



# **SunRise University Alwar**

## **SERVICE RULES**

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**PROCEDURE/NORMS FOR APPOINTMENT TO THE POSTS OF PROFESSOR,  
ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR AND OTHER  
ACADEMIC STAFF**

**1. Vacancies**

- (a) The Registrar shall update the faculty positions in the various Departments in a prescribed perform with all necessary details.
  
- (b) The Head of the Department will intimate to the Registrar through the Dean of the Faculty, the occurrence of a vacancy in the prescribed Performa along with such other particulars like the specialization, etc., which may be needed for making selections for such positions with reference to the structure of the Department approved by the University.

**2. Mode of Advertisement**

- (a) Suitable advertisement shall be prepared from time to time on the basis of the information provided by the Registrar and approved by the President.
  
- (b) The advertisement shall clearly state the essential and desirable qualifications, requirement of experience, reservation of posts as per Government of India norms, last date of receipt of applications, procedure of short-listing of candidates to be called for interview for a post etc. It shall also clearly state relaxations, if any, in the qualifications or experience in the advertisement. It shall be ensured that advertisement for a post invariably mentions that higher qualification holders shall be given preference. The conditions, if any, under which the essential qualifications are, relax able shall be clearly stated in the advertisement.
  
- (c) Advertisement shall appear in at least one all India newspapers and in at least one regional newspaper. It shall also appear in the website of the University. On-line applications may also be invited;

Provided that if there are some academic positions for which the candidates are likely to be exclusively available in a particular region or regions, the advertisement may be limited to the papers in that region or regions, only after recording the reasons for doing so in writing and with the prior approval of the President.

- (d) The closing date of receipt of applications shall normally be at least five weeks from the date of appearance of the advertisement in the newspapers.

Provided that in emergent circumstances the notice may be reduced to three weeks for reasons to be recorded in writing.

- (e) No application will be entertained after the closing date unless the delay is condoned by the President.

#### Personal Contact Candidates

A process of personal contact may also be initiated by the President for obtaining particulars of candidates from appropriate authorities in the concerned fields. The particulars so forwarded by the concerned authorities, in response to such a request, may also be considered along with other applications in response to the advertisement. No application fee shall be chargeable in respect of such applications.

- 3. In order to attract best talents, the University may make rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year.

#### 4. Procedure of Scrutiny -

- (a) The applications forms received shall be scrutinized as per the norms prescribed by the UGC by a Committee consisting of the following members:

- i. Dean of the Faculty concerned-Chairman
- ii. Head/Coordinator of the Department concerned-Member provided he/she is Professor, failing which he/she may be involved in the scrutiny for the post of Assistant Professor
- iii. All Professors of the Department
- iv. Senior most Associate Professor of the Department concerned (only for scrutiny of assistant professor)
- v. At least one Professor from another Department in the same Faculty or another Faculty or as decided by the President.

- (b) The procedure for scrutiny of applications shall be as follows:

- (i) In the first instance, the non-academic particulars of the candidates like age, nationality, date of submission of application, etc. shall be scrutinized. Academic qualifications and experience shall be considered next. Separate merit lists of eligible candidates shall be prepared for reserved and unreserved posts with reference to the area of specializations. In case a candidate is found ineligible, the Remarks column in the list must specify the reason.

- (ii) Ordinarily, the number of candidates recommended for interview for one post may not exceed **twelve** and for two posts **twenty**, and **ten** per post, if the vacancies are more; A suitable screening criterion, as approved by the President, may be used by the Committee for short-listing, on the basis of merit, to recommend the required number of candidates for interview.

Provided that the above number may be exceeded by the Committee for reasons to be given in writing;

- (iii)** Ordinarily, for the posts of Assistant Professors or equivalent, a higher weight age will be given for consistently good academic record, the objective being to pick up those who have the best potential for development. Their research work and other experience shall be considered but with a lesser weight age. A short-listing of candidates, in the order of merit, for the post of Assistant Professor shall be prepared by the Committee on the basis of screening criteria.
- (iv)** In the case of the posts of Associate Professor and Professor and their equivalent, the weight age for the teaching, co-curricular and extracurricular activities and research records shall be given as stipulated in the Performance Based Appraisal System (PBAS) based on the Academic Performance Indicator (API) of the UGC Regulations. Merit list of candidates for these posts and their equivalent shall be drawn on the basis of the perform.
- (v)** Under no circumstances shall the essential qualifications, experience and requirement of API scores as prescribed by the UGC and advertised accordingly, be relaxed.
- (vi)** The Head of the Department or the Dean of the Faculty, as the case may be, will forward the applications with his recommendations to the President for final selection of candidates for interview for the posts. The President may vary the list suitably at his discretion to ensure sufficient number of candidates for interview.

## **5. Re-advertisement**

If the number of recommended eligible candidates is less than three per vacancy or its multiples for more than one vacancy, the post shall be re-advertised with the stipulation that candidates who may have applied earlier need not apply again. In such cases, the President shall also initiate personal contact as provided in clause 3 above. In case the number of eligible candidates is still less than three after the process of second advertisement and personal contact, the interviews shall be held in accordance with the provisions of this Ordinance.

## **6. Information to candidates**

The candidates will be informed through registered post/speed post and/or email/telephones/telegrams of the venue, date and time of interview at least twenty one (21) days ahead of the scheduled date of interview.

- 7.** The Chairman - Convener shall issue to each member of the Selection Committee a Notice, not less than ten days before the meeting, stating the time and venue of the meeting. Meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and of the experts nominated by the Board of Management.
- 8.** The Chairman - Convener shall be entitled to vote at the Selection Committee meeting and shall have a casting vote in the case of a tie.
- 9.** The recommendations of the Selection Committee shall be submitted to the Board of Management and orders of appointment shall be issued after the approval of the Board of Management in accordance with Statute.

