

REGULATIONS RELATING TO SERVICE CONDITIONS OF NON-TEACHING STAFF APPROVED BY THE UNIVERSITY

1. APPLICATION

1.1 This shall apply to all employees of the University (other than teachers) and shall include Librarian, Deputy Librarian, Assistant Librarian, Director of Physical Education, Administrative posts like Registrars, Finance Officer, Controller of Examination, Deputy Registrars, Deputy Controller of Exam, Assistant Registrars, Assistant Controller of Finance, technical supporting staff, office staff and other posts of University as may be decided by the Executive Council.

1.2 The terms and conditions of service of the Staff appointed by the University shall be those as embodied in the Agreement of Service annexed hereto which every employee of the University appointed on regular basis shall be required to enter into.

2. DEFINITIONS

Words and expressions used in these regulations shall have the meanings assigned to them in the Act and the statutes and ordinances, unless the context otherwise requires.

3. APPOINTMENT / RECRUITMENT

Recruitment to posts shall be made by any one of the following modes:

By Direct recruitment

By Promotion

On Contract / as Consultant

3.1 By Direct Recruitment:

Direct recruitment will imply issue of an open advertisement through Print or Electronic media, followed by Interviews conducted by the selection committees, approved by the Executive Council and/or Chancellor, on the basis of whose recommendations, all appointments will be made.

Appointments may also be made on the recommendation of a selection committee with the approval of Chancellor for a particular post by considering the candidature in absentia in any special case.

3.2 By Promotion:

Appointment if so decided by executive council to be by promotion, shall be made from amongst the eligible employees serving in the posts in the specified lower feeder grade as per Recruitment Rules through the Selection Committee as specified in the regulations.

3.3 On Contract Basis:

Appointments can also be made on Contract basis or as Consultants on terms and conditions approved by Executive Council.

3.4 All appointments to all categories of Librarian, Deputy Librarian, Assistant Librarian, Director of Physical Education, Administrative posts like Registrars, Treasurer, Finance Officer, Controller of Examination, Deputy Registrars, Deputy Controller of Exam, Assistant Registrars, Assistant Controller of Finance shall be made by Executive Council through a Selection Committee process

3.5 The selection Committee, unless changed by a resolution passed by executive council or by the written order of Chancellor, for selection of Registrars, Treasurer, Finance Officer, Controller of Examination, shall include:

- i) The Pro Chancellor
- ii) The Vice Chancellor
- iii) 2 members nominated by the Chancellor

3.6 The selection Committee, unless changed by a resolution passed by executive council or by the written order of Chancellor, for selection of the Librarian, Deputy Librarian, Assistant Librarian, Director of Physical Education, Administrative posts like Deputy Registrars, Deputy Controller of Exam, Assistant Registrars, Assistant Controller of Finance shall include:

- a. The Pro Chancellor
- b. The Vice Chancellor
- c. Registrar
- d. 2 members nominated by the Chancellor

3.7 The selection Committee, unless changed by a resolution passed by executive council or by the written order of Chancellor, for selection of the Clerical staff and class III employees shall include:

- a. The Vice Chancellor
- b. Registrar
- c. 3 members nominated by the Chancellor

3.8 The selection Committee, unless changed by a resolution passed by executive council or by the written order of Chancellor, for selection of the class IV employees shall include:

- a. Registrar
- b. 2 members nominated by the Chancellor

3.9 The Selection Committee shall regulate its own procedure and in the case of any difference of opinion amongst the members of the Selection Committee on any matter, the matter shall be placed before the Chancellor whose decision shall be final.

3.10 The recommendations of the selection committee except class IV employees shall be placed before the Chancellor who may or may not approve the selection made. If the recommendation of the selection committee are approved by the Chancellor than the appointment letter in anticipation of approval of executive council shall be issued to the concerned person by the Vice Chancellor

3.11 The recommendations of the selection committee for class IV employees shall be placed before the Pro Chancellor who may or may not approve the selection made. If the recommendation of the selection committee are approved by the Chancellor than the appointment letter in anticipation of approval of executive council shall be issued to the concerned person by the Registrar

3.12 The appointment of every staff of the University shall be made by its executive council. However the appointment letter shall be issued as provided above.

