

SHRI LAL BAHADUR SHASTRI RASHTRIYA SANSKRIT VIDYAPEETHA
(DEEMED TO BE UNIVERSITY)
B-4, QUTUB INSTITUTIONAL AREA
NEW DELHI-110 016



(A CENTRAL AUTONOMOUS BODY UNDER THE MINISTRY OF HUMAN RESOURCE DEVELOPMENT, DEPARTMENT OF HIGHER EDUCATION, GOVERNMENT OF INDIA)

In exercise of the powers conferred upon it under Clause- 4(xx) and Rule- 54(xiii) of the Memorandum of Association, Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha (Deemed to be University), New Delhi is authorised to frame bye-laws of the Vidyapeetha.

1. **Short title and commencement-**

These Bye-Laws may be called the "Bye-Laws Governing the Method of Recruitment", 2008 of the Teaching and the Non-Teaching Employees of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha (Deemed to be University), B-4, Qutab Institutional Area, New Delhi-110016.

These bye-laws shall come into force w.e.f. the date of issue of notification in this regard.

2. **Extent of Application:**

These Bye-Laws shall apply to all the Teaching and the Non-Teaching employees of the Vidyapeetha.

3. **Authority:-**

- i) Rule -54 (xiii) of the Memorandum of Association of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi duly registered (vide Registration. No.S-17454 dated 20.01.1987) under the Societies Registration Act, 1860 (Act XXI of 1860) of the Union Territory of Delhi.
- ii) The guidelines of the University Grants Commission including the Notification, 1998 (Notified vide UGC's Letter No.F.3-1/94(PS) dated 24.12.1998) as amended and duly adopted by the Vidyapeetha from time to time.
- iii) The Resolution Nos. 55.5, 62.5, 63.2 of the 55th, 62nd and 63rd meetings of the Karya Parishad held on 24.01.2005, 18.12.2006 and 23.03.2007 respectively.

4. **Definitions:**

In these Bye-Laws, unless otherwise stated :

- 'Vidyapeetha' means Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi.

- 'Employee' means any person duly appointed by the Vidyapeetha.
- Contract/Daily Wage-Worker means any person engaged on contract/daily wage basis directly by the Vidyapeetha and not through any agency/labour contractor etc.
- 'Age' means the upper age limit as specified in Schedules
- 'Shishta Parishad' means the Senate.
- 'Karya Parishad' means the Executive Council.
- 'Vidwat Parishad' means the Academic Council.
- 'Vitta Samiti' means the Finance Committee.
- 'Kuladhipati' means the Chancellor of the Vidyapeetha.
- 'Kulapati' means the Vice-Chancellor of the Vidyapeetha.
- Sama-Kulapati means Pro-Vice-Chancellor of the Vidyapeetha
- 'Kulasachiv' means the Registrar of the Vidyapeetha.
- 'Vittadhikari' means the Finance Officer of the Vidyapeetha.
- 'Prescribed' means prescribed by Rules or Bye-laws of the Vidyapeetha.
- Memorandum of Association means Memorandum of Association for the time being in force.
- Bye-laws' means the bye-laws of the Vidyapeetha for the time being in force.
- Schedule means a schedule appended to these bye-laws.
- 'Appointing Authority' in relation to any post in the Vidyapeetha: means the authority competent to make appointment to that post under the Memorandum of Association of the Vidyapeetha.

5. ***The staff of the Vidyapeetha shall be classified as:--***

- a. Group "A"
- b. Group "B"
- c. Group "C"
- d. Group "D"

6. ***Appointing Authority:***

As per the Rule 30 (i & ii) of the Memorandum of Association of the Vidyapeetha, the Appointing Authority for the posts in Group 'A' shall be the Karya Parishad (Executive Council).

The appointing authority for the post in Group 'B' and 'C' shall be the Kulapati (Vice-Chancellor) and for Group 'D' Kulasachiv (Registrar).

7. ***Schedule:***

The number of posts, their classification, scales of pay and eligibility criteria and any other information relevant to the post attached thereto shall be as specified in the respective schedules which are quoted below:

S. No.	Schedule	Subject	Page No.	
			From	To
1.	Schedule-I	Cadre Strength	21	22
2.	Schedule-II	Eligibility Criteria & other information relevant to the post	23	95
3.	Schedule-III	Duties & Responsibilities	96	114

The posts to be proposed to the UGC under the XI Plan have been shown separately at Part-C of Schedule-I of these bye-laws .