- 10.** The terms and conditions with regard to the minimum qualifications and other terms and conditions, as prescribed by the UGC from time to time, shall be followed.
  - i.** In addition to the above, the President may prescribe, in consultation with the concerned Dean and Head of the Department, to the Academic Council such specification or any other conditions as required for the post to be filled up.
- 11.** The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him/her for being called for interview.
- 12.** The University will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
- 13.** It would be open to the Board of Management to offer appointment to suitable persons, who may not have applied, in accordance with the Statute.
- 14.** The selection procedure shall be as laid down by the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic staff in Universities and Colleges and Measures for Maintenance of Standards in Higher Education – 2010 and as amended from time to time.
- 15.** In case of selection to two or more posts on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.
- 16.** No recommendations should be made with a condition attached to the occurrence of the future events.
- 17.** The Selection Committee, after considering a candidate for the post of Professor or Associate Professor, may, if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation.
- 18.** If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc., it shall be so stated and recorded.
- 19.** When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it shall be as per the UGC Regulation referred to above.
- 20.** Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
- 21.** The in-service candidates should apply through Proper Channel.
- 22.** Outstation candidates belonging to SC/ST/PWD categories called for interview will not be paid any TA/DA.
- 23.** Canvassing in any form on behalf of any candidate will disqualify such candidate.

24. The Chairman - Convener shall have the power to lay down the procedure in respect of any matter not mentioned in the Act / Statute / Ordinance.
25. The Selection Committee's recommendations, when approved by the Board of Management, shall remain valid for a period of one year from the date of such approval.
26. The application forms will be sold and registration fee collected at the rates prescribed by the University from time to time. The SC/ST/ Persons with Disabilities/ regular in-service candidates need not pay the Registration Fee.
27. In case of any dispute/suites or legal proceedings against the University, the jurisdiction shall be restricted to **the court in Alwar**.

**MANNER OF APPOINTMENT AND EMOLUMENTS OF EMPLOYEES  
OTHER THAN TEACHERS AND OTHER ACADEMIC STAFF**

The employees of the university, other than teachers and other academic staff, shall be grouped in to Group A, B and C category and such other categories as may be classified by Govt. of India from time to time.

- (1) The University shall have the following methods of recruitment to the non-teaching posts:-
- (a) by direct recruitment;
  - (b) by promotion;
  - (c) by short term contract; and
  - (d) by re-employment of persons retired from service.
- (2) Appointment to a post in any grade by promotion shall be made, whether in a permanent or officiating capacity, from amongst employees serving on posts in the immediately preceding lower cadre in service, subject to such conditions of eligibility as may be prescribed by the Board of Management.
- (3) Every appointment by promotion shall be made on the basis of suitability, past performance and conduct, as evident from the Annual Confidential Reports, besides due regard to seniority, on the recommendation of the Departmental/Central Promotion Committee, constituted for the purpose from time to time:  
Provided that separate Selection Committees shall be constituted for the promotion of the persons of the rank of Assistant Registrar and above and for persons holding posts below Assistant Registrar.

**SELECTION COMMITTEE**

(1) Following shall be the constitution of the Selection Committees:-

(a) Selection Committee for the post of Assistant Registrar and above:

1.	President/ or nominee of the President not below the rank of Professor	:	Chairman
2.	Pro-President	:	Member
3.	Nominee of chairperson	:	Member
4.	Dean of Faculty	:	Member
5.	Two experts in the concerned discipline.		



**(b) Selection Committee for appointment to the administrative / ministerial / other non- teaching employees posts shall consist of the following.**

1.	President	:	Chairman
2.	Registrar	:	Member
3.	One nominee	:	Member

**b)** The candidates for the posts of Group A & B will be selected by Selection Committee through personal interview.

**c)** University may conduct competitive written test/trade test/technical test for the selection of such posts as may be prescribed from time to time.

**d)** The candidates will be picked up for interview on the basis of marks obtained in the written test, in order of merit, in the ratio of 10:1 of the vacancies to be filled-up.

1. The Chairman will be entitled to vote at the Selection Committee meeting and shall have a casting vote in case of a tie.
2. The recommendations of the Selection Committee in respect of the posts of groups A & B will be submitted to the Board of Management and orders of appointments will be issued only after the approval of the Board of Management.
3. The President may be authorized to make appointments on the basis of the recommendations of the Selection Committee to the posts of Groups C.
4. The rules of BOM in regard to Pay & Allowances, Leave, Pension and P.F. shall be followed subject to amendments if any, from time to time.
5. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
6. If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.
7. No recommendation should be made with a condition attached to it.
8. The University will have the right to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases of all posts on the recommendations of the screening and Selection Committee.
9. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age etc, it shall be so stated and recorded.
10. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so giving reasons therefor.
11. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.

12. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict the candidates to be called for interview to a reasonable number (10:1) on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
13. The in-service candidates should apply through proper channel. The conditions of age and experience will be relaxed for in-service candidates, on the recommendations of the Selection Committee.
14. The Chairman shall have the power to lay down the procedure in respect of any matter not mentioned in the Act/ Statute/ Ordinance.
15. Canvassing in any form on behalf of any candidate will disqualify such candidate.
16. The Selection Committee's recommendations, when approved shall remain valid for a period of one year from the date of such approval.
17. The application forms will be sold and the application fee collected as prescribed by the University from time to time.
18. In cases of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the **Court, in Alwar**.
19. Subject to revision by the University as and when necessary, following shall be the details of qualifications, experience, age limit etc. for various posts other than faculty positions in the University:-

**Pay Range (Basic)**

Grade- I	:	(PB-4 : 37400-67000)
Grade- II	:	(PB-3 : 15600-39100)
Grade -III	:	(PB-2 : 9300-34800)
Grade- IV	:	(PB-1 : 5200-20200)

**1.1 REGISTRAR**

Pay Scale: Rs. 37400-67000 (Grade Pay Rs. 10,000/-)

**Minimum Qualifications:**

a. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.

