discipline Board/University Discipline Committee while enquiring into a disciplinary case.

43. (ii) A student punished may file a request for review of the decision within one month from the date of issue of the orders after which no review application shall lie and only one review application can be filled.

44. Procedure for the removal of conduct Probation:

(A) (1) The Dean of the College concerned may remove a student from the conduct probation of the recommendation of the Advisor, Warden and if necessary College Discipline Board in case he was not involved in acts of indiscipline more than once under the following conditions:

(2) If the student was placed on conduct Probation by the Vice-Chancellor and has completed the graduation requirement.

(B) The Vice-Chancellor may remove a student from the conduct probation on the recommendation of the Discipline Committee under the following situations :

(1) If the student was placed on Conduct Probation by the Vice-Chancellor on the recommendation of the Discipline Committee.

(2) If the student was placed on Conduct Probation either by the Dean/Chief Warden or by the Vice-Chancellor and was involved in acts of indiscipline more than once.

(C) The procedure for removal of Conduct Probation for the students temporarily dismissed or permanently dismissed but readmitted under regulation 42 (vi) (g) shall be as under :

(1) The Conduct Probation of Students, temporarily dismissed once and for one semester may be removed by the vice-Chancellor on the recommendation of the Discipline Committee.

(2) The Conduct Probation of student permanently dismissed but readmitted under regulation 42 (vi) (g) may be removed by the Academic Council on the recommendation of the Committee constituted by the Council.

(3) The conduct probation of students, temporarily dismissed more than one or for two semesters or more may be removed by the Academic Council on the recommendation of the Discipline Committee.

NOTE:

The constitution of Academic Council's Sub-Committee for removal of conduct probation and issuance of documents with good conduct or otherwise in case of permanently dismissed students will be as per the following procedure :

“If a student who was awarded the punishment of permanent dismissal but was subsequently allowed relief under regulation 42(vi) (g), wishes that he should be given a clean record of conduct, he may apply for the same after the completion of his degree. On receipt of such an application a Committee would be constituted by the Academic Council on whose recommendation it would be decided as to whether or not the fact of permanent dismissal would be recorded on the out going transcript and if a satisfactory character certificate should be issued to him. This committee would be constituted in a meeting of the Academic Council and shall consist of 7 members of the Academic Council to be selected randomly either with the help of a Computer or through a table of random number. This committee may follow such procedure as it may deem necessary and may also consider the reports of the Advisor, Warden, Head of the Department and Dean of the College concerned or any other person whose views the committee may deem relevant.

45. (i) Student awarded the punishment of ‘dismissal’ may at the discretion of the Vice-Chancellor, be readmitted after the expiry of the period of punishment on the recommendation of the Dean concerned and the discipline committee on such conditions as may be prescribed in this behalf. No student will, however, be entitled to readmission as a matter of right.

45.(ii) *Temporary Dismissal* : The fact of punishment of temporary dismissal or suspended dismissal during the period of temporary dismissal shall be recorded on the permanent record card and shall be mentioned in the outgoing transcript until the punishment has been revoked and the student is readmitted. It shall, however, not be mentioned in the outgoing transcript after readmission of the student. However, if any prospective employer or institution etc. request for details about the student concerned the punishment awarded to the student shall normally be intimated to them only after obtaining the orders of the Vice-Chancellor on the desirability or otherwise and giving such information to the party concerned.

45. (iii) *Permanent Dismissal* : The fact of punishment of permanent dismissal or suspended dismissal shall be recorded in the permanent record card and shall be mentioned in the out going transcript, unless the sub-Committee to be constituted, as per the procedure laid down under regulations 44(c) recommends otherwise.

FOOD SERVICE GUIDE LINES

1. The arrangement of Food Service in the hostel of the University shall be made by the inmates themselves. The students residing in each hostel shall manage and run their, own food service either by mess, or on contract basis in each hostel. The inmates of a hostel may also arrange their food outside the hostel with the permission of the Warden concerned.
2. There will be a food committee comprising of 4-5 inmates in each hostel for the day to day management and running of the Food Services.
3. The equipment, utensils and furniture in each hostel if required could be made available by the University as per terms and conditions laid down for mess/contract system. In addition, the University shall also provide the services of a Hostel manager/Care Taker who shall be responsible for maintenance of hostel dead stock and general upkeep and maintenance of the hostel. He shall be directly responsible to the Warden of the hostel concerned.
4. It shall be the responsibility of the Food Committee of the hostel concerned to ensure that balanced, wholesome, nutritious and hygienic food is served to the inmates of the hostel either through mess/contract system.
5. Inmates availing the food services at the hostel level will have to deposit food advance as per decision of the Food Committee in the bank accounts to be maintained at the hostel level in a nationalized bank at Pantnagar to be operated jointly by Warden (Chairman) and Food Secretary.
6. Each member will have to pay his/her monthly food charges regularly by the first week of subsequent month.
7. The inmates of hostel availing Food service shall constitute a general body of the hostel food service with one member as the Food Secretary. One third members shall form a quorum for the meeting and all decisions of the general body meeting shall be by the majority of members present. Warden shall be the Chairman of the General Body of the Hostel Food Service.
8. Warden and Asstt. Warden of the hostel shall have an advisory role and shall supervise the management of Food Service in the hostel.
9. The modalities for smooth functioning of Food Service in the hostel shall be worked out by the General Body Meeting of Hostel Food Service from time to time.
10. Terms and conditions of running the mess by contract shall be provided by the concerned food committee at the time of award of contract.

Note :

The existing rules and regulations under chapter III of Hostel & Cafeteria Regulation (Cafeteria and Food Service) will continue as such for the hostels where cafeteria system is in vague.