

SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

**A Deemed to be University
Tamaka, Kolar, Karnataka.**

**Declared under Section 3 of the UGC Act, 1956
vide MHRD, Government of India Notification
No.F-9-36/2006-U.3 (A) dated 25th May 2007**



RECRUITMENT & PROMOTIONS POLICY



SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

A DEEMED TO BE UNIVERSITY, (DECLARED UNDER SECTION 3 OF THE UGC ACT, 1956)

TAMAKA, KOLAR 563101, KARNATAKA, INDIA

Name of the Policy/ Guidelines	RECRUITMENT & PROMOTIONS POLICY	
Short Description	The policy and procedure related to Human Resources	
Scope	This policy is applicable to all faculty and non- teaching staff of the constituent colleges and departments of SDUAHER (Deemed to be University).	
Policy status	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Revised
Date of approval of Version 1	25-08-2020	
Revision No.	0	
Brief description of last revision	Not Applicable	
Date of approval of current revision	Not Applicable	
Effective date	25-08-2020	
Approval Authority	Board of Management	
Responsible officer	Registrar	
Details of Division	Date of Revision	Approved by

SECTION – I
PART-I GENERAL

1. Definitions – In these rules, unless the context otherwise requires-

- (a) “Appointing Authority” means the officer to whom such powers in this behalf may be delegated by the Academy by a general or special order on such conditions as it may deem proper in respect of any post.
- (b) “Approved List” means the list containing names of the persons approved by the Academy for appointment on deputation, appointment by direct recruitment/ promotion under the provisions of these rules.
- (c) “Chairman” means the Chairperson of SDUAHER to guide the recruitment of the Academy.
- (d) “Appointing Authority” Means the recruitment board constituted by the governing body under the rule of Academy
- (e) “Committee” – means the Committee referred to member of the Academy.
- (f) ‘Notified date’ means the date specified in the Notification.
- (g) “Principal” means the person possessing the qualification and experience prescribed by MCI for the post and appointed as such by the Society;
- (h) “Direct Recruitment” means the ‘Direct Recruitment’ means the recruitment made other than by promotion, deputation or absorption.
- (i) “Recruitment Board” means the Recruitment Board referred to panel member for recruitment procedures.
- (j) ”Service” service rendered by an employee in the cadre on regular basis and shall not include the service on contract/daily wages/temporary/ad-hoc basis
- (k) “Service” or “Experience” wherever prescribed in these Rules as a condition for promotion from one Service to another or within the Service from one category to another or to senior post(s), in the case of a person holding a lower post eligible for promotion to higher post shall include the period for which the person has continuously worked on such lower post after regular selection in accordance with the provisions of these rules;
- (l) ‘Substantive Appointment’ means an appointment made under the provisions of these Rules to a substantive vacancy after due selection by any of the methods of recruitment prescribed under these rules and included as appointment on probation or as a probationer followed by confirmation on completion of the probationary period;
Note – Due selection by any of the methods of recruitment prescribed under these Rules shall include recruitment either on initial constitution of the Service or in accordance with the provisions of any rules promulgated by the Academy, except an urgent temporary appointment.

(m)“Year/Official Year” means the year from 1st April to 31st March.

PART – II Recruitment Governing Body (RGB)

A. Selection Committee Composition

I. Assistant/Associate/Professor in the University:

- (a) The Selection Committee for the post of Assistant Professor in the University shall have the following composition.
1. The Vice Chancellor shall be the Chairperson of the Selection Committee.
 2. An academician nominated by the Visitor/Chancellor, wherever applicable.
 3. Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 4. Dean of the concerned Faculty, wherever applicable
 5. Head/Chairperson of the Department/School.
 6. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor or Acting Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

II. Senior Professor

- (a) The Selection Committee for the post of Senior Professor in the University shall have the following composition:
- i. Vice Chancellor to be the Chairperson of the Selection Committee.
 - ii. An academician not below the rank of Senior Professor/Professor with minimum ten years' experience who is the nominee of the Visitor/Chancellor, wherever applicable.
 - iii. Three experts not below the rank of Senior Professor/Professor with minimum ten years' experience in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 - iv. Dean (not below the rank of Senior Professor/Professor with minimum ten years' experience) of the faculty, wherever applicable.
 - v. Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years' experience) or senior most Professors (not below the rank of Senior Professor/Professor with minimum ten years' experience) of the Department/School.
 - vi. An academician (not below the rank of Senior Professor/Professor with minimum ten years' experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be

nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

(b) At least four members, including two outside subject experts, shall constitute the quorum.

