INDIAN MARITIME UNIVERSITY

ORDINANCES GOVERNING ADMINISTRATIVE MATTERS

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CHAPTER 1

ORDINANCES GOVERNING THE TERMS AND CONDITIONS OF SERVICE OF ALL EMPLOYEES OF THE UNIVERSITY OTHER THAN TEACHERS.

PART – I EXTENT OF APPLICATION

1. These rules may be called the "Indian Maritime University (Non-Teaching Employees Terms and Conditions of Service) Rules". These rules shall be deemed to have come into force from 14th November 2008.
2. Subject to the provisions in the Act and Statutes, these rules shall apply to the employees of the Indian Maritime University other than the University teachers.

PART – II
DEFINITIONS AND INTERPRETATIONS

3. Unless the context otherwise requires, the various terms used in these rules will have the meanings as explained below:

(i) Average Pay means the average monthly pay earned during the 10 complete calendar months immediately proceeding the month in which the event occurs which necessitates the calculation of average pay.

(ii) Cadre means the strength of a service or a part of a service sanctioned as a separate unit.

(iii) Compensatory Allowance means an allowance granted to an employee to meet the personal expenditure necessitated by the special circumstances in which duty is performed. It includes traveling allowance.

(iv) Duty includes (a) service on probation provided that such service is followed by confirmation: (b) joining time. An employee may be treated as on duty during the course of instruction or training.

(v) Employee (non-teaching) means a University Employee other than Teaching Staff.

(vi) Fee means a recurring or non-recurring payment made to an employee from a source other than the funds of the University whether made directly to the employee or indirectly through the intermediary of the University but it does not include un-earned income such as income from property, dividends and interests on securities and income from literary, artistic, cultural, scientific and technological efforts.

(vii) Honorarium means a recurring or non-recurring payment granted to an employee from the funds of the University as remuneration for special work of an occasional or intermittent character.

(viii) Foreign Service means service in which an employee receives his pay with the sanction of the University from a source other than the funds of the University.

(ix) Joining Time means the time allowed to an employee to travel to or from a station to which he is posted on transfer from one station to another within the jurisdiction of the University.

(x) Leave Salary means the monthly amount paid by the University to an employee who is on leave.

(xi) Lien means the title of an employee to hold substantively either immediately, or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.

(xii) Month means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

(xiii) Officiating means an employee officiates in a post when he performs the duties of a post on which another employee is holding a lien. An employee may also officiate in a vacant post on which no other employee holds a lien.

(xiv) Pay means the amount drawn monthly by an employee as:

- (a) The pay other than special pay or pay granted in view of his personal qualifications which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre; and
- (b) Special pay and personal pay.

(xv) Personal Pay means additional pay granted to an employee-

- (a) to save him from loss of substantive pay in respect of a permanent post, other than a tenure post, due to revision of pay or to any reduction of such substantive pay, otherwise than as a disciplinary measure; or
- (b) in exceptional circumstances on other personal considerations.

(xvi) Probation: A person on probation in a post is one appointed to that post for determining his fitness for eventual substantive appointment to the post.

(xvii) Special Pay means an addition of the nature of pay, to the emoluments of a post or of an employee, granted in consideration of,

- (a) the specially arduous nature of the duties or
- (b) a specific addition to the work or responsibility.

(xviii) Permanent Post means a post carrying a definite rate of pay sanctioned without limit of time.

(xix) Substantive Pay means the pay other than special pay or personal pay to which an employee is entitled to on account of a post to which he has been appointed substantively.
(xx) Subsistence Grant means monthly grant made to an employee who is not in receipt of pay or leave salary.
(xxi) Temporary Post means a post carrying a definite rate of pay sanctioned for a limited time.
(xxii) Time Scale Pay means pay which rises by periodical increments from a minimum to a maximum.
(xxiii) Travelling Allowance means an allowance granted to an employee to cover the expenses which he incurs in traveling in the interests of the University.
(xxiv) University means the Indian Maritime University.

PART – III GENERAL CONDITIONS OF SERVICE

4.(1) The non-teaching posts in the University shall be subject to such classifications as Government by any general order or special order made from time to time be classified as follows (as per Vth CPC):-

Sl. No.	Description of Posts	Classification of posts
1	A post carrying a pay or a scale of pay with a maximum of not less than Rs.13,500/-	Group – 'A'
2	A post carrying a pay or a scale of pay with a maximum of not less than Rs.9,000/- but less than Rs.13,500/-	Group – 'B'
3	A post carrying a pay or a scale of pay with a maximum of over Rs.4,000/- but less than Rs.9,000/-	Group – 'C'
4	A post carrying a pay or a scale of pay with a maximum of which is Rs.4,000/- or less	Group – 'D'

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE REGISTRAR UNDER STATUTE 4(2)

4 (1) (A)

1. The Registrar shall be a whole-time salaried officer of the University and he/she shall receive pay besides allowances as admissible to the University staff, in the scale of pay of Rs.37400-67000 with a Grade Pay of Rs 10000 or as revised from time to time by the Executive Council. His/her appointment shall be for a term of five years and it may be renewed for similar terms. First Registrar will be appointed for a term of 2 years.
   Provided that in the event of the Office of the Registrar being filled by obtaining the services of a person on deputation/absorption, the salary and other service conditions shall be such as may be admissible to him according to the terms and conditions finalized in consultation with the parent Organization.
2. Registrar shall perform his/her functions and duties as laid down in the Statutes and Ordinances.
3. Registrar shall be provided with unfurnished University accommodation for which he/she shall pay rent at the usual rate.
4. Other conditions of service of the Registrar shall be as provided in the "Contract of Service of Officers" (enclosed) and approved by the Executive Council, subject to such other additional conditions as may be specified by the Executive Council.
5. The contract of service of the Registrar shall be signed, on behalf of the University by the Officer performing the duties of the Registrar at that time or by the Finance Officer of the University.

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE FINANCE OFFICER UNDER STATUTE 5 (2)

4 (1) (3)

1. The Finance Officer shall be a whole-time salaried officer of the University and he/she/she shall receive pay and other allowances admissible in the pay scale of Rs.37400-67000 with a Grade Pay of Rs 10000 or as revised from time to time by the Executive Council. His/her appointment shall be for a maximum period of five years. The first Finance Officer will be for a term of 2 years.
   Provided that the Finance Officer shall be appointed on deputation basis from an organized Accounts/Audit service/cadre. His/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs.
2. The Finance Officer shall perform his/her duties and functions as laid down in the Statutes and Ordinances of the University.
3. The Finance Officer shall be provided with unfurnished University accommodation for which he/she shall pay rent at the usual rates.
4. Other terms and conditions of service of the Finance Officer shall be as prescribed in the "Contract of Service of the Officers" and approved by the Executive Council subject to such other, additional conditions as may be specified by the Executive Council.
5. The contract of service of the Finance Officer shall be signed by the Registrar on behalf of the University.

(2) Qualifications for Appointment:

The age, qualifications and method of recruitment for appointment to various posts in the University shall be such as may be prescribed in the relevant recruitment rules or as determined by the Executive Council from time to time.

(3) Fitness:

(a) Appointment of persons by direct recruitment for a period for more than 3 months shall be subject to their being found medically fit by the Medical Officer of the University or any other Medical Authority authorized for the purpose or by a Medical Officer not below the rank of a Civil Surgeon.

(b) No person shall be appointed to any post unless the Appointing Authority is satisfied that he possesses good character and conduct.

(4) Methods of Recruitment:

Recruitment to posts may be made-

(i) by direct recruitment or
(ii) by promotion or
(iii) by transfer or
(iv) by deputation from Government Departments and other institutions.

(5) Recruitment by Promotion:

(i) Appointment to a post in any grade by promotion shall be made, whether in a permanent or officiating capacity, from amongst employees serving in posts in the next lower grade.
(ii) Every appointment by promotion shall be on the basis of suitability due regard being paid to seniority.

(6) Appointment:

(i) Appointment to a post shall be made by the Executive Council or by the Officer authorized by it for the purpose on the recommendations of Selection Committee constituted for the purpose from time to time.
(ii) The age, educational and other qualifications for appointment to the post and the methods of recruitment shall be such as may be determined by the Executive Council from time to time.

(7) Adhoc Appointments:

Notwithstanding anything contained in the above rule, the Executive Council may by a general or special order and subject to such conditions as it may specify in such order delegate to any authority in the University the power to make ad hoc appointments.

(8) Appointments in the place of employees dismissed or removed or reduced:

Where an employee has been dismissed, removed or reduced from any cadre in the service, no vacancy caused thereby or arising subsequently in such cadre in the service shall be substantively filled to the prejudice of such person until the appeal, if any, preferred by him against such dismissal, or reduction is decided, and except in conformity with such decision or until the time allowed for preferring an appeal has expired, as the case may be.

(9) Re-employment in service beyond the date of superannuation:

Notwithstanding anything contained in these rules, the Executive Council shall have power:

(i) to extend the services of the employees of the University beyond the age of superannuation;
(ii) to re-employ persons who have worked under the Central Government or State Government or Union Territory Government or other Universities and who have retired from service on superannuation or on other grounds except on invalid grounds.

(iii) To absorb permanently Government servants who have been on deputation to the University and to retain them on re-employment basis.

The over-riding consideration by the Executive Council for the grant of extension of service/re-employment is that it must be in the interest of the University and in addition satisfy one of the following two conditions:

(a) that no suitable person could be made available from the lower cadre on promotion or there is shortage in that cadre;

(b) that the retiring officer is of outstanding merit. Provided that no Officer shall be retained in the service of the University beyond two years from the date of superannuation prescribed by the University.

(10) Except as otherwise provided in these rules, the whole time of the employee of the University is at the disposal of the University which pays him and he may be employed in any manner required by proper authority without claim for additional remuneration.

5.(a) The absence of an employee of the University from duty, whether on leave or on foreign service shall not render him ineligible to the privileges in respect of seniority, promotion and confirmation which he would have enjoyed but for his absence if he is fit otherwise.

(b) No permanent employee shall be granted leave of any kind for a continuous period exceeding five years.

(c) When an employee does not resume duty after remaining on leave for a continuous period of five years, or where an employee after the expiry of his leave remains absent from duty, otherwise than on foreign service or on account of suspension, or for any period which together with the period of leave granted to him exceeds five years, he shall unless the Executive Council, in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned and shall accordingly cease to be in the University service.

TENURE

6.(1) Every person appointed on regular basis to a post in the University whether by promotion or by direct recruitment, shall be on probation in that post for a period of two years. Provided that the appointing authority may, in any individual case, extend the period of probation for a further period not exceeding 2 years the reason thereof to be recorded in writing.

(2) Where a person appointed to a post in the University on probation is, during his regular period of probation, or extended period of probation found unsuitable for holding that post or has not completed his period of probation satisfactorily the appointing authority may:

(i) In the case of person appointed by promotion revert him to the post held by him immediately before such appointment; and

(ii) In the case of a person appointed by direct recruitment terminate his services under the University without notice.

(3) Every person appointed to a permanent post under the University by promotion or by direct recruitment shall, on satisfactory completion of his period of probation be eligible for confirmation in that post.

(4) No employee shall be confirmed in any post unless-

(i) the service of the employee under the University is approved by the Appointing Authority.

7. The seniority of an employee regularly appointed to a post according to rule shall be determined by the order of merit indicated at the time of initial appointment, provided that the relative seniority of all direct recruits shall be determined by the order of merit in which they are selected for such appointment on the recommendation of the duly constituted selecting authority irrespective of date of joining the post, persons appointed as a result of an earlier selection being senior to those appointed as a result of subsequent selection.

8. (i) An Employee shall be a temporary employee of the University until he is confirmed in a post under the University.

(ii) An Employee confirmed in any post under the University shall be a permanent employee of the University.

9.(1) The Services of a temporary employee may be terminated by the Vice-Chancellor/Executive Council without assigning any reason at any time by a notice of one month in writing given to the employee or forthwith by payment to him of a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he was drawing them immediately before the termination of his services, or as the case may be, for the period by which such notice falls short of one month.

(2) The services of a permanent employee may be terminated by the Vice-Chancellor/ Executive Council at any time by a notice of three months or on payment of pay and allowances drawn by him immediately before the termination of his service for such period as the notice falls short of three months, or without notice on payment of three month's pay plus allowances drawn by him immediately before the termination of his service, if the post in which he was confirmed is abolished.

(3) An employee who is given notice of termination of service under clause (2) may be granted, during the period of notice, such earned leave, as may be admissible to him, and, where the leave so admissible and granted is more than three months, his services shall be terminated on the expiry of such leave.

10.(1) Except as otherwise provided in this rule, every employee of the University shall retire from service on the afternoon of the last day of the month in which he attains the age of 60 years provided that an employee whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of sixty years.

(2) No employee shall be granted extension in service beyond the age of retirement of 60 years (save under special circumstances with the sanction of Executive Council).

However, in any case of service exigencies, the services of any employee are required, beyond the age of superannuation, such employee, on a case to case basis may be allowed to continue in service on "re-employment terms & conditions" for a maximum period of two years or till such time, such exigencies ceases, which ever is earlier with the approval of Executive Council.

(3) Notwithstanding anything contained in this rule, the Vice-Chancellor shall, if he is of the opinion that it is in the interest of the University so to do, have the absolute right to retire any employee by giving him notice of not less than three months in writing or three months' pay and allowances in lieu of such notice;

(i) If he is in Group A or Group B service or post and had entered the University service before attaining the age of thirty-five years, after he has attained the age of fifty years;

(ii) In any other case after he has attained the age of fifty-five years.

(4) Any employee may, by giving notice of not less than three months in writing to the Vice-Chancellor, retire from service after he has attained the age of fifty years if he is in Group A or Group B service or post and had entered the University service before attaining the age of thirty five years and in all other cases after he has attained the age of fifty-five years;

Provided that it shall be open to the Vice-Chancellor to withhold permission to an employee under suspension who seeks retirement under this clause.

(5) At any time after an employee has completed thirty years qualifying service --

(a) he may retire from service, or

(b) he may be required by the Appointing Authority to retire in the interest of the University and in the case of such retirement the employee shall be entitled to a retiring pension.

Provided that –

(a) an employee shall give notice in writing to the Vice-Chancellor at least three months before the date on which he wishes to retire.

(b) the Vice-Chancellor may also give a notice in writing to an employee at least three months before the date on which he is required to retire in the interest of the University or three months pay and allowances in lieu of such notice:

Provided further that where the employee giving notice under clause (a) of the preceding proviso is under suspension, it shall be open to the Vice-Chancellor to withhold permission to such employee to retire under this rule.

(6) (i) At any time after an employee has completed twenty years qualifying service, he may, by giving notice of not less than three months in writing to the Vice Chancellor, retire from service.

(ii) The notice of voluntary retirement given under sub-rule (1) shall require acceptance by the Vice Chancellor:

Provided that where the Vice Chancellor does not refuse to grant the permission for retirement before the expiry of the period specified in the said notice, the retirement shall become effective from the date of expiry of the said period.

(iii) An employee, who has elected to retire under this rule and has given the necessary notice to that effect to the Vice Chancellor, shall be precluded from withdrawing his notice except with the specific approval of such authority:

Provided that the request for withdrawal shall be made before the intended date of his retirement.

11. Subject to the acceptance of resignation by the Vice-Chancellor a permanent/ temporary employee may, by notice of three months/one month as the case may be, in writing addressed to the Vice Chancellor resign from the service of the University, or by payment of salary in lieu thereof:

Provided that the Vice Chancellor may, if it deems proper in any case, permit a permanent/temporary employee to resign from service on notice of less than three months/one month.

PART – IV MISCELLANEOUS

12. Every person holding a post under the University after the commencement of these rules but before the publication of these rules shall be deemed to have been appointed under the provisions of these rules and shall draw the pay drawn by him immediately before the issue of these rules.

13.(i) The University shall maintain a Service Book for each employee in such form as may be prescribed by the Executive Council.

(ii) The entries in the Service Book of an employee shall be made by the officer authorized in this behalf by the Vice-Chancellor.

14.(i) Such officers of the University as may be prescribed by the Executive Council, shall report confidentially each year in the form prescribed by the University on the work and conduct of the employee who had served under them for periods not less than three months in the financial year immediately preceding and forward their reports to the Registrar or any other officer authorized for the purpose.

(ii) The Reviewing Officer, the next higher authority will have the discretion to determine which unfavourable reports or portions thereof are weight enough to be communicated to the officer reported against. All adverse entries should be communicated within a specific period to the officials concerned. Any representation against the adverse remarks will have to be made within two months and would lie to the next higher authority than the Reviewing Officer.

15. University employees shall be required to pass such departmental and other tests or examinations as may be prescribed by the Executive Council. The Executive Council may also lay down rules regarding the periods within which the tests should be passed, the consequences of not passing the tests and other cognate matters.

16. Any matter relating to the conditions of service of an employee for which no provision is made in these rules shall be determined by the Executive Council.

17. Not withstanding anything contained in these Rules the Vice-Chancellor may, if he is satisfied that there existed an extraordinary situation, notify certain categories and number of employees as he may deem necessary as essential to perform certain duties for maintaining services considered indispensable for a period not exceeding 90 days. Refusal to attend to such duties will render them liable for major penalty including dismissal from service.

18. Notwithstanding anything contained in these rules, the Executive Council may, in the case of any employee, relax any of the provision of these rules to relieve him of any undue hardship arising from the operation of such provisions, or in the interests of the University.

19. Where a doubt arises as to the interpretation of application of any of the provisions of these rules, the matter will be referred to the Executive Council and its decision shall be final.

PART – V PAY AND ALLOWANCES

20. The standard scales of pay for the posts created in the University service shall be as detailed below:

Classification	Scale of Pay	
	Pre-revised	Revised
(1)	(2)	(3)
Group A	Rs 16400 -450-20900-500-22400	PB 37400-67000 GP 8900
Group A	Rs 12000-420-18300	PB 37400-67000 GP 7600
Group A	Rs 8000-275-13500	PB 15600-39100 GP 5400
Group B	Rs 6500-200-10500	PB 9300-34800 GP 4200
Group C	Rs 5500-175-8000	PB 9300-34800 GP 4200
Group C	Rs 5000-150- 8000	PB 9300-34800 GP 4200
Group C	Rs 4500-125-7000	PB 5200- 20200 GP 2800
Group C	Rs 4000-100-6000	PB 5200- 20200 GP 2400
Group C	Rs 3200- 85-4900	PB 5200- 20200 GP 2000
Group C	Rs 3050-75-3950-80-4590	PB 5200- 20200 GP 1900
Group C	Rs 2750-70-3800-75-4400	PB 5200- 20200 GP 1800
Group D	Rs 2650-65-3300-70-4000	PB 4400- 7440 GP 1650
Group D	Rs 2550- 55- 2660-60-3200	PB 4400- 7440 GP 1300

Note: The pay scales which have been extended to the existing incumbents with prior permission of the competent authorities, but are different from those approved by the Government, shall be given as personal to the current incumbents of those posts on the consideration that they have already been drawing benefits of the grade in the pre-revised scale. Once the incumbents vacate the post, the pay scales would be reverted to the approved level, which exists in the Government. No Post shall ordinarily be created in a scale of pay other than those mentioned above.

21. An employee shall, on his appointment to a post on a time-scale of pay, draw pay at the minimum of the time-scale unless the Appointing Authority decides that he shall draw pay at any higher stage:

Provided that, when such appointment is made by promotion-

(i) The pay of the employee will first be increased by one increment in the lower scale, and then fixed in the higher scale at the stage next above. The employee shall, however, have the option to be exercised in writing within a period of three months of his promotion, either to have his pay fixed in the higher scale of pay from the date of promotion or from the date on which his next annual increment falls due. The option, once exercised shall be final.

(ii) If he had previously served in the same post or in any other post under the University on the same or identical time-scale of pay, and was drawing pay higher than the pay admissible to him under clause (i) he shall draw such higher pay and the period of his duty in such post on such pay shall also count for purpose of increment in the higher post.

(iii) Fixation of pay of re-employed pensioners. The initial pay of a pensioner including officers pensioned off and retired on contributory provident fund and from the service of State Government, Railways and Defence Establishments, etc., re-employed in the University should be fixed at the Minimum stage of the scale of pay prescribed for the post in which the individual is re-employed. In addition he may be permitted to draw separately any pension sanctioned to him and to retain any other form of retirement benefit (G.P. Fund, Gratuity commuted value of pension, etc.) provided the total amount of initial pay plus the gross amount of pension and/or the pension equivalent of other forms of retirement benefits does not exceed:-

(1) The pay he drew before his retirement (Pre-retirement pay) or

(2) Rs.26,000/- whichever is less

Note: (1) In all cases where either of these limits is exceeded the pension and other retirement benefits may be paid in full and the necessary adjustment made in the pay so as to ensure that the total of pay and pensionary benefits is within the prescribed limits.

After the pay is fixed either at the minimum or higher stage, or below the minimum as a result of the said adjustments, increase in pay may be allowed after each year of service at the rate of increments admissible, as if the pay had been fixed at the minimum or the higher stage as the case may be.

Note: (2) Pay last drawn before retirement will be taken to be substantive pay plus special pay, if any, pay drawn in an officiating appointment may be taken into account if it was drawn continuously for at least one year before retirement.

In case where the minimum pay of the post in which the officer is re-employed is more than the last pay drawn, the officer concerned may be allowed the minimum of the prescribed scale of the post less pension and pension equivalent of other retirement benefits.

Once initial pay of re-employed pensioner has been fixed in the manner indicated above he may be allowed to draw normal increments in the time scale of the pot to which he is appointed provided that the pay and gross pension/Pension equivalent of the retirement benefit taken together does not at any time exceed Rs.26,000/-.

In the case of Officers holding Group A post who retire before attaining of 55 years their 1st Rs.1500/- of Pension, shall be ignored in fixing their initial pay on re-employment.

Persons who were in re-employment in the University service as on 1.1.96 and who were drawing pay in the pre-revised scale of pay, the initial pay of such re-employed employees of the University, shall be fixed in the manner indicated in the Govt. of India O.M. Dept. of Personnel & Training O.M. No. 3/12/97 Estt.- dtd.19.11.1997.

Notwithstanding anything contained in the foregoing paragraphs the Vice-Chancellor, in special circumstances, shall have the power to fix the pay of the re-employed pensioner at a higher stage and permit him to draw the normal increments in the time-scale of the post to which he is appointed.

22(i) An increment shall ordinarily be drawn as a matter of course unless it is withheld by the competent authority if the conduct of the employee has not been good or his work has not been satisfactory.

(ii) When an efficiency bar is prescribed in the time-scale, the increment next above that bar shall not be given to an employee without specific sanction of the Vice Chancellor.

23. (a) All duty in a post on a time-scale of pay counts for increments in that time-scale.

(b) Service in another equivalent or higher post, Foreign Service and joining time will count for increments.

(c) All leave except extraordinary leave taken without medical certificate will also count for increments.

(d) The extraordinary leave sanctioned for the following purposes shall automatically count as qualifying service for pension and increments without any further sanctions:-

(i) Extraordinary leave granted due to inability of a University employee to join or rejoin duty on account of civil commotion.

(ii) Extraordinary leave granted to a University employee for prosecuting higher technical and scientific studies.

24(1) An employee under suspension shall, during the period of suspension, draw subsistence allowance equivalent to half the rate of pay which is admissible to him immediately before the commencement of the suspension and in addition the dearness allowance as admissible on the basis of that pay and such compensatory allowances admissible from time to time on the basis of pay which he was in receipt on the date of suspension, subject to fulfillment of other conditions laid down for the drawal of such allowances.

Provided that where the period of suspension exceeds three months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first three months as follows:

(i) The amount of subsistence allowance may be increased by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first three months, if, in the opinion of the said authority, the period of suspension has been prolonged for reasons, to be recorded in writing, not directly attributable to the employee.

(ii) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50% of the subsistence allowance admissible during the period of the first three months, if in the opinion of the authority, the period of suspension has been prolonged for reasons to be recorded in writing, directly attributable to the employee.

(iii) The rate of the dearness allowance will be based on the increased or, as the case may be the decreased amount of subsistence allowance admissible under sub-clause (i) and (ii) above.

(2) No payment under sub-rule (i) shall be made unless the employee furnishes a declaration that he is not engaged in any other employment, business, profession or vocation during the period of suspension. Provided that in the case of an employee dismissed/terminated from service or compulsorily retired from service who is deemed to have been placed or to continue to be under suspension from the date of such dismissal or termination of service or compulsory retirement and who fails to produce such a declaration for any period or periods during which he is deemed to be placed or to continue to be under suspension, he shall be entitled to the amount by which his earnings during such period or periods as the case may be, fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to him; where the subsistence allowance and other allowances admissible to him are equal to or less than the amount earned by him, nothing in this proviso shall apply to him.

(3) The permissible deductions from the subsistence allowance will be of the following two categories:-

(a) Compulsory deductions

(b) Optional deductions

Compulsory deductions:

(i) Income-tax and Super-tax (Provided the employee's yearly income calculated with reference to subsistence allowance is taxable).

(ii) House rent and allied charges, i.e. electricity, water, furniture, etc.

(iii) Repayment of loans and advances other than from provident fund taken from University at such rates as the Registrar may decide.

Optional deductions:

The deductions falling under this category should not be made except with the employee's written consent:

(i) Premia due on Life Insurance Policies

(ii) Amount due to Co-operative Stores and Co-operative Credit Societies

(iii) Refund of advance taken from Provident Fund.

The deduction of the following nature should not be made from the subsistence allowance.

(i) Subscription to Provident Fund

(ii) Recovery of loss to University in which an employee is responsible.

25. The University may sanction to an employee, in any special circumstances, such special pay, personal pay, honorarium or fee on such conditions as may be prescribed by regulations.

26.(i) An employee shall be entitled to draw the pay of the post to which he is appointed from the date on which he assumed charge of the post, if joining on the forenoon of that day; otherwise, from the next day.

(ii) Unless the Vice-Chancellor, in view of special circumstances, otherwise orders, pay in respect of any month shall become payable on the last working day of the month to which it relates; except for the month of March which will be disbursed only on the first working day of April.

(iii) Unless the Vice-Chancellor otherwise directs an employee resigning from service of the University without giving the prescribed notice shall not be allowed to draw pay due but not drawn.

27. (i) An employee appointed to hold full additional charge of the duties of a higher post will receive pay of the higher post.

(ii) An employee placed in charge of the full duties of a post of status equivalent to his own basic post will receive allowances at the rate of 10% of the presumptive pay of the additional post.

(iii) No allowance will be admissible when an employee holding one post is placed incharge of the current duties of a post of equivalent status of his own basic post. The employee concerned will receive pay in his basic post only.

(iv) An employee holding one post when placed in charge of the current duties of a lower post will not receive any allowance for the additional work.

Note: (1) The additional pay or allowance will not be admissible if the period of additional charge is 30 days or less.

(2) The additional pay or allowance will not be admissible for any period exceeding six months at a time.

28. The employees of the University will be eligible to draw Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Travelling Allowance and other allowances as sanctioned by the University according to the rules in force from time to time and subject to the conditions prescribed for the drawal of thee allowances.

29. Unless there is anything repugnant in the Indian Maritime University Act, Statutes, Ordinances, any amendments to Fundamental Rules and Supplementary Rules shall be deemed to be the amendments to the relevant provisions of these rules or any order or any administrative instructions already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders brought into force by the Central Government.

Chapter 2

ORDINANCES GOVERNING THE CONDUCT OF THE EMPLOYEES OF THE UNIVERSITY

PART – I

1. (1) These rules may be called the "Indian Maritime University (Conduct) Rules".

(2) These rules shall be deemed to have come into force from 14th November 2008

2. In this chapter unless the context otherwise requires-

(a) "Employee" means teaching and non-teaching employees of the University.

(b) "Members of family" in relation to an employee includes:

(i) The wife or husband, as the case may be, of the employee whether residing with the employee or not, but does not include a wife or husband, as the case may be, separated from the employee by a decree or orders of a competent court.

(ii) Son or daughter or step-son or step-daughter of the employee wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the employee, or of whose custody the employee has been deprived by or under any law;

(iii) Any other person related whether by blood or marriage to the employee or to the employee's wife or husband, and wholly dependent on the employee.

(c) "Prescribed Authority" means the Vice-Chancellor or the authority prescribed by the Executive Council for the purpose of these rules as a whole or for any particular rule.

PART – II

3. (1) Every employee shall at all times:

(i) Maintain absolute integrity;

(ii) Show devotion to duty and

(iii) Do nothing which is unbecoming of an employee of the University.

(2) (i) Every employee, holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty to all employees for the time being under his control and authority;

(ii) (a) No employee shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior.

(b) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter;

(c) An employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

(iii) Unless otherwise stated specifically in the terms of appointment and the contract, every whole-time employee may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays and Sundays.

(iv) An employee shall observe the scheduled hours of working during which he must be present at the place of his duty.

(v) Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. If an employee is absent from duty without permission for a continuous period of 90 days, he shall be treated as absconding from duty and his service shall be deemed as terminated.

Explanation: Nothing contained in clause (ii) of sub-rule 3.2 shall be construed as empowering an employee to evade his responsibilities, by seeking instructions from or approval of a superior officer or authority when such instructions are not necessary under the scheme of distributions of powers and responsibilities.

4(i) No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm having official dealings with the University.

(ii) No employee shall, in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm or under that person or if he or any other member of his family is interested in such matter or contract in any other manner.

5.(1) No employee shall be a member of, or be otherwise associated with any political party or any organization which takes part in politics nor shall he take part in, subscribed in aid of, or assist in any other manner, any political movement or activity.

(2) It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive of the Government or the University as by law established and where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the University.

(3) If any question arises whether a party is political party or whether any organization takes part in politics or whether any movement or activity falls within the scope of sub-rule 5.2 the decision of the University thereon shall be final.