OR

At least 15 years of 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 a research establishment and / or other institution of higher education

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

## 2. FINANCE OFFICER

Pay Scale: Rs. 37400-67000 (Grade Pay Rs. 10,000/-)

### **Minimum Qualifications:**

- a. A Master's Degree with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale.
- b. 15 years of appropriate experience of financial management of which 8 years as Deputy Registrar/Deputy Finance Officer or an equivalent post of a University/affiliated college/public sector undertaking/ autonomous organization/ multinational organization/ Government.

OR

- c. Comparable experience in a research establishment and/or other Institutions of higher education.

OR

- d. With an overall service of 15 years as Deputy Finance Officer including 8 years in post of Assistant Registrar/Assistant Finance Officer.

## 3. LIBRARIAN

Pay Scale: Rs. 37400-67000 (Grade Pay Rs. 10,000/-)

### **Minimum Qualifications:**

Master's Degree in Library Science / Information Science/ Documentation with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale and consistently good academic record.

At least thirteen years' experience as Deputy Librarian in University Library or any other library of statutory organization or eighteen years' experience as a College Librarian.

consolidated APIs score of 400 points

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.

#### **4. CONTROLLER OF EXAMINATIONS**

Pay Scale: Rs. 37400-67000 (Grade Pay Rs. 10,000/-)

##### **Minimum Qualifications:**

- a. Master's Degree with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale

At least 15 years of 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 a research establishment and / or other institution of higher education

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

**Desirable:** Adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations.

#### **5. DEPUTY REGISTRAR**

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 7,600/-)

##### **Minimum Qualifications:**

Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale.

Nine years of experience as Assistant Professor in AGP of Rs. 6000 and above with experience in educational administration.

OR

Comparable experience in research establishment and / or other institutions of higher education

OR

5 years of administrative experience as Assistant Registrar or on an equivalent post.

Age: Not more than 55 years

## **6. DEPUTY FINANCE OFFICER**

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 7,600/-)

### **Minimum Qualifications:**

- a. Master's Degree with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale.

OR

Nine years of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration.

OR

Comparable experience in research establishment and / or other institutions of higher education

OR

5 years of administrative experience as Assistant Registrar or in an equivalent post.

**Desirable:** Preference will be given to candidates with M.Com / MBA (Finance) / ICWA / CA / SAS **Age:** Not more than 55 years

## **7. DEPUTY LIBRARIAN**

Pay Scale: Rs. 37400-67000 (Grade Pay Rs. 9000/- )

### **Minimum Qualifications:**

Master's Degree in Library Science / Information Science Documentation with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale.

Five years experience as an Assistant University Librarian / College Librarian.

OR

Evidence of innovative Library services, published work and professional commitment.

- c. Consolidated score of 300 points.

**Desirable:** M. Phil / Ph. D Degree in Library Science / Information Science / Documentation / Archives and Manuscript-keeping, Computerisation of Library.

**Age:** Not more than 55 years

## **8. DEPUTY CONTROLLER OF EXAMINATION**

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 7,600/-)

**Minimum Qualifications:**

- a. Master's Degree with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale.

OR

Nine years of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration.

OR

Comparable experience in research establishment and / or other institutions of higher education.

OR

5 years of administrative experience as Assistant Registrar or on an equivalent post.

**Desirable:** Adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations. **Age:** Not more than 55 years

**9. EXECUTIVE ENGINEER**

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 6,600/-)

**Minimum Qualifications:**

- a. A Bachelors Degree in Civil Engineering with 10 years of experience in design and systems and construction of buildings, roads, sanitary and water supply systems including maintenance of the same

**Desirable:** Post-Graduate Degree in structures. **Age:** Not more than 55 years

**10. INTERNAL AUDIT OFFICER**

Pay band : 15600-39100 with a grade pay of Rs. 7600

**Minimum Qualification:**

All India organised Audit and Accounts Services Officers holding analogous posts with at least 3 years experience in similar capacity.

Officer qualified in SAS or its equivalent Accounts Service Examination of Central/State Government, holding analogous post and with 9 years' service in the immediate lower cadre.

OR

Officers with at least 9 years service in the cadre of Assistant Registrar/Accounts Officer with experience in Audit, Accounts and Works Departments of various organisations/Central Universities etc.

**Age:** Not more than 50 years

## **11. ASSISTANT REGISTRAR AND ITS EQUIVALENT POSTS**

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 5,400/-)

### **Minimum Qualifications:**

**a.** Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale.

**Desirable:** Three years of experience as a Section Officer / Superintendent in Central / State University offices.

OR

Five years of experience as Assistant Professor/Lecturer in a college or a University or an autonomous institution with experience in educational administration.

**Age:** Not more than 45 years

## **12. ASSISTANT FINANCE OFFICER**

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 5,400/-)

### **Minimum Qualifications:**

Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale.

Five years of experience as a Section Officer / Superintendent in Central / State University offices.

**Desirable:** Preference will be given to candidates with M.Com/M.B.A. (Finance)/ICWA/CA/SAS

**Age:** Not more than 45 year

## **13. ASSISTANT CONTROLLER OF EXAMINATION**

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 5,400/-)

### **Minimum Qualifications:**

**a.** Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of B in UGC seven-point scale.

**b.** Five years of experience as a Section Officer / Superintendent in Central / State University offices.

**Desirable:** Adequate experience in the conduct of University examinations or some other comparable examinations. **Age:** Not more than 45 years

#### **14. PUBLIC RELATIONS OFFICER**

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 5,400/-)

##### **Minimum Qualifications:**

- a. Master's Degree in Communication and Journalism in First or Higher IInd Class from any Indian University or Corresponding degree from a foreign University.

OR

Master's degree in any discipline with First Division and P.G. Diploma in Communication and Journalism

AND

Six years of experience in the editorial Department / Centre of any established English / Hindi Newspapers accredited with ABC, National News Agencies, Radio or Television, Film media, reputed advertising agencies with excellent knowledge of speaking English and Hindi.