III. College Principal

A. Selection Committee

(a) The Selection Committee for the post of College Principal shall have the following composition:

- i. Chairperson of the Governing Body as Chairperson.
- ii. Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
- iii. Two nominees of the Vice Chancellor who shall be Higher Education experts out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.
- iv. Three experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college out of a panel of six experts approved by the relevant statutory body of the university concerned).
- v. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

(b) At least five members, including two experts, should constitute the quorum.

(c) All the selection procedures of the selection committee shall be completed on the day/last day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring Performa and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.

B. SELECTION PROCEDURES:

(a) The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages

- given to the performance of the candidate in different relevant dimensions and his/her performance on a grading system Performa
- (b) In order to make the system more credible, universities may assess the ability for teaching and/or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use latest technology in teaching and research at the interview stage. These procedures can be followed for both direct recruitment and CAS promotions wherever selection committees are prescribed in these Regulations.
 - (c) The Universities shall adopt these Regulations for selection committees and selection procedures through their respective statutory bodies incorporating and the institutional level for University Departments and their Constituent colleges to be followed transparently in all the selection processes. The universities may devise their own self-assessment cum performance appraisal forms for teachers.

PART-III RECRUITMENT PROCESS

1. Method of Recruitment:

The recruitment to various posts shall be made by the Recruitment Governing Body by the following methods:

- a. Direct Recruitment
 - b. Promotion
 - c. Tenure appointments/Probation, as per the University Regulations/guidelines
 - d. Deputation
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- a) Recruitment to the service by the aforesaid methods shall be made in such a manner that the persons appointed to the service by each method do not at any time exceed the percentage laid down in the rules/Schedule of the total cadre strength as sanctioned for each category from time to time:
 - b) Provided that if the Appointing Authority is satisfied in consultation with the Governing Board, where necessary, that suitable persons are not available for appointment by either method of recruitment in the proportion so indicated in a particular year, appointment by the other method in relaxation of the prescribed proportion, may be made in the same manner as specified in these rules.
 - c) The Academy may at any time when the situation so warrants, fill up any post by re-employment of the retired personnel. The re-employment of teaching staff shall not continue beyond the age of 70 years and for re-employment of non-teaching staff the maximum age shall be 65 years. Such re-employed person shall be paid consolidated salary minus pension.
 - d) The employee of Academy is not allowed to work/deputation outside Academy.

2. Authorized sanctioned strength of posts under various cadres:

- a) The authorized sanctioned strength of the posts under each of the cadres on the date of notification shall be as specified in these rules.
- b) After notification of these rules, the authorized sanctioned strength of post under various cadres shall be such as may be from time to time determined by the University Grants Commission, and notified accordingly, after due approval of the Executive Council of the University.

3. Reservation of vacancies for the Scheduled Castes, the Scheduled Tribes, the Backward Classes, special Backward classes, woman candidates:

- a) Reservation of vacancies for the Scheduled castes, the Scheduled Tribes, the Backward Classes, Special Backward Classes, Woman candidates shall be in accordance with the rules/orders issued by the Government from time to time and in force at the time of recruitment i.e. by direct recruitment and by promotion as the case may be.

4. Nationality – A candidate for appointment to the Super Specialties Services may be of any origin and for all remaining cadre citizen of India subject to law of Government of India applicable in this respect.

5. Determination of vacancies –

- a) Subject to the provisions of these Rules, the Appointing Authority shall determine on 1st April every year the actual number of vacancies occurring during the year.
- b) The Appointing Authority also determine the vacancies of earlier years year-wise which were required to be filled in by promotion, if such vacancies were not determined and filled earlier in the year which they were required to be filled in.