(4) No employee shall canvass or otherwise interfere with, or use his influence in connection with or take part in, an election to any legislature or local authority:

Provided that:

(i) An employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;

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

Explanation: The display of an employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

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

7. No employee shall-

(i) engage himself or participate in any demonstration or strike which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State friendly relations with foreign states, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence; or

(ii) resort to or in any way abet in any form of strike or coercion or physical duress in connection with any matter pertaining to his services or the service of any other employee.

8. (i) No employee shall, except with the previous sanction of the University, own or wholly or in part, or conduct, or participate in the editing or management of any newspaper or other periodical publication.

(ii) No employee shall, except with the previous sanction of the University or of the prescribed authority or except the bonafide discharge of his duties-

(a) publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles.

(b) participate in a radio broadcast or contribute any article or write a letter to any newspaper or periodical either in his own name or anonymously or in the name of any other person:

Provided that no such sanction shall be required-

(i) if such publication is through a publisher and is of a purely literary, artistic or scientific character, or

(ii) such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.

8. A. (i) Whenever an employee wishes to put forth any claim or to seek redress of any grievance or any wrong done to him, he must forward his case through proper channel and shall not forward any advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

(ii) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

9. No employee shall, in any radio broadcast or in any document published in his own name or in anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion.

(i) which has the effect of an adverse criticism of any current or recent policy or action of the University or the University Grants Commission or the Government; or

(ii) which is capable of embarrassing the relations between the University and the Commission or the Government:

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

10(1) Save as provided in sub-rule 10.3 below, no employee shall except with the previous sanction of the University give evidence in connection with any enquiry conducted by any person, committee or authority.

(2) Where any sanction has been accorded under sub-rule 10.1 no such employee giving such evidence shall criticize the policy or any action of the University or Commission or the Government.

(3) Nothing in this rule shall apply to -

(a) The evidence given at an enquiry before an authority appointed by the University, Commission, Government, Parliament or any State Legislature; or

(b) The evidence given in any judicial enquiry; or

(c) The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice-Chancellor.

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

12. No employee shall, except with the previous sanction of the University or of the prescribed authority, ask for or accept contribution to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

13. (1) Save as otherwise provided in these rules, no employee shall accept or permit any member of his family or any other person acting on his behalf to accept any gift.

Explanation: The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with employee.

Note 1: A casual meal, lift or other special hospitality shall not be deemed to be a gift.

Note 2: An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firm, organizations, or from Universities and Colleges, etc.

(2) On occasions, such as weddings, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious or social practice, an employee may accept gifts from his near relatives but he shall make a report to the University if the value of any such gift exceeds-

(i) Rs.500 in the case of an employee holding any Class I (Group A) or Class II (Group B) post:

(ii) Rs.250, in the case of an employee holding any Class III (Group C) post; and

(iii) Rs.100, in the case of an employee holding any Class IV (Group D) post.

(3) On such occasions as are specified in sub-rule 13.2 an employee may accept gifts from his personal friends having no official dealing with him, but he shall make a report to the University if the value of any such gift exceeds-

(i) Rs.200, in the case of an employee holding any Class I (Group A) or Class II (Group B) post;

(ii) Rs.100, in the case of an employee holding any Class III (Group C) post; and

(iii) Rs.50, in the case of an employee holding any Class IV (Group D) post.

(4) In any other case, an employee shall not accept, or permit any member of his family or any other person acting on his behalf to accept, any gift without the sanction of the University, if the value thereof exceeds-

(i) Rs.75, in the case of an employee holding any Class I (Group A) or Class II (Group B) post; and

(ii) Rs.25, in the case of an employee holding any Class III (Group C) or Class IV (Group D) post.

(5) Notwithstanding anything contained in sub-rules 13.2, 13.3 and 13.4 an employee may receive gifts of symbolic nature from foreign dignitaries and retain such gifts.

(6) Gifts from foreign dignitaries which are not of symbolic nature may be retained by an employee if the market value of the gift in the country of origin does not exceed Rs.3,000/-.

(7) Where there is doubt whether a gift received from a foreign dignitary is of symbolic nature or not, or where the market value of the gifts in the country of origin apparently exceeds Rs.3,000/- or where there is any doubt about the actual market value of the gifts, the acceptance of such gifts and retention thereof by the employee shall be regulated by the instructions issued by the Government/University in this regard from time to time.

(8) An employee shall not accept any gift from any foreign firm which is either contracting with the University or is one with which the employee had, has or is likely to have, official dealings. Acceptance of gifts by an employee from any other foreign time shall be subject to the provisions of sub-rule 13.4.

13. No employee shall –

(i) give or take or abet the giving or taking of dowry; or

(ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation: For the purpose of this rule, 'dowry' has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961)

14. No employee shall except with the previous sanction of the Vice Chancellor, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in the honour of any other employee:

Provided that nothing in this rule shall apply to-

(i) a farewell entertainment of a substantially private and informal character held in honour of an employee on the occasion of his retirement or transfer or any person who has recently quitted the service of the University; or

(ii) the acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

Note: Exercise of pressure or influence of any sort on any employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character and the collection of subscriptions from Group "C" or Group "D" employees under any circumstances for the entertainment of any employee not belonging to Group "C" or Group "D" is forbidden.

15. (1) No employee shall except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment:

Provided that an employee may, without such sanction –

(i) undertake honorary work of a social or charitable nature; or

(ii) undertake occasional work of a literary, artistic or scientific character; or

(iii) participate in sports activities as amateur subject to the condition that in all the cases his official duties do not thereby suffer. He shall not undertake or shall discontinue such work or activity, if so directed by the University.

Explanation: Canvassing by an employee in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

(2) Every employee shall report to the University if any member, of his family is engaged in a trade or business or own or manages an Insurance agency or commission agency.

(3) No employee shall, without the previous sanction of the University except in the discharge of his official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes:

Provided that an employee may take part in the registration, promotion or management of –

(i) a co-operative society substantially for the benefit of the employees registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force; or

(ii) a literary, scientific or charitable society registered under the Societies Registration Act, 1960 (2 of 1960) or any other law for the time being in force.

(4) No employee may accept any fee for any work done by him for any private or public body or any private person without the sanction of the competent authority of the University.

16. (1) No employee shall speculate in any stock, share, or other investment.

Explanation: Frequent purchase or sale or both, of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

(2) No employee shall make or permit any member of his family or any person acting on his behalf, to make, any investment which is likely to embarrass or influence him in the discharge of his official duties.

(3) If any question arises whether any transaction is of the nature referred to in sub-rule 16.2 the decision of the University thereon shall be final.

(4) (i) No employee shall, save in the ordinary course of business with a bank or a public limited company, either himself or through any member of his family or any other person acting on his behalf-

(a) lend or borrow or deposit money, as a principal or an agent, to, or from, or with any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person or firm or private limited company; or

(b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid:

Provided that an employee may give to or accept from a relative or a personal friend, a purely temporary loan of a small amount free of interest or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee;

Provided further that nothing in this sub-rule shall apply in respect of any transaction entered into by an employee with the previous sanction of the University.

(ii) When an employee is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of sub-rule 16.2 or sub-rule 16.4, he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

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

Note: The burden of proving that the insolvency or indebtedness was the result of circumstances which with the exercise of ordinary diligence, the employee could not have foreseen or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

18.(1) Every employee shall on his first appointment to any University service or post submit a return of his assets and liabilities, in such form as may be prescribed by the University, giving the full particulars regarding-

(a) the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in the name of any member of his family or in the name of any other person;

(b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him;

(c) other movable property inherited by him or similarly owned, acquired or held by him; and

(d) debts and other liabilities incurred by him directly or indirectly.

Note 1: Sub-rule 18.1 shall not ordinarily apply to class IV (Group D) servants but the University may direct that it shall apply to any such employee or class (Group) of such employees.

Note 2: In all returns, the values of items of movable property worth less than Rs.2,000/- may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc., need not be included in such return.

Note 3: (i) Where an employee already belonging to a service, or holding a post is appointed to any other civil service or post he shall not be required to submit afresh return under this clause.

(ii) Every employee belonging to any service or holding any post included in Group A or Group B shall submit an annual return in such form as may be prescribed by the University in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family, or in the name of any other person.

(2) No employee shall, except with the previous knowledge of the University, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family;

Provided that the previous sanction of the University shall be obtained by the employee if any such transaction is—

(i) with a person having official dealings with the employee.

(3) Where an employee enters into a transaction in respect of movable property either in his own name or in the name of a member of his family, he shall, within one month from the date of such transaction, report the same to the University, if the value of such property exceeds Rs.10,000/- in the case of an employee holding any Class I (Group A) or Class II (Group B) post or Rs.5,000/- in the case of an employee holding any Class III (Group C) or Class IV (Group D) post:

Provided that the previous sanction of the University shall be obtained if any such transaction –

(i) with a person having official dealings with the employee.

(4) The University may, at any time by general or special order, require an employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall if so required by the University, include the details of the means by which, or the source from which, such property was acquired.

(5) The University may exempt any category of employee belonging to Class III (Group C) or Class IV (Group D) from any of the provisions of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of the Executive Council.

Explanation 1: For the purpose of sub-rule (1) the expression movable property includes:

(a) Jewellery, insurance policies the annual premia of which exceeds Rs.2,000/- or one sixth of the total annual emoluments received from the University, whichever is less, shares, securities and debentures;

(b) Loans advanced by such employees whether secured or not;

(c) motor cars, motor cycles, horses, or any other means of conveyance; and

(d) refrigerators, radios, radiograms and television sets.

Explanation 2: For the purposes of this rule, "lease" means, except where it is obtained from or granted to a person having official dealings with the employee, a lease of immovable property from year to year or for any term exceeding one year or receiving a yearly rent.

18-A. Restrictions in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc.

Notwithstanding anything contained in sub-rule 18.2, no employee shall, except with the previous sanction of the prescribed authority:-

(a) acquire by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India;

(b) dispose of by sale, mortgage, gift, or otherwise, or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;

(c) enter into any transaction with any foreigner, foreign Government, foreign organization or concern-

(i) for the acquisition by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, or any immovable property

(ii) for the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of, any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.

19 (1) No employee shall, except with the previous sanction of the University, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

(2) Nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the University regarding such action.

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

21. (1) No employee shall enter into or contract a marriage with a person having a spouse living; and

(2) No employee having a spouse living shall enter into or contract a marriage with any person:

Provided that the University may permit an employee to enter into or contract any such marriage as is referred to in clause 1 or clause 2, if it is satisfied that-

(a) such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and

(b) there are other grounds for so doing.

(3) An employee who has married or marries a person other than of Indian Nationality shall forthwith intimate the fact to the University.

22. An employee shall -

(a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;

(b) not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;
(c) refrain from consuming any intoxicating drink or drug in a public place;
(d) not appear in a public place in a state of intoxication;
(e) not use any intoxicating drink or drug, to excess.
Explanation: For the purpose of this rule, 'public place' means any place or premises (including a conveyance) to which the public have, or are permitted to have access, whether on payment or otherwise.
23. If any question arises relating to the interpretation of these rules, it shall be referred to the Executive Council whose decision thereon shall be final.
24. Unless there is anything repugnant in the Indian Maritime University Act, Statutes, Ordinances, any amendments to the Central Civil Services (Conduct) Rules, 1964 shall be deemed to be the amendments of the relevant provisions of these rules or any order or administrative instructions already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders are brought into force by the Central Government.

Chapter 3

ORDINANCES GOVERNING THE CONTROL AND APPEAL OF THE EMPLOYEES OF THE UNIVERSITY

PART – I GENERAL

1. (1) These rules shall be called the "Indian Maritime University (Control and Appeal) Rules"
(2) They shall be deemed to have come into force from 14th November 2008
2. In these rules unless the context otherwise requires:- (a) "Appointing Authority" means the authority empowered to make appointments.
(b) "Disciplinary Authority" in relation to the imposition of penalty on an employee means the authority as such competent under these rules to impose on him any of the penalities specified in rule 6.
(c) "Employee" means any person in the service of the University who is a member of a cadre on one of the categories of posts created under the University and includes any such person on foreign service or whose services are temporarily placed at the disposal of another University or any other authority by the University and also any person in the service of a State Government or Central Government or a local or other authority or any other autonomous body whose services are temporarily placed at the disposal of the University.
3. These rules shall apply to all the employee of the University except persons on daily wages/consolidated.
If any doubt arises as to whether these rules or any of them apply to any person or person to whom these rules apply belongs to a particular cadre, the matter shall be referred to the Executive Council which shall decide the same.
4. Nothing in these rules shall operate to deprive any employee of any right or privilege to which he is entitled by the terms of any agreement subsisting between any such person and the University on the commencement of these rules.

PART – II SUSPENSION

5.(1) The appointing authority or any disciplinary authority to which it is subordinate or any other authority empowered by the University in that behalf may place an employee under suspension –
(a) where a disciplinary proceeding against him is contemplated or is pending or
(b) where a case against him in respect of any criminal offence is under investigation, enquiry or trial:
Provided that where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority the circumstances in which the order was made.
2. An employee shall be deemed to have been placed under suspension by an order of appointing authority :-
a) with effect from the date of this detention if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.
b) with effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.
Explanation: The period of forty-eight hours referred to in clause (b) of this sub-rule shall be computed from the commencement of the imprisonment after the conviction and for this purpose intermittent period of imprisonment, if any, shall be taken into account.
3. Where a penalty of dismissal, removal or compulsory retirement from service, imposed upon an employee under suspension is set aside on appeal or on review under these rules and the case is remitted for further enquiry or action or with any direction, the orders of his suspension shall be deemed to have continued in force on and from the date for the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
4. Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on a consideration of the circumstances of the case, decides to hold further enquiry against him on the allegation which the penalty of dismissal, removal, or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders:
Provided that no such further enquiry shall be ordered unless it is intended to meet a situation where the court has passed an order purely on technical grounds without going into the merits of the case.
5. a) an order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.
b) where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise) and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any such proceedings.
c) An order of suspension made or deemed to have been made under this rule may at any time be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

PART – III PENALTIES AND DISCIPLINARY AUTHORITIES

6. The following penalties may for good and sufficient reasons and as hereinafter provided, be imposed on an employee namely:-
Minor Penalties
i) Censure
ii) Withholding of promotion
iii) Recovery from the pay of the whole or part of any pecuniary loss caused by him to the University by negligence or breach of rules of the University or directions of superior authorities.
iv) Withholding of increments of pay
Major Penalties
v) Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the further increments of his pay.
vi) Reduction to a lower time-scale of pay, grade or post or service shall ordinarily be a bar to the promotion of the employee to the time-scale of pay grade, post or service from which he was reduced with or without further directions regarding conditions of restoration to the grade or post of service from which such reduction has been made.
vii) Compulsory retirement
viii) Removal from service.
ix) Dismissal from service
Explanation: The following shall not amount to a penalty within the meaning of this rule, namely:-

i) Stoppage of an employee at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar.

ii) Non promotion of an employee whether in a substantive or officiating capacity, after consideration of his case for promotion to a grade or post to which the employee is eligible;

iii) Reversion of an employee appointed on probation to any other grade or post, to his permanent grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing such probation.

iv) Reversion of an employee officiating in a higher grade or post to a lower grade or post, on the ground that the employee is considered to be unsuitable for such higher grade or post or on any administrative ground unconnected with the conduct.

v) Replacement of the services of an employee, whose services had been borrowed from outside authority, at the disposal of such authority.

vi) Compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement.

vii) Termination of the services :-

a) of an employee appointed on probation during or at the end of the period of his probation, in accordance with the terms of his appointment or the rules and orders governing such probation ; or

b) of a temporary employee in accordance with the terms of appointment; or

c) of an employee employed under an agreement, in accordance with the terms of such agreement.

7. (1). The Executive Council may impose any of the penalties specified in rule 6 on any employee

(2) The Vice-Chancellor may impose on an employee any of the penalties specified in clauses (i), (ii), (iii) and (iv) of rule 6.

(3) (a) The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers and academic staff, as may be specified in the orders on the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of the censure or the withholding of increment:

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a)

(c) In a case where the inquiry discloses that a punishment beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry, make a report to the Vice –Chancellor along with his recommendations:

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

8. (1) The Executive Council or any other authority empowered by it by general or special order may –

(a) Institute disciplinary proceedings against any employee;

(b) direct a disciplinary authority to Institute disciplinary proceedings against any employee on whom that disciplinary authority is competent to impose under these rules any of the penalties specified in rule 6.

(2) A disciplinary authority competent under rules to impose any of the penalties specified in clauses (i) to (iv) of rule 6 may institute disciplinary proceedings against any employee for the imposition of any of the penalties specified in clause (v) to (ix) of rule 6 notwithstanding that such disciplinary authority is not competent under those rules to impose any of the latter penalties.

PART – IV PROCEDURE FOR IMPOSING PENALTIES

9. (1) No order imposing any of the penalties specified in clauses (v) to (ix) of rule 6 shall be made except after an enquiry held as may be, in the manner provided in this rule and rule 11.

(2) Whenever the disciplinary authority is of the opinion that there are grounds for enquiry into the truth of any imputation of misconduct or misbehavior against any employee. It may itself enquire into, or appoint under this rule an authority to enquire into the truth thereof.

Explanation: Where the disciplinary authority itself holds the enquiry, any reference in sub-rule (7) to sub-rule (20) (22) to the enquiring authority shall be construed as a reference to the disciplinary authority.

(3) Where it is proposed to hold an enquiry against an employee under this rule and rule 11, the disciplinary authority shall draw up or cause to be drawn up :

(i) the substance of the imputations of misconduct or misbehavior into definite and distinct articles of charge;

(ii) a statement of the imputations of misconduct or misbehavior in support of each article of charge which shall contain.

(a) A statement of all relevant facts including any admission or confessions made by the employee.

(b) A list of documents by which and a list of witnesses by whom the articles of charge are proposed to be sustained.

(4) The disciplinary authority shall deliver or cause to be delivered to the employee a copy of the articles of charge, the statement of the imputations of misconduct or misbehavior and a list of documents and witnesses by which each article of charge is proposed to be sustained, and shall require the employee to submit within such time as may be specified, a written statement of his defence and to state whether he desires to be heard in person.

(5)(a) On receipt of the written statement of defence the disciplinary authority may itself enquire into such of the articles of charge as are not admitted, or if it considers it necessary to do so, appoint under sub-rule (2) an Inquiring authority for the purpose and where all the articles of charge have been admitted by the employee in his written statement of defence the disciplinary authority shall record its findings on each charge after taking such evidence as it may thing fit and shall act in the manner laid down in Rule 10.

(b) If no written statement of defence is submitted by the employee, the disciplinary authority may itself inquire into the articles of charge, or may, if it considers it necessary to do so, appoint, under sub-rule (2) an Inquiring authority for the purpose.

(c) Where the disciplinary authority itself inquires into any article of charge or appoints an Inquiring authority for holding an Inquiry into such charge, it may by an order, appoint an employee to be known as the "presenting officer" to present on its behalf the case in support to the articles of charge.

(6) The disciplinary authority shall, where it is not the inquiring authority forward to the Inquiring authority.

i)a copy of the articles of charge and statement of the imputations of misconduct or misbehavior ;

ii) a copy of the written statement of defence, if any, submitted by the employee;

iii) a copy of the statements of witnesses, if any, referred to in sub rule (3);

iv) evidence proving the delivery of the documents referred to in sub-rule (3) to them;

v) a copy of the order appointing the Presenting Officer.

(7) The employee shall appear in person before the enquiring authority on such day and at such time within fifteen working days from the date of receipt by him of the articles of charge and the statement of the imputations of misconduct or misbehaviour as the Inquiring authority may, by a notice in writing specify in this behalf, or within such further time, not exceeding fifteen days, as the inquiring authority may allow.

(8) The employee may take the assistance of any other employee to present the case on his behalf but shall not engage a legal practitioner for the purpose.

(9) If the employee who has not admitted any of the articles of charge in his written statement of defence, appears before the Inquiring authority, such authority shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charge, the inquiring authority shall record the plea, sign the record and obtain the signature of the employee thereon.

(10) The inquiring authority shall return a finding of guilt in respect of those articles of charge to which the employee pleads guilty.

(11) The inquiring authority shall, if the employee fails to appear within the specified time or refuses or omits to plead guilty, require the Presenting Officer to produce the evidence by which he proposes to prove the articles of charge and shall adjourn the case to a later date not exceeding thirty days, after recording an order that employee may for the purpose of preparing his evidence;

(i) inspect within five days of the order or within such further time not exceeding five days as the inquiring authority may allow, the documents specified in the list referred to in sub-rule (3)

(ii) Submit a list of witnesses to be examined on his behalf.

Note: If the employee applies orally or in writing for the supply of copies of the statement of witnesses mentioned in the list referred to in sub-rule (2) the inquiring authority shall furnish to the employee with such copies as early as possible and in any case not less than three days before the commencement of the examination of the witnesses on behalf of the disciplinary authority.

(iii) Give a notice within ten days of the order or within such further time not exceeding ten days as an inquiring authority may allow, the production of any documents which are in possession of the University but not mentioned, in the list referred to in sub-rule 3.

Note: The employee shall indicate the relevance of the documents required by him to be produced by the University.

(12) The inquiring authority shall, on receipt of the notice for the production of documents forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition.

Provided that, the inquiring authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case or not in the best interests of the University.

(13) On receipt of the requisition referred to in sub-rule (12) every authority having the custody or possession of the requisitioned documents shall produce the same before the inquiring authority:

Provided that, if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents could be against the public interest of the University, it shall inform the inquiring authority accordingly and the inquiring authority shall, on being so informed, communicated the information to the employee and withdraw the requisition made by it for the production of such documents.

(14) On the date fixed for the inquiry the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the disciplinary authority. The witness shall be examined by or on behalf of the employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross examined. The inquiring authority may also put such questions to the witnesses as it thinks fit.

(15) If it shall appear necessary before the close of the case on behalf of the disciplinary authority, may in its discretion, allow the Presenting Officer to produce evidence not included in the list given to the employee, or may itself call for new evidence or recall and re-examine any witnesses and in such case the employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for at least three clear days before the production of such new evidence, exclusive of the day of adjournment and the day to which the inquiry is adjourned. The inquiring authority shall give the employee an opportunity of inspecting such documents before they are taken on the record. The inquiring authority may also allow the employee to produce new evidence if it is of the opinion that the production of such evidence is necessary in the interests of justice.

Note: New evidence shall not be permitted or called for or any witness shall not be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced originally.

(16) When the case of the disciplinary authority is closed, the employee shall be required to state his defence, orally or in writing as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record. In either case a copy of the statement of defence shall be given to the Presenting Officer, if any, appointed.

(17) The evidence on behalf of the employee shall then be produced. The employee may examine himself in the own behalf if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the inquiring authority.

(18) The inquiring authority may, after the employee closes his case, and shall if the employee has not examined himself generally question him on the circumstances appearing against the employee in the evidence for the purpose of enabling the employee to explain any circumstances appearing in evidence against him.

(19) The inquiring authority may, after the completion of the production of evidence, hear the Presenting Officer, if any, appointed, and the employee, or permit them to file written briefs of their respective case, if they so desire.

(20) If the employee to whom the copy of the articles of charge has been delivered, does not submit the written statement of the defence on or before the date specified for the purpose or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of this rule, the inquiring authority may hold the inquiry *ex-parte*.

(21) (a) Where a disciplinary authority competent to impose any of the penalties specified in clauses (i) to (iv) of rule 6 but not competent to impose any of the penalties specified in clauses (v) to (ix) of the rule has itself enquired into or caused to be inquired into the articles of any charge and that authority having regard to its own findings or having regard to its decision on any of the opinion that the penalties specified in clauses (v) to (ix) of rule 6 should be imposed on the employee, that authority shall forward the records of the inquiry to such disciplinary authority as is competent to impose the last mentioned penalties.

(b) The disciplinary authority to which the records are so forwarded may act on the evidence on the record or may, if it is of the opinion that further examination of any of the witnesses is necessary in the interest of justice, recall the witness and examine, cross-examine and re-examine the witnesses and may impose on the employee such penalty as it may deem fit in accordance with these rules.

(22) Whenever any inquiring authority, after having heard and recorded the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein, and is succeeded by another inquiring authority which has, and which exercises such jurisdiction, the inquiring authority so succeeding may act on the evidence so recorded by its predecessor, or partly recorded by itself.

Provided that if the succeeding inquiring authority is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interests of justice, it may recall, examine, cross-examine and re-examine any such witnesses as herein before provided.

(23) (i) After the conclusion of the inquiry, report shall be prepared and it shall contain –

(a) the articles of charge and the statement of the imputations of misconduct or misbehaviour;
(b) the defence of the employee in respect of each article of charge;
(c) an assessment of the evidence in respect of each article of charge.
(d) the findings on each article of charge and reasons therefor.

Explanation:

If in the opinion of the inquiring authority the proceedings of the inquiry establish any article of the charge different from the original articles of the charge, it may record its findings on such article of charge:

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

ii) The inquiring authority, where it is not itself the disciplinary authority shall forward to the disciplinary authority the records of inquiry which shall include –

a) The report prepared by it under clause (i)
b) The written statement of defence, if any submitted by the employee;
c) The oral and documentary evidence produced in the course of the enquiry.
d) Written briefs, if any, filed by the Presenting Officer or the employee or both during the course of the inquiry and
e) The order, if any made by the disciplinary authority and the inquiring authority in regard to the inquiry.

10. (1) The disciplinary authority, if it is not itself the inquiring authority may, for reasons to be recorded in writing, remit the case to the inquiring authority for further inquiry and report and the inquiring authority shall thereupon proceed to hold the further inquiry according to the provisions of rule 9 as far as may be.

(2) The disciplinary authority shall, if it disagrees with the findings of the inquiring authority on any article of charge record its reasons for such disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.

(3) If the disciplinary authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the penalties specified in clause (i) to (iv) of rule 6 should be imposed on the employee, it shall notwithstanding anything contained in rule 11, make an order imposing such penalty.

(4) If the disciplinary authority having regard to its findings on all or any of the articles of charge and on the basis of the evidence adduced during the inquiry is of the opinion that any of the penalties specified in clauses (v) to (ix) of rule 6 should be imposed on the University employee, it shall make an order imposing such penalty and it shall not be necessary to give the University employee any opportunity of making representation on the penalty proposed to be imposed.

11. (1) Subject to the provision of sub-rule (3) of rule 10 no order imposing on an employee any of the penalties specified in clauses (i) to (iv) of rule 6 shall be made except after –

a) informing the employee in writing of the proposal to take action against him and of the imputations of misconduct or misbehaviour on which it is proposed to be taken and giving him a reasonable opportunity of making such representation as he may wish to make against the proposal;
b) holding an inquiry in the manner laid down in sub-rule (3) to (23)of rule 9 in every case in which the disciplinary authority is of the opinion that such inquiry is necessary.
c) Taking the representation if any, submitted by the employee under clause (a) and the record of inquiry, if any, held, under clause (b) into consideration, and
d) recording a finding on each imputation of misconduct or misbehaviour;

1) (A) Notwithstanding anything contained in clause (b) of sub-rule (1) if in a case it is proposed, after considering the representation, if any, made by the employee under clause (a) of that sub-rule to withhold increments of pay and such withholding of increments is likely to affect adversely the amount of pension payable to the employee or to withhold increments of pay for a period exceeding three years or to withhold increments of pay with cumulative effect for any period, an inquiry shall be held in the manner laid down in sub-rule (3) to (23) of rule 9, before making any order imposing on the employee any such penalty.

2) The record of the proceedings in such cases shall include –
i) a copy of the intimation to the employee of the proposal to take action against him;
ii) a copy of the statement of imputations of misconduct or misbehaviour delivered to him;
iii) his representation, if any,
iv) the evidence produced during inquiry;
v) the findings on each imputation of misconduct or misbehaviour; and
vi) the orders on the case together with the reasons thereof.

12. Orders passed by the disciplinary authority shall be communicated to the employee who shall also be supplied with a copy of the report of inquiry, if any, held by the disciplinary authority and a copy of its findings, on each article of charge, or where the disciplinary authority is not the inquiring authority a copy of the report of the inquiring authority and a statement of the findings of the disciplinary authority together with brief reasons for its disagreement, if any, with the findings of the inquiring authority unless they have already been supplied to him.

13. (1) Where two or more employees are concerned in any case, the Executive Council or any other authority competent to impose the penalty of dismissal from service on all such employees may make an order directing that disciplinary action against all of them may be taken in a common proceeding.

Note: If the authorities competent to impose the penalty of dismissal on such employees are different an order for taking disciplinary action in common proceedings may be made by the highest of such authorities with the consent of the others.

(2) Subject to the provisions of sub-rule (2) of rule 7 any such order shall specify
(i) the authority which may function as the disciplinary authority for the purpose of such common proceedings;
(ii) the penalties specified in rule 6 such disciplinary authority shall be competent to impose;
(iii) whether the procedure laid down in rule 9 and rule 10 or rule 11 shall be followed in the proceedings.

14. Notwithstanding anything contained in rule 9 to rule 13 –
(i) where any penalty is imposed on an employee on the ground of conduct which has led to this conviction on a criminal charge, or
(ii) where the disciplinary authority is satisfied, for reasons to be recorded by it in writing that it is not reasonably practicable to hold an inquiry in the manner provided in these rules, the disciplinary authority may consider the circumstances of the case and make such orders thereon as it deems fit.

15. (1) Where the services of an employee are lent to an outside authority (hereinafter in this rule referred to as the 'borrowing authority') the borrowing authority shall have the power of the appointing authority for the purpose of placing such employee under suspension and of the disciplinary authority for the purpose of conducting a disciplinary proceedings against him;

Provided that the borrowing authority shall forthwith inform the University which lent the services of the employee of the circumstances leads to the order of suspension of such employee or the commencement of disciplinary proceeding, as the case may be.