**Desirable:** Knowledge of Two or more Indian Languages **Age:** Not more than 45 years

#### **15. MEDICAL OFFICER**

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 5,400/-)

##### **Minimum Qualifications:**

Medical Graduate (Allopathic) with 5 years experience as General Duty Officer in a residential teaching institution or a hospital of repute.

Candidate with post-graduate qualifications will be preferred. **Age:** 45 years

#### **16. ASSISTANT LIBRARIAN**

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 6,000/-)

##### **Minimum Qualifications:**

Master's Degree in Library Science / Information Science / Documentation or an equivalent professional degree with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale plus a consistently good academic record, computerization of library with five years experience

Essential: Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.

**Age:** Not more than 45 years



## **17. DOCUMENTATION OFFICER**

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 5,400/-)

### **Minimum Qualifications:**

- a. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.
- b. Degree in Library Science or its equivalent from a recognized University with at least five years experience in documentation.

**Desirable:** Experience in Musueology / Archeology.

**Age:** Not more than 45 years

## **18. INFORMATION SCIENTIST**

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 5,400/-)

### **Minimum Qualifications:**

B.E. (Computer Science)

OR

Master's Degree in Computer Application (MCA)

OR

Master's Degree in Library and Information Science (M. Lib or M. Lib. Sc.) and Post Graduate Diploma in Computer Application (PGDCA).

OR

Bachelor's Degree in Library and Information Science (B. Lib or B.Lib.Sc.) with at least three years experience in the field and Post Graduate Diploma in Computer Application (PGDCA).

All the Degrees / Diplomas shall be from a recognized University / Institution with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.

**Age:** Not more than 45 years

## **19. SYSTEM ADMINISTRATOR / SYSTEM ANALYST**

Pay Scale: Rs. 15600-39100 (Grade Pay Rs. 5,400/-)

### **Minimum Qualifications:**

Any of the following qualifications with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale:

B.Tech (CSE)

B.Tech (Non-CSE) with experience in Computing

M.Sc. (Physical Sciences) with 2 years experience in Computing

M.Sc.(Physical Sciences) with PGDCA

M.C.A.

**Age:** Not more than 45 years

## **20. SECTION OFFICER**

Pay Scale: Rs. 9300-34800 (Grade Pay Rs. 4,600/-)

### **Minimum Qualifications:**

Graduate in any discipline.

Knowledge of Computer Application.

5 years experience as Superintendent / Sr. Asst. in a State/Central/Deemed University/Affiliated or Autonomous College/Public Sector Undertaking/Autonomous organisation/Multinational organisation/Government.

**Age:** Not more than 40 years

## **21. PERSONAL ASSISTANT**

Pay Scale: Rs. 9300-34800 (Grade Pay Rs. 4,200/-)

### **Minimum Qualifications:**

Graduate in any discipline.

Typing speed, 40 wpm.

Proficiency in Stenography

A good knowledge of computers.

Experience as Stenographer / LDC of not less than 3 years in a State/Central/Deemed University/Affiliated or Autonomous College/Public Sector Undertaking/Autonomous organization /Multinational organization/Government.

Preference will be given to those qualified in the Stenographers examination held by a State / Central Board or its equivalent examination.

**Age:** Not more than 40 years

## **22 .PRIVATE SECRETARY**

Pay Scale: Rs. 9300-34800 (Grade Pay Rs. 4,600/-)

**Minimum Qualifications:**

Graduate in any discipline.

Typing speed, 40 wpm.

Proficiency in Stenography

A good knowledge of computers.

Experience as Personal Assistant of not less than 3 years in a State/Central/Deemed University /Affiliated or Autonomous College/Public Sector Undertaking/Autonomous organisation/Multinational organisation/Government.

**Age:** Not more than 40 years

**23. STATISTICAL OFFICER**

Pay Scale: Rs. 9300-34800 (Grade Pay Rs. 4,200/-)

**Minimum Qualifications:**

Graduate with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.

5 years of experience as Sr. Assistant / Assistant in a State / Central/Deemed University/Affiliated or Autonomous College/Public Sector Undertaking/Autonomous organisation/Multinational organisation/Government.

**Age:** Not more than 40 years

**24. ASSISTANT ACCOUNTS OFFICER**

Pay Scale: Rs. 9300-34800 (Grade Pay Rs. 4,200/-)

**Minimum Qualifications:**

Graduate with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.

5 years of experience as Sr. Assistant / Assistant in a State / Central/Deemed University/Affiliated or Autonomous College/Public Sector Undertaking/Autonomous Organisation/Multinational Organisation/Government.

Adequate knowledge of Accounts Age: Not

more than 40 Years

- 25. COMPUTER OPERATOR**  
Pay Scale: Rs. 9300-34800 (Grade Pay Rs. 4,200/-)

**Minimum Qualifications:**

A Graduate in Sciences alongwith a Certificate course in Computer perations. OR Diploma in Computer Programming with three years of experience as Computer/Data entry operator in a State / Central/Deemed University / Affiliated or Autonomous College/Public Sector Undertaking/ Autonomous Organisation/Multinational Organisation/Government.

Age: Not more than 40 years

- 27. ASSISTANT**  
Pay Scale: Rs. 9300-34800 (Grade Pay Rs. 4,200/-)

**Minimum Qualifications:**

A Bachelor's Degree with atleast 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.

3 years Experience as UDC / in a State / Central / University /Affiliated College/Public Sector Undertaking /Autonomous organisation/Multinational organisation/Government.

Age: Not more than 40 years

- 28. JUNIOR ENGINEER**  
Pay Scale: Rs. 9300-34800 (Grade Pay Rs. 4,200/-)

**Minimum Qualifications:**

A Degree in Civil /Electrical Engineering with at least one year experience or a Diploma in Civil / Electrical Engineering with at least three years experience in supervision of erection / maintenance of Civil/Electrical works.