6. Age – A candidate for direct recruitment (teaching staff) to the post(s) in the service must have attained the minimum age of 25 years and the upper age limit shall not exceed the age as prescribed by MCI/UGC Guidelines. The Age requirement for direct recruitment of Non- teaching staff would be in accordance with the rules/orders issued by the Academy from time to time.

7. Academic and Technical qualifications and Experience – A candidate to the post(s) specified in Advertisement shall possess-

- a) The qualifications and experience as per the UGC Guidelines and subject to the conditions laid down by MCI wherever requires

And

- b) Provided that the person who has appeared or is appearing in the final year examination of the course which is the requisite educational qualification for the post as mentioned in the rules or schedules for direct recruitment, shall be eligible to apply for the post by the/she shall have to submit the proof of having acquired the requisite educational qualification to the appropriate selection agency before final step of selection.

8. Character – The character of a candidate for recruitment to the service must be such as to qualify him/her for employment in the service. He/she must produce a certificate of good character from the Principal/Academic Officer of the School or University or College in which he/she was last educated and two such certificates written not more than six months prior to the date of application from two responsible persons not connected with his/her School or College or University and not related to him/her.

Note: In case any dispute, decision of **Recruitment Governing Body** shall be final.

9. Canvassing – No recommendation for direct recruitment either written or oral other than that required under these rules shall be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his/her candidature by any means may disqualify him/her for recruitment.

10. Pay Scales, Pay Fixation Formula and Age of Superannuation, etc.

- a) The scale pay and other service conditions including age of superannuation by the University Grants Commission (UGC) shall be strictly followed as per the UGC norms.
- b) The pay fixation formula for teaching , non- teaching and administrative post are applied as per the Appendix – 1
- c) Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor, Professor and Senior Professor only, may be re-employed on contract appointment beyond the age of superannuation, as applicable to the concerned University, college and Institution, up to the age of seventy years.

11. Recruitment And Qualifications :

- a) The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors in the Universities and Colleges and Senior Professor in the Universities shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees as per the provisions made under these Regulations. These provisions shall be incorporated under the Statutes/Ordinances of the concerned university. The composition of such committees shall be as prescribed in these Regulations.
- b) The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Senior Professors, Principals, shall be as prescribed by the UGC Regulations.
- c) The National Eligibility Test (NET), or an accredited test (State Level Eligibility Test SET/SLET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these regulations. Further, SLET/SET shall be valid as the minimum eligibility for direct recruitment to Universities/Colleges/Institutions under the control of the respective state only.
- d) Provided further, that candidates, who have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009 or University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2016 and their

subsequent amendments from time to time as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.

- e) Provided further that, the award of degree to candidates registered for the M.Phil / Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-
- i. Ph.D. degree of the candidate awarded in regular mode only;
 - ii. Evaluation of the Ph.D. thesis by at least two external examiners;
 - iii. An open Ph.D. viva voce of the candidate had been conducted;
 - iv. Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal
 - v. Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D. work.
- f) A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) shall be required at the Master's level for direct recruitment of teachers at any level.
- g) A relaxation of 5% shall be provided at the graduate and master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard Hearing; (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness)/Other Backward Classes (OBC)(Non-creamy Layer) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
- h) A relaxation of 5% shall be provided, from 55% to 50% of the marks to the Ph.D.Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.
- i) Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered valid at the Master's level.
- j) The Ph.D. Degree shall be a mandatory qualification for the appointment and promotion to the post of Professors.
- k) The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professors.

- l) The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities. The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021. For promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Colleges, the Ph. D. shall be a mandatory qualification if the date of eligibility falls on or after 01.07.2021.
- m) The period of time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave shall be counted as teaching experience for the purpose of direct recruitment/ promotion. The period of leave taken for pursuing Research Degree i.e. for acquiring Ph.D. degree shall not be counted as teaching experience for the purpose of direct recruitment/ promotion.