(2) In the light of the findings in the disciplinary proceeding conducted against the employee.
(i) If the borrowing authority is of the opinion that any of the penalties specified in clauses (i) to (iv) of rule 6 should be imposed on the employee, it may after consultation with the lending authority, make such orders on the case as it deems necessary;
Provided that in the even of a difference of opinion between the borrowing authority and the lending authority the services of the employee shall be replaced at the disposal of the lending authority.
(ii) If the borrowing authority is of the opinion that any of the penalties specified in clauses (v) to (ix) of rule 6 should be imposed on the employee it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry and thereupon the lending authority may pass such orders thereon as it may deem necessary;
Provided that, before passing any such order, the disciplinary authority shall comply with the provisions of sub-rule (3) and (4) of rule 10.
Explanation : The disciplinary authority may make an order under this clause on the record of the inquiry transmitted to it by the borrowing authority, after holding such further inquiry as it may deem necessary, as far as may be, in accordance with rule 9.

16. (1) Where an order of suspension is made or a disciplinary proceedings is conducted against an employee whose services have been borrowed from outside authority lending his services (herein after in this rule referred to as "the lending authority") shall forthwith be informed the circumstances leading to the order of the suspension of the employee or of the commencement of the disciplinary proceedings, as the case may be

(2) If, in the light of the findings in the disciplinary proceedings conducted against the employee, the disciplinary authority is of the opinion that any of the penalties specified in clauses (i) to (iv) of rule 6 should be imposed on him, it may, subject to the provisions of sub-rule (3) of rule 10, after consultation with the lending authority, pass such orders on the case as it may deem necessary:
(i) Provided that in the event of a difference of opinion between the borrowing authority and the lending authority, the services of the employee shall be replaced at the disposal of the lending authority.
(ii) If the disciplinary authority is of the opinion that any of the penalties specified in clauses (v) to (ix) of rule 6 should be imposed on the employee it shall replace the services of such employee at the disposal of the lending authority, and transmit to it the proceedings of the inquiry for such action as it may deem necessary.

PART – V APPEAL

17. Notwithstanding anything contained in this part, no appeal shall lie against –
(i) any order made by the Executive Council ;
(ii) any order of an interlocutory nature or of the nature of a step-in-aid or the final lie disposal of a disciplinary proceedings other than an order of suspension;
(iii) any order passed by an inquiring authority in the course of an inquiry under rule 9.

18. Subject to the provisions of rule 17 an employee may prefer and appeal against all or any of the following orders, namely ;-
(i) an order of suspension made or deemed to have been made under rule 5.
(ii) an order imposing any of the penalties specified in rule 6 whether made by the disciplinary authority or by an appellate or reviewing authority;
(iii) an order enhancing any penalty imposed under rule 6;
(iv) an order which -
(a) denies or varies to his disadvantage his pay, allowances, pension or other conditions of service, as regulated by rules or by agreement; or
(b) interprets to his disadvantage the provisions of any such rule or agreement;
(v) An order –

(a) stopping him at the efficiency bar in the-time scale of pay on the ground of his unfitness to cross the bar;
(b) reducing or withholding the pension or denying the maximum pension admissible to him under the rules;
(c) reverting him, while officiating in a higher grade or post to a lower grade or post otherwise than as a penalty;
(d) determining the subsistence and other allowances to be paid to him for the period of suspension or for the period during which he is deemed to be under suspension or for any portion thereof;
(e) determining his pay and allowances;
(ii) for the period of suspension ; or
(iii) for the period from the date of his dismissal, removal, or compulsory retirement from service or from the date of his reduction to a lower grade, post, time-scale or stage in a time-scale of pay, to the date of his reinstatement or restoration to his grade or post or
(f) determining whether or not the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement, or reduction to a lower grade, post, time-scale of pay or stage in a time-scale of pay to the date of his reinstatement to his service, grade or post shall be treated as a period spent on duty for any purposes.

Explanation: In this rule, the expression 'employee' includes a person who has ceased to be in the service of the University.

The expression 'pension' includes additional pension, gratuity and any other retirement benefits.

19. An employee, including a person who has ceased to be in the service of the University may prefer an appeal against all or any of the orders specified in rule 18 to the authority specified in this behalf by a general or special order of the University or where no such authority is specified';

(a) to the appointing authority, where the order appealed against is made by an authority subordinate to it;
(b) to the Executive Council where such order is made by any other authority;
(c) notwithstanding anything contained in sub-rule (1) –

(i) An appeal against an order in common proceeding held under rule 13 will lie to the authority to which the authority functioning as the disciplinary authority for the purposes of that proceeding is immediately subordinate.

(ii) Where the person who made the order appealed against becomes by virtue, of his subsequent appointment or otherwise, the appellate authority in respect of such order, an appeal against such order shall lie to the authority to which such person is immediately subordinate;
Provided that the Executive Council may appoint a Committee of Appeals to which all appeals against major penalty of removal or dismissal referred to in rule 6 (vii) and (ix) or against the orders of the Executive Council would lie for final decision.
The composition and terms of the Committee of Appeals and also the rules for the conduct of its business would be determined by the Executive Council.

(iii) Any dispute arising out of a contract between the University and an Employee shall, at the request of the employee, be referred to a Tribunal of Arbitration as provided in section 31 (2) of the Act.

20. No appeal preferred under this part shall be entertained unless such appeal is preferred within a period of forty-five days from the date on which a copy of the order appealed against is delivered to the appellant.
Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

21. (1) Every person preferring an appeal shall do so separately and in his own name.
(2) The appeal shall be presented to the authority to whom the appeal lies a copy being forwarded by the appellant to the authority which made the order appealed against. It shall not contain any disrespectful or improper language and shall be complete in itself.
(3) The authority which made the order appealed against shall on receipt of copy of the appeal, forward the same with its comments thereon together with the relevant records, to the appellate authority without any avoidable delay, and without waiting for any direction from the appellate authority.

22.(1) In the case of an appeal against an order of suspension the appellate authority shall consider whether in the light of the provisions of rule 5 and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

(2) In the case of an appeal against an order imposing any of the penalties specified in rule 6 or enhancing any penalty impose under the said rule the appellate authority shall consider-

(a) Whether the procedure laid down in these rules has been complied with:
(b) Whether the findings of the disciplinary authority are warranted by the evidence on the record; and
(c) Whether the penalty or the enhanced penalty impose is adequate or inadequate, or severe and pass orders-
(i) confirming, enhancing, reducing, or setting aside the penalty; or
(ii) remitting the case to the authority which imposed or enhanced the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case:

Provided that –

(i) if such enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (v) to (ix) of rule 6 and an inquiry under rule 9 has not already been held in the case, the appellate authority shall subject to the provisions of rule 14 itself hold such inquiry or direct that such inquiry be held in accordance with the provisions of rule 9 and thereafter on a consideration of the proceedings of such inquiry and after giving the appellant a reasonable opportunity as far as may be in accordance with the provisions of sub-rule (4) of rule 10 of making a representation against the penalty proposed on the basis of the evidence adduced during such inquiry, make such orders as it may deem fit.

(ii) No order imposing an enhanced penalty shall be made in any case unless the appellant has been given a reasonable opportunity as far as may be, in accordance with the provisions of rule 11 of making a representation against such enhanced penalty.

(iii) In an appeal against any other order specified in rule 18, the appellate authority shall consider all the circumstances of the case and make such orders as it may deem just and equitable.

23. The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

PART – VI REVIEW

24. (1) Notwithstanding anything contained in these rules:-

(i) The Executive Council; or

(ii) The appellate authority: with six months of the date of the orders proposed to be reviewed , may, at any time, either on its own motion or otherwise call for the records of any inquiry and review any order made under these rules from which an appeal is allowed but from which no appeal has been preferred or from which no appeal is allowed and may –

(a) confirm, modify or set aside the order; or
(b) confirm, reduce, enhance or set aside the penalty imposed by the order or impose any penalty where no penalty has been imposed; or
(c) remit the case to the authority which made the order or to any other authority directing such authority to make such further inquiry as may consider proper in the circumstances of the case; or
(d) pass such other orders as it may deem fit:

Provided that no order imposing or enhancing any penalty shall be made by a reviewing authority unless the employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified in clauses (v) to (ix) of rule 6 or enhance the penalty imposed by the order sought to be reviewed to any of the penalties specified in those clauses, no such penalty shall be imposed except after an inquiry in the manner laid down in rule 9 and after giving a reasonable opportunity to the employee concerned of showing cause against the penalty proposed on the basis of the evidence adduced during the enquiry.

(2) No proceeding for review be commenced until after –

(i) the expiry of the period of limitation for an appeal, or
(ii) the disposal of the appeal, where any such appeal has been preferred.
(3) An application for review shall be dealt with in the same manner as if it were an appeal under these rules.

PART VII MISCELLANEOUS

25. Every order, notice and other process made or issued under these rules shall be served in person on the employee concerned or communicated to him by registered post and such communication if delivered at the address recorded in the official records of the University, is deemed to be a proper services.
26. Save as other wise expressly provided in these rules, the authority competent under these rules to make an order may for goods and sufficient reasons or if sufficient cause is shown, extend the time specified in these rules or condone any delay.
27. Unless there is anything repugnant in the Indian Maritime University Act, Statutes, Ordinances, any amendments to the Central Civil Services (Classification, Control and Appeal) Rules, 1965 shall be deemed to be the amendments of the relevant provisions of these rules, or any order or administrative instructions already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders are brought into force by the Central Government.
28. If any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Executive Council which shall decide the same and its decision shall be final.

Chapter 4
ORDINANCES GOVERNING LEAVE OF ALL EMPLOYEES OF THE UNIVERSITY OTHER THAN TEACHERS

PART – I PRELIMINARY

1. These rules may be called the "Indian Maritime University (Leave) Rules"
These rules shall be deemed to have come into force on 14th November 2008.

PART – II GENERAL CONDITIONS

2. (i) Leave cannot be claimed as a matter of right
(ii) When the exigencies of service so require, leave of any kind may be refused or revoked by the authority empowered to sanction leave but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the employee.
3. (i) Any claim to leave to the credit of an employee who is dismissed or removed or who resigns from the service of the University ceases from the date of such dismissal or removal or resignation.
Provided that the University may, in any case, grant terminal leave to an employee prior to this resignation which may extend beyond the date on which the resignation becomes effective, if in the opinion of the University, the circumstances justify the grant of such leave.
4. (i) At the request of an employee, the sanctioning authority may commute any kind of leave retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the employee cannot claim such communication as a matter of right.
(ii) The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the employee, that is to say, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.
Note: Extraordinary leave granted on medical certificate or otherwise may be converted retrospectively into "leave not due" subject to the provisions of Rule 18.
5. Except otherwise provided in these rules, any kind of leave these rules may be granted in combination with or in continuation of any other kind of leave.

Explanation: Causal leave which is not recognized as leave under these rules shall not be combined with any other kind of leave admissible under these rules.

6. No employee shall be granted leave of any kind for a continuous period exceeding five years.

PART – III GRANT OF AND RETURN FROM LEAVE

7. Any application for leave or for extension of leave shall be made in Form 1 to the authority competent to grant leave. It should be applied for before it is actually availed of except in special cases of emergency and for reasons to the satisfaction of the sanctioning authority.
8. A leave account will be maintained in Form 2 for each employee.
9. (i) An application for leave on medical certificate shall be accompanied by a medical certificate in Form 3 given by the Authorised Medical Attendant of the University or any Registered Medical Practioner defining as clearly as possible the nature and probable duration of illness.
(ii) The authority competent to grant leave may, at its discretion, secure a second medical opinion by requesting another medical officer either appointed by the University or of the Government to have the applicant medically examined on the earliest possible date.
(iii) The grant of medical certificate under this rule does not in itself confer upon the employee concerned any right to leave; the certificate shall be forwarded to the authority competent to grant leave and orders of that authority awaited.
(iv) A employee who is declared by a medical authority to be completely and permanently incapacitated for further service shall -
   (a) If he is on duty, be invalidated from service from the date of relief of his duties which should be arranged without delay on receipt of the report of the medical authority; if, however, he is granted leave, he shall be invalidated from service on the expiry of such leave.
   (b) If he already on leave be invalidated from service on the expiry of that leave or extension of leave, if any, granted to him.
10. (i) An employee on leave shall not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which granted him leave.
(ii) An employee who has taken leave on medical certificate may not return to duty until he has produced a medical certificate of fitness in Form 4.
11. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day on which the employee resumes his duty.
12. (i) When the day(s) immediately preceding the day on which an employee's leave other than leave on medical certificate begins or immediately following the day on which his leave expires is a holiday on one of series on holidays the employee shall be deemed to have been permitted to prefix and or suffix the holidays /holiday.
(ii) In the case of leave on medical certificate:
   (a) When an employee is certified medically unwell to attend office, holiday(s) in any, succeeding the day he is so certified including that day shall be treated as part of the leave; and
   (b) When an employee is certified medically fit for joining duty, holiday(s), if any, succeeding the day he is so certified including that day shall automatically be allowed to be suffixed to the leave, and holiday(s), if any proceeding the day he is so certified shall be treated as part of the leave.
13. (i) Unauthorised absence from duty, i.e., absence without prior sanction of leave shall normally constitute a break in service and the employee is not entitled to any salary for the period of such absence;
Provided, however that the competent authority may, in exceptional cases covert the unauthorized absence into extraordinary leave or any other kind of leave which may be due to the employee keeping in view the circumstances of each case and kind of leave due to the employee.
(ii) Unless, the authority competent to grant leave extends the leave, an employee who remains absent after the expiry of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave.
(iii) Willful absence from duty renders an employee liable to disciplinary action.

PART – IV KINDS OF LEAVE DUE AND ADMISSIBLE

14. (i) The leave account of every employee shall be credited with earned leave in advance, in two installments of 15 days each on the first day of January and July of every calendar year.
(ii) The leave at credit of an employee at the close of the previous half year shall be carried forward to the next half year subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 180 days. The limit is increased to 300 days.
(iii) The maximum earned leave that can be granted to an employee at a time shall be 120 days. Earned leave may be granted for a period exceeding 120 days, if the entire leave so granted or any portion thereof is spent outside India Bangladesh, Bhutan, Burma, Sri Lanka, Nepal and Pakistan;
Provided that where earned leave for a period exceeding 120 days is granted, the period of such leave spent in India shall not, in the aggregate, exceed 120 days.

15. (i) Earned leave shall be credited to the leave account of an employee at the rate of 2 ½ days for each completed calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed.

(ii) The credit for the half year in which an employee is due to retire or resigns from the service shall be afforded only at the rate of 2 ½ days per competed calendar month up to the date of retirement or resignation.

(iii) When an employee is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of 2 ½ days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.

(iv) If any employee has availed of extraordinary leave and /or some period of absence has been treated as dies-non in a half year, the credit to be afforded to his leave account at the commencement of the next half year shall be reduced by $1/10^{th}$ of the period of such leave and or dies non subject to a maximum of 15 days.

(v) While affording credit of earned leave, fractions of a day shall be rounded off to the nearest day.

16. (i) The half pay leave account of every employee shall be credited with half pay leave in advance, in two installments of ten days each on the first day of January and July of ever calendar year.

(ii) (a) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which he is likely to render in the half year of the calendar year in which he is appointed.

(b) The credit for the half year in which an employee is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month up to the date of retirement or resignation.

(c) When an employee is removed or dismissed from service or dies while in service credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month in which he is removed or dismissed from the service or dies in service.

(iii) The leave under this rule may be granted on medical certificate or on private affairs.

(iv) No half pay leave can be granted to an employee in temporary appointment except on medical certificate.

17. (i) Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to an employee, subject to the following conditions (a) The authority competent to grant leave is satisfied that these are reasonably prospect of the employee returning to duty on its expiry.

(b) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

(ii) Half pay leave up to a maximum of 180 days may be allowed to be commuted during the entire services (without production of medical certificate) where such leave is utilized for an approved course of study certified to be in the interest of the University by the leave sanctioning authority.

(iii) Where an employee who has been granted commuted leave resigns from service or at his request permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered;

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the employee or further service for in the event of his death.

18. (i) Leave not due shall be granted on half pay to an employee in permanent employment only on medical certificate subject to the following conditions –

(a) Leave not due shall not be granted unless the sanctioning authority is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.

(b) The leave not due shall be limited to 180 days during his entire service.

(c) It shall not exceed the amount of half pay leave he is likely to earn thereafter.

(d) It shall be debited against the half pay leave the employee may earn subsequently.

(ii) (a) Where an employee who has been granted leave not due resigns from service or at his request permitted to retire voluntarily without returning to duty, the leave not due shall be cancelled, his resignation or retirement taking effect from the date on which such leave had commenced, and the leave salary shall be recovered.

(b) Where an employee who, having availed himself of leave not due returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently:

Provided that no leave salary shall be recovered under clause (a) or clause (b) if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death.

19. (i) Extraordinary leave may be granted to an employee in special circumstances : -

(a) When no other leave is admissible.

(b) When other leave is admissible, but the employee applies in writing for the grant of extraordinary leave.

(ii) Unless the Vice-Chancellor, in view of the exceptional circumstances of the case otherwise determines, no employee, who is not in permanent employment shall be granted extraordinary leave on any one occasion in excess of the following limits:

(a) Three months.

(b) Six months, where the employee has completed one year's continuous service on the date of expiry of leave of the kind due and admissible under these rules including three months extraordinary leave under clause (a) and his request for such leave is supported by a medical certificate from the Authorised Medical Attendant of the University.

(c) Eighteen months, where the employee who has completed one year's continuous service is undergoing treatment for –

1. Pulmonary tuberculosis or pleurisy of the tubercular origin in a recognized sanatorium;
2. Tuberculosis of any other part of the body by a qualified tuberculosis specialist or by a civil surgeon or staff surgeon; or
3. Leprosy in a recognized leprosy institution or by a civil surgeon or staff surgeon or a specialist in leprosy.
4. Cancer or mental illness, in an institution recognized for the treatment of such disease or by a civil surgeon or staff surgeon or a specialist in such disease.

(d) Twenty four months, where the leave is required for the purpose of prosecuting studies certified to be in the interest of the University provided the employee has completed three years continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months extraordinary leave under clause (a).

(iii) Two spells of extraordinary leave, if intervened by any kind of leave shall be treated as one continuous spell of extraordinary leave for the purpose of sub-clause (ii).

(iv) The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

20. (i) A probationer shall be entitled to leave under these rules as if he had held his post substantively otherwise than on probation.

(ii) An apprentice shall be entitled to -

(a) leave, on medical certificate, on leave salary equivalent to half pay for a period not exceeding one month in any year of apprenticeship;

(b) extraordinary leave under rule 19.

21. In case of a person re-employed after retirement, the provisions of these rules shall apply as if he had entered service in the University for the first time on the date of his re-employment.

22. An employee may be permitted by the authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due not exceeding 300 days together with half pay leave due subject to the condition that such leave extends up to and includes the date of retirement.

Note: The leave granted as leave preparatory to retirement shall not include extraordinary leave.

23. (i) No leave shall be granted to an employee beyond -

(a) the date of his retirement, or

(b) the date of his final cessation of duties, or

(c) the date of his resignation from service.

(ii) (a) Where an employee retires on attaining the normal age prescribed for retirement, he will be paid cash equivalent of leave salary for earned leave, if any, at the credit of the employee on the date of his retirement, subject to a maximum of 300 days.

(b) The cash equivalent under clause (a) shall be calculated as follows and shall be payable in one lump sum as a onetime settlement. No house rent allowance or city compensatory allowance shall be payable.

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Cash equivalent - $\frac{\text{Pay admissible on the date of Retirement plus dearness allowance}}{30}$ x Number of days of unutilized earned leave at credit on the date of retirement subject of a maximum of 300 days

(iii) Where the service of an employee are terminated by notice or by payment of pay and allowances in lieu of notice; or otherwise in accordance with the terms and conditions of his appointment he may be granted cash equivalent in respect of earned leave at his credit on the date on which he ceases to be in service subject to a maximum of 300 days.

(iv) If an employee resigns or quits service, he may be granted cash equivalent in respect of earned leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 150 days.

(v) An employee who is re-employed after retirement may on termination of his re-employment be granted cash equivalent to EL at his credit on the date of termination of re-employment subject to a maximum of 300 days including encashment of utilizing El at the time of retirement.

23 (A) (i) An employee is eligible for encashment of 10 days of EL at his credit at the time of availing of L.T.C. The calculation of cash equivalent of leave salary may be done in the manner prescribed under Rule 23(II) (b).

Provided he should avail EL of at least an equivalent duration / simultaneously to the extent of leave encashed.

Provided to balance of at least 30 days of EL at his credit should be available after deducting the total of leave availed plus leave for which encashment was availed.

(ii) The total leave encashed for availing LTC during the entire service should not exceed 6 days in aggregate.

(iii) The period of EL encashed shall be deducted from the quantum of leave that can be normally encashed by him at the time of superannuation.

24 In case an employee dies while in service, the case equivalent of the leave salary in respect of earned leave at his credit on the date of death subject to a maximum of 300 days shall be paid to his family.

25 (i) An employee who proceeds on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave.

(ii) An employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-rule (i).

(iii) An employee on commuted leave is entitled to leave salary equal to the amount admissible under sub-rule (i).

(iv) An employee o extraordinary leave is not entitled to any leave salary.

PART V LEAVE NOT DEBITABLE TO LEAVE ACCOUNT

26 (i) Casual leave is granted to an employee as and when required at the discretion of the sanctioning authority subject to a maximum of 8 days in a calendar year.

(ii) Casual leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service.

(iii) An employee on casual leave is treated as on duty.

(iv) Persons who join in the middle of the calendar year shall be eligible to proportionate casual leave.

(v) The total period of leave at one time including Sundays and other holidays shall not exceed 8 days.

(vi) Casual leave cannot be combined with any other kind of leave.

(vii) Unavailed casual leave at the close of the year shall lapse.

27 (i) An employee summoned to serve as Juror or Assessor or to give evidence before the court of law as a witness in a civil or criminal case in which his private interests are not at issue may be given special casual leave sufficient to cover the period of absence necessary.

(ii) It may also be granted when an employee is deputed to attend reference libraries of other institution and conference or educational gathering of learned and professional society in the interests of the University or other academic work which will include working on the committee appointed by the University/Government/University Grants Commission.

(iii) The period of such leave admissible in a year shall not exceed 15 days.

(iv) Male employees who undergo vasectomy operation under the Family Welfare Programme for the first time may be granted special casual leave not exceeding six working days. Sundays and enclosed holidays Intervening should be ignored while calculating the period of special casual leave. If any employee undergoes vasectomy operation for the second time on account of the failure of the first operation, special casual leave not exceeding six days may be granted again on production of a certificate from the medical authority concerned to the effect that the second operation was performed due to the failure of the first operation.

(v) (a) Female employees who undergo tubectomy operations – whether puerperal or non-puerperal may be granted special casual leave not exceeding 14 days.

(b) In the case of female employees who undergo tubectomy operation for the second time on account of the failure of the first operation, special casual leave not exceeding 14 days may be granted again on production of a medical certificate from the prescribed medical authority concerned to the effect that the second operation was performed due to the failure of the first operation.

(c) Female employees who have insertions of Intra-uterine contraceptive devices may be granted special casual leave on the day of the IUCD insertion.

(d) Female employees who have re-insertion of IUCD may be granted special casual leave on the day of the IUCD re-insertion.

(e) Female employees who undergo salpingectomy operation after Medical Termination of Pregnancy (MTP) may be granted special casual leave not exceeding 14 days.

(vi) (a) Male employees whose wives undergo either puerperal or non-puerperal tubectomy operations for the first time or for the second time due to failure of the first operation (under Family Welfare Programme) may be granted special casual leave for 7 days subject to the production of a medical certificate stating that their wives have undergone tubectomy operation for the second time due to the failure operation. It shall not be necessary to state in the certificate that the presence of the employee is required to look after the wife during her convalescence.

(b) Male employees whose wives undergo tubectomy/ salpingectomy operation after Medical Termination of Pregnancy (MTP) may be granted special casual leave up to 7 days subject to the production of the medical certificate stating that their wives have undergone tubectomy/salpingectomy operation after Medical Termination of Pregnancy (MTP). It shall not be necessary to state in the certificate that the presence of the employee is required to look after the wife during her convalescence.

(vii) The special causal leave will necessarily have to follow the date of operation and there cannot be any gap between the date of operation and the date of commencement of special casual leave.

(viii) An employee who requires special casual leave beyond the limits laid down for undergoing sterilization operation owing to the development of post-operation complications may be allowed at the discretion of the Vice-Chancellor, special causal leave to cover the period for which he or she is hospitalised on account the production of a certificate from the date of post-operational complications, subject to the production of a certificate from the concerned hospital authorities/an Authorised Medical Attendant.

(xi) The aforesaid provisions may also be applied to cases where the sterilization operation is performed by laparoscopic method.

(x) Special causal leave may be combined either with casual leave or regular leave. It cannot be combined with casual leave and regular leave.

Special casual leave may also be granted for any other purpose in the interest of the University by the Vice-Chancellor subject to the approval of the Executive Council.

28. Maternity leave may be granted to a women employee (including an apprentice) for a period of 135 days from the date of its commencement. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding of leave.

(ii) Maternity leave may also be granted in case of miscarriage, including abortion, subject to the conditions that the leave does not exceed six weeks and the application for the leave is supported by a medical certificate from the Authorised Medical Attendant.

(iii) (a) Maternity leave may be combined with leave of any other kind.

(b) Any leave (including commuted leave) for a period not exceeding sixty days, applied for in continuation of maternity leave may be granted without production of medical certificate.

(iv) Leave in further continuation of leave granted under clause (b) of sub-rule (iii) may be granted on production of a medical certificate for the illness of the female employee. Such leave may also be granted in case of illness of the newly born baby, subject to the production of medical certificate to the effect that condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary.

29. Paternity Leave

(i) A male employee (including an apprentice) with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife. During the period of such leave, he shall paid leave salary equal to the pay drawn immediately before proceeding on leave.

(ii) (Paternity leave may be combined with leave of any kind and it shall not be debited against the leave account.

(iii) Paternity leave may not be normally refused under any circumstances.

30. The following authorities are competent to grant leave

Sl No	Kinds of Leave	Authority competent to grant leave
1.	Earned leave, Half Pay leave, Leave not due, Extraordinary Leave, Maternity Leave, and Special Casual Leave	a) Deputy Registrar (Administration) – in respect of all Group 'B' 'C' & 'D' employees. b) Registrar – in respect of all Group 'A' officers (except Registrar /Finance Officer/Controller of Examinations /Superintending Engineer/Librarian). c) Vice-Chancellor in respect of Registrar/Finance Officer/Controller of Examinations/Superintending Engineer/Librarian.

STUDY LEAVE

31. (1) Study leave may be granted to an employee with due regard to the exigencies of service of the University to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his duty.

(2) Study leave may also be granted –

(i) for a course of training or study tour in which an employee may not attend a regular academic or semi-academic course if the course of training or the study tour is certified to be of definite advantage to the University from the point of view of its interest and is related to the sphere of duties of the employee; and

(ii) for the purposes of studies connected with the framework or background of public administration subject to the conditions that

(a) the particular study or study tour should be approved by the Executive Council; and

(b) the employee should be required to submit, on his return, a full report on the work done by him while on study leave.

(iii) for the studies which may not be closely or directly connected with the work of an employee, but which are capable of widening his mind in a manner likely to improve his abilities as an employee and to equip him better to collaborate with those employed in other branches of the public service.

(3) Study leave shall not be granted unless –

(i) It is certified by the Vice Chancellor that the proposed course of study or training shall be of definite advantage from the point of view of the interests of the University.

(ii) It is for prosecution of studies in subjects other than academic or literary subject.

(4) Study leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India.

(5) Study leave shall not be granted to an employee.

(i) Who has rendered less than five years service under the University.

(ii) Who is due to retire, or has the option to retire, from the University service within three years of the date on which he is expected to return to duty after the expiry of the leave.

(6) Study leave shall not be granted to an employee with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.

32. The maximum amount of study leave, which may be granted to an employee, shall be:-

(a) twelve months at any one-time, and

(b) during his entire service, twenty four months in all (inclusive of similar kind of leave for study or training granted under any other rule.)

33. 1. (a) Every application for study leave shall be submitted through proper channel to the Executive Council.

(b) The course or courses of study contemplated by the employee and any examination which he proposes to undergo shall be clearly specified in such application.

2. Where it is not possible for the employee to give full details in his application, or if after leaving India, he is to make any change in the programme which has been approved in India, he shall submit the particulars as soon as possible to the Vice Chancellor and shall not, unless prepared to do so at his own risk, commence the course of study or incur any expenses in connection therewith until he receives the approval of the Vice Chancellor.

34.1.(a) Every employee who has been granted study leave or extension of such study leave shall be required to execute a bond in the prescribed form before the study leave or extension of such study leave granted to him commence.

(b) The bond shall be signed by two sureties who are holding posts of equal or higher status.

2. (a) On completion of the course of study, the employee shall submit to the Vice-chancellor the certificates of examinations passed or special courses of study undertaken, indicating the date of commencement and termination of the course with the remarks, if any, of the authority in charge of the course.

35. (1) Study leave shall not be debited against the leave account of the employee.

(2) Study leave may be combined with other kinds of leave, but in no case the grant of this leave in combination with leave, other than extraordinary leave, shall involve a total absence of more than twenty-eight months from the regular duties of the employee.

Explanation: The limit of twenty-eight months of absence prescribed in this sub-rule includes the period of vacation.

(3) An employee granted study leave in combination with any other kind of leave may, if he so desires, undertake or commence a course of study during any other kind of leave and subject to the other conditions laid down in rule being satisfied, draw study allowance in respect thereof.

Provided that the period of such leave coinciding with the course of study shall not count as study leave.

36. When the course of study falls short of study leave granted to an employee, he shall resume duty on the conclusion of the course of study, unless the previous sanction of the Vice-Chancellor has been obtained to treat the period of shortfall as ordinary leave.

37.(1) During study leave availed of outside India, an employee shall draw leave salary equal to the pay that the employee drew while on duty with the University immediately before proceeding on such leave and in addition the dearness allowance, house rent allowance and study allowance as admissible in accordance with the provisions of rules 38 to 41.