8. Method of Recruitment:

The following shall be the mode of recruitment for various posts existing in Vidyapeetha in accordance with these Bye-Laws of the Vidyapeetha:-

- I. Direct Recruitment
- II. Promotion
- III. Deputation with provision for absorption
- IV. Appointment on Tenure/Contractual basis.

9. Procedures for issue of Advertisement and inviting applications for all categories of posts (Teaching and Non-Teaching)

I Issue of Advertisement :-

All vacant Teaching and Non-teaching posts of permanent nature, plan posts, the posts of temporary nature likely to continue, tenure /contractual/deputation posts etc. shall be advertised in appropriate time, giving at least one insertion in any of the popular National Dailies and one insertion in the 'Employment News' , University News and Vidyapeetha website - slbsrsv.ac.in also. Individuals desirous of offering their candidature for a given post may obtain the prescribed application form and particulars of qualification etc. from the Administration of the Vidyapeetha (sales counter) or download from the website which can be submitted along with the prescribed application fees, if any within the prescribed closing date.

Note: (i) To reduce the cost on advertisements, only essential details of the posts, pay-scales, closing date, category of post(s) as un-reserved / reserved shall be indicated in the advertisement. It should be clearly mentioned that the individuals desirous of applying for any post may obtain the applications along with the detailed qualifications and necessary instructions relating to the recruitment process from the sales counter of the Vidyapeetha Or they may download the application form along with the complete details from the Vidyapeetha Website - slbsrsv.ac.in . The closing date can be extended at the discretion of the Vice-Chancellor of the Vidyapeetha by notifying in the website, only for which the desirous candidates should be in constant touch with the website.

(ii) Applications for short term engagements may be invited through any other mode of circulation such as the Web-site and Notice Boards of the Vidyapeetha and communication to other universities /institutions/organizations.

(iii) Notwithstanding the contents mentioned at Para 9(I) above, the Vidyapeetha may request the Employment Exchange to sponsor the candidates for non-teaching posts as per the educational qualifications, experience etc. mentioned in these Bye-Laws governing the method of recruitment. In case, the required number of candidates are not sponsored by the Employment Exchange, the Vidyapeetha may issue advertisement also to increase the number of candidates at its discretion. Further the Vidyapeetha may also appoint any candidate directly without going through the procedure mentioned above by exploring the possibilities for getting the candidates sponsored by the Staff Selection Commission or any other approved recruitment agencies of the Government of India, if feasible.

(iv) Notwithstanding the provision mentioned at column No.12 under Schedule-II, the Vidyapeetha may at its discretion decide to fill-up any vacancy on deputation or any other mode in the interest of the Vidyapeetha.

II Date of issue of Advertisement:

In each case, the date of issue of advertisement should be decided in advance keeping in view the exigencies and requirements of the job.

III Validity period of Advertisement:

Where the Selection Committee has not met even after a lapse of 6 months from the date of issue of advertisement, the post shall ordinarily be re-advertised. Provided that if in the opinion of the Karya Parishad the circumstances so necessitate, it may extend the validity of the advertisement up to 12 months w.e.f. the closing date of the receipt of applications. In any case, the validity of an advertisement shall not be extended beyond 12 months

IV. Application Form:

- a) Applications for all the posts shall be entertained only on the prescribed application forms, accompanied by a Bank Draft for the amount as fixed from time to time by the Vidyapeetha. The Bank Draft shall be made in favour of the Registrar, Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha. Money Orders or Cheques shall not be accepted towards the application fee. The candidates may download the application form from the Vidyapeetha Website and send the same duly filled-in to the Assistant Registrar (Admn) along with the prescribed application fee as per the advertisement. The schedule of charges for the application forms and prescribed fees shall be as determined by the Vice-Chancellor from time to time.
- b) **Forms shall be available** for sale on all working days at the Sales Counter of the Administration Section during working hours between 11.00 a.m. to 4.00 p.m. (excepting lunch hour).
- c) **Receipt of Applications after the last date:** The closing date for receipt of application shall ordinarily be one month from the date of release of vacancies to the press by the Vidyapeetha. However, the Vice-Chancellor may at his discretion decide the closing date for receipt of application keeping in view the exigencies of the situation. The last date shall be clearly specified in the advertisement. Incomplete applications and applications received after the due date shall be rejected. The Vice Chancellor may however order for acceptance of any

application received after the closing date subject to production of proof that the application along with the enclosures and the desired bank draft is posted by the candidate on or before the closing date of the receipt of the application as per the Advertisement. In case the closing date is a holiday, the next working day shall be treated as closing/last date.