3.13 Where any selection made by the Selection Committee is not acceptable to the Chancellor than the same shall stand rejected.

3.14 All Employees of the University shall be appointed on the basis of agreement and subject to the provisions of agreement and they shall have to comply with all the requirements of the provisions of Galgotias University Uttar Pradesh Act 2011 UP Act 14 of 2011 and Statutes and ordinances and rules and regulations framed there under.

3.15 The Registrars, Treasurer, Finance Officer, Controller of Examination, Deputy Controller of Exam, Assistant Controller of Finance shall be under the control and supervision and guidance of Vice Chancellor of the University with overall supervisory control of Chancellor and Pro Chancellor of the University

3.16 All other non teaching staff such as Librarian, Deputy Librarian, Assistant Librarian, Director of Physical Education, Assistant Registrars, clerical and other class III employees and class IV employees shall be under the control and supervision and guidance of Registrar of the University with overall supervisory control of Chancellor and Pro Chancellor and Vice Chancellor of the University

4. MEDICAL AND OTHER CERTIFICATES ETC.

4.1 Every employee, on his first appointment in the University through direct recruitment on regular basis shall be required to produce

i. a medical certificate of fitness from a Registered Medical Practitioner holding a degree not below that of MBBS.

ii. Original degree/ diploma, certificates along with certificate(s) of experience, if any with attested photocopies thereof. Original certificates will be returned after verification.

5. IDENTITY PROOF

Every employee shall submit a proof of the identity at the time of joining the University.

6. DECLARATION OF AGE

Every employee shall make a declaration of his age to the University at the time of his entry into service, based on his matriculation or equivalent certificate. After the declaration of age and acceptance of the same by the University, it shall be legally binding on him and no revision of age shall be allowed to be made, at a later date for any purpose whatsoever.

7. DECLARATION OF PERMANENT HOME ADDRESS

Every employee shall make a declaration of his permanent address to the University at the time of entry into service along with documentary proof of the same. Any change in the permanent address in future will be intimated to the University.

8. WHOLE TIME OF AN EMPLOYEE

8.1 Unless otherwise expressly provided for in the agreement, the whole time of a employee shall be at the disposal of the University and he/she shall serve the University in such capacity and in such a manner and at such places as he/she may, from time to time, be directed by the University. He /She shall not be entitled to work in any other place either whole time or part time.

8.2 An employee of the University may be called upon to perform any duty as may be assigned to him in the interest of and for the purposes of the University.

8.3 Non Teaching staff shall be engaged as a whole-time employee and will be available in the university from 9 am to 5 pm on all working days.

9. PAY ALLOWANCES

The pay and other allowances payable to all the categories of employees shall be in such pay scales or at such stage of such pay scales as the Executive Council may adopt or decide from time to time, in accordance with the U.G.C. guidelines, if any applicable on private university, so far as possible.

10. RECORD OF SERVICE

There shall be a personal file / personal history sheet for every employee in which shall be placed all papers, records and other documents relating to his service in the University. In addition, a Service Book shall also be maintained in respect of each employee.

11. ANNUAL INCREMENTS

Employees may be eligible for an annual increment on completion of every year of service. The amount of increment shall be decided by the Chancellor based on the recommendations of his/her Dean/Branch Incharge /Vice Chancellor. It will be effective from 1st day of the month in which it falls due unless it is with-held. An increment may be with-held if his/her conduct has not been good or his/her work has not been satisfactory.

12. PROBATION AND CONFIRMATION

12.1 Every person appointed against a regular post by direct recruitment, shall be on probation on such post for a period of twelve months provided that the appointing authority may extend the period of probation. On satisfactory completion of the period of probation, a person shall be eligible for confirmation on the post. The confirmation will, however not be automatic. The employee shall remain on probation unless confirmed in writing, even after the lapse of period of probation.