(2) (a) During study leave availed of in India, an employee shall draw leave salary equal to the pay that the employee drew while on duty with the University immediately before proceeding on such leave and in addition the dearness allowance and house rent allowance as admissible in accordance with the provisions of Rule 41.

(b) Payment of leave salary at full rate under clause (a) shall be subject to furnishing a certificate by the employee to the effect that he is not in receipt of any scholarship stipend or remuneration in respect of any part-time employment.

(c) The amount, if any, received by a employee during the period of study leave as scholarship or stipend or remuneration in respect of any part-time employment as envisaged in sub-rule(2) of Rule 38, shall be adjusted against the leave salary payable under this sub-rule subject to the condition that the leave salary shall not be reduced to an amount less than that payable as leave salary during half pay leave.

(d) No study allowance shall be paid during study leave for course of study in India.

38. (1) A study allowance shall be granted to an employee who has been granted study leave for studies outside India for the period spent in prosecuting a definite course of study at recognized institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study.

(2) Where an employee has been permitted to receive and retain, in addition to his leave salary any scholarship or stipend that may be awarded to him from any sources, or any other remuneration in respect of any part-time employment :-

a) no study allowance shall be admissible in case the net amount of such scholarship or stipend or remuneration (arrived at by deducting the cost of fees, if any, paid by the employee from the value of the scholarship or stipend or remuneration) exceeds the amount of study allowance otherwise admissible.

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b) in case the net amount of scholarship or stipend or remuneration is less than the study allowance otherwise admissible, the difference between the value of the net scholarship or stipend or any other remuneration in respect of any part-time employment and the study allowance may be granted by the Vice-Chancellor.

(3) Study allowance shall not be granted for any period during which an employee interrupts his course of study to suit his own convenience :

Provided that the Vice Chancellor may authorize the grant of study allowance for period not exceeding 14 days at a time during such interruption if it was due to sickness.

(4) Study allowance shall also be allowed for the entire period of vacation during the course of study subject to the conditions that -

a) the employee attends during vacation any special course of study or practical training under the direction of the University or

b) in the absence of any such direction, he produces satisfactory evidence to the Vice Chancellor that he has continued his studies during the vacation;

Provided that in respect of vacation falling at the end of the course of study it shall be allowed for a maximum period of 14 days.

(5) The period for which study allowances may be granted shall not exceed 24 months in all.

39. (1) The rates of study allowance shall be as follows :

Name of the country	Study allowance per diem
Australia	$ 1.00 (sterling)
Continent of Europe	$1.65 (sterling)
New Zealand	$ 1.20 (sterling)
United Kingdom	$ 2.00 (sterling)
United States of America	$ 2.75 (sterling)

(2) The rates of study allowance prescribed in sub-rule (1) may be revised from time to time when the Central Government revises them.

(3) The rates of study allowance to be granted to an employee who taken study leave in any country other than the one specified in sub-rule (1) shall be such as may be specially determined by the Executive Council in each case.

40. (1) Payment of study allowance shall be subject to the furnishing of a certificate by the employee to the effect that he is not in receipt of any scholarship, stipend or any other remuneration in respect of any part-time employment.

(2) Study allowance shall be paid at the end of every month provisionally subject to an undertaking in writing being obtained from the employee that he would refund to the University any over-payment consequent on his failure to produce the required certificate of attendance or on his failure to satisfy the Vice-Chancellor about the proper utilization of the time spent for which study allowance is claimed.

(3) (a) In the case of definite course of study at a recognized institution, the study allowance shall be payable by the Vice-Chancellor on claims submitted by the employee from time to time, supported by proper certificates of attendance.

(b) The certificate of attendance required to be submitted in support of the claims for study allowance shall be forwarded at the end of the term, if the employee is undergoing study in an educational institution, or at intervals not exceeding three months if he is undergoing study at any other institution.

(4) (a) When the programme of study approved does not include or does not consist entirely of such a course of study, the employee shall submit to the Vice-Chancellor a diary showing how his time has been spent and a report indicating fully the nature of the methods and operations which have been studied and including suggestions as to the possibility of adapting such methods or operations to conditions obtaining in India.

(b) The Vice-Chancellor shall decide whether the diary and report show that the time of the employee was properly utilized and shall determine accordingly for what periods study allowance may be granted.

41. (1) For the first 120 days of the study leave, house rent allowance shall be paid at the rates admissible to the employees from time to time at the station from where he proceeded on study leave. The continuance of payment of house rent allowance beyond 120 days shall be subject to the production of a certificate to the effect that the employee continues to occupy the accommodation and has not sub-let either in whole or in part from time to time.

(2) Except for house rent allowance as admissible under sub-rule (1) and the dearness allowance and the study allowance, where admissible, no other allowance shall be paid to an employee in respect of the period of study leave granted to him.

42. An employee to whom study leave has been granted shall not ordinarily be paid traveling allowance but the Executive Council may in exceptional circumstances sanction the payment of such allowance.

43. An employee to whom study leave has been granted shall ordinarily be required to meet the cost or fees paid for the study but in exceptional cases, the Executive Council may sanction the grant of such fees:

Provided that in no case shall the cost of fees be paid to an employee who is in receipt of scholarship or stipend from whatever source or who is permitted to receive or retain, in addition to his leave salary, any remuneration in respect of part-time employment.

44.(1) If an employee resigns or retires from services or otherwise quits service without returning to duty after a period of study leave or within a period of three years after such return to duty or fails to complete the course of study and is thus unable to furnish the certificates as required under Rule 40 he shall be required to refund:

the actual amount of leave salary, study allowance, cost of fees, traveling and other expenses, if any, incurred by the University, together with interest thereon at rates for the time being in force on Government loans, from the date of demand, before his resignation is accepted or permission to retire is granted or his quitting service otherwise:

Provided that except in the case of employees who fail to complete the course of study nothing in this rule shall apply to an employee who, after return to duty from study leave, is permitted to retire from service on medical grounds.

(2) a) The study leave availed of by such employee shall be converted into regular leave standing at his credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose and the balance of the period of study leave, if any which cannot be so converted, treated as extraordinary leave,

b) In addition to the amount to be refunded by the employee under sub-rule (2) he shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.

(3) Notwithstanding anything contained in this rule, the Executive Council may, if it is necessary or expedient to do so, either in the interest of the University or having regard to the peculiar circumstances of the case or classes of cases, by order waive or reduce the amount required to be refunded under sub-rule (1) by the employee concerned or class of employees.

45. Unless there is anything repugnant in the Indian Maritime University Act, Statutes, Ordinances any amendments to the Central Civil Services (Leave) Rules, 1972 shall be deemed to be the amendments of the relevant provisions of these rules or any order or administrative instructions already issued/ to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments / orders are brought into force by the Central Government.

Chapter 5

ORDINANCES GOVERNING THE TRAVELLING ALLOWANCE OF THE EMPLOYEES OF THE UNIVERSITY

PRELIMINARY

1.(1) These rules shall be called the "Indian Maritime University (Travelling Allowance) Rules".

(2) These rules shall be deemed to have come into force on the Nov 14, 2008.

2. These rules shall apply to all employees of this University.

3. In these rules, unless there is something repugnant on the subject or context:-

(1) "Pay" means basic pay excluding special pay, personal pay and any other emoluments specially classed as pay, to which the employee is entitled at the commencement of his journey in case of employee who opt to retain the pre-revised scales of pay or continue to draw pre-revised scale on account of non-announcement of revised scale or non-finalisation of revised pay, the "Pay includes besides pay in the pre-revised scale appropriate Dearness Pay, Dearness Allowance and Interim Relief" thereon at the rate applicable under the orders in force.

(2) "Day" means a calendar day, beginning and ending at midnight.

(3) "Family" means wife or husband of the employee as the case may be legitimate children, step children, parents, step mother, sisters including widowed sisters and minor brothers residing with and wholly dependent upon the employee.

Note:1: Children includes adopted child, major sons and married daughters and widowed daughters residing with and wholly dependent upon the employee.

Note: 2: Any family member whose income from all sources does not exceed Rs.500/- p.m. is deemed to be wholly dependent on the employee.
Note: 3: Not more than one wife is included in the term family for the purposes of these rules.

4. Persons in the service of the University shall be classified in grades according to the pay ranges as detailed below for the purpose of TA & Halt Allowance:

Grade I	(a)	:	Vice Chancellor
Grade I	(b)	:	Rs.16,400 and above
Grade II		:	Rs.8,000 and above but less than Rs.16,400
Grade III		:	Rs.6,500 and above but less than Rs.8,000
Grade IV		:	Rs.4,100 and above but less than Rs.6,500 and
Grade v		:	below Rs.4,100

5. Honorary and part-time employees whose whole-time is not retained for the University Service or who are remunerated wholly or partly by fees, or honorary workers rank in such grade as the Vice-Chancellor may with due regard to their status declare.

6. The gradation of re-employed pensioners will be determined on the following basis:

Where the pension is held in abeyance during the period of re-employment, the grade of the re-employed pensioners shall be determined in accordance with the pay actually received from time to time.

(a) Where the pension is allowed to be drawn in addition to pay, the re-employed pensioner should for the purpose of Rule 11 be deemed to be in receipt of actual pay plus the pension, subject to the proviso that if the sum of such pay plus pension exceeds the pay of the post, if it is on fixed rate of pay, or the maximum pay of the post, if it is on a time-scale of pay such excess shall be ignored.

7. A University employee is in tour when absent on duty from his headquarters with proper sanction, Travelling allowance on tour is admissible from duty point at headquarters to the duty point at the distant station and vice versa.

8. Transfer means the movement of the University employee from one headquarters station in which he is employed to another such station either to take up the duties of a new post or in consequence of change of headquarters involving change of residence of the employee.

9. If an employee of a vacation Department combines tour with vacation, i.e. proceeds on tour and then avails of vacation without returning to headquarters, he will be granted tour travelling allowance under these rules for the onward journey only.

10. A University employee proceeding on leave, other than casual leave, while on tour will not be paid traveling allowance for the return journey.

11. No traveling allowance shall ordinarily be allowed to any person for a journey to join his first appointment.

12. Persons on deputation on foreign service terms serving the University shall be governed by the traveling allowance Rules of their parent department, so far as their transfer traveling allowance is concerned. For other journeys, they will be governed by the University rules, unless otherwise specified in the terms and conditions of their deputation.

13. Unless there is anything repugnant in the Indian Maritime University Act, Statues, ordinances, any amendments to the Central Government Rules relating to travelling allowances shall be deemed to be the amendments of the relevant provisions of these rules, or any order or administrative instructions already issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date such amendments/ orders are brought into force by the Central Government.

14. An employee on tour will draw the actual fare for journey by rail, sea or air or the revised rates of road mileage, as the case may be, and in addition draw daily allowance for the entire absence from headquarters starting with departure from headquarters and ending with arrival at headquarters to cover both on the way expenses as well as expenses for halt at outstation. For the time spent in journey the daily allowance will be admissible at the rate applicable for ordinary localities.

Note:1: If available, return tickets at reduced rates should always be purchased when an officer expects to perform the return journey by rail within the period for which a return ticket is available.

Note:2: Tax levied on railway passenger fare and collected by railways in addition to the rail fare by inclusion in the cost of passenger tickets should be reimbursed.

Note:3: When through booking involves the payment, for part of a journey, if rates for accommodation of a class higher than that to which the University employee is entitled, he may draw a single railway fare for the whole journey at the rate at which he is actually required to pay for the through booking.

15. A mileage allowance is an allowance calculated on the distance traveled which is given to meet the cost of a particular journey.

16. A journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short. The shortest route is that by which the traveler can most speedily reach the destination by the ordinary mode of traveling. If an employee travels by a route which is not the shortest, but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

17. An employee is required to travel by the class of accommodation for which traveling allowance is admissible to him. If he travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used.

18. When a University employee is compulsorily recalled to duty before the expiry of his leave and the leave is thereby curtailed he is entitled to draw mileage allowance for the journey from the place at which the order of recall reaches him, or if the journey involves traveling by sea from the part he lands in India.

19. The employees, when travelling by rail, shall be entitled to accommodation as follows:

a) Grade I – Vice Chancellor – Accommodation of the highest class by whatever name it may be called including air conditioned accommodation provided on the railway by which he travels.

1. Other employees:

Pay range	Travel entitlement
Rs.5,100 and above	First class Air conditioned
Rs.2,800 and above but less than Rs.5,100	Air Conditioned two Tier Sleeper
Rs.1,900 and above but less than Rs.2,800	First Class, First Class A/c Chair – Car
Rs.1,400 and above but less than Rs.1,900	First Class, A/c Chair – Car
Rs.1,100 and above but less than Rs.1,400	Second Class (Sleeper)
Below Rs.1,100	Second Class (Sleeper)

Note: Employees of all grades will be entitled to reimbursement of reservation charges for a seat (for day journeys) and sleeper berth (for night journeys) in addition to the fare for new second class.

19. (A) (i) Mileage Allowance

By Sea or by River Steamer

An employee when traveling by Sea or River Steamer shall be entitled to accommodation as follows:

Pay range	Entitlement
Rs.8,000 and above	Highest class
Rs.6,500 and above but less than Rs.8000	If there be two classes only on the Steamer the lower class
Rs.4,100 and above but less than Rs.6500	If there be two classes only on the Steamer the lower class. If there be three class. If there be four classes the third class.
Less than Rs.4,100	Lowest class

(ii) An employee's accommodation entitlement for travel between the main land and Andaman & Nicobar Group of Islands and Lakshadweep Group of Islands by ship operated by Shipping Corporation of India Ltd., will be as follows:

Pay range	Entitlement
Rs.8,000 and above	Deluxe Class
Rs.6,000 and above but less than Rs.8000	First / A Cabin Class
Rs.4,100 and above but less than Rs.6500	Second / B Cabin Class
Less than Rs.4,100	Bunk Class

(B) Other Employees : (i) Travel by Rail

Pay range	Travel entitlement
Rs.16,400 and above	A/c First class
Rs.8000 and above but less than Rs.16,400	II A/c Two Tier
Rs,6500 and above but less than Rs.8,000	First Class / A/c Tier 3 Tier AC Chair Car*
Rs.4,100 and above but less than Rs.6,500	First Class/AC 3 Tier sleeper/ AC Chair Car*
Below Rs.4,100	Sleeper Class

Note:* Employees who are entitled to travel on tour/Transfer by first class / AC-3 tier sleeper/AC chair car may at their discretion travel by AC2 tier Sleeper where any of the trains connecting the originating and destination stations concerned by the direct shortest route do not provide these three classes of accommodation.

(ii) Travel by Rajdhani Express Trains

Pay range	Travel entitlement
Rs.16,400 and above	A/c First Class
Rs.8,000 and above but less than Rs.16,400	II Ac 2 – Tier Sleeper
All others drawing pay below Rs.8,000	A/c 3 Tier

(iii) Travel by Shatabdi Express Trains

Pay range	Travel entitlement
Rs.16,400 and above	Executive Class
All other drawing pay below Rs.16,400	AC Chair Car

Note: Employees of all grades will be entitled to be re-imbursement of reservation charges for a Seat (for day journey) and sleeper berth (for night journeys) in addition to the fare.

20.(i) The Vice-Chancellor may travel by air at his own discretion. Travel by air within the country is permissible on tour in case of Officers in receipt of Rs.16,400/- and above at their discretion, provided that employees drawing pay between Rs.12,300/- and Rs.16,400/- may also be permitted to travel by air at the discretion of the Vice- Chancellor if the distance involved is more than 500 kms and journey cannot be performed overnight by direct train service / direct sleeper coach service.

(ii) Vice Chancellor shall be entitled for Travel by air in the case of International Travel by First Class.

(iii) The employees in the cadre of Registrar and equivalent status shall be entitled to Business / Club Class and all others by Economy class.

(iv) All others shall be entitled to travel by Economy class

21. A person entitled to travel by air on tour is entitled to mileage allowance equal to one standard air fare for the journey plus daily allowance as admissible under these rules. Provided that if at either end of the journey by Air he had to perform a connected journey by rail or road he may draw the mileage allowance admissible for such journey as laid down in these rules:
Provided further that no mileage allowance may be drawn in respect of the surface transport which forms part of the Air Journey and included in the fare for Air Journey.

22. If available, return tickets at reduced rate should always be purchased when a person expects to perform the return journey by air within the period during which a return ticket is available. The mileage allowance for the forward and the return journeys when such return tickets are available will, however, be the actual cost of return ticket.

23. The rates of Road Mileage will be as given below:

Pay range	Travel entitlement
(i) Rs.18,400 and above	Actual fare by any type of public bus, including AC bus (or) At prescribed rates for AC Taxi when the journey is actually performed by AC Taxi (or) At prescribed rates for Auto rickshaw for journeys by Auto rickshaw/own Scooter/motor cycles/Moped etc.
(ii) Rs.8000/- and above but less than Rs.18,400/-	Same as at (i) above with the exception that journeys by AC Taxi will not be permissible.
(iii) Rs.6,500/- and above but less than Rs.8,000/-	Same as at (ii) above with the exception that journeys by AC bus will not be permissible.
(iv) Rs.4,100 and above but less than Rs.6,500/-	Actual fare by any type of public bus other than AC bus; (or) At prescribed rates for Auto rickshaw for journeys by Auto Rickshaw / own Scooter/Motor Cycle, Moped etc.
(v) Below Rs.4,100/-	Actual fare by ordinary public Bus only (or) At prescribed rates for Auto Rickshaw / Own Scooter/Motor Cycle/ Moped etc.

Note: The mileage allowance for Road Journey shall be regulated at the following rates in places where no specific rates have been prescribed either by Director of Transport of the concerned state or of the neighboring state.

i) For journey performed by own car/Taxi — Rs.8 per km

ii) For journey performed by Auto rickshaw, own Scooter, etc. — Rs.4 per km

23(A) Mileage Allowance for journeys on foot and the Bicycle

The Mileage allowance for journey on foot and bicycle on tour and transfer will be 60 paise per km.

24. Whenever a road journey is performed between places connected by rail, rail being the ordinary mode of traveling, the road mileage prescribed in rule 23 limited to rail mileage will be admissible.

25. When an employee who is supplied with means of conveyance without charge returns to his headquarters on the same day, he will draw daily allowance only and no mileage allowance will be admissible.

26. A daily allowance is a uniform allowance for each day of absence from headquarters which is intended to cover the ordinary daily charges incurred by an employee in consequence of such absence.

27. Unless in any case, it be otherwise expressly provided in these rules, a daily allowance may be drawn while on tour on duty by every employee whose duties require that he should travel and may not be drawn except while on tour.

28. Daily allowance may not be drawn for any day on which an employee does not reach a point outside a radius of eight kilometers (16 kilometers, in the case of those getting conveyance allowance) from the duly point i.e. the place/office of employment at his headquarters or return to it from a similar point.

Note: 1: The Terms "radius of eight kms" should be interpreted as meaning a distance of eight kilometers by the shortest practicable route by which a traveler can reach his destination by the ordinary mode of traveling.

Note: 2: "For local journeys (i.e. those beyond 8 kilometers within the same and/or contiguous Municipality, etc. in which the headquarters of the employee is located) an employee will draw, for the journey involved, mileage allowance and in addition draw 50% of daily allowance calculated at the rates laid down in rule 31 i.e. where the absence from headquarters is less than 12 hours but more than 6 hours, he will drawn 60% of 70% daily allowance as so on.

29. Daily allowance may also be drawn during halt on tour or on a holiday occurring during a tour.

Note: 1: An employee who takes leave (including casual leave and restricted holiday) while on tour is not entitled to draw daily allowance during such leave,

Note: 2: Daily allowance is not admissible for any day, whether Sunday or Holiday unless the officer is actually and not merely constructively on camp (i.e. actually spends at least a portion of the particular Sunday or holiday in camp).

30. Daily allowance is admissible on the following scales:

"A" The daily allowance admissible to the Vice – Chancellor shall be as determined by the Executive Council" from time to time.

30 (B) When an employee does not stay in a hotel or makes his own arrangement

Pay Range	*Localities	B-1 Class	A Class Cities &	A-1 Class

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	other than mentioned in col. 3,4 & 5	Cities & Expensive Localities	Specially Expensive Localities	Cities
1	2	3	4	5
Rs.16400 and above	Rs.135	Rs.170	Rs.210	Rs.260
Rs.8000 and above but less than Rs.16400	Rs.120	Rs.150	Rs.185	Rs.230
Rs.6500 and above but less than Rs.8000	Rs.105	Rs.130	Rs.160	Rs.200
Rs.4100 and above but less than Rs.6500	Rs.90	Rs.110	Rs.135	Rs.170
Below Rs.4100	Rs.55	Rs.70	Rs.85	Rs.105

- As specified by the Government from time to time

30 (c) When the employee stays in a hotel or other establishment providing boarding and/or lodging at scheduled tariffs.

Pay Range	*Localities other than mentioned in Col. 3,4 & 5	B-1 Class Cities & Expensive Localities	A Class Cities & Specially Expensive Localities	A-1 Class Cities
1	2	3	4	5
Rs.16400 and above	Rs.335	Rs.425	Rs.525	Rs.650
Rs.8000 and above not less than Rs.16400	Rs.225	Rs.330	Rs.405	Rs.505
Rs.6500 and above but less than Rs.8000	Rs.200	Rs.250	Rs.305	Rs.380
Rs.4100 and above but less than Rs.6500	Rs.130	Rs.160	Rs.195	Rs.245
Below Rs.4100	Rs.65	Rs.85	Rs.100	Rs.125

- As specified by the Government from time to time

Note: 1 (a) When an employee stays in a hotel or other establishment providing boarding and/or lodging at scheduled tariffs, subject to production of hotel receipt, the D.A. will be 90% of the standard rate plus the lodging charges (exclusive of breakfast/meal) actually incurred for each calendar day but the total of the two should not exceed the corresponding rate prescribed for stay in hotel.

(b) Where an employee stays in government or public sector guest house and pays lodging charges in excess 25% of daily allowance admissible to him in the concerned localities under Table (B) above, daily allowance shall be payable as under.

(i) The respective rate of daily allowance for the concerned localities as shown in Table (B) shall be reduced by 25% and the lodging charges (exclusive of break-fast meals) paid by the employee to the Government Public Sector guest house authority for each calendar day shall be added thereto.

(ii) Daily allowance equal to the amount calculated in (i) above shall be admissible to the employee concerned subject to the condition that where it exceeds the hotel rate to which the employee is entitled for the respective locality as per Table (c) above, it shall be restricted to the latter rate

Note.2 On day(s) when the employee on tour is provided with free boarding and lodging he will draw only ¼ D.A. for that (those) days. If he is provided with only free board he will draw ½ DA for that (those) day(s). If he is provided with only free lodging he will draw ¾ DA for that (those) day(s).

Note 3: For the time spent in journey, only ordinary rate of daily allowance as in the Table at (B) will be admissible. When the total absence from the headquarters is partly spent in Journeys/ordinary locality and partly in expensive locality the total number of daily allowance in terms of rule 31 below will first be calculated. From this, the number of daily allowance for halt in the expensive locality for which daily allowance at special rates allowed will be deducted. The remaining number of daily allowance will then be calculated at ordinary rates as prescribed in column 2 of the Table at (B) above.

Note: 4. When an employee returns to headquarters the same day, the daily allowance admissible will be at ordinary rate only irrespective of the journey to an expensive locality.

31. Daily allowance for the entire absence from headquarters will be regulated as follows;

Full daily allowance may be granted for each completed calendar day of absence reckoned from mid-night to mid-night. For absence from headquarters for less than 24 hours, the daily allowance will be admissible at the following rates;

(i) If the absence from headquarters does not exceed 6 hours — Nil

(ii) If the absence from Headquarters exceeds 6 hours but does not exceed 12 hours — 70%

(iii) If the absence from headquarters exceeds 12 hours — Full

In case the period of an absence from headquarters falls on two calendar days, it is reckoned as two days and daily allowance is calculated for each day as above. Similarly, daily allowance for days of departure from and arrival at headquarters will also be regulated accordingly.

32. In case of continuous absence from headquarters, full daily allowance will be admissible for the first 180 days. No daily allowance is payable beyond 180 days.

33. (a) (i)An employee on transfer in the interest of the University may draw actual traveling allowance for self and each member of family on the scale admissible, but the claim in respect of dependent children shall be restricted to only two children with effect from 1.1.99

(ii)This will not be applicable to those employees who have more than two children prior to 1.1.99

(iii) The restriction of claim to only two children shall not be applicable in respect of those employees who are presently issueless or have only one child and the subsequent pregnancy results in multiple births as a consequence of which the number of children exceeds two.

(b) For journeys by Rail/Road/Air/Steamer, the admissibility of traveling allowance will be as for journeys on tour both for self and family. Between places not connected by rail, if the journey is performed by public bus, actual bus fare for self and each member of family is admissible. If the journey is performed otherwise than by public bus road mileage at the appropriate rate will be admissible as follows:
One mileage for self or self and one additional member of the family. Two mileages if two members of family accompany, three mileages if more than two members of family accompany.

(c) An employee on transfer is eligible for a composite transfer grant equal to one month's basic pay in the case of transfer involving a change of station located at a distance of/or more than 20 kms from each other. In the case of transfer of station which is at a distance of less than 20 kms from the old station and of transfers within the same city, the composite transfer grant shall be restricted to one third of the basic pay, provided a change of residence is actually involved.

(d) An employee on transfer is eligible for cost of transportation of personal effects as detailed below:

(i) Transportation of personal effects by rail:

Pay Range	Personal Effects that can be carried
Rs.16,400 and above	Full four wheeler wagon or 6000 kg by goods train or one Double Container
Rs.8,000 and above but less than Rs.16,400	Full four wheeler wagon or 6000 kg by goods train or one Single Container.
Rs.6500 and above but less than Rs.8000	3000 kg by goods train
Rs.4100 and above but less than Rs.6500	1500 kg by goods train
Below 4100	1000 kg by goods train

Note: An employee in receipt of a revised pay of Rs.3,350/- p.m. and above shall be permitted to transport 1500 kg of personal effects by goods train.

(ii) Transportation of Personal effects by Road:

The rates of allowances for carriage of personal effects between places connected by road only shall be as indicated below with effect from 14th November 2008.

Pay Range (1)	A1/A/B1 Class Cities (Rs. Per Km) (2)	Other Cities (Rs. Per Km) (3)
Rs.8000 and above	Rs.30.00	Rs.18.00
Rs.6500 and above but less than Rs.8000	Rs.15.00	Rs.9.00
Rs.4100 and above but less than Rs.6500	Rs.7.60	Rs.4.60
Below Rs.4100	Rs.6.00	Rs.4.00

Note (1): The allowance at higher rates mentioned in Column (2) will be admissible as at present only for carriage of personal effects from one place to another within the limits of A1/A/B1 class cities.

Note (2): An employee in the revised pay of Rs.3350 per month and above shall be entitled to the rates of allowances prescribed for employees in the pay range of Rs.4100 and above but less than Rs.6500.

Note (3): In the case of transport by road, an employee can draw the actual expenditure (or) the amount admissible on transportation of maximum admissible quantity by rail and then an additional amount of not more than 25% thereof, whichever is less.

Personal effects should be transported by goods train at owner's risk between places connected by rail. If transported by road, the actual expenditure or 1 ¼ times of the amount admissible for transport by goods train whichever is less will be admissible.

The higher rate of road mileage is admissible for transport of personal effects between one place and another within the limits of A or B1 class cities.

The lower rate of road mileage is admissible for transport of personal effects between stations not connected by rail.

e) Transport of conveyance:

The scales for transportations of conveyance at University expenses will be as follows with effect from 14th November 2008.

Pay Range	Entitlement
Rs.6500 and above	One Motor Car, or one Motorcycle/Scooter, or one horse
Less than Rs.6500	One Motorcycle/Scooter/Moped or one Bicycle

Transport by rail:

(a) By Passenger train: Actual freight charged by the railway

(b) By Goods train: Cost of packing, cost of transporting the packed car, motor cycle to and from the goods shed, cost of crating the car, loading and unloading charges cost of ropes, etc. are all reimbursable. Claim to be limited to the amount under (a) above.

(c) One second class fare by the shortest route between the stations from and to which the car is actually transported by rail can be drawn for a chauffeur or cleaner.

Transport by road:

Rs.1.30 per Km. For motor car Rs.0.50 per km for motor cycle/scooter, limited to freight rate by passenger train.

Between places connected by rail – Actual cost of transportation, limited to the freight charges by passenger train. Between places not connected by rail, 30 paise per km.

34.(i) Except on resignation, dismissal and removal from services, an employee, who on retirement from University service settled down at places other than the last station of their duty located at a distance of more than 20 km. is eligible for composite transfer grant equal to a month's basic pay last drawn.

(ii) In case of employee who on retirement settles at the last station of duty itself or within a distance of less than 20 km. the composite transfer grant is equal to one third of the basic pay last drawn by him subject to the condition that a change of residence is actually involved.

(iii) In the case of transportation of conveyance by employees on their retirement, the expenditure shall be re-imbursable without insisting on the requirement that the possession of the conveyance by them while in service at their last place of duty should have been in public interest.

(iv) An advance of travelling allowance may be sanctioned by authorities competent to sanction such an advance in cases of journeys performed. During leave preparatory to retirement but not in case of journey performed after the date of retirement.

35. The family of an employee who dies in harness may draw traveling allowance from the last headquarters of the deceased employee to the home town or to another selected place of residence where the family wishes to settle down, provided the journey completed within one year after the death of the employee.

36. Finance Officer may sanction to an employee who is required to proceed on tour/ transfer an advance to cover his personal traveling expenses. The Vice-Chancellor may sanction tour advance in his favour.

37. Second advance is not permissible, except under special orders of the Vice Chancellor until an account has been given of the first advance. An employee who has taken an advance for any particular journey may not take payment of Travelling Allowance bills before rendering complete accounts of the said advance or any portion of it.

38. The amount of advance granted shall be adjusted within one month from the date of completion of the tour or by 31st March, whichever is earlier. Advances drawn in the month of March, may, however, be adjusted on completion of the tour or by 30th April whichever is earlier.