- d) Application should be addressed to the "Assistant Registrar (Admn.), Recruitment Cell, Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha (Deemed to be University), B-4, Qutab Institutional Area, New Delhi-110016" in a closed cover superscribing "Application for the post of"

- e) **Holding of Written Tests:**

The Vidyapeetha may at its discretion hold written tests of Reasoning Ability, Simple Arithmetic, General Knowledge, General English, noting and drafting or any other subject or professional test in respect of the advertised positions for direct recruitment to Group "A" "B" "C" & "D" categories depending upon the exigency of service, job requirements and number of applications. The candidates securing at least 50% of the total marks in the Written Test and qualifying other related trade tests etc. shall be eligible to be called for interview. It should be noted that by getting a call for interview shall not entitle any candidate to be appointed on the post.

The Vidyapeetha may also hold the written tests and other trade/professional tests at the time of promotion of the employees of the Vidyapeetha at its discretion and fix qualifying marks and also hold interviews in addition to screening of the Annual Confidential Reports for the last five years. While screening the Annual Confidential Reports, the DPC may also fix the bench marks/or any other stringent criteria for consideration as per the provisions of these bye-laws.

10. Minimum Qualification and Experience:

For recruitment to various posts, the qualifications and experience shall be as prescribed in the Bye-Laws and where these are not prescribed in the bye-laws, the qualification requirements of such posts shall be adopted from the guidelines of the UGC or DOPT (Government of India) or as decided by Karya Parishad on line with other universities.

11. Age Limit:

The upper age limit for appointment to various posts have been prescribed in the appropriate column of each Schedule. However, the upper age limit for appointment where not prescribed under the Bye-Laws will be as prescribed by the Karya Parishad from time to time, keeping in view the guidelines of the UGC, the DOPT or any other Central University/Deemed to be University.

12. Reservations of posts:

The policy of the Government of India with regard to the reservation for various categories of posts in recruitment/promotion etc. shall be followed.

"Saving:- Nothing in these rules shall affect the reservations, relaxation of age -limit and other concessions required to be provided for Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Payment of TA:

The candidate will have to present himself/herself for an interview if called for, at the place and time mentioned at his own expenses. However, the out-side candidates belonging to SC/ST categories will be defrayed sleeper class rail fare, and in case any station is not connected by rail, ordinary bus fare shall be paid by shortest route, if called for interview. No extra charges, if any, incurred for reserving seat/sleeping berth in the train will, however, be reimbursed to the candidates. The above-mentioned concessions are not admissible to those SC/ST candidates who are already in Central/State Government service/ or holding any other employment.

13. Constitution & Role of the Screening Committee:

In case, a large number of applications are received for a particular post/posts, the Vice-Chancellor may constitute a Screening Committee by inducting at least one outside expert in the relevant field in addition to the competent internal members. The Screening Committee shall be required to screen the applications and shortlist the candidates wherever required as per the criteria determined by it duly approved by the Vice-Chancellor. The Screening Committee may also fix higher criteria beyond the minimum qualifications & experience as prescribed in the advertisement. The Screening Committee shall also decide the number of candidates to be called for interview by determining the ratio between the number of vacancies and number of candidates. However, it must be ensured that the ratio shall not exceed 1:20. In case of posts in which there is a provision for holding a common written test, all eligible candidates shall be invited to appear at the written test irrespective of the ratio. Those who clear the written test by securing at least 50% marks, shall be called for interview after clearing the professional/trade tests, if any.

14. Constitution of Selection Committees/Departmental Promotion Committees:

The Constitution of the Selection Committee/Departmental Promotion Committee and their quorum are specified in the Schedules appended to these bye-laws. The Vice-Chancellor at his discretion may include the Head or any other senior member of the unit concerned in the Selection Committees/Departmental Promotion Committees at the time of selection/promotion to any post of the Vidyapeetha. In addition to the above, the nominee(s) of the SC/ST community to be nominated by the Vice-Chancellor shall be included in the Selection Committees/Departmental Promotion Committees in case the SC/ST candidates are to be considered for interview/promotion. Any other member/members shall also be included in the Selection Committees/Departmental Promotion Committees as per the directives of the Ministry of HRD (Government of India)/UGC issued from time to time.