Age: Not more than 40 years

- 29. GUEST HOUSE MANAGER**  
Pay Scale: Rs. 9300-34800 (Grade Pay Rs. 4,200/-)

**Minimum Qualifications:**

10+2 or its equivalent with 5 years of experience of managing a Canteen or a Mess attached to a Students Hostel or Guest House of a University or Institution of higher learning.

Age: Not more than 40 years

**30. TECHNICAL ASSISTANT**

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 2,800/-)

**Minimum Qualifications:**

Diploma in Laboratory Technology or its equivalent from a recognized institutions.

Two years experience as Laboratory Technician with familiarity in handling sophisticated equipment.

Age: Not more than 35 years

**31. STENOGRAPHER**

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 2,400/-)

**Minimum Qualifications:**

Graduate in any discipline.

Qualified in the Stenographers examination held by a State / Central Board or its equivalent examination.

Typing speed, 40 wpm.

Proficiency in Stenography

At least two years experience in Stenography with good knowledge of computer operations in a State / Central / University /Affiliated College / Public Sector Undertaking /Autonomous organisation/Multinational organisation/Government.

Age: Not more than 35 years

**32. UPPER DIVISION CLERK**

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 2,400/-)

**Minimum Qualifications:**

A Graduate or its equivalent with at least 3 years experience as Lower Division

Clerk or equivalent in a State / Central / University/Deemed Affiliated or

Autonomous College/Public Sector Undertaking /Autonomous

organisation/Multinational organisation/Government.

**Age:** Not more than 35 years

**33. LIBRARY ASSISTANT**

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 2,000/-)

**Minimum Qualifications:**

B. Lib. Information Science.

**Desirable:** Experience and practice of Typing/Data Entry Operation

OR

Experience of working in a computerized library.

**Age:** Not more than 35 years

**34. LAB ASSISTANT**

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 2,000/-)

**Minimum Qualifications:**

B.Sc. with Chemistry/Computer Science/relevant subject/BCA OR  
Diploma of 3 years in the relevant field.

**Desirable:** Certificate course in instrumentation or experience of handling  
sophisticated instruments or good knowledge of computer maintenance.

**Age:** Not more than 35 years

**35. LOWER DIVISION CLERK**

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 1,900/-)

**Minimum Qualifications:**

A Graduate with good academic record. A Typing  
speed of 40 w.p.m. in English.

**Desirable:** Good Knowledge of computer applications.

**Age:** Not more than 35 years

**36. CARETAKER**

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 1,900/-)

**Minimum Qualifications:**

10+2 or equivalent qualification from a recognized Board. Experience  
of maintenance including sanitation, upkeep & security. **Age:** Not more  
than 35 years

**37. DRIVER**

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 1,900/-)

**(Selection through Driving Test and Interview)**

**Minimum Qualifications:**

i. Secondary or equivalent examination from a recognised Board.

ii. Valid Driving License for Light / Medium Vehicles

iii. Should have at least 3 years experience of driving and maintenance of vehicles.

**Age:** Not more than 35 years

**38. ELECTRICIAN**

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 1,900/-)

**Minimum Qualifications:**

Secondary or equivalent examination from a recognized Board along with  
Industrial Training Institute Certificate in Electrician Trade with at least 60%  
marks.

Two years experience as Electrician in a reputed organization

**Age:** Not more than 35 years

**39. COOK**

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 1,900/-)

**Minimum Qualifications:**

At least 10<sup>th</sup> standard pass with experience of at least 3 years in the Kitchen of a Hostel / Canteen / Guest House /Hotel.

**Age:** Not more than 35 years

**40. COOK-CUM-ATTENDANT**

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 1,900/-)

**Minimum Qualifications:**

Candidate possessing at least 10<sup>th</sup> standard pass and having experience of at least 3 years in the Kitchen of Hostel/ Canteen /Guest House.

**Age:** Not more than 35 years

**41. LIBRARY ATTENDANT**

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 1,800/-)

**Minimum Qualifications:**

10+2 or its equivalent examination from a recognized Board with certificate course in Library Science from a recognized Institution.

**Age:** Not more than 35 years

**42. LAB ATTENDANT**

Pay Scale: Rs. 5200-20200 (Grade Pay Rs. 1,800/-)

**Minimum Qualifications:**

10+2 or its equivalent examination with Science subjects from a recognized Board.

**Desirable:** Experience of working in a science laboratory 42

**Age:** Not more than 35 years

**43. PEON/OFFICE ATTENDANT**

Pay Scale: Rs. 5200-20200 with a Grade Pay of Rs. 1, 800/-

**Minimum Qualifications:**

At least 10<sup>th</sup> standard pass.

**Age:** Not more than 35 years

**44. KITCHEN ATTENDANT / CLEANER**

Pay Scale: Rs. 5200-20200 with a Grade Pay of Rs. 1,800/-

**Minimum Qualifications:**

At least VIII standard pass with experience of working in a Hostels /

Canteen/Hotel or any large eating – houses.

**Age:** Not more than 35 years

**45. HOSTEL ATTENDANT**

Pay Scale: Rs. 5200-20200 with a Grade Pay of Rs. 1, 800/-

**Minimum Qualifications:**

At least 10<sup>th</sup> standard pass.