39. No claim of traveling allowance which is not preferred within six months of the completion of journey shall be paid without the specific sanction of the Vice-Chancellor.

40. No revision of traveling allowance, once drawn, shall ordinarily be permissible.

41. All other cases not covered by these rules shall be dealt with in accordance with the general or specific orders of the Vice Chancellor after considering the corresponding provisions in the Government Rules on the point.

42. Where it is satisfied by the Vice-Chancellor that the operation of any of these rules causes or likely to cause undue hardship to any employee, he may, notwithstanding anything contained in these rules, deal with the case of such employee in such manner as may appear to him to be just and equitable subject to approval of the Executive Council.

43. Members of the University Bodies (Executive Council, High Power Committee, Finance Committees, Court, Board of School, Board of Governor, Boards of Studies, Academic Council and other authorities) are entitled to Travelling Allowance indicated in the following rules:

(i) Journey by rail: Normally, a member should travel by first class by rail. In respect of such journeys, he will be treated at par with Government servant of the First Grade and will be entitled to first class rail fare.

Where, however the Vice-Chancellor considers that a non-official should travel by A.C.C., he may, at his discretion, allow A.C.C. travel, where this concession is, in his opinion, justified by fulfillment of one or more of the following conditions:-

1) When a person is required to travel in air-conditioned accommodation on grounds of health or because of very advanced age and/or infirmity.

2) Where a person is or was entitled to travel in air-conditioned coach under the rules of the organization to which he belongs or might have belonged before retirement.

3) Where the Vice-Chancellor is satisfied the A.C.C. travel by rail is the customary mode of travel by the non-official concerned in respect of journeys unconnected with the performance of Government duty.

Note: Non-official members of University Bodies, etc., will be entitled to travel by Second Class AC. 2 tier sleeper coach while performing journeys to attend meetings of University Bodies. However, this concession would not be available for travel by Second Class AC, 2-tier sleeper coach in Rajdhani Express train.

(ii) Journey by road: In respect of journeys by road between places not connected by rail, the member will be entitled to road mileage admissible to an officer of the First Grade under rule 23 above for travel in own car/full taxi or on motor cycle/scooter.

In a case where journey between two places connected by rail, is performed by road, he will be entitled to the prescribed road mileage limited to first class fare by rail.

However, if, in an individual case, the Vice-Chancellor is satisfied that the journey by road was performed in the public interest, full road mileage allowance may be granted without restricting it to rail fare.

(iii) Journey by sea or by River Steamer: In respect of journey by sea or by river steamer, a non-official member will be entitled to one fare at the lowest rate (exclusive of diet) of the highest class of accommodation.

The non-official members of the University Bodies will be eligible for daily allowances conveyance allowances at the following rates:

(i) High Powered Committees/Commissions		
Classification of cities	Daily allowance (for outstation non-official members) for stay in a hotel	Conveyance allowance (for local non-official members)
'A' Class cities	Rs.300 per day	Actual conveyances hire charges subject to a ceiling of Rs.75 per day.
'B' Class cities	Rs.250 per day	
'C' Class cities	Rs.200 per day	Actual conveyances hire charges subject to a ceiling of Rs.50 per day.

If an outstation non-official member does not stay in a hotel, the above rate will be reduced by Rs.50 per day, according to the classification of the city.		
(ii) For routine/less important Committees/Commission		
Classification of cities	Daily allowance (for outstation non-official members)	Conveyance allowance (for local non-official members)
'A' Class Cities	At a flat rate of Rs.150 per day if the member stays in a hotel and Rs.100 per day if the member does not stay in a hotel, irrespective of the classification of the city	Actual conveyance hire charges subject to a ceiling of Rs.50 per day irrespective of the classification of the city

(iii) When a non-official appointed to a Committee, Commission or Board of Enquiry, is allowed free boarding and lodging at the expense of the Central Government or a State Government or an autonomous industrial or commercial undertaking or corporation, or a Statutory body or a local authority, in which Government funds have been invested or in which Government have any other interest, he shall be entitled to only one-fourth of the daily allowance admissible to him under these orders. If only board is allowed free, daily allowance shall be admissible at three-fourth of the admissible rates.

The entire absence for calculating the DA shall be reckoned from and to the ordinary place of residence of the members.

(iv) T.A. and D.A. to members will be admissible on production of a certificate that they have not drawn any traveling or daily allowance for the same journey and halts from any other source.

(v) The bills prepared and signed by the members will be countersigned by Finance Officer. Payments will not be made earlier than the last date up to which the allowance is claimed. The traveling allowance for onward journey and return journey will be included in the bill and the payment will be treated as final.

(vi) Members are eligible for traveling allowance for the journey actually performed in connection with the meeting of the Committee, etc. to the place of their permanent residence. If any member performs a journey from a place other than the place of his permanent residence to attend a meeting or returns to a place of his permanent residence after the termination of the meeting, traveling allowance shall be worked out on the basis of the distance actually traveled or the distance between the place of permanent residence and the venue of the meeting, whichever is less.

44. Road mileage is admissible to a member @ Rs.1.30 per km. if he/she traveled by own car/taxi subject to the approval of the Vice-Chancellor.

45. It shall be the duty of a Controlling Officer before signing or countersigning a traveling allowance bill:-

(a) to scrutinize the frequency and duration of journeys and halts for which traveling allowance is claimed, and to disallow the whole or any part of the traveling allowance claimed for any journey was unnecessary or unduly protracted or that a halt was of excessive duration.

(b) to scrutinize carefully, the distance entered in traveling allowance bill.

(c) to satisfy himself (i) that the mileage allowance for journeys by railways or steamer excluding additional fare or fares allowed for incidental expenses, has been claimed at the rate applicable to the class of accommodation actually used and (ii) that concessional return tickets for the journeys charged for in the bill were purchased wherever and whenever possible.

(d) to observe any subsidiary rules or orders which the Executive Council or the Vice Chancellor may make for his guidance.

(e) to satisfy himself before permitting a claim under rule 34 that the individual actually bought a through ticket at the rate claimed and that it was not possible for him to get a through ticket at a cheaper rate by paying only for the appropriate class of accommodation over that portion of the journey where accommodation of that class was available.

46. Unless there is repugnant in Indian Maritime University Act, Statutes, Ordinances, any amendments to Fundamental Rules and Supplementary Rules shall be deemed to be the amendments of the relevant provisions of these rules or any order or any Administrative instructions already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders brought into force by the Central Government.

Chapter 6

ORDINANCES GOVERNING THE LEAVE TRAVEL CONCESSION TO THE EMPLOYEES OF THE UNIVERSITY

1. Those rules may be called the "Indian Maritime University (Leave Travel Concession) Rules". They shall be deemed to have come into force on the 14th November 2008.

2.(a) They shall apply to all employees in whole time employment of this University who have rendered a continuous service of more than one year on the date of commencement of the journey.

(b) Re-employed officers shall be eligible for the concession on completion of one year continuous service and subject to the condition that the succession block of two/four calendar years in the case of such employees shall be reckoned from the actual date of their joining the post under the University and that he is likely to continue to serve under this University for a period of 2/4 years from the date of joining the post in the University.

3. Save as otherwise provided in these rules:

(a) "Family" means an employee's wife or husband. As the case may be residing with the employee and two surviving children or stepchildren residing with and wholly dependent upon the employee, whose income from all sources does not exceed Rs.1500/- p.m. It includes in addition, parents, step mother, unmarried/ divorced/abandoned/separated from husbands or widowed sisters, minor brothers and married daughters, who have been divorced abandoned or separated from their husbands, if residing with and wholly dependent upon the employee. Widowed sisters are also included, if residing with and wholly dependent upon the employee (provided their parents either not alive or they themselves dependent on the employee).

Note 1: The Restriction of two surviving children as indicated above shall not apply in respect of existing children of an employee and a child born within one year of the restriction coming into force and also in case of multiple quilts after ex-child.

Note 2: Not more than one wife is included in the terms family for the purpose of these rules. However, if a Government servant has two legally wedded wives and 2nd marriage is with the specific permission of the University, the 2nd wife shall also be included in the definition of "Family".

(b) "Home town" means the permanent hometown or village as entered in the service book or other appropriate office record or such other place as has been declared by him duly supported by reasons such as ownership of immovable property, permanent residence of close relative, etc., or the place where the employee would normally reside but for his absence on account of service in the University. Declaration once made shall be final.

(c) "Once in a period of two calendar years" means once in each block of two calendar years commencing from the year 1986 i.e. year 1986 and 1987 constituting one block of two calendar years.

(d) "Once in a period of four calendar years" means a period of four calendar year 1986 i.e. the years 1986, 1987, 1988 and 1989 constituting one block of four years.

(e) "Any place in India" will cover, besides the home town of the employee, any place within the territory of India whether it is on the mainland of India or overseas.

(f) "Shortest route" is that by which the traveler can most speedily reach his destination by the ordinary modes of traveling.

4.(1) An employee of this University shall avail leave travel concession for self and family to visit hometown declared by him/her by the shortest route once in a period of two calendar year – and he/she shall be eligible for full re-imbursement of the entire fare for the journey to home town from headquarters and back limited to the eligible Air/Rail/Road mileage, etc., as on tour:

Provided that the rate of road mileage between places not connected by rail, fare paid for any type of bus including super deluxe, deluxe, express excluding air-conditioned bus.

(2) When the husband and wife are both employees of this University, the couple should be treated as a single family unit and should declare only one place to be their hometown which should be the same place for both of them for all times:

Provided that if, for any reasons the husband and wife are residing separately they can claim the concession independently as two separate employees according to his or own entitlements:

Provided further if the family performs journeys separately there is no objection to an employee presenting separate claims.

(3) When the spouse of an employee employed in an office other than this University where L.T. C. facilities are available or otherwise not so employed, the claim for spouse should be accompanied by an employment/non employment certificate in respect of the spouse as in Form as prescribed.

5(1)(i) An employee of this University shall avail Leave Travel Concession for self and members of his family to visit any place in India once in a block of four years and he shall be eligible for full reimbursement of the entire actual fare for the journey from head quarters a place of visit in India as declared by the employee in advance and back.

(A) Journey by Air/Rail:

Pay Range	Entitlement
Rs.18,400 and above.	Air Economy (Y) Class by National Carriers or AC First Class by Train, at their opinion
Rs.16,400 and above, but less than Rs.18,400	AC First Class
Rs.8,000 and above, but less than Rs.16,400	Second AC 2-tier Sleeper

Pay Range	Entitlement
Rs.4,100 and above, but less than Rs.8,000	First Class/AC 3 – tier Sleeper/AC Chair Car*
Below Rs.4,100	Second Sleeper

* All Government servants who are entitled to travel on LTC by First Class/AC 3-tier Sleeper/AC Chair Car may, at their discretion, travel by AC 2-tier Sleeper in cases where any of the trains connecting the originating and destination stations concerned by the direct shortest route do not provide these three classes of accommodation.

Travel by Rajdhani Express Trains:

Pay Range	Entitlement
Rs.16,400 and above.	AC First Class
Rs.8,000 and above, but less than Rs.16,400	Second AC 2-tier Sleeper
Rs.4,100 and above, but less than Rs.8,000	AC 3-tier Sleeper

Travel by Shatabdi Express Trains:

Pay Range	Entitlement
Rs.16,400 and above.	Executive Class
Rs.4,100 and above, but less than Rs.16,400	AC Chair Car

NOTE: Entitlement by Rajdhani/ Shatbdi Trains would be applicable in cases where journey is actually undertaken by these trains and not for determining entitlement on notional basis. Both ends of the journey, i.e., place of start of the journey and the destination should be directly connected by Rajdhani/ Shatabdi Express.

(B) Journey by Sea or by River Steamer:

Pay Range	Entitlement
Rs.8,000 and above	Highest Class
Rs.6,500 and above, but less than Rs.8,000	If there are two classes only on the steamer, the lower class. If there are three classes, the middle or the second class.
Rs.4,100 and above, but less than Rs.6,500	If there be four classes, the third class
Below Rs.4,100	The lowest class.

Accommodation entitlement for travel between the mainland and the Andaman & Nicobar Group of Islands and the Lakshadweep Group of Islands by ships operated by the Shipping Corporation of India Limited will be as follows:

Pay Range	Entitlement
Rs.8,000 and above	Deluxe Class
Rs.6,500 and above, but less than Rs.8,000	First/'A' Cabin Class
Rs.4,100 and above, but less than Rs.6,500	Second/'B' Cabin Class
Less than Rs.4,100	Bunk Class.

(C) Journey by Road:

Pay Range	Entitlement
(i) Rs.18,400 and above.	Actual fare by any type of public bus, including air-conditioned bus: OR At prescribed rates for AC Taxi/ Taxi (AC Taxi when the journey is actually performed by AC Taxi) for journey to the places not connected by rail, subject to condition that the claim shall be restricted to the bus fare by entitled class or the fare actually paid, whichever is less.
(ii) Rs.8,000 and above, but less than Rs.18,400	Same as at (i) above with the exception that journeys by AC Taxi will not be permissible.
(iii) Rs.6,500 and above, but less than Rs.8,000	Same as at (ii) above with the exception that journeys by air-conditioned bus will not be permissible.
(iv) Rs.4,100 and above, but less than Rs.6,500	Actual fare by any type of public bus other than air-conditioned bus: OR At prescribed rate for auto rickshaw for journey to places not connected by rail, subject to condition that the claim shall be restricted to bus fare by entitled class or the fare actually paid, whichever is less.
(v) Below Rs.4,100	As at (iv) above with the condition that the claim shall be restricted to the bus fare by ordinary bus.

NOTE: In all cases of travel by AC Taxi, Taxi or Auto rickshaw, production of fare receipt will be necessary.

(2) Journey by road – (i)

(ii) Where a public transport system as aforesaid does not exist the assistance will be regulated as in case of journeys undertaken on transfer.

(iii) Notwithstanding anything contained in sub-rule (1) or Clauses (i) of sub-rule (2) where a Government servant travelling by road takes a seat or seats in a bus, van or other vehicle operated by Tourism Development Corporation in the Public Sector, State Transport Corporations and Transport Services run by other Government or local bodies to visit any place in India, the reimbursement shall be either the actual hire charges or the amount reimbursable on the journey to the declared place of visit had the journey been undertaken by entitled class by rail by the shortest direct route, whichever is less. Reimbursement shall not be admissible for journey by a private car (owned, borrowed or hired), or a bus, van or other vehicle owned by private operators.

(3) By Air – The Government servant may travel by air between places not connected by rail, where an alternative means of travel is either not available or is more expensive.

(4) In regard to places in territory of India connected by shipping services, the entitlement of a Government servant to travel by ship will be regulated as in the case of journeys by ship undertaken on transfer.

(5) Travel between places not connected by any other means of transport – For travel between places not connected by any other means of transport, a Government servant can avail or animal transport like pony, elephant, camel, etc. in such cases mileage allowance will be admissible at the same rate as for journeys on transfer.

Provided that the LTC will not be admissible for journeys performed by private car (owned), borrowed (hired) or in a chartered bus, van or other vehicle owned by private operators. However, if the journey is performed by vehicles operated by Tourism Development Corporations in Public Sector State Transport Corporations and Transport Services run by Government or local bodies, the claim will be restricted to the actual expenses limited to the railway fare by the authorized class of accommodation.

Provided further that between places not connected by rail, where a recognized public transport system exists, the fares actually charged by such a system shall be admissible.

(2) When the employee travels in a higher class, the assistance will be restricted to the fare of the appropriate class and if he/she travels by lower class the assistance will be based on the lower class fare actually paid.

(3) For journeys performed by purchasing a circular tour ticket the claim shall be admissible as between the headquarters and the declared place or visit by the shortest direct route by the class of accommodation actually used or entitled class whichever is less.

(4) For journeys to Port Blair the journey upto the port of embarkation shall be admissible as usual. From the port of embarkation to Port Blair the employee will be entitled to the cost of sea passage by the entitled class which is given below:

a)	First Grade Officers drawing pay of Rs.5,100. (Revised) and above	Deluxe cabin
b)	Other first grade Officers	I Class cabin
c)	Second grade	II Class (A) cabin
c)	Third grade	II Class (B) cabin
d)	Fourth grade	Bunk

However the Vice Chancellor may permit Grade I Officers to travel from the nearest point in mainland to Port Blair by Air.

6. (1) The grade of the employee shall be decided on the date of journey.

(2) The LTC is ordinarily admissible for the journeys performed during regular or casual leave including special casual leave and maternity leave.

(3) The concession to go to any place in India is in lieu of one of the two concessions to hometown available in a block of four calendar years.

(4) If a University servant's hometown is outside India the assistance is admissible upto the India Railway station or port nearest to hometown.

(5) A child/children of an employee studying at a place other than the hometown residing in hostels he/they shall be eligible for LTC as members of the family of the employee from the place of study to the hometown/any place in India and back or from the headquarters of the employee to the hometown/any place in India and back whichever is less.

(6) The LTC is not admissible to an employee who proceeds on regular leave and then resigns his post without returning to duty.

(7) The LTC can be combined with journeys on transferor tour.

(8) In the case of an employee who is under suspension, the LTC is admissible to his/her family only.

(9) An employee can change the declared place of visit before the commencement of the journey with the approval of the Registrar.

(10) The employee or members of his family visit either the same place or different places of the choice under the scheme to visit anywhere in India.

(11) The LTC admissible for a particular block of two/four years which is not availed of during the block may be availed of in the first year of the next block by the employee and the family independently of each other.

(12) The right of an employee for re-imbursement of Leave Travel Concession shall stand forfeited or be deemed to have been relinquished if the claim for it is not preferred within six months of the date of completion of the return journey.

(13) All other cases not covered by these rules shall be dealt with in accordance with the general or specific order of Vice Chancellor after taking into consideration the corresponding provisions in Government Rules on the subject.

(14) The Registrar of the University shall be competent to grant advance to the employees of the University to enable them to avail themselves the LTC. The amount of such advance shall be limited to 4/5 of the estimated amount which the University would have to reimburse in respect of the cost of journey both ways.

(15) If the family of these employees travels separately the advance may also be drawn separately to the extent admissible.

(16) An employee can draw advance for LTC journey for his family members 65 days before the proposed date of onward journey. However he should produce the outward railway tickets within 10 days of the drawal of advance to the competent authority to show that he has actually utilized the amount to purchase the ticket. The advance drawn for the purpose should be refunded in full if the onward journey is not commenced within 65 days of the grant of advance.

(17) An employee who has taken an advance for L.T.C. should submit the adjustment bill within one month of the completion of return journey.

(18) If the onward journey is not commenced within one month from the date of sanction of advance or if the adjustment bill is not presented within one month of the completion of the return journey or if any of the rules for granting advance for L.T.C. has been violated, a penal interest @ 2 ½ over and above the rate of interest for purchase of conveyance shall be charged.

7. Unless there is anything repugnant in the Indian Maritime University Act, Statutes and Ordinances any amendments to the orders regarding the grant of travel concessions to Government servants during, regular leave shall be deemed to be the amendments of the relevant provisions of these rules or any order or administrative instructions already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders are brought into force by the Central Government.

Chapter 7
ORDINANCES GOVERNING THE REIMBURSEMENT MEDICAL EXPENSES TO THE EMPLOYEES OF THE UNIVERSITY

1. These rules may be called the "Indian Maritime University (Medical Attendance) Rules". They shall apply to all employees of the University both teaching and non-teaching including those who are on re-employment. They shall not apply to those who are on deputation from Government Departments Central or State.

2. In those rules unless there is anything repugnant in the subject or context:-

(i) "Authorised Medical Attendant" means the Medical Officer appointed by the University.

(ii) "Employee of the University" means all officers and employees of the University under its administrative control and employees of the various centres under the control of the University but will not include a part-time employee, piece-worker, casual daily labourer and employees on contract basis.

(iii) "Medical Attendance" means Attendance in the consulting room of the Authorised Medical Attendant or Government Hospital or any other hospital recognized by the University or at the residence of the employee, including such pathological, bacteriological, radiological or other methods of examination for the purposes of diagnosis as are available in the hospital or consulting room and are considered necessary by the Authorised Medical Attendant and such consultation with a Specialist or other Medical Officer as the Authorised Medical Attendant certifies to be necessary to such extent and in such manner as the Specialist or the Medical Officer may, in consultation with the Authorised Medical Attendant, determine.

(iv) "A Specialist" means a Medical Officer in the service of the Government or in private practice who has obtained special proficiency in a particular branch of the science of medicine.

(v) "Treatment" means the use of all medical and surgical facilities available at the University recognized hospital or any other Government hospital in which the employee is treated and includes;

(a) The employments of such pathological, bacteriological, radiological or other methods as are considered necessary by the Authorised Medical Attendant.

(b) The supplies of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the hospital.

(c) The supply of such medicines, vaccines, sera or other therapeutic substances not ordinarily so available as the authorized medical attendant may certify in writing to be essential for the recovery or for the presentation of serious deterioration in the condition of the employee except in items mentioned below, namely:-

1. Preparations which are not medicines but are primarily foods, tonics, toilet preparations or disinfectants; and
2. Expensive drugs, tonics, laxatives or other elegant and proprietary preparations for which drugs of equal therapeutic value are available.

Note: Sales tax paid by the employee while purchasing medicines from the market is refundable. Packing and postage charges paid by employees for purchasing special medicines from outstation are not refundable.

(d) Such accommodation as is ordinary provided in the hospital and is suited to his status and such nursing as is ordinary provided to in-patients by the hospital.

3. (1) A University employee shall be entitled, free of charge to medical attendance by the Authroised Medical Attendant of the University or at the University recognized hospital or at the Government hospital or at his/her residence when in the opinion of the Authorized Medical Attendant, such employee is unable to attend the hospital.

(2) Where an employee is entitled, free or charge, to receive medical attendance, any amount paid by him on account of such medical attendance shall, on production of a certificate in writing by the authorized medical attendant in this behalf be reimbursed to him by the University.

Provided that the Finance Officer shall reject any claim if he is not satisfied with its genuineness on facts and circumstances of each case. While doing so, he shall communicate to the claimant the reasons, in brief, for rejecting the claim and the claimant may submit an appeal to the Vice Chancellor within a period of forty five days of the date of receipt of the order rejecting the claim.

(3) If the authorized Medical Attendance is of the opinion that the case of an employee is of such a serious nature as to require medical attendance by some other Medical Officer or Specialist he shall, with the permission of the Vice Chancellor, refer the patient to such other Medical Officer or Specialist, appointed by the University as may be available in the station for such attendance. In case no other Medical Officer or Specialist appointed by the University is available in the station or the Medical Officer is not competent to render assistance or advice of the special type required by the employee or facilities are not available for the special treatment, the Authorized Medical Attendant may apply to the Vice Chancellor for permission to refer the patient to a Specialist at another station or call him from other station. The fee and Travelling allowance of the Specialists (in station or outside) and the cost of medicines prescribed by him and purchased by the employee shall be reimbursed to him from the Authorized Medical Attendant. In emergent cases when the Vice Chancellor is out of station any delay is likely to lead to serious impairment of the health of the patient the Medical Attendant may call in a Specialist or summon a Medical Officer from outstation in anticipation of the sanction of the Vice Chancellor and will report such cases immediately to him for approval.

4. (i) A University employee shall be entitled free of charge of treatment;

(a) In the University recognized hospital or any other Government hospital or at near the place where he falls ill as can, in the opinion of the Authorized Medical Attendant, provide the necessary and suitable treatment or

(b) if there is no such hospital as is referred to in sub-clause (a), in such hospital other than a Government hospital at or near the place as can, in the opinion of the Authorised Medical Attendant, provide the necessary and suitable treatment.

(ii) Where an employee is entitled, free of charge, to treatment in hospital, any amount paid by him on account of such treatment shall, on production of a certificate in writing by the Authorized Medical Attendant in this behalf, be reimbursed to him by the University.

Note 1: Expenses incurred by an employee or a member of his family on treatment for "Venereal Diseases" and "Delirium Tremens" should be regarded as reimbursable.

Note 2: Reimbursement of expenditure incurred on account of treatment of sterility will be admissible.

Note 3: Expenses incurred on medical termination of pregnancy is reimbursable provided the medical termination of pregnancy has been performed at Government or other institutions/hospitals/institutions approved under the Medical Termination of Pregnancy Act 1971.

Provided that the Finance Officer shall reject any claim if he is not satisfied with its genuineness on facts and circumstances of each case. While doing so, he shall communicate to the claimant the reasons, in brief, for rejecting the claim and the claimant may submit an appeal to the Vice Chancellor within a period of forty – five days of the date of receipt of the order rejecting the claim.

5. (1) If the Authorized Medical Attendance is of the opinion that owing to the severity of the illness, an employee cannot move the hospital, he may receive treatment at his residence

(2) Such employee receiving treatment at his residence shall be entitled to receive towards the cost of such treatment incurred by him a sum equivalent of the cost of such treatment as he would have been entitled to receive had he been treated in the University recognized hospital or any other Government Hospital.

(3) Claims for sums admissible under sub-clause (2) shall be accompanied by a certificate in writing by the Authorized Medical Attendant stating his reasons for the treatment at the residence of the patient and the cost of similar treatment in the hospital.

6. In special cases, the Vice Chancellor may sanction treatment of a University employee or his/her family at special hospital/clinic/nursing home. In such case, the extent of reimbursement over and above the expenses admissible under these rules will be decided by the Vice Chancellor.

7. Families of the University employees are entitled to medical attendance and/or treatment on the scale and conditions allowed to the employees themselves, subject to such exceptions or restrictions specified in these rules.

Definition of Family:

`Family' means wife or husband as the case may be, parents, children and step-children wholly dependent' upon the University employees.

Explanations:

(a) The term 'Family' does not include any other dependent relations such as brother, sister, widowed sister etc. The term 'Parents' does not include 'Step parents'. The term 'Children' will include children adopted legally.

(b) The husband or wife of the employee, as the case may be, employed under the Government or any other corporation, bodies financed partly or wholly by the Central or State Government local bodies and private organisations which provide medical facilities provided by the organisations in which he/she is employed.

(c) For this purpose, every employee should give a declaration at the commencement of these rules or immediately after appointment whether his wife or her husband is employed or not. If employed a joint declaration should be furnished as to who will prefer the claim for reimbursement of medical expenses incurred on the medical attendance and treatment in respect of wife/husband and the children. The above declaration should be submitted in duplicate. It will remain in force till such time as it is revised on the express request in writing by both the husband and wife.

(d) Such parents should be regarded as 'Wholly/mainly dependent' upon an employee who normally reside with the employee concerned and whose total monthly income does not exceed Rs.500/- p.m.

8. (a) For the purpose of medical attendance, up to four consultations at the rate of one consultation a day completed within a period of ten days from the date of commencement of treatment is allowed in respect of one single and continuous spell of illness/disease.

(b) There should be a reasonable gap between the closing of first spell of illness from one disease and recurrence of the same disease for a second time to justify a fresh claim in respect of medical attendance.

(c) The employees may be required to produce the original prescriptions by the claimants, if considered necessary in order to verify the prescribed ceilings on the number of consultations/visits etc and in order to satisfy about the genuineness of the claims.

(d) In cases which are definitely not prolonged, treatment (limited to the administration of injections only) prescribed, while medical attendance is received, may be taken at the consulting room of the Authorised Medical Attendant or at the residence of the patient, spread over a period not exceeding ten days. In such cases, normally ten injections in a period of end days should suffice. These limits may be exceeded slightly (not exceeding five) viz. 15 injections spread over a period of 10 to 15 days depending on the conditions of ailment of the patient as in the opinion of the Authorised Medical Attendent is essential for the recovery of the patient, charges for injections will be payable at the prescribed rate.

(e) (i) Every consultation after the first in respect of the same patient should be treated as 'subsequent consultation' and charged for at the prescribed lower rates irrespective of the interval between the two consultations provided that the patient has been under the treatment of the same doctor.

(ii) Where a patient after being cured a particular illness develops a 'fresh' illness and consults the same doctor that consultation should be regarded as a 'fresh consultation' and may be charged for at full rates and

(iii) Where a patient consults the same doctor in regard to the super-imposition of another disease during the course of treatment of one disease, that consultation should be regarded as 'fresh consultation' and charged for at full rates.

Note: If at the time of consultation the medical officer consulted also administers injections he will be entitled to charge fees both for the consultation and for the injection at the prescribed rates. However if at a later stage the medical officer administers injections prescribed at the previous consultations, fees should be charged for injections only.

(f) (i) Diet-charges paid to hospitals and T.B. Sanatoria, etc. by the University employees and members of their families during the course of their in-door treatment will be reimbursed in full in case where the pay of the employees concerned is not more than,

I) Rs.400/- per month (pre-revised) in the case of patients suffering from diseases other than T.B. and mental; and

II) Rs.640/- per month (pre-revised) in the case of patients suffering from T.B. and mental diseases.

(ii) In the case of reimbursement of medical expenses incurred by University employees on hospitalisation for themselves and members of their families in hospitals the tariffs of which indicate a flat rate inclusive of diet charge, the diet charges should be regulated as follows:

(a) Where the flat charge made by the hospital includes

(1) Diet (2) accommodation (3) ordinary nursing and (4) medical and surgical services 20% of the flat charges will be reckoned as diet charges; and

(b) Where the flat charge made by the hospital includes

(1) Diet (2) accommodation (3) ordinary nursing only, but not (4) viz. charges for medical and surgical services, 50% of the flat charge will be reckoned as diet charges.

9. Cash memos for purchase of medicines must be countersigned by the doctor prescribing the medicines and the essentiality certificate must contain the names of all the medicines prescribed and the amount incurred on the purchase of each medicine.

10. The final claims for reimbursement of medical expenses of University employees and their families in respect of a particular spell of illness should ordinarily be preferred within 3 months from the date of completion of treatment as shown in the Essentiality Certificate issued by the Authorised Medical Attendent.