15. *Direct Recruitment by Open Selection:*

- i) As per rule 31 (i) of the Memorandum of Association of the Vidyapeetha, Recruitment to all academic posts shall be made in accordance with the guidelines prescribed by the University Grants Commission from time to time. Recruitment to other posts shall be made according to the procedures to be laid down from time to time in the byelaws.
- ii) Recruitment to any post in the Vidyapeetha shall be made on the recommendations of a duly constituted Selection Committee from amongst the eligible candidates as per the recommendations of Screening Committee which shall take all aspects into consideration while determining eligibility of the candidates.
- iii) Based on the recommendations of the Selection Committee, the Karya Parishad may at its discretion sanction advance/additional increments not exceeding five over and above the protected pay of any candidate joining from reputed organizations in case the candidate possesses higher qualification, experience, higher pay scale and professional expertise to the satisfaction of the Selection Committee. In case of teachers, they must meet the desired standards as prescribed by the UGC.
- iv) In pursuance to rule 31(iii) of the Memorandum of Association of the Vidyapeetha, the Selection Committee shall consider and submit to the Karya Parishad the recommendations with regard to the appointment referred to it. If the Karya Parishad is unable to accept the recommendations made by the committee, it shall record its reasons and submit the case to the Kuladhipati for final orders.

16. *Deputation with provision for Absorption*

- i) In case the appointment is made on deputation basis, the incumbent may be allowed to continue maximum for a period of five years or till he/she attains the age of the superannuation prescribed for that particular cadre whichever is earlier. The appointment on deputation may be made initially for a period of two years which may be extended on yearly-basis up to a maximum period of five years subject to satisfactory performance, good behaviour and high integrity. The Vidyapeetha, however, shall have the right to repatriate the incumbent any time even before the prescribed period in case his/her performance, integrity or conduct is found to be unsatisfactory at any stage according to the opinion of the competent authority or the repatriation of the officer against whose vacancy the deputationist was working.
- Ordinarily no deputationist shall be absorbed in any cadre of the Vidyapeetha after expiry of his/her deputation period. In case, it is decided in the interest of the Vidyapeetha to absorb any such person, then the Vidyapeetha Administration may take up the matter with his parent organization for concurrence after obtaining the option of the deputationist concerned. After obtaining the consent of the parent department, the case shall be placed before the Karya Parishad for a final decision. In case he/she is absorbed in the Vidyapeetha, he/she will be assigned the bottom seniority of that particular cadre as per the Govt. of India rule.

17. Appointments/Engagements on Temporary /Ad-hoc/Contract basis.

- i) The Vidyapeetha shall ordinarily explore the possibilities of making engagement of workers in the sectors like the security, horticulture, casual labour, sanitation and other areas where-ever possible through agencies by entering into contract for a specified period. For this purpose, the Vidyapeetha has to follow the prescribed procedures of hiring of services such as issue of tender etc. after examining the justification, exigencies and financial implication followed by budget allocations. The Selection of agencies has to be made based on rates, efficiency, reputation, past record, client feedbacks and compliance to the requirements of the regulatory authorities under the appropriate Government.
- ii) Where the hiring of services in any area/sector is not feasible, the Vidyapeetha may consider appointments on temporary basis/ad-hoc/contract basis on the recommendation of a duly constituted committee provided that the candidates fulfill the eligibility criteria for the post as per the bye-laws and have applied in response to the advertisement issued by the Vidyapeetha. Such appointments/engagements shall be considered only against the existing vacancies.
- iii) Appointment on temporary ad-hoc/contract basis for specific assignments shall be made by the Vidyapeetha on certain monetary consideration, taking into consideration the nature of assignments and work load involved, and terms and conditions as may be agreed to between the Appointing Authority and the person appointed on contract. The contractual appointment shall be given for 89 days at a time which may be extended by giving a break of three days. However, the total period of contractual appointment shall not exceed one year unless approved by the Karya Parishad.
- (iv) The engagement(s) on temporary ad-hoc/contract basis in the Vidyapeetha or under any Project/Scheme shall be made as per the terms and conditions of the Service Bye-Laws of the Vidyapeetha.
- (v) Rule 31 (ix) provides that - Notwithstanding anything contained in the Rules and Bye-laws, the Karya Parishad may offer an appointment to the post of Professor/Reader to any person of high academic distinction/professional attainment on contract for a period not exceeding five years. These appointments shall be considered only against existing vacancies.

18. Promotion

- (a) For candidates to be considered for promotion must comply to the prescribed eligibility criteria as on the date of issue of the Notification for holding the meeting of the Departmental Promotion Committee.
- (b) Promotion is earned by dint of hard work, good conduct and result oriented performance as reflected in the ACRs. Only performance reported above "Average" i.e. 'good' consistently for the preceding five years shall be taken into consideration by the DPC. While "average" is not an adverse remarks, it cannot be regarded as complimentary.