**Age:** Not more than 35 years



## **VISITING PROFESSORS**

1. A Visiting Professor should be an eminent scholar in his/her field. Generally a person who has held or is holding the post of Professor or a person who has achieved distinction outside the University sector, should be considered for appointment as Visiting Professor.
2. The maximum tenure of appointment of a Visiting Professor shall be two years and the minimum – not less than three months.
3. The University may appoint a person up to the age of 70 years as a Visiting Professor.
4. A Professor should not be appointed as a Visiting Professor in the same University in which he/she holds a post immediately before or after superannuation.
5. If a superannuated person is appointed as a Visiting Professor or a person from outside the country is appointed as a Visiting Professor, the honorarium shall be payable as per UGC norms/ BOM norms as issued and amended from time to time.
6. In case a person serving in an Indian University is appointed as Visiting Professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, and other allowances, if any admissible (except conveyance allowance, if any) as per the rates of the parent University. The receiving University may also contribute towards pensionary benefits or CPF/GPF as per usual Rules.
7. It is expected that when a serving person is appointed as Visiting Professor, the parent University would give him/her duty leave without pay.
8. If a person working abroad on a permanent basis is invited as a Visiting Professor, the University may meet the cost of international air travel from its own resources. Visiting Professor appointed may be paid travel expenses within India in accordance with the Rules of the University.

Guest House accommodation will be provided free of charge by the host University, but food charges would be paid by the Visiting Professor.

## **WRITTEN CONTRACT OF APPOINTMENTS**

Every teacher and member of the academic staff of the University shall be appointed on a written contract, as stipulated, the form of which is hereby prescribed and appended to this ordinance”.

*TO BE TYPED ON RS. 100/- NON-JUDICIAL STAMP PAPER &  
SUBMIT ONE ORIGINAL AND TWO COPIES THEREOF.*

### **SERVICE CONTRACT**

ARTICLES OF AGREEMENT EXECUTED on this \_\_\_\_\_ day of \_\_\_\_\_ the year Two Thousand the \_\_\_\_\_ Year of the Republic of India between \_\_\_\_\_ S/O/D/O/W/O \_\_\_\_\_ aged \_\_\_\_\_ Years, residing at \_\_\_\_\_ of the first part (hereinafter called ‘the party of the first part’) and SRU of the second part.

WHEREAS the SRU (hereinafter referred to as “the University”) have engaged the party of the first part as \_\_\_\_\_ (Designation) and the party of the first part has agreed to serve the University on the terms and conditions hereinafter contained;

Now these present witness and the parties here to respectively agree as follows:

1. The party of the first part shall submit to the orders of the University and of the authorities under whom he may from time to time, be placed by the University and shall remain in the service commencing from the date of joining duty \_\_\_\_\_ (Date) subject to the terms and conditions herein contained.
2. The party of the first part shall devote his/her whole time and attention efficiently and diligently to his/her duties and at all time obey the rules including the University Servants Conduct Rules prescribed for the time being for the regulations of the faculty of the University to which he may be attached and shall whenever required to perform such duties as may be assigned to him/her from time to time.
3. The party of the first part shall be of the Teacher’s/Officer’s rank and his/her status shall be that of \_\_\_\_\_ (Designation) in \_\_\_\_\_ (faculty/Department /Office) as on the date of appointment.
4. The party of the first part shall be from the date of coming into force of these presents, be granted Rs. \_\_\_\_\_ (Basic Pay including the Grade Pay of Rs. \_\_\_\_\_) in the pay scale of Rs. \_\_\_\_\_. He/she shall also be eligible for the usual allowance admissible under the rules of the University in force.
5. The party of the first shall, during the period of this/her agreement earn leave according to the rules applicable to him/her.



## **CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY**

Teachers of the University means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the University designated as teachers by the Ordinances.

A teacher of the University shall be a whole-time salaried employee of the University and shall devote his/her whole-time to the University and does not include honorary, visiting, part-time and ad-hoc teachers.

Provided that nothing contained in this Ordinance shall apply to the work undertaken in connection with the examination of Universities or learned bodies or Public Service Commissions or to any literary work or publication or radio/television talk or extension lectures or, with the permission of the President, to any other academic work.

No whole-time salaried teacher of the University shall without the permission of the Board of Management engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached. However, teachers may engage in consultancy work as per UGC guidelines and with prior approval of the University.

### **Nature of Duties**

Every teacher shall undertake to take part in such activities of the University and perform such duties in the University as may be required by and in accordance with the Act, the Statutes and Ordinances framed there-under, for the time being in force, whether the same relates to organization of teaching, research, extension, examination of students, their discipline, welfare, and generally to act under the direction of the authorities of the University.

### **PERIOD OF PROBATION AND CONFIRMATION**

The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.

The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.

Subject to this Clause, it is obligatory on the part of the university to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.

Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by the BOM All other BOM rules on probation and confirmation shall be applicable mutatis mutandis.

## **Confirmation**

It shall be the duty of the Registrar to place before the Board of Management the case of confirmation of a teacher on probation, not later than forty days before the end of the period of probation.

The Board of Management may then either confirm the teacher or decide not to confirm him, or extend the period of probation so as not to exceed twenty-four months in all.

In case the Board of Management decides not to confirm the teacher, whether before the end of twenty-four months' period of his/her probation, or before the end of the extended period of probation, as the case may be, he shall be informed in writing to that effect, not later than thirty days before the expiration of that period.

Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Board of Management present and voting.

## **NORMS/REGULATIONS FOR PROMOTION THROUGH CAREER ADVANCEMENT OF ASSISTANT PROFESSORS, ASSOCIATE PROFESSORS, PROFESSORS AND OTHER ACADEMIC STAFF**

The promotion through career advancement of Assistant Professors/Associate Professors/Professors/other Academic Staff in the university shall be governed by the Norms/Regulations prescribed by the University Grants Commission in vogue and as amended from time to time.

### **Increment**

Every teacher shall be entitled to increment in his/her scale of pay, unless the same is withheld or postponed by a resolution of the Board of Management and after the teacher has been given due opportunity to make his/her written representation.

### **Age of Retirement**

Subject to the provision of Statute, every teacher confirmed in the service of the University, shall continue in such service until he/she attains the age of superannuation i.e. 65 years or as prescribed by the UGC **and** Govt. of India from time to time.

Provided further that if the date of Superannuation of a teacher falls at any time during the Academic Session the Board of Management, may on the recommendation of the President re-employ the teacher for any period up to the end of the academic session, with a view not to disturb the teaching work of the faculty.