11. The present rates of consultation/visiting fees are as follows:

Fees for medical attendance / specialist

		Fees for visit	
		For First consultation	For subsequent consultation
a)	Civil Surgeon / Senior Specialist	16.00	6.00
b)	Junior Specialist	5.00	2.00
c)	Assistant Surgeon	2.00	1.50

		Fees for Specialist	
		For First consultation	For subsequent consultation
a)	Civil Surgeon / Senior Specialist	16.00	10.00
b)	Junior Specialist	5.00	3.00
c)	Assistant Surgeon	3.00	2.00

			Fees for injections	
	Injection	For Civil Surgeons (per injection)	For Assistant Surgeons (per injection)	For Sub-Assistant Surgeons (per injection)
a)	Intra-venus	5	3	2
b)	Intra-muscular	3	3	2
c)	Subcutaneous	2	2	2

12. The pay bill section should maintain a register in the form given below in respect of individual University employees claiming reimbursement of medical expenses and claims regarding medical attendance/treatment should be entered therein and attested by the Section Officer.

Sl. No.	Name of the patient	Relationship with the employee	Name of disease	Name of the doctor	Consultation fee
1	2	3	4	5	6

Injection fee	Total	Period of claim	Name of the medical shop	Cost of medicine purchased	Pathological charges
7	8	9	10	11	12

Amount passed for payment	Progressive Total	Remarks
13	14	15

13. Unless there is anything repugnant in the Indian Maritime University Act, Statutes, Ordinances, any amendments to the Central Civil Services (Medical Attendance) Rules, 1944 shall be deemed to be the amendments of the relevant provisions of these rules or any other of administrative instructions already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders are brought into force by the Central Government.

Chapter 8

ORDINANCES GOVERNING THE CODE OF CONDUCT AND DISCIPLINE FOR AVOIDANCE OF SEXUAL HARASSMENT AND MAINTENANCE OF EQULITY OF OPPORTUNITY

PART I Preamble:

Sexual harassment is a serious criminal offence which can destroy human dignity and freedom. In an effort to promote the well being of the students and staff, this code of conduct is framed to deal with claims of sexual harassment in which students and staff are either the alleged victims or the alleged assailants. In all matters of sexual harassment, the University shall be aware of the extreme personal sensitivity of such issues. The University shall maintain confidentiality in matters concerning alleged victims and alleged assailants in instances of sexual harassment. This shall in no way preclude any statistical report of such incidents as may be required by any local or state agency.

1. (i) These rules may be called as the 'Indian Maritime University code of conduct and discipline for avoidance of sexual harassment and maintenance of equality and opportunity rules'.

(ii) These rules shall be deemed to have come into force from Nov 14, 2008.

2. In this chapter unless the context otherwise required

(a) 'University' means the Indian Maritime University

(b) 'Management' means the 'Executive Council' of the University

(c) 'Employee' means both the teaching and non-teaching employees of this University

(d) 'Student' means all the students of the Indian Maritime University

(e) 'Sexual Harassment' means

(a) Commission of any verbal, physical or other conduct including comment, gesture or conduct of sexual nature, individually or collectively by men against women and includes

(i) Eve testing

(ii) Unwelcome remarks

(iii) Jokes causing or likely to cause awkwardness or embarrassment

(iv) Innuendos and tauntry

(v) Gender based insults or sexist remarks

(vi) Unwelcome sexual overtone in any manner such as over telephone and the like

(vii) Touching or brushing against the body, and the like

(viii) Displaying pornographic or other offensive or derogatory picture, cartoons, pamphlets or sayings

(ix) Forcible physical touch or molestation
(x) Physical confinement against one's will and other acts is tentative to violate ones privacy.

(b) Denial of equal opportunity in pursuit of education/career development or

(c) Otherwise making the study/work environment hostile or intimidating for students/employees

(f) 'Sexual Harassment of Students' means the use of authority by any person incharge of the management or any person employed by it to exploit the sexually or sexual identity of a student to harass in a manner which prevents or impairs that student's full employment of educational benefits, climate or opportunities. It includes faculty/non-faculty behaviour that covertly or overtly uses the power inherent in the status of a Professor/Reader/Lecturer/Non-teaching staff etc. to affect negatively a student's educational experience or career opportunities on the basis of sexual identity and or to threaten, coerce or intimidate a student to accept sexual advances or risk reprisal in terms of a grade, a recommendation, a professional growth opportunity or a job.

(g) 'Sexual Harassment of Employee' means use of an authority by any person incharge of the management or any person employed by it to exploit the sexuality or sexual identity of a subordinate employee to harass in a manner which prevents or impairs the employee's full utilisation of employment benefits, climate or opportunities. It includes employer/fellow staff/non-teaching staff behaviour that covertly or overtly used the power inherent in the status of management to affect negatively an employee's work experience or career opportunities on the basis of sexual identity and or to threaten, coerce or intimidate an employee (Teaching Staff/Non-Teaching Staff) to accept sexual advances or making employment decision affecting the individual or create an intimidating, hostile or offensive working environment.

PART II

3. Prohibition of sexual Harassment : There shall be no harassment of women members whether student, or employee within the University or in any place away from University, if such place has a relevance or any bearing on the relationship as employer/employee/student/persons incharge of management of the University.

4. Preventive measures for Sexual Harassment: The Vice-Chancellor shall having regard to the location, environment and the like, of the University take every step within his/her means to initiate action to identify spots or places and spheres of activity which are prone to harassment whether between students, or between students and employees (teaching and non-teaching staff) of the University or between employees themselves or between persons incharge of management and employee and shall make adequate arrangements with the view to prevent sexual harassment.

5. Grievance Cell Constitution

(a) The Vice-Chancellor shall, for the purpose of implementing the code, constitute a Grievance Cell which shall consist of
(i) A Woman Professor/senior most Woman Reader in the University who shall be the Chairperson
(ii) One male member of the employee on the teaching side
(iii) One male member of the employee on non-teaching side
(iv) One female student
(v) One female representative of non-governmental organisation actively engaged either in the welfare of women or in the field of Education
(vi) One female member from Non-teaching side (and)
(vii) Deputy Register (Grievance) will be the Member Secretary

(b) The members of the cell in category (ii), (iii), (iv) and (v) and (vi) shall be nominated by the Vice-Chancellor in consultation with the Chairperson

(c) The term of office for the members shall be two years and the members are eligible for renomination

(d) Any casual vacancy in the Grievance Cell shall be filled up by the Vice-Chancellor in consultation with the Chairperson from the concerned category.

6. Conducting Enquiry by the Grievance cell

(a) Any person aggrieved by any contravention of this code, shall prefer a complaint before the Grievance Cell at the earliest point of time and in any case within 15 days from the occurrence of the alleged contravention.

(b) (i) Complaint shall contain all the material and relevant details concerning the alleged contravention including the names of the contravener and the complaint shall be addressed to the chairperson of the Grievance Cell.
(ii) However, where the complainant prefers not to disclose his/her identity, the complaint, shall be addressed to the Vice-Chancellor handed over in person, or sent in a sealed cover. Upon receipt of any such complaint, the Vice-Chancellor shall retain the original complaint with himself/herself and send a gist of the complaint containing all material and relevant details other than the name of the complainant and other details which might disclose the identity of the complainant to the Grievance Cell.

(c) The grievance cell upon receipt of any complaint or gist of complaint under sub-clause (b) may in case of a complaint addressed to the grievance cell and shall in the case of gist of complaint received from the Vice-Chancellor, cause an enquiry to be made discreetly.

(d) Where the Grievance Cell is satisfied that the complaint is justified. It shall report the matter to the Vice-Chancellor who shall institute disciplinary action under the relevant rules

(e) The penalty to be imposed under this code shall be any one or more the following:
Warning
Serious warning
Suspension for specified period
Expulsion from the University for a Specified Period
Lodging a complaint with police for appropriate criminal action

(f) The Vice-Chancellor shall give wide publicity regarding the arrangement made under the Sub-Clause (b) and the establishment of the Grievance Cell and shall permanently affix copies thereof in the notice board

7. Savings: Nothing in this code shall preclude the Vice-Chancellor from lodging a complaint straightaway with the police in respect of any act amounting to an offence under the law.

Chapter 9
RECRUITMENT RULES: ACADEMIC AND ADMINISTRATIVE SERVICE

1. VICE CHANCELLOR

1.	Name of Post	Vice Chancellor
2.	Number of posts	One
3.	Classification	Chief Executive Officer
4.	Scale of Pay	The post will carry a fixed pay of Rs 75000 along with a special allowance of Rs 5000 per month.
5.	Whether selection post or non selection post	Selection Post
6.	Age limit for direct recruitment	Age not exceeding 55 years.
7.	Educational and other qualifications required for direct recruitment	An eminent educationist in the areas of Maritime Management/ General Management/ Science and Technology with Ph. D. degree.
8.	Whether age and educational qualifications prescribed in case of promotees	Age maximum of 70 years. (As per provisions laid down in 8 f (i) of O.M. No. 1-32/2006-U.II/U.I (1) dated December 31, 2008 issued by MHRD, Department of Higher Education).
9.	Period of probation, if any	N.A.
10.	Method of recruitment, whether by direct	Direct.

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	recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	As desired by Executive Council.
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Appointed by Visitor (President of India) for five years after the transition period of three years. Eligible for reappointment for a period of five years till attaining the age of 70 years. (With reference to provisions laid down in 8 f (i) of O.M. No. 1-32/2006-U.II/U.I (1) dated December 31, 2008 issued by MHRD, Department of Higher Education).
13.	Remarks	As per provisions laid down in 8 f (i) of O.M. No. 1-32/2006-U.II/U.I (1) dated December 31, 2008 issued by MHRD, Department of Higher Education.

2. PRO VICE CHANCELLOR

1.	Name of Post	Pro Vice Chancellor
2.	Number of posts	As per University requirement (if necessary, one each to campus at the discretion of VC).
3.	Classification	Class I service
4.	Scale of Pay	As per revised scale, new Pay Band will be Rs. 37400- 67000 with AGP of Rs 10000 or Rs 12000 as the case may be, along with a Special allowance of Rs. 4000, subject to the maximum emoluments not exceeding to Rs 80000 per month.
5.	Whether selection post or non selection post	Selection Post
6.	Age limit for direct recruitment	Age not above 55 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	An eminent professor with Ph. D. degree.
8.	Whether age and educational qualifications prescribed in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of probation, if any	N.A
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Promotion failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	**Promotion:** Eligible Professors with age limit and educational qualifications as prescribed in column 6 & 7 respectively.
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Appointed by Vice chancellor as recommended by Executive Council for a term of 5 years. Eligible for reappointment.
13.	Remarks	

3. PRINCIPAL OF UNDERGRADUATE/ POST GRADUATE COLLEGES

1.	Name of Post	Principal (in Undergraduate and Post Graduate Colleges)
2.	Number of posts	As per University requirement
3.	Classification	Class I service
4.	Scale of Pay	a) For principal in Undergraduate Colleges Pay Band shall be Rs. 37400- 67000 with AGP of Rs. 10000, plus a special allowance of Rs.2000 per month. b) For principal in Post Graduate Colleges, Pay Band shall be Rs. 37400- 67000 with AGP of Rs. 10000, plus a special allowance of Rs.3000 per month.
5.	Whether selection post or non selection post	Selection Post
6.	Age limit for direct recruitment	Age not above 50 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	An eminent professor with Ph. D. degree.
8.	Whether age and educational qualifications prescribed in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Promotion failing which by deputation failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	**Promotion:** Eligible Professors with age limit and educational qualifications as prescribed in column 6 & 7 respectively. **Deputation:** Professors holding analogous posts on regular basis in any recognized University/ Autonomous body/ Central/ State Government Undertaking possessing qualifications as prescribed in column 7.
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: i) Chairperson of the Governing Board. ii) One member of the Governing Board to be nominated by the Chair person. iii) Two Vice-Chancellor's nominees, out of whom one should be an expert in the concerned subject. iv) These experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of the Professor (to be nominated by the Governing Board) out of a panel of experts approved by the Vice-Chancellor.
13.	Remarks	

4. PROFESSOR

1.	Name of Post	Professor

2.	Number of posts	As per University requirement
3.	Classification	Faculty in Pay Band IV
4.	Scale of Pay	Pre- revised 16400-450-20900-224000. As per VIth Pay Commission Pay Band of Rs. 37400- 67000 with AGP Rs 10000 or as the provisions laid down in Para 2 (a) (xiv) and subsequent para of O.M. No. 1-32/2006-U.II/U.I (1) dated December 31, 2008 issued by MHRD, Department of Higher Education.
5.	Whether selection post or non selection post	Selection and promotion based Post
6.	Age limit for direct recruitment	Age not more than 50 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	An eminent scholar with published work of high quality actively engaged in research, with ten years of experience in postgraduate teaching, and/or experience in research at University/ national level institutions, including experience in guiding research at doctoral level. or Associate Professor completing three years of service in the AGP of Rs 9000 and possessing a Ph.D. degree in relevant discipline.
8.	Whether age and educational qualifications prescribed in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Promotion failing which by deputation failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	**Promotion:** Eligible Associate Professors with age limit and educational qualifications as prescribed in column 6 & 7 respectively. **Deputation:** An eminent scholar holding analogous post on regular basis in any recognized University/ Autonomous bodies/ Central/ State Government Undertaking possessing qualifications as prescribed in column 7.
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Departmental Promotion Committee/ Selection committee will consist of: i) The Vice-Chancellor as Chairperson. ii) Three experts in concerned subject as recommended by Vice- Chancellor. iii) Dean of the concerned Faculty/ Head/ Chairperson of department concerned. iv) An academician nominated by the Executive council.
13.	Remarks	i) Ten percent of posts of professors shall be higher AGP of Rs 12000. ii) There shall be as many posts of professors as many as Departments. iii) The 10% of the number of sanctioned posts in an undergraduate college of Assistant Professor shall be that of professors.

5. ASSOCIATE PROFESSOR

1.	Name of Post	Associate Professor
2.	Number of posts	As per University requirement
3.	Classification	Faculty in Pay Band IV.
4.	Scale of Pay	Pre- revised 12000- 420-18300. As per VIth Pay Commission Pay Band of Rs. 37400- 67000 with AGP Rs 9000 for direct recruitment or as the provisions laid down in Para 2 (a) (viii) & subsequent Para for incumbent Readers/ Lecturers (Selection Grade) of O.M. No. 1-32/2006-U.II/U.I (1) dated December 31, 2008 issued by MHRD, Department of Higher Education.
5.	Whether selection post or non selection post	Selection and Promotion based Post
6.	Age limit for direct recruitment	Age not above 45 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	i) Good academic record with doctoral degree or an equivalent published work. ii) A Master's degree with at least 55% marks (relaxation of 5% for SC/ST/PH candidates) or its equivalent grade of B at seven point scale of O,A,B,C,D,E &F. iii) Five years of teaching and / or research experience excluding the period spent on acquiring doctoral degree. or Three years teaching experience as Assistant Professor in AGP of RS. 8000.
8.	Whether age and educational qualifications prescribed in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Promotion failing which by deputation failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	**Promotion:** Eligible Assistant Professors with age limit and educational qualifications as prescribed in column 6 & 7 respectively. **Deputation:** An eminent scholar holding analogous post on regular basis in any recognized University/ Autonomous bodies/ Central/ State Government Undertaking possessing qualifications as prescribed in column 7.
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Departmental Promotion Committee/ Selection committee will consist of: i) The Vice-Chancellor as Chairperson. ii) Three experts in concerned subject as recommended by Vice- Chancellor. iii) Dean of the concerned Faculty/ Head/ Chairperson of department concerned. iv) An academician nominated by the Executive council.
13.	Remarks	

6. ASSISTANT PROFESSOR

1.	Name of Post	Assistant Professor
2.	Number of posts	As per University requirement
3.	Classification	Faculty in Pay band III

4.	Scale of Pay	Pre- revised 9100- 250- 15000. As per VIth Pay Commission Pay Band of Rs. 15600- 39100 with AGP Rs 6000 (or as per the rules prescribed by UGC/ GOI).
5.	Whether selection post or non selection post	Selection Post
6.	Age limit for direct recruitment	Maximum 40 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	i) A Master's degree with at least 55% marks (relaxation of 5% for SC/ST/PH candidates) or its equivalent grade of B at seven point scale of O,A,B,C,D,E &F. ii) Must have cleared National Eligibility Test conducted by UGC, CSIR or similar test accredited by UGC. Desirable: Ph. D. degree in related subject. (However, candidates having Ph. D. degree are exempted from NET vide UGC D.O. No. F.1-1/2002 (PS) Exemp. effective from June 14, 2006).
8.	Whether age and educational qualifications prescribed in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Promotion failing which by deputation failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	**Promotion:** Eligible Lecturers (Selection Grade) with age limit and educational qualifications as prescribed in column 6 & 7 respectively. **Deputation:** An eminent scholar holding analogous post on regular basis in any recognized University/ Autonomous bodies/ Central/ State Government Undertaking possessing qualifications as prescribed in column 7.
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Departmental Promotion Committee/ Selection committee will consist of: i) The Vice-Chancellor as Chairperson. ii) Three experts in concerned subject as recommended by Vice- Chancellor. iii) Dean of the concerned Faculty/ Head/ Chairperson of Department concerned. iv) An academician nominated by the Executive Council.
13.	Remarks	i) Assistant Professor possessing M.Phil. or PG Degree in professional courses shall be eligible for AGP of Rs 7000 after completion of five years as Assistant Professor. ii) Five non-compounded advance increment shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing Ph.D. in the relevant discipline. However M.Phil. degree holders will be entitled for two non compounded advance increments.

7. LECTURER (SELECTION GRADE)

1.	Name of Post	Lecturer (Selection Grade)
2.	Number of posts	As per University requirement
3.	Classification	Faculty in Pay Band III
4.	Scale of Pay	Pre- revised 9100- 250- 15000. As per VIth Pay Commission Pay Band of Rs. 15600- 39100 with AGP Rs 6000 or as per the rules prescribed by UGC/ GOI.
5.	Whether selection post or non selection post	Selection Post
6.	Age limit for direct recruitment	Maximum 40 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	i) A Master's degree with at least 55% marks (relaxation of 5% for SC/ST/PH candidates) or its equivalent grade of B at seven point scale of O, A,B,C,D,E &F. ii) Must have cleared National Eligibility Test conducted by UGC, CSIR or similar test accredited by UGC. iii) Must have completed at least three years service in lecturer grade. Desirable: Ph. D. degree in related subject. (However, candidates having Ph. D. degree are exempted from NET vide UGC D.O. No. F.1-1/2002 (PS) Exemp. effective from June 14, 2006).
8.	Whether age and educational qualifications prescribed in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Promotion failing which by deputation failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	**Promotion:** Eligible Lecturers with age limit and educational qualifications as prescribed in column 6 & 7 respectively. **Deputation:** An eminent scholar holding analogous post on regular basis in any recognized University/ Autonomous bodies/ Central/ State Government Undertaking possessing qualifications as prescribed in column 7.
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Departmental Promotion Committee/ Selection committee will consist of: i) The Vice-Chancellor as Chairperson. ii) Three experts in concerned subject as recommended by Vice- Chancellor. iii) Dean of the concerned Faculty/ Head/ Chairperson of Department concerned. iv) An academician nominated by the Executive Council.
13.	Remarks	Lecturers (selection Grade) in service at present shall continue to be designated as such subject to the provisions laid down in para 2 (x) & (xi) of O.M. No. 1-32/2006-U.II/U.I (1) dated December 31, 2008 issued by MHRD, Department of Higher Education.

8. LECTURER

1.	Name of Post	Lecturer
2.	Number of posts	As per University requirement
3.	Classification	Faculty in Pay Band III
4.	Scale of Pay	Pre- revised 9100- 250- 15000. As per VIth Pay Commission Pay Band of Rs. 15600- 39100 with AGP Rs 6000 (or as per the rules prescribed by UGC/ GOI).
5.	Whether selection post or non selection post	Entry level post
6.	Age limit for direct recruitment	Maximum 40 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	a) A Master's degree with at least 55% marks (relaxation of 5% for SC/ST/PH candidates) or its equivalent grade of B at seven point scale of O,A,B,C,D,E &F. b) Must have cleared National Eligibility Test conducted by UGC, CSIR or similar test accredited by UGC. Desirable: Ph. D. degree in related subject. (However, candidates having Ph. D. degree are exempted from NET vide UGC D.O. No. F.1-1/2002 (PS) Exemp. effective from June 14, 2006).
8.	Whether age and educational qualifications prescribed in case of promotees	N/A
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Direct
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	N/A
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Selection committee will consist of: i) The Vice-Chancellor as Chairperson. ii) Three experts in concerned subject as recommended by Vice- Chancellor. iii) Dean of the concerned Faculty/ Head/ Chairperson of department concerned. iv) An academician nominated by the Executive Council.
13.	Remarks	

9. CAMPUS DIRECTOR

1.	Name of Post	Campus Director
2.	Number of posts	04 (for Chennai, Mumbai, Vizag and Kolkata Campuses)
3.	Classification	Class I service
4.	Scale of Pay	Pre revised scale 18400-500-22400. As per VIth Pay Commission Pay Band of Rs. 37400- 67000 with AGP Rs 10000 (or as per the rules prescribed by UGC/ GOI).
5.	Whether selection post or non selection post	Selection and promotion post
6.	Age limit for direct recruitment	Age not more than 55 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	i) Shall be an eminent scholar with published work of high quality actively engaged in research. ii) Ten years experience in cadre of Professor with a Ph. D. degree and experience of having guided research at Doctoral level. iii) The appointee must have a minimum period of 2 years of service after appointment.
8.	Whether age and educational qualifications prescribed in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of probation, if any	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	i) Direct and Promotion based. ii) Nomination basis
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	**Promotion:** Eligible Professors with educational qualifications and experience as prescribed in column 7. **Deputation:** Professors holding analogous post on regular basis in any recognized University/ Autonomous bodies/ Central/ State Government Undertaking possessing qualifications as prescribed in column 7.
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Departmental Promotion Committee/ Selection committee will consist of: i) The Vice-Chancellor as Chairperson. ii) Two experts as recommended by Vice- Chancellor. iii) Nominee of Executive Council.
13.	Remarks	i) The appointment to the post of director will be made for a period of 3 years on the recommendation of Selection Committee. ii) Maximum age will be 65 years in case of Director being academic staff, otherwise 60 years extendable up to 2 years, on case to case basis.

10. UNIVERSITY DIRECTOR OF PHYSICAL EDUCATION

1.	Name of Post	University Director of Physical Education
2.	Number of posts	As per University requirement
3.	Classification	Class I service
4.	Scale of Pay	Pre revised scale 12000-375-18300. As per VIth Pay Commission Pay Band of Rs. 37400- 67000 with AGP Rs 9000 (or as per the rules prescribed by UGC/ GOI).
5.	Whether selection post or non selection post	Selection and promotion post

6.	Age limit for direct recruitment	Age not more than 50 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	i) Ph. D. in Physical Education. ii) Experience of at least ten years as University Deputy DPE or fifteen years as University Assistant DPE/ College DPE (Selection Grade). iii) Participation in at least two national/ international seminars/ conferences. iv) Consistently good appraisal reports. v) Evidence of organizing competitions and conduction coaching camps of at least two weeks duration. vi) Evidence of having produced good performance teams/ athletes for competitions like state/ national/ inter- university/ combined university etc.
8.	Whether age and educational qualifications prescribed in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Promotion failing which by deputation failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	**Promotion:** Eligible Deputy Directors of Physical education with educational qualifications and experience as prescribed in column 7. **Deputation:** An eminent scholar in the field of Physical Education holding analogous posts on regular basis in any recognized University/ Autonomous bodies/ Central/ State Government Undertaking possessing qualifications and experience as prescribed in column 7.
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Departmental Promotion Committee/ Selection committee will consist of: i) The Vice-Chancellor as Chairperson. ii) Three experts in concerned subject as recommended by Vice- Chancellor. iii) Dean of the concerned Faculty/ Head/ Chairperson of department concerned. iv) An academician nominated by the Executive council.
13.	Remarks	

11. UNIVERSITY: ASSISTANT DPEs/ COLLEGE DPEs (Selection Grade)

1.	Name of Post	University: Assistant Director Physical Education/ College Director Physical Education (Selection Grade)
2.	Number of posts	As per University requirement
3.	Classification	Class I service
4.	Scale of Pay	Pre revised scale Rs 8000- 275- 13500. As per VIth Pay Commission Pay Band of Rs. 15600 - 39100 with AGP Rs 6000 (or as per the rules prescribed by UGC/ GOI).
5.	Whether selection post or non selection post	Selection Post
6.	Age limit for direct recruitment	Not more than 40 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	i) Completed five years of service as University DPEs/ College DPEs in the senior scale. ii) Has attended at least two refresher courses of about three- four weeks duration with proper and well defined evaluation procedure. iii) Shown evidence of having produced good teams/ athletes and of having organized and conducted coaching camps at least of two weeks duration. iv) Passed the physical fitness test. v) Consistently good appraisal reports.
8.	Whether age and educational qualifications prescribed in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Promotion failing which by deputation failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	**Promotion:** Eligible officers in the field of Physical Education with educational qualifications and experience as prescribed in column 7. **Deputation:** An eminent scholar in the field of Physical Education holding analogous posts on regular basis in any recognized University/ Autonomous bodies/ Central/ State Government Undertaking possessing qualifications and experience as prescribed in column 7.
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: i) The Vice-Chancellor as Chairperson. ii) Three experts in concerned subject as recommended by Vice- Chancellor. iii) Dean of the concerned Faculty/ Head/ Chairperson of department concerned. iv) An academician nominated by the Executive council.
13.	Remarks	i) After completion of five years of service in the pay band of Rs 15600- 39100 with the AGP of Rs 7000 Assistant DPE (Senior Scale) shall move to AGP of Rs 8000 in the pay band of Rs 15600- 39100 and designated as Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (selection grade) as the case may be. ii) After completion of three years service in pay band 15600- 39100 and AGP Rs 8000 and subject to eligibility laid by UGC, University DPE/ DPE (Selection Grade)/ College DPE shall move to the pay band of Rs 37400- 67000 with the AGP of Rs 9000.

12. DEPUTY DIRECTOR OF PHYSICAL EDUCATION

1.	Name of Post	Deputy Director of Physical Education
2.	Number of posts	As per University requirement
3.	Classification	Class I service

4.	Scale of Pay	Pre- revised 12000- 420-18300. As per VIth Pay Commission Pay Band of Rs. 15600- 39100 with AGP of Rs 8000. After completion of three years service 37400- 67000 with AGP Rs 9000 or as per the provisions laid down in Para 6 (c) (i), (ii), (iii), (iv) & (v) of O.M. No. 1-32/2006-U.II/U.I (1) dated December 31, 2008 issued by MHRD, Department of Higher Education.
5.	Whether selection post or non selection post	Selection Post
6.	Age limit for direct recruitment	Age not more than 45 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	i) A Master's degree with at least 55% marks (relaxation of 5% for SC/ST/PH candidates) or its equivalent grade of B at seven point scale of O,A,B,C,D,E &F. ii) Should have completed six years of service as University Assistant DPEs/ College DPEs with a benefit of two years for Ph.D. and one year for M.Phil. Degree holders. iii) Passed the physical fitness test. iv) Consistently good appraisal reports. v) Should have attended at least one orientation and one refresher course of about three to four weeks duration, subject to desirable exemptions.
8.	Whether age and educational qualifications prescribed in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Promotion failing which by deputation failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	**Promotion:** Eligible Assistant Directors of Physical education with educational qualifications and experience as prescribed in column 7. **Deputation:** An eminent scholar in the field of Physical Education holding analogous posts on regular basis in any recognized University/ Autonomous bodies/ Central/ State Government Undertaking possessing qualifications and experience as prescribed in column 7.
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Departmental Promotion Committee/ Selection committee will consist of: i) The Vice-Chancellor as Chairperson. ii) Three experts in concerned subject as recommended by Vice- Chancellor. iii) Dean of the concerned Faculty/ Head/ Chairperson of department concerned. iv) An academician nominated by the Executive council.
13.	Remarks	

13. ASSISTANT DIRECTOR PHYSICAL EDUCATION (Asst. DPE)

1.	Name of Post	Assistant Director Physical Education
2.	Number of posts	As per University requirement
3.	Classification	Class I Service
4.	Scale of Pay	Pre- revised 8000- 250- 13500. As per VIth Pay Commission Pay Band of Rs. 15600- 39100 with AGP Rs 6000 (or as per the rules prescribed by UGC/ GOI).
5.	Whether selection post or non selection post	Entry level post
6.	Age limit for direct recruitment	Maximum 40 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	i) A Master's degree in Physical education with at least 55% marks (relaxation of 5% for SC/ST/PH candidates) or its equivalent grade of B at seven point scale of O,A,B,C,D,E &F. ii) Must have cleared National Eligibility Test conducted by UGC, CSIR or similar test accredited by UGC. iii) Record of having represented university/ college at the inter university/ inter collegiate level or the state in national championships. iv) Passed the physical fitness test. Desirable: Ph. D. degree in related subject. (However, candidates having Ph. D. degree are exempted from NET vide UGC D.O. No. F.1-1/2002 (PS) Exemp. effective from June 14, 2006).
8.	Whether age and educational qualifications prescribed in case of promotees	N/A
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	N/A
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Selection committee will consist of: i) The Vice-Chancellor as Chairperson. ii) Three experts in concerned subject as recommended by Vice- Chancellor. iii) Dean of the concerned Faculty/ Head/ Chairperson of department concerned. iv) An academician nominated by the Executive council.
13.	Remarks	i) Assistant Directors possessing M.Phil. or PG Degree in professional courses shall be eligible for AGP of Rs 7000 after completion of five years as Assistant Professor. ii) Five non-compounded advance increment shall be admissible at the entry level of recruitment as Assistant Directors to persons possessing Ph.D. in the relevant discipline. However, M.Phil. degree holders will be entitled for two non compounded advance increments. iii) Assistant Directors of Physical education (Senior scale)/ College DPE (Senior Scale) in the pre revised pay scale of Rs 10000- 15200 shall be placed in the pay scale of Rs 15600- 39100 with AGP of Rs 7000.