- (c) The DPC should assess the suitability of the employees for promotion on the basis of their service records and the annual Confidential Reports for five/eight preceding years as specified above at 18(b).
- (d) The eligibility criteria,, Vigilance Clearance Reports, CR folders/dossiers duly completed in all respects along with the seniority list of the eligible employees to be considered for promotion with full details of the number of vacancies, number of posts reserved for SCs/STs shall be provided to the DPC for consideration.
- (e) In the case of "Selection" (merit promotion), the zone of consideration of eligible officers with extended zone for SCs/STs to ensure the promotional chances against the reserved quota shall be decided by the DPC on the basis of the service record of the officers. The normal zone and the extended zone will be as follows:-

No. of vacancies	Normal Zone	Extended Zone for SC/ST
1	5	5
2	8	10
3	10	15
4	12	20
5 and 10	Twice the number of vacancies plus 4	Five times the number of vacancies
11 to 14	24	--do--
15 and above	1-1/2 times of the number of vacancies +3	--do--

The assessment of each officer should be made on evaluation of their Confidential Reports for the preceding five/eight years as specified above at 18(b). The DPC should make its own assessment of the officers and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" (for all Group 'C', Group 'B' and Group 'A' posts below the level of Rs.12000-16500- including promotions from Lower Groups to Group 'A' posts/grades/services) or "Very Good" (for all Group 'A' posts to the level of Rs.12000-16500 and above) and accordingly grade the officers as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the Select panel in order of their inter se seniority in the feeder grade subject to availability of vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the Select panel. There shall be no supersession in promotion among those who are graded 'fit'.

- (f) The meeting of the Departmental Promotion Committee (DPC) may be convened as and when required.
- (g) The administrative authorities shall ensure that the information furnished to Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form part of the note for the DPC.
- (h) Penalties of any kind major or minor shall constitute a bar to one's eligibility for promotion or confirmation. However, minor penalty of "censure" would not constitute a bar to eligibility and consideration

for the purposes of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar to eligibility.

- (i) The following cases will be brought to the notice of DPC:-
- (a) Employees under suspensions;
 - (b) In respect of whom a charge sheet has been issued and disciplinary proceedings are pending; and
 - (c) In respect of whom prosecution for a criminal charge has been pending.

The DPC will assess their suitability without regard to the disciplinary aspect. The DPC findings and grading will be kept in a sealed cover and the fact recorded in the DPC proceedings. Same procedure will be followed by subsequent DPCs till the disciplinary/criminal cases are concluded. On the conclusion of the case, sealed cover will be opened. In case the officer is completely exonerated with honour, the due date of his promotion will be determined and he will be promoted notionally with reference to the date of promotion of his junior and if necessary by reverting the junior most officiating person. The appointing Authority shall decide whether and to what extent arrears of salary are to be paid. Where arrears are denied reasons are to be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.

- j. The cases of officers under cloud after clearance by the DPC shall be settled in accordance with the Government of India rules.

19. *Functions of the DPC:*

The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of:

- i) Promotion of the non-teaching employees of the Vidyapeetha to the next higher posts except the promotion of Section Officer to Assistant Registrar and promotion of Assistant Registrar to Deputy Registrar or its equivalent posts which shall be done through the duly constituted selection committee as applicable for direct recruitments.
- ii) Up-gradation of the pay scale under the Assured Career Progression Scheme as per the guidelines of the UGC/Govt. of India.
- iii) Confirmation of the non-teaching employees on their respective posts subject to satisfactory completion of probation period.

While considering the promotion cases, the Departmental Promotion Committee shall consider and assess the following:

- a) Provisions of the Bye-Laws & MOA/UGC/guidelines of the GOI as applicable.
- b) Eligibility & Relaxations
- c) Work & Conduct Reports
- d) Annual Confidential Reports for the last 5/8 years as specified at 18(b). While screening the Annual Confidential Reports, the DPC may also fix the bench marks/or any other criteria for consideration as per the provisions of these bye-laws.
- e) Vigilance Clearance Report
- f) Roster points of the cadres as per the reservation policy of the Govt. of India/UGC.

- g) Performance in the interview/skill test/written test, if conducted by the DPC.