In special cases, a teacher on his/her attaining the age of superannuation, may be re-employed on a contract in keeping with the regulations in this behalf as issued by the UGC from time to time.

### **Variations in Terms and Conditions of Service**

Every teacher shall be bound to act in conformity with the Statutes, Ordinances, Regulations and Rules of the University as well as a code of professional ethics as may be formulated by the University.

Provided that no change in the terms and conditions of service of a teacher shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave; leave salary and removal from service so as to adversely affect him.

### **Professional Code of Conduct**

Every teacher of the University shall abide by the Code of Conduct framed by the University and the following lapses would constitute misconduct on the part of a University teacher.

- i) Any lapses in performing his / her duties as assigned by the university from time to time.
- ii) Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his/her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the university.
- iii) Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his/her relationship with his/her colleagues and trying to use the above considerations for improvement of his/her prospects or any other such actions which are against the interest of the university.
- iv) Refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the University.
- v) Indulging in plagiarism of any sort within the legal meaning, interpretation and expression of the term.

### **Resignation**

A whole-time salaried teacher may, at any time, terminate his/her contract by giving the University three months' notice in writing or on payment to the University of three months salary in lieu thereof. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof.

Provided that the Board of Management may waive the requirement of notice at its discretion.

### **Contract**

The written contract between a teacher and the University required to be entered into shall be in the form prescribed by the Ordinances.

#### **(i) Fixation of Pay of Re-employed Pensioners**

As per the Government of India Rules issued from time to time.

### **Leave & T.A / D.A Rules**

The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the UGC Regulation 2010 **and BOM** from time to time.

The other conditions of service for teachers will be as per UGC Regulation 2010 and as amended from time to time.

#### **NOTE:**

Employees mean regular / retired employees (both teaching and non teaching) of the University appointed by the Board of Management against a clear vacancy, including employees on deputation.

#### **1.Scope :**

These rules shall be effective from the date of their implementation by SRU Board of Management and shall be applicable to all kinds of employees of SRU

- (a) The Board of Management may amend, alter, modify, add or delete any or all provision(S) or any of these leave rules, and such amendments, alterations, modifications, deletions will come into effect from a date to be notified by the Managing Committee from time to time.
- (b) Such amendments, alterations, modifications, additions, deletions, shall become binding on all the employees from the date of their notification by the BOM.
- (c) The President of Board of Management shall have the exclusive power to clarify any issue or to remove any doubt relating to "Rules and / or their implementation.

#### **2. Definition:-**

- (a) "Competent Authority" to grant leave to all the employees shall be the Dean Faculty/ Director and the President BOM for the Registrar/Pro Vice Chancellor.

#### **3. Right to Leave**

- (a) Leave cannot be claimed as a matter of right. In case of the exigencies of service, leave of any description may be refused or revoked by the competent authority.
- (b) When an employee is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases. Leave should always be availed of after prior sanction except in cases of emergency and for imperative reasons.

#### **4. Absence from duty :**

- (a) An employee who remains absent after the expiry of his leave period shall not be entitled to any leave salary payment unless his absence has been regularized by the competent authority.
- (b) Willful absence from duty for more than a week may cause the termination of service.
- (c) When an employee does not resume his duty even remaining on leave continuously for a period of three months, he shall be deemed to have resigned his and shall accordingly cease to be in University service.

#### **5. Details of Leave Rules**



(a) **Casual Leave (CL) & Medical Leave (ML)**

1. CL = 12@ 1CL per month
2. ML = 06 per Academic year (\*Medical Leave can be taken as CL)
  - Both CL and ML laps on completion of Academic Year
  - Leaves will not be carried forward to new session.

(b) **Academic Leave (AL)**

AL = 10 per Academic Year.

Purpose

- To attend the summer school /winter school outside SRU Alwar
- To attend Seminar / Conference / workshop outside SRU Alwar
- To conduct external examination as an external examiner.
- To further studies like appearing in M.tech/Ph.D course work. M.Tech and Ph.D. dissertation work etc.

(c) **Special Leave (SL)**

SL = on the approval by Management , special leave for the cause of some Project work, special training etc may be extended from 15 days to 6 months.

(d) **Compensatory Casual Leave (CCL)**

CCL = No. of days for which a teacher works on declared Holidays or Sundays.

(e) **Marriage Leave (MaL)**

MaL = 15 days marriage leave will be granted to a person only after completion of his/her 1 year service subject to approval of the Management.

(f) **Summer Vacation (SV)**

SV = Maximum 15 days leave is given to every teacher subject to following provisions:

- Faculty having completed more than 2 yrs service in the university – 15 days
- Faculty having more than 1 yr service in College – 10 days
- Faculty having more than 06 month service in college – 04 days
- Faculty having completed less than 06 month's service in College – 02 days.

(g) **Maternity Leave (Mat. L)**

Mat. L = Maternity Leave for 03 months to a female faculty who has not more than two children and completed at least one year of service at SRU.

(h) **Winter Vacation**

WV = 04 days Leaves are given to every teacher of SRU Alwar.

(i) **Extra Ordinary Leave**

LWP = 1. Long leave for more than a period of on weak by not more than 3 months in one spell in permissible to a teacher in a very specific case which in the eye of President

- and Management appears to be reasonable and genuine.  
2. This power is vested with Management only.

The policy is amenable to change in course of time.