14. REGISTRAR/ FINANCE OFFICER/ CONTROLER OF EXAMINATIONS

1.	Name of the post	Registrar/ Finance Officer/ Controller of Examinations
2.	Number of Posts	As per University requirement
3.	Classification	Group A
4.	Scale of Pay	As per pre revised scale of Rs 16400-450-20900-500-22400, new Pay Band will be Rs. 37400-67000 with GP of Rs. 10000 (or as the rules prescribed by UGC/ GOI).
5.	Whether selection post or non selection post	Selection post
6.	Age limit for direct recruitment	Age not more than 50 years (relaxable by Vice Chancellor in deserving cases.)
7.	Educational and other qualifications required for direct recruitment for Register/ finance Officer/ Controller of Examinations and equivalent posts	i) Master's degree with at least 55% marks or its equivalent grade of B in the UGC prescribed seven point scales. ii) At least 15 years experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration. Or Comparable experience in research establishment and / or other institutions of higher education. Or 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
8.	In case of recruitment by promotion/ deputation / absorption	**Promotion :** Age not applicable. EQ as in the case of direct recruit. **Deputation/absorptation**: a)(i) holding analogous post on regular basis Or (ii) with 3 years regular service in the post in the pay scale of Rs. 12000-375-16,500 of equivalent. Or (iii) with 8 years regular service in the post in the pay scale of 10000-325-15,200 or equivalent. b) possessing 12 years administrative experience in group A post. **Note:** period of deputation including period of deputation in another ex-cadre posts held in immediately preceding this appointment in the same other Organization /Department of the Central Government shall ordinarily not exceed five years or till the date of retirement or absorption whichever is earlier.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Promotion failing which by Deputation failing both by Direct Recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/deputation/ transfer to be made	Will be provided appropriate AGP as per the UGC/ University norms.
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Departmental Promotion Committee/ Selection committee will consist of: i) The Vice-Chancellor as Chairperson. ii) Three experts in concerned subject as recommended by Vice-Chancellor. iii) Dean of the concerned Faculty/ Head/ Chairperson of department concerned. iv) An academician nominated by the Executive council.
13.	Remarks	Age of superannuation shall continue to be 62 years for Registrar and equivalent Posts.

15. DEPUTY REGISTRAR/ DEPUTY FINANCE OFFICER/ DEPUTY CONTROLLER OF EXAMINATIONS

1.	Name of Post	Deputy Registrar/ Deputy Finance Officer/ Deputy Controller of Examinations
2.	Number of posts	As per University requirement
3.	Classification	Group A
4.	Scale of Pay	As per pre revised scale of Rs 12000-18300, new Pay Band will be Rs. 15600-39100 with GP of Rs. 8700 or Rs 37400-67000 with GP of Rs 8700 (or as pr the rules prescribed by UGC/ GOI).
5.	Whether selection post or non selection post	Selection post
6.	Age limit for direct recruitment	Age not more than 45 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment for Deputy Register/ Deputy Finance Officer/ Deputy Controller of Examinations and equivalent posts	a) Master's degree with at least 55% marks or its equivalent grade of B in the UGC prescribed seven point scales. b) At least 9 years experience as Assistant Professor in the AGP of Rs. 6000 and above experience in educational administration. Or Comparable experience in research establishment and / or other institutions of higher education. Or 5 years of administrative Assistant Registrar or in an equivalent post.
8.	In case of recruitment by promotion/ deputation / absorption	**Promotion** : Age not applicable. EQ as in the case of direct recruit. **Deputation/absorption**: a)(i) holding analogous post on regular basis or (ii) with 5 years regular service in the post in the pay scale of Rs. 10000-325-15,200 of equivalent. Or (iii) with 8 years regular service in the post in the pay scale of 8000-275-13,500 or equivalent. b) possessing 10 years administrative experience in group A and B post together. **Note:** period of deputation including period of deputation in another ex-cadre posts held in immediately preceding this appointment in the same other Organization /Department of the Central Government shall ordinarily not exceed five years or till the date of retirement or absorption whichever is earlier.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage	Promotion failing which by Deputation failing both by Direct Recruitment.

	of vacancies to be filled by various methods.	
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	Will be provided appropriate AGP as per the UGC/ University norms.
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Departmental Promotion Committee/ Selection committee will consist of: i) The Vice-Chancellor as Chairperson. ii) Three experts in concerned subject as recommended by Vice-Chancellor. iii) Dean of the concerned Faculty/ Head/ Chairperson of department concerned. iv) An academician nominated by the Executive council.
13.	Remarks	Age of superannuation shall continue to be 62 years for Deputy Registrar and equivalent. Posts.

16. ASSISTANT REGISTRAR/ ASSISTANT FINANCE OFFICER/ ASSISTANT CONTROLLER OF EXAMINATION

1.	Name of Post	Assistant Registrar/ Assistant Finance Officer/ Assistant Controller of Examination
2.	Number of posts	As per University requirement
3.	Classification	Class I service
4.	Scale of Pay	As per pre revised scale of Rs 8000- 250- 13500, new Pay Band will be Rs. 15600- 39100 with GP of Rs 5400 (or as per the rules prescribed by UGC/ GOI).
5.	Whether selection post or non selection post	Entry level post
6.	Age limit for direct recruitment	Maximum age 40 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment for Assistant Registrar/ Assistant Finance Officer/ Assistant Controller of Examinations and equivalent posts	Master's degree with at least 55% marks or its equivalent grade of B in the UGC prescribed seven point scales along with a good academic record.
8.	Whether age and educational qualifications prescribed in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Promotion failing which by deputation failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	**Promotion**: Eligible officers with requisite qualifications and experience (as applicable and notified from time to time). **Deputation:** Individual holding analogous post on regular basis in any recognized University/ Autonomous bodies/ Central/ State Government Undertaking possessing qualifications as prescribed in column 7.
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: i) The Vice-Chancellor as Chairperson. ii) Three experts in concerned subject as recommended by Vice- Chancellor. iii) Dean of the concerned Faculty/ Head/ Chairperson of department concerned. iv) An academician nominated by the Executive council.
13.	Remarks	a) The existing pattern of 50% of the posts at this level being filled through promotion from lower grades shall continue. The minimum qualifications prescribed above shall not apply in the case of promotion. b) Age of superannuation shall continue to be 60 years. c) The officers in this category shall be eligible for higher grade pay of Rs. 6600 after 8 years of service provided they have participated in two training programmes on Educational Administration each of approximately four weeks duration and their performance appraisals are consistently satisfactory.

17. LAW OFFICER

1	Name of the Post	**Law Officer**
2	Number of Posts	As per University requirement
3	Classification	Administrative Service, Group "A"
4	Scale of Pay	Pre- revised Rs 8000-275-13500. As per VIth Pay Commission Pay Band of Rs.15600-39100 with Grade Pay of Rs.5400
5	Whether selection post or non-selection post	Selection Post
6	Age limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	i) A Master's Degree in Law with atleast 55% of marks or its equivalent grade of B in the UGC seven point scale. (or) A Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale with a Bachelor Degree in Law. ii) 5 years experience in legal works which will include defending court cases, being conversant with legal procedures, etc., preferably in academic institutions.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable. Educational and other qualifications apply except the minimum percentage of marks.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% By Promotion failing which by Deputation/ Absorption failing both by direct recruitment.
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/ transfer to be made	Promotion from Section Officers / Private Secretaries with 5 years of regular service. **Deputation/Absorption**: Officers with atleast 5 years of regular service in the level of Section Officer / Equivalent in any recognized University/ Autonomous Body/Govt Department or Organisation/ Public Sector Undertaking and possessing the qualifications prescribed under

		col.7
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13	Remarks	

18. SECTION OFFICER

1	Name of the Post	Section Officer
2	Number of Posts	As per University requirement
3	Classification	Administrative Service, Group "B"
4	Scale of Pay	Pre- revised Rs 6500-200-10500. As per VIth Pay Commission Pay Band of Rs.9300-34800 with Grade Pay of Rs.4800.
5	Whether selection post or non-selection post	Selection Post
6	Age limit for direct recruits	Maximum 45 years (Relaxable by Vice Chancellor in deserving cases)
7	Educational and other qualifications required for direct recruits	i) A Master's Degree with atleast 55% of marks or its equivalent grade of B in the UGC seven point scale. (or) A Bachelor degree with C.A. (Chartered Accountant) (or) A Bachelor degree in Law ii) 5 years experience in office work in an educational institution/Government office.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable except to the extent that the promotee should be a graduate
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	50% by Promotion failing which by Deputation/ Absorption 50%. By Deputation/Absorption failing which by Direct recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	**Promotion**: from Senior Assistant/ Statistical Assistants with 6 years regular service and possessing a Graduate degree. **Deputation/Absorption** : Individuals with six years regular service in the scale of Rs. 5000-8000 in any recognized University/Autonomous body/ Central /State Govt Department /organization and possessing the qualifications prescribed in column No.7
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13	Remarks	The proposed method of recruitment of 50% by deputation/absorption will be operated only after 3 years as there is acute stagnation at the level of Senior Assistant. Till then the posts will be filled 100% by Promotion.

19. PRIVATE SECRETARY

1	Name of the Post	**Private Secretary**
2	Number of Posts	As per the University requirement
3	Classification	Secretarial Service Group "B"
4	Scale of Pay	Pre- revised Rs 6500-200-10500. As per VIth Pay Commission Pay Band of Rs.9300- 34800 with Grade Pay of Rs.4800.
5	Whether selection post or non-selection post	Selection Post
6	Age limit for direct recruits	Maximum 45 years (Relaxable by Vice Chancellor in deserving cases)
7	Educational and other qualifications required for direct recruits	i) A Master's Degree with atleast 55% of marks or its equivalent grade of B in the UGC seven point scale. ii) Shorthand Junior grade in English (80 wpm) iii)Typewriting Higher/Senior grade in English (45 wpm)/ Proficiency in Computer operations iv) 5 years of experience in office work in an educational institution/ Government office. Desirable: Shorthand/typewriting in Hindi/ Tamil.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable, except to the extent that the promotee should be a graduate and should have passed Stenography in English (Junior Grade 80 wpm) and Typewriting in English (Senior Grade)
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	50% by Promotion failing which by Deputation/ Absorption failing both by Direct Recruitment. 50%. By Deputation/Absorption failing which by Direct Recruitment.
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/ transfer to be made	**Promotion:** from Personal Assistants with 6 years of regular service. **Deputation/Absorption:** Personal Assistants/ equivalents with six years regular service in the scale of Rs.5000-8000 in any recognized University/Autonomous body/ Central /State Govt. Department /organization and possessing the qualifications prescribed in column No.7
12	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.

13	Remarks	The proposed method of recruitment of 50% by deputation/absorption will be operated only after 3 years as there is acute stagnation at the level of Personal Assistant. Till then the posts will be filled 100% by Promotion.

20. SENIOR ASSISTANT

1	Name of the Post	**Senior Assistant**
2	Number of Posts	As per University requirement
3	Classification	Ministerial Service , Group "C"
4	Scale of Pay	Pre- revised Rs 5000-150-8000. As per VIth Pay Commission Pay Band of Rs.9300-34800 with Grade Pay of Rs.4200.
5	Whether selection post or non-selection post	Selection Post
6	Age limit for direct recruits	Maximum 35 years (Relaxable by Vice Chancellor in deserving cases)
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% By Promotion [75% by selection and 25% through Limited Departmental Competitive Examination] with 5 years of regular service failing which by Direct Recruitment.
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	**By Promotion :** From Assistants with 5 years of regular service and possessing graduate degree. **By Limited Departmental Competitive Examination**: From Assistants with 5 years of regular service. *The merit will be determined on the basis of written test and ACRs*
12	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

21. STATISTICAL ASSISTANT

1	Name of the Post	**Statistical Assistant**
2	Number of Posts	As per University requirement
3	Classification	Ministerial Service, Group "C"
4	Scale of Pay	Pre- revised Rs 5000- 150-8000. As per VIth Pay Commission Pay Band of Rs. 9300-34800 with Grade Pay of Rs.4200.
5	Whether selection post or non-selection post	Selection Post
6	Age limit for direct recruits	Maximum 35 years (Relaxable by Vice Chancellor in deserving cases)
7	Educational and other qualifications required for direct recruits	i) MA/M.Sc. in Statistics or equivalent ii) Working knowledge in Computers
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By Promotion failing which by Deputation/ Absorption
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	**Promotion: F**rom Assistants with 5 years of regular service and possessing the qualification in Col.7 or M.A. (Economics) with Statistics and proficiency in Computer operations, subject to passing the Department Test / Interview. By Deputation/Absorption from among persons working in equivalent grade/cadre in Government /Universities and possessing the qualifications prescribed in column No.7
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

22. PERSONAL ASSISTANT

1	Name of the Post	**Personal Assistant**
2	Number of Posts	As per University requirement
3	Classification	Secretarial Service , Group "C"
4	Scale of Pay	Pre- revised Rs 5000- 150- 8000. As per VIth Pay Commission Pay Band of Rs.9300-34800 with Grade Pay of Rs.4200.
5	Whether selection post or non-selection post	Selection Post
6	Age limit for direct recruits	Maximum 35 years (Relaxable by Vice Chancellor in deserving cases)
7	Educational and other qualifications required for direct recruits	i) A pass in Bachelor Degree. ii) Shorthand Lower/Junior grade in English (80 wpm) iii) Typewriting Higher/Senior grade in English (45 wpm) iv) 5 years experience in office work in an educational institution/ Government office.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% By Promotion [75% by selection and 25% through Limited Departmental Competitive Examination] failing which by Direct Recruitment.

11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	**By Promotion:** From Stenographers with 5 years of regular service. **By Limited Departmental Competitive Examination**: From Stenographer with 5 years of regular service and possessing the qualification mentioned above. *The merit will be determined on the basis of written test and ACRs.*
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

23. ASSISTANT

1	Name of the Post	**Assistant**
2	Number of Posts	As per University requirement
3	Classification	Ministerial Service, Group "C"
4	Scale of Pay	Pre- revised Rs 4000- 100- 6000. As per VIth Pay Commission Pay Band of Rs.5200-20200 with Grade Pay of Rs.2400.
5	Whether selection post or non-selection post	Non-Selection Post
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% By Promotion [75% by selection and 25% through Limited Departmental Competitive Examination] failing which by Direct Recruitment.
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	**By Promotion :** From Junior Assistants with 5 years of regular service. **By Limited Departmental Competitive Examination**: From Junior Assistant with 5 years of regular service. *The merit will be determined on the basis of written test and ACRs*
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

24. STENOGRAPHER

1	Name of the Post	**Stenographer**
2	Number of Posts	As per University requirement
3	Classification	Secretarial Service, Group "C"
4	Scale of Pay	Pre- revised Rs 4000-100-6000. As per VIth Pay Commission Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 2400.
5	Whether selection post or non-selection post	Selection Post
6	Age limit for direct recruits	Maximum 30 years (Relaxable by Vice Chancellor in deserving cases)
7	Educational and other qualifications required for direct recruits	i) A Bachelor Degree ii) Shorthand lower/junior grade in English (80 wpm) iii) Typewriting Higher/Senior grade in English (45 wpm) iv) Proficiency in Computer operations Desirable: Shorthand in Tamil/Hindi
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Promotion failing which by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from Junior Assistants with 5 years of regular service subject to qualifying the departmental test.
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

25. JUNIOR ASSISTANT

1	Name of the Post	**Junior Assistant**
2	Number of Posts	As per University requirement
3	Classification	Ministerial Service , Group "C"
4	Scale of Pay	Pre- revised Rs 3050-75-3950-80-4590.As per VIth Pay Commission Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 1900.
5	Whether selection post or non-selection post	Non-Selection post
6	Age limit for direct recruits	Maximum 30 years (Relaxable by Vice Chancellor in deserving cases)
7	Educational and other qualifications required for direct recruits	i) SSLC / Equivalent ii) Typewriting Lower/Junior grade in English (30 WPM) iii) Proficiency in Computer operations Desirable: Typewriting in Tamil/Hindi

8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age not applicable. Educational and other Qualifications apply except that 10% of vacancies may be filled by those who do not possess SSLC / equivalent qualifications.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Promotion failing which by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	The Promotion should be on the basis of overall seniority from among the Group "D" employees who have put in a total of 8 years of regular service in the University and possess the qualifications prescribed for Direct Recruitment, subject to passing the departmental test. **Note**: 10% of the posts may be filled by those who do not possess SSLC / equivalent certificate, but possess other qualifications subject to passing the special departmental test.
12	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member
13	Remarks	

26. SYSTEM MANAGER

1.	Name of the Post	**Systems Manager**
2.	Number of Posts	As per University requirement
3.	Classification	Academic - Non Vacation, Group "A"
4.	Scale of Pay	Pre- revised Rs 12000-420-18300. As per VIth Pay Commission Pay Band of Rs.37400-67000 with Grade Pay of Rs.8700.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Maximum 45 Years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	i) M.E / M.Tech degree in Computer Science and Engineering/ Information Technology with first class ii) 5 years experience in Computer Centre management/ software development and maintenance / database administration ***Desirable*** **:** Ph.D. in Computer Science
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Not Applicable
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Selection Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13	Remarks	

27. PLACEMENT OFFICER

1.	Name of the Post	**Placement Officer**
2.	Number of Posts	As per University requirement
3.	Classification	Academic – Non Vacation, Group "A"
4.	Scale of Pay	Pre- revised Rs 12000-420-18300. As per VIth Pay Commission Pay Band of Rs.37400-67000 with Grade Pay of Rs.8700.
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	Maximum 45 years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	i) MBA Degree/equivalent with atleast 55% of marks or its equivalent grade of B in the UGC seven point scale. ii) 8 years of experience as Placement Officer or as a faculty member in an University/renowned Institution or possessing relevant experience in a reputed Public/Private sector undertaking. **Desirable**: Must be smart, resourceful and possesses very good communication skills to directly communicate with the CEOs, HR Chiefs and other functional Chiefs of medium and large scale industries.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Not Applicable
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Selection Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.

13	Remarks	

28. PUBLIC RELATIONS OFFICER

1.	Name of the Post	Public Relations Officer
2.	Number of Posts	As per University requirement
3.	Classification	Administrative Service , Group "A"
4.	Scale of Pay	Pre- revised Rs .12000-420-18300. As per VIth Pay Commission Pay Band of Rs.37400- 67000 with Grade Pay of Rs.8700.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Not applicable
7.	Educational and other qualifications required for direct recruits	i) A Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale and a degree/Diploma in Public Relations/ Journalism/Media relations or equivalent to relevant qualification. ii)5 years of experience in Public Relations in Educational Institutions/ Government Departments/ Public Sector Undertakings/ Autonomous bodies. Desirable: Knowledge of Tamil and Hindi.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Deputation /Absorption
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	**Deputation/Absorption**: Officers with atleast 5 years of regular service in the scale of Asst. Registrar/ Equivalent in any recognized University/ Autonomous Body/Govt Department or Organization/ Public Sector Undertaking and possessing the qualifications prescribed under col.7
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Not Applicable
13	Remarks	Nil

29. INTERNAL AUDIT OFFICER

1	Name of the Post	**Internal Audit Officer**
2	Number of Posts	As per the university requirement
3	Classification	Administrative Service - Group "A"
4	Scale of Pay	Pre- revised Rs 10000-325-15200. As per VIth Pay Commission Pay Band of Rs.15600-39100 with Grade Pay of Rs.6600.
5	Whether selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9	Period of Probation, if any	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Deputation/Re-employment/contract
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	**Deputation :** From among officers working in the Indian Audit & Accounts Department/ Central/State Government Departments with similar duties and responsibilities and having five years of regular service in the scale of 8000-275-13500 or eight years of regular service in the scale of pay of Rs. 6,500-200-10,500 **Reemployment/ Contract:** Officers retired from Indian Audit & Accounts Service/Cadre and possessing the experience prescribed above.
12	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	Not Applicable.
13	Remarks	

30. PROJECT OFFICER (Adult Education)

1	Name of the Post	**Project Officer (Adult Education)**
2	Number of Posts	As per University requirement
3	Classification	Academic – Non Vacation Group "A"
4	Scale of Pay	Pre- revised Rs 8000-275-13500. As per VIth Pay Commission Pay Band of Rs.15600-39100 with Grade Pay of Rs.5400.
5	Whether selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	Maximum 35 years (Relaxable by Vice Chancellor in deserving cases)
7	Educational and other qualifications required for direct recruits	i) A Master's Degree in Adult Education / Education/ Community Education with at least 55% of marks or its equivalent grade of B in the UGC seven point scale. ii) M.Phil/ Ph.D. in a subject related to Adult Education or Ph.D. in Social Science / Education Desirable: 2 years of experience in teaching/ field-work in the subject of Adult/Community Education.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Deputation/Absorption failing which by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	From among individuals working in recognized Universities/Autonomous bodies/ Central /State Govt Departments /organizations in the pay scale of Rs. 8000-13500 or with 3 years service in the scale of Rs. 6500-10500 and possessing the qualifications prescribed for direct recruitment

12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Selection Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13	Remarks	-

31. ASSISTANT SPORTS OFFICER

1	Name of the Post	**Assistant Sports Officer**
2	Number of Posts	As per University requirements
3	Classification	Technical Service, Group "C"
4	Scale of Pay	Pre- revised Rs 5000-150-8000. As per VIth Pay Commission Pay Band of Rs.9300-34800 with Grade Pay of Rs.4200.
5	Whether selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	Maximum 30 years (Relaxable by Vice Chancellor in deserving cases)
7	Educational and other qualifications required for direct recruits	) M.P.Ed. or its equivalent Desirable: National Cadet Corps Senior Division training undergone.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Not applicable
12	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

32. SYSTEMS ANALYST

1.	Name of the Post	**Systems Analyst**
2.	Number of Posts	As per university requirements
3.	Classification	Academic - Non Vacation, Group "A"
4.	Scale of Pay	Pre- revised Rs 8000-275-13500. As per VIth Pay Commission Pay Band of Rs.15600-39100 with Grade Pay of Rs.5400.
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruits	Maximum 35 Years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	M.E / M.Tech degree in Computer Science and Engineering/ Information Technology with first class (OR) B.E / B.Tech degree in Computer Science and Engineering/ Information Technology (or) M.C.A. with first class having 3 years experience in a reputed industry/organization/institution. ***Desirable*** : Experience in software development and maintenance / database administration / network management / Computer centre maintenance
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Promotion by Limited Departmental Competitive Examination failing which by Direct Recruitment.
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from among Senior Technical Assistant (Computer) and Programming Assistant with 5 years of relevant experience.
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13	Remarks	The Competitive examination shall be written and interview

33. INFORMATION OFFICER ANDCOMPUTER/ INFORMATION SCIENTIST

1.	Name of the Post	Information Officer (1) and Computer/Information Scientist (1)
2.	Number of Posts	Two (Subject to variation depending on work load)
3.	Classification	Academic - Non Vacation Group "A"
4.	Scale of Pay	Pre- revised Rs 8000-275-13500. As per VIth Pay Commission Pay Band of Rs.15600-39100 with Grade Pay of Rs.5400.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Maximum 35 Years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	M.E / M.Tech degree in Computer Science and Engineering/ Information Technology with first class. (OR) B.E / B.Tech degree in Computer Science and Engineering/ Information Technology (or) M.C.A. with first class having 3 years experience in a reputed industry/organization/institution. ***Desirable*** : Experience in software development and maintenance / database administration / network management

8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Promotion by Limited Departmental Competitive Examination failing which by Direct Recruitment.
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from among Senior Technical Assistant (Computer) and Programming Assistant with 5 years of relevant experience.
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13	Remarks	The Competitive examination shall be written and interview

34. SENIOR TECHNICAL ASSISTANT (COMPUTER)

1.	Name of the Post	**Senior Technical Assistant (Computer)**
2.	Number of Posts	As per university requirement
3.	Classification	Technical Service – Computer Group "B"
4.	Scale of Pay	Pre- revised Rs 5500- 175- 9000.As per VIth Pay Commission Pay Band of Rs. 9300-34800 with Grade Pay of Rs.4200.
5.	Whether selection post or non-selection post	Selection post
6.	Age limit for direct recruits	Maximum 30 Years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	B.E / B.Tech degree in Computer Science and Engineering/ Information Technology (or) M.C.A. with atleast 55% marks or its equivalent grade of B in the UGC seven point scale **Desirable:** Experience in the installation/ operation/ maintenance of computer systems/network systems/ software
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	1/3 by Promotion failing which by Deputation/ Absorption failing which by Direct Recruitment; 2/3 by Deputation /Absorption failing which by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from Computer Assistant with 8 years of regular service and possessing the qualifications prescribed for Direct recruitment or possessing PG degree and PGDCA subject to passing the departmental test.
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13	Remarks	

35. SENIOR PROGRAMMING ASSISTANT

1.	Name of the Post	Senior Programming Assistant
2.	Number of Posts	As per University requirement
3.	Classification	Technical Service – Computer Group "B"
4.	Scale of Pay	Pre- revised Rs 5500-175-9000. As per VIth Pay Commission Pay Band of Rs.9300- 34800 with Grade Pay of Rs.4200.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Maximum 35 years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	M.C.A./ M.Sc Computer Science with atleast 55% marks or its equivalent grade of B in the UGC seven point scale (or) Any B.Sc. degree with P.G. Diploma in Computer Applications from a recognized University with at least 55% of marks or its equivalent grade of B in the UGC seven point scale and 3 years working experience in Programming. ***Desirable*:** Experience in programming / software development / database administration
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: not applicable Educational Qualifications: As prescribed by the IMU.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	By Promotion failing which by Deputation/Absorption failing both by Direct Recruitment.
11	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/deputation/transfer to be made	**Promotion:** Eligible Computer Assistants with experience of 8 years service and possessing the qualifications as prescribed in column 7. **Deputation:** Individuals holding analogous posts on regular basis in any recognized University/ Autonomous bodies/ Central/ State Government Undertaking possessing qualifications as prescribed in column 7.
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13	Remarks	

36. COMPUTER ASSISTANT

1.	Name of the Post	**Computer Assistant**
2.	Number of Posts	As per University requirement
3.	Classification	Group "C" Non-Ministerial Services
4.	Scale of Pay	Pre- revised Rs 4000-100-6000. As per VIth Pay Commission Pay Band of Rs. 5200-20200. with Grade Pay of Rs.2400.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Maximum 30 years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	i) B.C.A./B.Sc. Computer Science or any Bachelors Degree with P.G. Diploma in Computer Applications from a recognized University. ii) Proficiency in Computer operations, should posses Data Entry speed of minimum 45 wpm. ***Desirable*** : Typewriting in Hindi/Tamil
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	Not applicable
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

37. DATA ENTRY OPERATOR

1.	Name of the Post	**Data Entry Operator**
2.	Number of Posts	As per University Requirement
3.	Classification	Group "C" Non-Ministerial Services
4.	Scale of Pay	Pre- revised Rs 4000- 100- 6000. As per VIth Pay Commission Pay Band of Rs.5200-20200 with Grade Pay of Rs.2400.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Maximum 30 years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	i) Bachelors Degree in Arts/Science/Commerce or Equivalent from a recognized University. ii) Typewriting in English (Higher) iii) Working knowledge in operating computers
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	Not applicable
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

38. EXECUTIVE ENGINEER

1.	Name of the Post	**Executive Engineer**
2.	Number of Posts	As per University Requirement
3.	Classification	Engineering Service, Group "A"
4.	Scale of Pay	Rs.10,000-325-15,200 (Pre revised scale) Rs.12,000-420-18,300 (Pre revised scale) New Pay scale as per 6th Pay Commission Pay Band – Rs.15600-39100 Grade Pay – Rs.6600
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable
9	Period of Probation, if any	Two years
10	Method of recruitment by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by promotion failing which by deputation/ absorption

11	In case of recruitments by promotion/deputation/transfer, grades from which promotion/deputation/ transfer to be made	**Promotion:** from Assistant Engineers possessing Degree in Civil Engineering, with 5 years of regular service. **Deputation/Absorption:** Officers from Central/State Govt. Departments/Organisations, Autonomous Bodies and Public Sector Undertakings with 5 years of regular service in the level of Assistant Engineer.
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13	Remarks	

39. ASSISTANT ENGINEER

1.	Name of the Post	**Assistant Engineer**
2.	Number of Posts	As per University requirements
3.	Classification	Engineering Service, Group "A"
4.	Scale of Pay	Pre- revised Rs 8000-275-13500. As per VIth Pay Commission Pay Band of Rs.15600-39100 with Grade Pay of Rs.5400.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Maximum 35 years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	B.E/B.Tech. in Civil Engineering with 3 years experience in design, construction and maintenance of buildings and roads.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age not applicable Promotee should have either degree in Civil Engineering with 5 years experience or Diploma in Civil Engineering with 8 years of experience
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Promotion failing which by Deputation/absorption failing which by direct recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	**Promotion:** from Junior Engineers having Degree in Civil Engineering with 5 years regular service or Diploma in Civil Engineering with 8 years regular service. **Deputation/Absorption**: Officers from Central/State Govt. Departments/Organisations, Autonomous Bodies and Public Sector Undertakings. Possessing degree in Engineering and holding analogous posts or Diploma in Engineering with 8 years regular service in the level of Junior Engineer.
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13	Remarks	.

40. JUNIOR ENGINEER (CIVIL)

1.	Name of the Post	**Junior Engineer (Civil)**
2.	Number of Posts	As per University requirement
3.	Classification	Engineering Service, Group "C"
4.	Scale of Pay	Pre- revised Rs 5000-150-8000. As per VIth Pay Commission Pay Band of Rs.9300-34800 with Grade Pay of Rs.4200.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Maximum 35 Years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	Degree in Civil Engineering (or) Diploma in Civil Engineering with 3 years experience in design, construction and maintenance of buildings and roads.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age not applicable Educational and other qualifications apply.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Promotion failing which by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from Draughtsman/Technical Assistants with 5 years regular service
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

41. DRAUGHTSMAN/TECHNICAL ASSISTANT

1.	Name of the Post	**Draughtsman/Technical Assistant*** *** The** *designation of Draughtsman will be applicable only to the serving individuals. All new appointments will be made only as Technical Assistant.*
2.	Number of Posts	As per University requirements
3.	Classification	Engineering Service, Group "C"
4.	Scale of Pay	Pre- revised Rs 4000-100-6000. As per VIth Pay Commission Pay Band of Rs.5200-20200 with Grade Pay of Rs.2400.