20. *Mode of Promotion*

i) In addition to the eligibility criteria specified in the Schedule-II, the Vidyapeetha may decide itself the method and procedure to be followed by the DPC for any category of posts. For this purpose, the Vidyapeetha at its discretion may hold the written tests, interview or other trade/professional tests and fix qualifying marks for any post to assess the competence in an objective manner. For this purpose, association of at-least one external expert shall also be mandatory.

ii) The Departmental Promotion Committee may recommend relaxation of any condition mentioned in the bye-laws in exceptional cases provided sufficient justification of such relaxation can be substantiated on grounds of exceptional merit or high qualification etc. Such relaxation shall be subject to prior approval of the Karya Parishad.

iii) Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his/her eligibility. After completion of formalities such as performance appraisal reports(ACRs), vigilance clearance reports, the departmental promotion committee may be constituted to evaluate and assess the eligibility of the employees. The employees will be considered for promotion based on the recommendations of the DPC/Selection Committee duly approved by the Competent Authority of the Vidyapeetha. All promotions of the non-teaching staff shall take effect from the date of the meeting of the Department Promotion Committee/Selection Committee. Similarly the promotion of the teaching employees of the Vidyapeetha under the Career Advancement Scheme shall take effect from the date of eligibility subject to fulfilment of all conditions laid down in the guidelines of the UGC and Service Bye-Laws/MOA of the Vidyapeetha.

iv) The qualifying of Typing Test/ Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Lower Division Clerk, Upper Division Clerk, Assistant, Semi Professional Assistant, Library Assistant or other positions as identified from time to time for those employees who have been recruited in the Vidyapeetha on or after 01.01.2004. Further, the qualifying of Typing Test/ Skill Test with knowledge of computers shall also be the compulsory requirement for all Stenographers and Personal Assistants of the Vidyapeetha who will be considered for promotion as Personal Assistant and Private Secretary as per the eligibility criteria prescribed in these bye-laws.

v) Either due to non-performance /misconduct/ misbehaviour or violation of Rule 3 – a, b, & c of the CCS Conduct Rules, 1965, the period of probation could be extended by one more year beyond 2 years. If there is no improvement with regard to the performance or other traits mentioned above, the Vidyapeetha shall terminate the services or revert the employee concerned forthwith without giving any further opportunity for improvement. However, when the employee concerned is confirmed on his post consequent upon the satisfactory completion of the extended period of probation, then the eligibility of his promotion to the next higher post, if any or upward movement under the Assured Career

Progression Scheme (ACP) or the Career Advancement Scheme shall be proportionately increased by one year. In other words such an employee may be considered for promotion/ACP Scheme/Career Advancement Scheme after one year from the date of his/her actual date of eligibility. This provision will apply to both teaching and non-teaching employees of the Vidyapeetha.

21. Ad-hoc Promotions:

In case there is no eligible employee available in the feeder channel for promotion, ad-hoc promotion may be given by the competent authority after providing the necessary relaxation in experience maximum by one year under exceptional circumstances subject to compliance of all formalities as applicable to the eligible candidates. In such cases, the candidate must have maintained at least three outstanding reports consecutively in the last 3 years prior to the date of eligibility for such ad-hoc promotion.

22. Panel:

A) The panel drawn for promotion by the Departmental Promotion Committee will normally be valid for one year w.e.f. the date of the DPC. It should cease to be in force on the expiry of a period of one year and six months or when a fresh panel is prepared, whichever is earlier.

B) The panel drawn on the recommendations of the Selection Committee for any post shall be valid for a period of one year.

23. Assured Career Progression Scheme (ACP)/ Career Advancement Scheme (CAS):

The scheme of Assured Career Progression Scheme (ACP) or the Career Advancement Scheme (CAS) for teaching and non-teaching employees will be governed by the provisions of the MOA, Bye-Laws of the Vidyapeetha and orders/guidelines issued by UGC/Government of India from time to time. Any dispute in this area, the decision of the University Grants Commission shall be final.

24. Probation:

(i) In case of direct recruitment, the selected candidate will be kept on probation for a period of two years. The appointing authority may at its discretion extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehaviour. In case there is no perceivable improvement despite all this, his/her services shall be terminated by giving one month's notice or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his option to quit by giving one month's notice or deposit one month's salary in lieu of notice.

(ii) In case of promotion to the next higher post irrespective of the group, the employee(s) shall be kept on probation for a period of two years from the date of DPC/Selection Committee. The appointing authority may at his discretion extend the period of probation by one year on ground of non-performance, misconduct or misbehaviour or if he fails to comply with the terms and