12.2 In case of employees appointed on probation, the engagement may be terminated by one month's notice or by payment of a sum equivalent to one month's salary by either party choosing to terminate the appointment, without assigning any reason.

12.3 During the period of probation, if an appointee is found unsuitable for holding that post or has not completed his period of probation satisfactorily, the appointing authority may, terminate his/her services in the University by waving off the notice period.

13. RETIREMENT

The staff of the University shall retire on superannuation on attaining the age of 65 years. While an employee whose date of birth falls on any day other than the first day of the month, shall retire on the superannuation on the last day of that month, one whose date of birth is the first day of a month, shall retire on superannuation on the last date of the previous month.

14. RESIGNATION

Subject to the acceptance of his / her resignation by the competent authority, a regular employee may, by giving notice of three months in writing to the appointing authority, resign from the service of the University.

Provided that the appointing authority may if deemed proper, relieve a regular employee on notice of less than three months.

15. TERMINATION

The University may terminate the appointment by giving a notice of one month. However, the services may be terminated without notice or salary in lieu thereof in the following circumstances:

i) If any time in the opinion of the University, which will be final, in the matter, an employee is found to be guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from

duty without permission or any other conduct, considered by the University to be detrimental to the interests of the University and students, his/her services are liable to be terminated, without notice or salary in lieu thereof.

ii) If at any time, it is found that information given by the employee during his/her recruitment process is incorrect, misrepresented or concealed.

16. CAREER ADVANCEMENT SCHEME / ASSURED CAREER PROGRESSION SCHEME

The Career Advancement Scheme as notified by U.G.C. or A.I.C.T.E. in respect of such category who are covered under the schemes as may be compulsory applicable to Private university.

17. SPECIAL PROVISION FOR EXISTING EMPLOYEES

Every person holding a regular post in the University at the time of notification of this Regulation, shall, on such commencement be deemed to have been appointed under the provisions of this Regulations and will be required to sign the agreement as prescribed, in case he intends to continue. The terms & conditions of the appointment letter, already issued to an existing employee would be subject to the provisions of these Regulations. In case of any variation with the terms of appointment letter, the provisions of these Regulations would prevail.

18. SERVICE BOOKS

18.1 The University shall maintain a service book for each employee in such form as may be prescribed, giving a history of his service from the date of his appointment including grant of increment, promotion, reward, punishment, availing of L.T.C. and all other important events of his career. The Service Book shall also contain a leave account of the employees showing a complete record of all kinds of leave (except casual leave) earned as well as availed by him and the balance of such leave at his credit.

18.2 The entries in the service book of an employee shall be authenticated by an officer authorized in this behalf by the Vice-Chancellor.

19. ANNUAL CONFIDENTIAL REPORT / PERFORMANCE APPRAISAL

19.1 Such authorities of the University as may be prescribed by the University, shall report confidentially each year in the form prescribed by the university on the performance including work and conduct of the employees who have served under a particular officer for a period not less than three months in the calendar year immediately preceding.

19.2 All ACRs / Performance Appraisal reports shall be submitted in the prescribed form to Reviewing / Accepting authority as laid down in the guidelines.

20. LEAVE RULES

The employees of the university shall be governed by the Leave rules, for non-teaching employees as laid down in the separate Regulations.

21. PROVIDENT FUND/PENSION/GRATUITY/OTHER RETIREMENT BENEFITS ETC.

The employees of the University will be covered under the scheme as adopted by the University.

22. CODE OF CONDUCT

The Employees of the university shall be adhere to absolute integrity at all times and adhere to the code of conduct prescribed from time to time.

23. RESIDUAL CONDITIONS OF SERVICE & REMOVAL OF DOUBTS

Any matter relating to the conditions of service of employees for which no specific provision is made in this regulation shall be determined by The Executive Council. Where a doubt arises as to the interpretation or application of any of the provision of this statute, the matter will be referred to the chancellor for a decision, which shall be final.