5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Maximum 30 Years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	Diploma in Engineering **Or** ITI certificate (after passing 10^{th} standard) in the requisite Trade with 5 years of relevant experience in a Government or reputed Organisation
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% By promotion failing which by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from the individuals serving as Technicians in the pay scale of Rs.3050-4590 with ITI/Equivalent certificate in their Trade subject to passing the departmental test
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

42. TECHNICIAN (CIVIL)

1.	Name of the Post	**Technician (Civil)**
2.	Number of Posts	As per University requirement
3.	Classification	Engineering Service, Group "C"
4.	Scale of Pay	Pre- revised Rs 3050-75-3950-80-4590. As per VIth Pay Commission Pay Band of Rs.5200-20200 with Grade Pay of Rs.1900.
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit for direct recruits	Maximum 30 Years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	10^{th} standard pass and ITI certificate in the requisite Trade
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age not applicable Educational and other qualifications apply
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Promotion failing which by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from Technical Attendants (Khalasi-Helpers) with 8 years regular service and possessing ITI certificate in their Trade or equivalent certificate issued by Government of India. Note: The Technical Attendants who do not possess ITI certificate will also be considered for promotion after completion of 10 years of regular service, subject to passing the departmental test.
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

43. JUNIOR ENGINEER (ELECTRICAL)

1.	Name of the Post	**Junior Engineer (Electrical)**
2.	Number of Posts	As per university requirement
3.	Classification	Engineering Service, Group "C"
4.	Scale of Pay	Pre- revised Rs 5000-150-8000. As per VIth Pay Commission Pay Band of Rs.9300-34800 with Grade Pay of Rs.4200.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Maximum 35 Years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	Degree in Electrical Engineering (**Or**) Diploma in Electrical Engineering with 3 years of relevant experience
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Deputation /Absorption failing which by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	**Deputation/Absorption** : Individuals with five years regular service in the scale of Rs. 4000-6000 in any recognized University/Autonomous body/ Central /State Govt Department /organization and possessing the qualifications prescribed in column No.7.
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

44. TECHNICIAN (ELECTRICAL)

1.	Name of the Post	**Technician (Electrical)**
2.	Number of Posts	As per University requirement

3.	Classification	Engineering Service, Group "C"
4.	Scale of Pay	Pre- revised Rs 3050-75-3950-80-4590. As per VIth Pay Commission Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 1900.
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit for direct recruits	Maximum 30 Years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	10^{th} standard pass and ITI certificate in the requisite Trade or equivalent
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Promotion failing which by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from Group D employees with 8 years regular service and possessing ITI certificate in the relevant Trade or equivalent certificate issued by Government of India subject to passing the departmental test. ***Note:*** The Technical Attendants who do not possess ITI certificate will also be considered for promotion after completion of 10 years of regular service, subject to passing the departmental test.
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

45. SENIOR TECHNICAL ASSISTANT (SCIENCE)

1.	Name of the Post	**Senior Technical Assistant (Science)**
2.	Number of Posts	As per university requirements
3.	Classification	Technical Service, Group "B"
4.	Scale of Pay	Pre- revised Rs 5500- 175-9000. As per VIth Pay Commission Pay Band of Rs. 9300-34800 with Grade Pay of Rs. 4200.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Maximum 30 Years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	M.Sc. degree in relevant discipline with at least 55% of marks or its equivalent grade of B in the UGC seven point scale. ***Desirable*** : 2 years experience in a laboratory (**or**) B.Sc. degree in relevant discipline with 8 years of experience in a laboratory
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Promotion failing which by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made	Promotion from Jr. Lab Assistants and existing Lab Technicians in relevant departments with 8 years service and possessing the qualifications prescribed for direct recruitment.
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13	Remarks	

46. JUNIOR LAB ASSISTANT

1.	Name of the Post	**Junior Lab Assistant**
2.	Number of Posts	As per University requirements
3.	Classification	Technical Service Group "C"
4.	Scale of Pay	Pre- revised Rs 4000- 1000- 6000. As per VIth Pay Commission Pay Band of Rs.5200-20200 with Grade Pay of Rs.2400.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Maximum 30 Years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	B.Sc. degree in relevant discipline having atleast second class with 3 years of experience in a laboratory
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Promotion failing which by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made	Promotion from Sr. Lab Attendant in relevant departments with 5 years service and possessing the qualifications for direct recruitment

12	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

47. SENIOR LABORATORY ATTENDANT

1.	Name of the Post	**Senior Laboratory Attendant**
2.	Number of Posts	As per University requirement
3.	Classification	Technical Service, Group "C"
4.	Scale of Pay	Pre- revised Rs 3050-75-3950-80-4590. As per VIth Pay Commission Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 1900.
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit for direct recruits	Maximum 30 Years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	i) A Bachelor's degree in Science ii) Two years experience in a laboratory
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.	100% by Promotion failing which by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made	Promotion from laboratory attendant with 5 years service
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

48. UNIVERSITY LIBRARIAN

1.	Name of Post	Librarian (University)
2.	Number of posts	As per University requirement
3.	Classification	Class I service
4.	Scale of Pay	As per VIth Pay Commission Pay Band of Rs. 37400- 67000 with AGP Rs 10000 (or as per the rules prescribed from time to time by UGC/ GOI).
5.	Whether selection post or non selection post	Selection Post
6.	Age limit for direct recruitment	Age not more than 50 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	i) Master's degree in Library Science/ Information Science/ Documentation with at least 55% marks or its equivalent grade of B in the UGC prescribed seven point scale and consistently good academic record. ii) At least thirteen years as deputy Librarian in University Library or eighteen years experience as a College Librarian. iii) Evidence of innovative Library service and organization of published work. Desirable: M.Phil. / Ph. D. degree in library science/ information science/ documentation/ archives and manuscript keeping.
8.	Whether age and educational qualifications prescribed in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Promotion failing which by deputation failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	**Promotion**: Eligible Deputy Librarians and equivalents with requisite qualifications and experience as prescribed in column 7. **Deputation:** Individual holding analogous posts on regular basis in any recognized University/ Autonomous bodies/ Central/ State Government Undertaking possessing qualifications as prescribed in column 7.
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Departmental Promotion Committee/ Selection committee will consist of: i) The Vice-Chancellor as Chairperson. ii) Three experts in concerned subject as recommended by Vice- Chancellor. iii) Dean of the concerned Faculty/ Head/ Chairperson of department concerned. iv) An academician nominated by the Executive council.
13.	Remarks	Deputy Librarian completing service of three years in the AGP of Rs. 9000 and otherwise eligible as per prescribed conditions shall also be eligible for appointment to the post of Librarian through open recruitment.

49. DEPUTY LIBRARIAN

1.	Name of Post	Deputy Librarian
2.	Number of posts	As per University requirement

3.	Classification	Class I service
4.	Scale of Pay	Pre revised scale of Rs 12000-375-16500. As per VIth Pay Commission, Pay Band of Rs. 15600- 39100 with AGP Rs 8000 (for direct recruitment (or as per the provisions laid down in Para 5 (c) (i) and subsequent Para of O.M. No. 1-32/2006-U.II/U.I (1) dated December 31, 2008 issued by MHRD, Department of Higher Education).
5.	Whether selection post or non selection post	Selection Post
6.	Age limit for direct recruitment	Maximum age 45 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	i) Master's degree in Library Science/ Information Science/ Documentation with at least 55% marks or its equivalent grade of B in the UGC prescribed seven point scale and consistently good academic record. ii) At least five years as Assistant University Librarian/ College Librarian. iii) Evidence of innovative library service, published work and professional commitment and computerization of Library. Desirable: M.Phil./ Ph. D. degree in library science/ information science/ documentation/ archives and manuscript –keeping, computerization of Library.
8.	Whether age and educational qualifications prescribed in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Promotion failing which by deputation failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	**Promotion**: Eligible Assistant Librarians and equivalents with requisite qualifications and experience as prescribed in column 7. **Deputation:** Individual holding analogous posts on regular basis in any recognized University/ Autonomous bodies/ Central/ State Government Undertaking possessing qualifications as prescribed in column 7.
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Departmental Promotion Committee/ Selection committee will consist of: i) The Vice-Chancellor as Chairperson. ii) Three experts in concerned subject as recommended by Vice- Chancellor. iii) Dean of the concerned Faculty/ Head/ Chairperson of department concerned. iv) An academician nominated by the Executive council.
13.	Remarks	On completion of service of 5 years, Assistant Librarian (Sr. Scale)/College Librarian (Senior Scale) shall be eligible for the post of Deputy Librarian/equivalent posts in Pay Band of Rs.15600-39100, with academic Grade of Pay of Rs.8000.

50. ASSISTANT UNIVERSITY LIBRARIAN/ COLLEGE LIBRARIAN/ DOCUMENTATION OFFICER

1.	Name of Post	Assistant University Librarian/ College Librarian/ Documentation Officer
2.	Number of posts	As per University requirement
3.	Classification	Class I service
4.	Scale of Pay	a) As per pre revised scale of Rs 8000-13500 new Pay Band will be Rs. 15600 -39100 with AGP Rs 6000. b) As per pre-revised scale of Rs 10000-15200 applicable for Assistant Librarian (Senior Scale)/ College Librarian (Senior Scale) shall be placed in the Pay Band of Rs 15600- 39100 with AGP of Rs 7000 (or as per the rules prescribed by UGC/ GOI).
5.	Whether selection post or non selection post	Entry level post.
6.	Age limit for direct recruitment	Maximum age 45 years (relaxable by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	i) Master's degree in Library Science/ Information Science/ Documentation with at least 55% marks or its equivalent grade of B in the UGC prescribed seven point scale and consistently good academic record. ii) Working knowledge of computerization of Library. Desirable: M.Phil./ Ph. D. degree in library science/ information science/ documentation/ archives and manuscript –keeping.
8.	Whether age and educational qualifications prescribed in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Promotion failing which by deputation failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	**Promotion**: Eligible Professional Assistants with requisite qualifications and experience as prescribed in column 7. **Deputation:** Individual holding analogous posts on regular basis in any recognized University/ Autonomous bodies/ Central/ State Government Undertaking possessing qualifications as prescribed in column 7.
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	Departmental Promotion Committee/ Selection committee will consist of: i) The Vice-Chancellor as Chairperson. ii) Three experts in concerned subject as recommended by Vice- Chancellor. iii) Dean of the concerned Faculty/ Head/ Chairperson of department concerned. iv) An academician nominated by the Executive council.
13.	Remarks	a) On completion of service of four years in AGP of Rs 6000, Assistant Librarian shall be eligible for higher AGP of Rs 7000 in Pay Band Rs 15600- 39100.

		b) Five non-compounded advance increment shall be admissible at the entry level of recruitment as Assistant Librarian to persons possessing Ph.D. in the relevant discipline. However M.Phil. degree holders will be entitled for two non compounded advance increments.

51. PROFESSIONAL ASSISTANT

1.	Name of the Post	**Professional Assistant**
2.	Number of Posts	As per university requirements
3.	Classification	Library Service, Group "B"
4.	Scale of Pay	Pre- revised Rs 5500-175-9000. As per VIth Pay Commission Pay Band of Rs. 9300-34800 with Grade Pay of Rs.4200.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Maximum 35 years (Relaxable by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	1.Bachelor's Degree in Library Science 2.Two years relevant experience in a University/College Library. (or) 1.Any Masters Degree with a Diploma in Library Science. 2.Two years relevant experience in a University/College Library.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	80% by Promotion failing which by Deputation and failing both by Direct Recruitment; 20 % by Direct Recruitment failing which by Deputation
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from the employees in the scale of pay of Rs.4000-6000 and above with 10 years of service in the grade out of which 5 years in the Library service or experience in the Department Library with a minimum of 1000 books and possessing the qualifications prescribed for direct recruitment subject to qualifying the Departmental Test. **Deputation:** Individual holding analogous posts on regular basis in any recognized University/ Autonomous bodies/ Central/ State Government Undertaking possessing qualifications as prescribed in column 7.
12	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13	Remarks	.

52. MEDICAL OFFICER

1.	Name of the Post	**Medical Officer**
2.	Number of Posts	As per university requirements
3.	Classification	Health Service, Group "A"
4.	Scale of Pay	Pre- revised Rs 8000-275-13500. As per VIth Pay Commission Pay Band of Rs.15600-39100 with Grade Pay of Rs.5400.
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	Not applicable
7.	Educational and other qualifications required for direct recruitment/ Deputation	Recognised Medical Degree (MBBS) of any University and Registered with the Indian Medical Council and completion of compulsory rotating internship.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% By Deputation / Absorption failing which by re-employment on Contract.
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	**Deputation/Absorption:** Doctors from Govt. Hospitals / Autonomous bodies/ Public Sector Undertakings, employed on regular basis and possessing the qualifications prescribed in column 7. **Contract:** Ex- servicemen with the qualifications and experience prescribed in col.7
12	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Not Applicable
13	Remarks	

53. STAFF NURSE

1.	Name of the Post	**Staff Nurse**
2.	Number of Posts	As per University requirement
3.	Classification	Health Service, Group "C"
4.	Scale of Pay	Pre- revised Rs 5000-150-8000. As per VIth Pay Commission Pay Band of Rs.9300-34800 with Grade Pay of Rs.4200.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruitment/ Deputation	Degree in Nursing, recognized by the Nursing Council.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable
9	Period of Probation, if any	Two years

10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% By Deputation / Absorption failing which by re-employment on Contract.
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	**Deputation/Absorption:** Nurses from Govt Hospitals / Autonomous bodies/ Public Sector Undertakings, employed on regular basis and possessing the qualifications prescribed in column 7. **Contract:** Ex- servicemen with the qualifications and experience prescribed in col.7
12	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Not Applicable
13	Remarks	

54. SANITARY INSPECTOR

1.	Name of the Post	**Sanitary Inspector**
2.	Number of Posts	As per university requirements
3.	Classification	Health Service Group "C"
4.	Scale of Pay	Pre- revised Rs 5000-150-8000. As per VIth Pay Commission Pay Band of Rs. 9300-34800 with Grade Pay of Rs.4200.
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	Not applicable
7.	Educational and other qualifications required for direct recruitment/ deputation	i) Bachelor's degree ii) Diploma in Sanitation Management & 3 years relevant experience
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% By Deputation/ Absorption failing which by re-employment on Contract.
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	**Deputation/Absorption:** From persons in equivalent Grade/cadre in Central/State Govts. Public Sector Undertaking/University/ Local bodies. , employed on regular basis and possessing the qualifications prescribed in column 7. **Contract:** Ex- servicemen with the qualifications and experience prescribed in col.7
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Not Applicable
13	Remarks	

55. PHARMACIST

1.	Name of the Post	**Pharmacist**
2.	Number of Posts	As per University requirements
3.	Classification	Health Service, Group "C"
4.	Scale of Pay	Pre- revised Rs 4500-125-7000. As per VIth Pay Commission Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 2800.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruitment/ deputation	i) B.Pharm ii) Registered with the State Pharmacy Council
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% By Deputation/ Absorption failing which by re-employment on Contract.
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	**Deputation/Absorption :** From persons in equivalent Grade/cadre in Central/State Govts. Public Sector Undertaking/University/ Local bodies, employed on regular basis and possessing the qualifications prescribed in column 7. **Contract:** Ex- servicemen with the qualifications and experience prescribed in col.7
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Not Applicable
13	Remarks	

56. HORTICULTURIST

1.	Name of the Post	**Horticulturist**
2.	Number of Posts	As per university requirement
3.	Classification	Horticultural Service, Group "A"
4.	Scale of Pay	Pre- revised Rs 10000-325-15200. As per VIth Pay Commission Pay Band of Rs.15600-39100 with Grade Pay of Rs.6600.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	i) M.Sc. in Horticulture/Agriculture with atleast 55% of marks or its equivalent grade of B in the UGC seven point scale ii) 5 years of relevant experience in Government/ Educational Institution.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Educational and other Qualifications apply, except the minimum requirement of 55% marks.
9	Period of Probation, if any	Two years

10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Promotion failing which by Deputation/Absorption failing both by Contract
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	**Promotion:** Assistant horticulturist with 5 years of regular service. **Deputation/Absorption**: Officers with atleast 5 years of regular service in the scale of Asst. horticulturist / equivalent in any recognized University/ Autonomous Body/Govt Department or Organisation/ Public Sector Undertaking and Possessing the qualifications prescribed under col.7. **Contract:** Ex-servicemen with relevant qualifications and experience.
12	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council
13	Remarks	

57. ASSISTANT HORTICULTURIST

1.	Name of the Post	**Assistant Horticulturist**
2.	Number of Posts	As per university requirements
3.	Classification	Horticultural Service Group "A"
4.	Scale of Pay	Pre- revised Rs 8000-275-13500. As per VIth Pay Commission Pay Band of Rs.15600-39100 with Grade Pay of Rs.5400.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	i) M.Sc. in Horticulture/Agriculture with atleast 55% of marks or its equivalent grade of B in the UGC seven point scale ii) 3 years of relevant experience in Government/Educational Institution.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Educational and other Qualifications apply, except the minimum requirement of 55% marks.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Promotion failing which by Deputation/Absorption failing both on Contract basis.
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from Horticultural Assistants with 5 years regular service. **Deputation/Absorption**: Officers holding equivalent post or with atleast 5 years of regular service in the scale of Horticultural Assistant/ Equivalent in any recognized University/ Autonomous Body/Govt Department or Organisation/ Public Sector Undertaking and Possessing the qualifications prescribed under col (7). **Contract:** Ex- servicemen with relevant qualifications and experience.
12	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13	Remarks	

58. HORTICULTURAL ASSISTANT

1.	Name of the Post	**Horticultural Assistant**
2.	Number of Posts	As per University requirements
3.	Classification	Horticultural Service Group "B"
4.	Scale of Pay	Pre- revised Rs 6500-200-10500. As per VIth Pay Commission Pay Band of Rs. 9300-34800 with Grade Pay of Rs. 4200.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	B.Sc. in Horticulture/Agriculture Desirable: Eight years relevant experience in Government/./Autonomous Institutions/Public Sector Undertakings.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Promotion failing which by Deputation/Absorption failing both on Contract basis.
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from among Field Assistants with 8 years service **Deputation/Absorption**: Persons holding equivalent post or with atleast 8 years of regular service in the scale of Field Assistant/ Equivalent in any recognized University/ Autonomous Body Govt. Department or Organisation / Public Sector Undertaking and Possessing the qualifications prescribed under col.7 **Contract:** Ex- servicemen with relevant qualifications and experience.
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13	Remarks	

59. FIELD ASSISTANT

1.	Name of the Post	**Field Assistant**
2.	Number of Posts	As per university requirements
3.	Classification	Horticulture Service (Group "C")
4.	Scale of Pay	Pre- revised Rs 4500-125-7000. As per VIth Pay Commission Pay Band of Rs. 5200-20200 with Grade Pay of Rs.2800.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	B.Sc. in Horticulture/Agriculture Desirable: One year relevant experience in Government/./Autonomous Institutions/Public Sector Undertakings.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% By Deputation/Absorption failing which by re- employment of ex-servicemen failing both on Contract
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	**Deputation/Absorption**: Persons holding equivalent post or with atleast 5years of regular service in the scale of Field Assistant/ Equivalent in any recognized University/ Autonomous Body/Govt Department or Organisation/ Public Sector Undertaking and Possessing the qualifications prescribed under col 7. **Re-employment :** Ex- servicemen with relevant qualifications and experience . **Contract :** Retired persons from Central or State Govt Organisations/Autonomous bodies/Public Sector Undertakings with relevant qualifications and experience.
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Not Applicable
13	Remarks	

60. JUNIOR FIELD ASSISTANT

1.	Name of the Post	**Junior Field Assistant**
2.	Number of Posts	As per University requirements
3.	Classification	Horticulture Service Group "C"
4.	Scale of Pay	Pre- revised Rs 3050-75-3950-80-4590. As per VIth Pay Commission Pay Band of Rs.5200-20200 with Grade Pay of Rs.1900.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Possession of Technical Qualifications like, Certificate in Horticulture/Agriculture issued by the Government Institutions/Universities
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% By Promotion.
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	At least 10 years of regular service at Group D level (Horticulture Attendant) possessing the qualification prescribed at Sl.No.7 and passing the skill test.
12	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	Departmental Promotion Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

61. TECHNICAL OFFICER GRADE - II

1.	Name of the Post	**Technical Officer Grade -II**
2.	Number of Posts	As per University requirements
3.	Classification	Academic - Non Vacation Group "A"
4.	Scale of Pay	Pre- revised Rs 12000-420-18300. As per VIth Pay Commission Pay Band of Rs.37400-67000 with Grade Pay of Rs.8700.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	i) M.E. / M.Tech. in Instrumentation (or) related area with atleast 55% marks or its equivalent grade of B in the UGC seven point scale ii) Atleast 10 years experience in reputed laboratories/ industries in design/production/ maintenance of instruments. ***Desirable :*** Ph.D. in Instrumentation (or) related area
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% By Promotion
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made	Promotion from the Technical Officer Grade - I with 8 years of regular service

12	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13	Remarks	

62. TECHNICAL OFFICER GRADE - I

1.	Name of the Post	**Technical Officer Grade –I**
2.	Number of Posts	As per University requirements
3.	Classification	Academic - Non Vacation Group "A"
4.	Scale of Pay	Pre- revised Rs 8000-275-13500. As per VIth Pay Commission Pay Band of Rs.15600-39100 with Grade Pay of Rs.5400.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Maximum 35 Years
7.	Educational and other qualifications required for direct recruits	M.Sc./B.E/B.Tech.in instrumentation or related area with atleast 55% marks or its equivalent grade of B in the UGC seven point scale Desirable: M.E./M.Tech./Ph.D in Instrumentation (or) related area.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	50% by Promotion failing which by Direct Recruitment; 50% by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made	Promotion from individuals working in the Technical Cadres with a scale of pay of Rs.5500-9000 with 8 years of regular service and possessing the qualifications for direct recruitment
12	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor as Chairperson. (ii) Three persons in concerned subjects as recommended by Vice Chancellor. (iii) Dean/ Head/ Chairperson of department concerned. (iv) An academician nominated by the Executive Council.
13	Remarks	Recruitment/Promotion for this post will also be based on a comprehensive test or interview or both.

63. TECHNICIAN GRADE - IV

1.	Name of the Post	**Senior Technician**
2.	Number of Posts	As per University requirements
3.	Classification	Technical Service, Group "C"
4.	Scale of Pay	Pre- revised Rs 4500-125-7000.As per VIth Pay Commission Pay Band of Rs.5200- 20200 with Grade Pay of Rs.2800.
5.	Whether selection post or non-selection post	Non-Selection post
6.	Age limit for direct recruits	Maximum 30 Years
7.	Educational and other qualifications required for direct recruits	Diploma in Electronics/Electrical/Mechanical Engineering with 3 years relevant experience in industry/research laboratory
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Promotion failing which by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made	Promotion from the Technician Grade – II with 8 years service
12	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

64. TECHNICIAN GRADE - II

1.	Name of the Post	**Technician Grade – II**
2.	Number of Posts	As per University requirements
3.	Classification	Technical service Group "C"
4.	Scale of Pay	Pre- revised Rs 4000-100-6000. As per VIth Pay Commission Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 2400.
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit for direct recruits	Maximum 30 Years
7.	Educational and other qualifications required for direct recruits	ITI Certificate with atleast five years experience in Mechanical/ Electrical/ Electronic shops of reputed industry/educational institution/research laboratory (or)

		H.Sc. with 6 years experience in glass blowing
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100 % Promotion failing which by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made	Promotion from the Technician Grade – I with 8 years service
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

65. TECHNICIAN GRADE - I

1.	Name of the Post	**Technician Grade – I**
2.	Number of Posts	As per University requirement
3.	Classification	Technical service Group "C"
4.	Scale of Pay	Pre- revised Rs 3050-75-3950-80-4590. As per VIth Pay Commission Pay Band of Rs.5200-20200 with Grade Pay of Rs.1900.
5.	Whether selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Maximum 30 Years
7.	Educational and other qualifications required for direct recruits	ITI Certificate with atleast one year experience in Mechanical/ Electrical/ Electronic shops of reputed industry/educational institution/research laboratory (or) H.Sc. with 2 years experience in glass blowing.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Promotion failing which by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made	Through Departmental Test
12	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

66. DRIVER (LEVEL-I)

1.	Name of the Post	**Driver (Level-I)**
2.	Number of Posts	As per University Requirements
3.	Classification	Group "C" Transport Services
4.	Scale of Pay	Pre- revised Rs 5000- 150-8000. As per VIth Pay Commission Pay Band of Rs.9300- 34800 with Grade Pay of Rs.4200.
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	1) A Pass in XII Std or Diploma in Automobile Engineering. 2) Possession of a valid driving license for Heavy Vehicle 3) Knowledge of Motor Mechanism 4) Experience of driving a motor car for at least 15 years including 3 years Driving of Heavy Vehicles.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Promotion
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion with Driver Level-II with 10 years' regular service. Only candidates who qualify the proficiency test will be eligible for consideration of promotion.
12	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	Age and qualifications are relaxable by Vice Chancellor in deserving cases.

67. DRIVER (LEVEL-II)

1.	Name of the Post	**Driver (Level-II)**
2.	Number of Posts	As per University requirement
3.	Classification	Group "C" Transport Services

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4.	Scale of Pay	Pre- revised Rs 4000-100-6000. As per VIth Pay Commission Pay Band of Rs.5200-20200 with Grade Pay of Rs.2400.
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	1) A Pass in X Std. 2) Possession of a valid driving license for Heavy Vehicle. 3) Knowledge of Motor Mechanism 4) Experience of driving a motor car for at least 10 years including 3 years Driving of Heavy Vehicles.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age: Not applicable Essential qualification: As prescribed by the IMU.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Promotion
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from among the Driver Level-III with 10 years of regular service. Only candidates who qualify the Trade Test of appropriate standard will be eligible for consideration of promotion.
12	If a Departmental Promotion Committee / Recruitment Committee exists, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	Age and qualifications are relaxable by Vice Chancellor in deserving cases.

68. DRIVER (LEVEL-III)

1.	Name of the Post	**Driver (Level-III)**
2.	Number of Posts	As per University requirements
3.	Classification	Group "C" Transport Services
4.	Scale of Pay	Pre- revised Rs 3050-75-80-4590. As per VIth Pay Commission Pay Band of Rs. 5200-20200 with Grade Pay of Rs.1900.
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit for direct recruits	Maximum 30 Years
7.	Educational and other qualifications required for direct recruits	1) A Pass in X Std. 2) Possession of a valid driving license for Heavy Vehicle 3) Knowledge of Motor Mechanism 4) Experience of driving a motor car for at least 3 years including one year Driving of Heavy Vehicle.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age not applicable Qualifications as laid down at column. (7) will apply in case of promotees.
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Promotion failing which by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from among the Motor Vehicle Attendants with 5 years of experience in Transport section, failing which from Group "D" Employees with 5 Years experience. Only candidates who qualify the proficiency test will be eligible for consideration of promotion.
12	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Departmental Promotion Committee/ Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	Age and qualifications are relaxable by Vice Chancellor in deserving cases.

69. OFFICE ATTENDANT

1	Name of the Post	**Office Attendant**
2	Number of Posts	As per university requirements
3	Classification	Group "D"
4	Scale of Pay	Pre- revised Rs 2550-55-2660-60-3200. As per VIth Pay Commission Pay Band of Rs.5200-20200 with Grade Pay of Rs.1800.
5	Whether selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	Maximum - 30 Years
7	Educational and other qualifications required for direct recruits	A Pass in SSLC or equivalent Examinations
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Not applicable
12	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

70. TECHNICAL ATTENDANT

1.	Name of the Post	**Technical Attendant**
2.	Number of Posts	As per University requirements
3.	Classification	Group "D"
4.	Scale of Pay	Pre- revised Rs 2550-55-2660-60-3200. As per VIth Pay Commission Pay Band of Rs. 5200-20200 with Grade Pay of Rs.1800.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Transfer (Absorption) failing which by direct recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	By Transfer (Absorption) of other Group "D" employees possessing ITI certificate.
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

71. LAB ATTENDANT

1.	Name of the Post	**Lab Attendant**
2.	Number of Posts	As per University requirements
3.	Classification	Group "D" Service
4.	Scale of Pay	Pre- revised Rs 2650-65-3300-70-4000.As per VIth Pay Commission Pay Band of Rs.5200-20200 with Grade Pay of Rs.1800.
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit for direct recruits	Maximum 30 years
7.	Educational and other qualifications required for direct recruits	A Pass in H. Sc. with Science subjects
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Not applicable
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	

72. HORTICULTURE ATTENDANT

1.	Name of the Post	**Horticulture Attendant**
2.	Number of Posts	As per University requirements
3.	Classification	Group "D"
4.	Scale of Pay	Pre- revised Rs 2550-55-2660-60-3200. As per VIth Pay Commission Pay Band of Rs.5200-20200 with Grade Pay of Rs.1800.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	Maximum 30 years
7.	Educational and other qualifications required for direct recruits	A Pass in X Standard
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By Transfer (Absorption) failing which by Direct Recruitment
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	By Transfer (Absorption) of other Group "D" employees who have experience in Horticulture, subject to passing a skill test.
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	Selection Committee will consist of: (i) Vice Chancellor or one officer nominated by Vice Chancellor as Chairperson. (ii) One officer from department concerned as Member. (iii) One officer from department familiar as Member.
13	Remarks	