**Entitlement for Travelling:**

Grade	By Train	By BUS	By Own Four Wheeler & Two Wheeler	Local Journey
I	AC II Class	AC BUS	By Car	By Taxi or Own Car
II	II Class / III Tier – AC / Sleeper/ AC Chair Car	AC BUS	By Car (With permission director for each journey)	By Taxi or Own Car
III	AC- III Tier Sleeper / AC Chair Car	Deluxe BUS	Scooter/Bike	By Auto Rickshaw
IV	2 <sup>nd</sup> Class Sleeper / III Tier Sleeper	Expenses/ Semi Deluxe	No	By Auto Rickshaw
V	2 <sup>nd</sup> Class / 2 <sup>nd</sup> Sleeper	Ordinary BUS	No	By Auto Rickshaw/ BUS Rickshaw

Note: -

1. The actual cost of reservation and sleeper charges will be reimbursed in full.
2. In Case of journey by AIR, AC Rail / AC BUS/ Deluxe/Semi Deluxe BUS, Ticket Shall be enclosed with TA bills. In case of rail journey by 1<sup>st</sup> Class/AC Chair Car ticket /ticket no. Reservation slip as the case may be performed whenever required, otherwise ordinary rail/BUS rate will be given.

Journey by AIR:- Only Vice Chancellor/Pro Vice Chancellor/ Registrar shall be entitled to

journey by Air.

**Local /Road Mileage:**

1. Rs.4.00 per km by own car
2. Rs. 7.00 per km by scooter / motorcycle

**Local Conveyance Charge:**

1. For local trips and the tour of outside state, actual conveyance expenses as per entitlement will be reimbursed on the basis of certificate given by the employee mentioning the places of local trips and also Taxi/Auto-Rickshaw number.
2. For the local journeys within the state, employees as per entitlement given in para B above will be paid mileage allowance @ Rs.4.00/- per km for Taxi/Car and Rs. 7.00/- per km for other modes of conveyance.

In case of travel by University Vehicle half / full daily allowance will be admissible for a period of absence from headquarters as mentioned below:

- Less than 6 hours : No DA
- 6 hours or more but less than 12 hours : Half DA
- 12 hours but less than 24 hours : Full DA

**Daily Allowance:**

<b>Grade</b>	<b>In Rajasthan (Rs.)</b>	<b>Outside Rajasthan (other than col.4) Rs.</b>	<b>Other towns above 10 lacs population</b>
Director /Principal/ I	200	350	450
II	120	160	200
III	100	130	160
IV	80	100	130
V	70	90	110

Note: The President of the University may either charge DA at each above rate or his actual expenses. Members of managing committee will be paid Daily Allowance @ Rs. 3000/- per day for attending meeting of the managing committee.

The university employees getting consolidated salary would be paid Daily Allowance against official visits as categorized under :-

<b>Gross salary</b>	<b>In Rajasthan (Rs.)</b>	<b>Outside Rajasthan (other than col.4) Rs.</b>	<b>Other towns above 10 lacs population (Rs.)</b>
10001 & above	100	150	180

7001-10000	80	100	120
5001-7000	70	90	110
3001-5000	60	80	100
Below 3000	50	70	80

The daily wages person would be paid Rs. 50/- for all station. They will also be paid wages for journey date.

### **Accommodation Charges:**

1. Where an employee has to stay in a rented accommodation run on commercial lines in Delhi, actual Hotel/Tourist Bungalow expenses per day shall be reimbursable maximum up to the following limits:-

Grade I	:	Rs. 1000
Grade II	:	Rs. 750
Grade III	:	Rs. 500
Grade IV	:	Rs. 300
Grade V	:	Rs. 200

The revised entitlement ranges of Hostel Accommodation per day at any place in the country other than Delhi would be as under:-

Grade Accommodation

- I Actual expenses towards normal single room rent in Hostel of a category not above 3 star
- II Actual expenses towards normal single room rent in Hostel of a category not above 3 stars
- III Rates applicable for Delhi

### **General Rules for Traveling Allowance:**

- a) No Journey shall be undertaken without the prior permission of the President in any case.
- b) The TA bill must be accompanied by a brief performance report about the tour undertaken by the employee of the University.
- c) All journeys should normally be performed by the shortest route, except when it is not possible to do so for any special reasons.
- d) The Daily Allowance shall be reduced by one – half, if boarding and lodging are provided at the place of halt.
- e) In case where a person spends a part of the day at one place and a part at another place, he will be paid DA for the place where he spends the major part of the day.
- f) No incidental charges are admissible. To compensate the same, Daily Allowance will be payable for the period of total absence from Headquarter, including the time spent in journey. The day shall be of 24 hours and counted from the time a person leaves his Headquarter and returns after the completion of his journey.
- g) Full Daily Allowance would be admissible for each day, or part spent away from the Headquarter.
- h) If the exigencies of the work or the circumstances do warrant the President may allow

- a person to travel by any special means over and above his normal entitlement.
- i) A deduction of 10% from the Daily Allowance will be made if the TA bill not submitted within 3 days after the completion of the journey (excluding Sundays and holidays.)
  - j) No TA shall be payable to any person for joining service on his first appointment.

## Awards & Incentives

The management committee of the university has revised the norms to give the awards & incentives to the faculty, based on their academic performance and involvement in R & D activities during the period of their service in the university. The rewards will be given directly by the Management at the time of annual function every year. It includes the following:

1. **Academic Recognition** : Certificate of excellence with memento is awarded to all those faculty members who have.
  - Result of their theory papers above 95%
  - Published research papers and Books.
  - Involvement of faculty in day today activity.
  
2. **Cash Awards**: Faculty involved in research & development activities and getting the grants of research projects from various bodies like MSME and AICTE etc are getting the incentive as follows.
  - A cash award of 1% of the projects sanctioned amount is paid to the Principal Investigator at the time of sanctioning of project and another 1% is again paid on completion of the project.
  - A cash award of 0.5% of the projects sanctioned amount is paid to the Co-Principal Investigator at time of sanctioning of project and another 0.5% is again paid on completion of the project.

## Financial Power of Various Heads of the University

The financial powers of the various heads of the university as approved by the Board of Management are as follows:-

President	Up to Rs. 20,000/-
Pro President	Up to Rs. 20,000/-
Registrar	Up to Rs. 15000/-
Deans/HODS	Up to Rs. 10,000/-