PART – IV

PROCEDURE FOR RECRUITMENT

I. Issue of Advertisement:

The vacant posts of permanent nature, posts approved under specific schemes, the posts of temporary nature likely to continue, tenure/deputation posts etc. shall be advertised at an appropriate time, giving at least one insertion in any of the national dailies, one insertion in the Employment News and the University website. The candidates may obtain the prescribed application forms along with the details of qualifications, experience and other requirements from the University, or download from the University website and submit the applications duly completed in all respects along with the prescribed application fees, if any, within the stipulated time.

II. Time Limit for Recruitment Process

The university may ensure that the entire recruitment process including and starting from advertisement, conducting written examination or holding of interview may be completed within six months. Provided that, if in the opinion of the Vice-Chancellor, the circumstances so warrant, he may extend the time limit for the recruitment process by a maximum period of six months.

III. Application Form

- (a) Applications for all the posts shall be entertained only in the prescribed format only (Online or direct or both).
- (b) Receipt of applications after the closing date:
The closing date for receipt of applications shall ordinarily be 30 days from the date of release of advertisement to the press. However, the Vice-Chancellor may, at his discretion,

decide the extension of the closing date for receipt of applications, keeping in view the exigency of the situation. Incomplete applications, and the applications received after the due date, shall not be entertained. The Vice-Chancellor may, however, allow the acceptance of any application received after the closing date, subject to production of proof that the application along with the enclosures and the remittance details, if any was posted by the candidate on or before the closing date. In case the closing date is a holiday, the next working day shall be treated as the closing date. Incomplete applications and applications not submitted in the prescribed format, along with the prescribed fee and self-certified enclosures, etc., shall be summarily rejected.

- (c) The application should be addressed to “**The Registrar, Sri Devaraj Urs Academy of Higher Education and Research**” in a closed cover super-scribing “**Application for the post of.....**”.
- (d) The University may at its discretion adopt appropriate procedures for recruitment to Teaching and non-teaching posts on similar lines.
- (e) The University may hold the written/skill tests/Interview at the time of promotion of the employees of the University and fix qualifying marks and hold interviews, where-ever applicable as per the schedule appended herewith, in addition to the screening the Annual Performance Appraisal Reports for preceding years, depending upon the length of Qualifying Service. While screening the Annual Performance Appraisal Reports, the University may also fix any other criteria for consideration of the recruitment.

IV. Eligibility Criteria :

A. Teaching

a. Medical

Post	Eligibility Criteria	
	Academic Qualification	Experiences
Senior Resident	Senior Resident is one who is doing his/her residency in the concerned post graduate subject after obtaining PG degree (MD/MS) and is below 40 years of age.	Fresher
Assistant Professor	A post graduate qualification MD/MS in the concerned subject	3 years Junior Resident in a recognized medical college in the concerned subject and one year as Senior Resident in the concerned subject in a recognized medical college
Associate Professor	A post graduate qualification MD/MS in the concerned subject	As Assistant Professor in the subject for 4 years in a permitted/approved/recognized medical college/institution with 2 Research Publication in Indexed Journals as Ist Author or as corresponding author.
Professor	A post graduate qualification MD/MS in the concerned subject	Associate Professor in the subject for 3 years in a permitted/approved/recognized

		medical college/institution with 4 Research Publications in Indexed Journal on Cumulative basis with minimum of 2 Research Publication during the tenure of Associate Professor as Ist Author or as corresponding author
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b. Nutrition

Post	Eligibility Criteria	
	Academic Qualification	Experiences
Assistant Professor	Master's degree with 55% marks in a relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university NET /SLET/ PhD	Fresher
Associate Professor	Good academic record with a Ph.D. Degree A Master's Degree with at least 55% marks	A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer reviewed/UGC listed journals and a total research score of Seventy Five (75)
Professor	An eminent scholar with Ph.D. qualification	An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 research publications in the peer reviewed/ UGC listed journals and a total research score of 120 A minimum of ten years of teaching experience in University/College and/or experience in research at the University/National level Institution/Industries, with evidence of having successfully guided doctoral candidate

c. Yoga

Post	Eligibility Criteria	
	Academic Qualification	Experiences
Assistant Professor	Good academic record with at least 55% marks at the Master's degree level (Yoga), NET /SLET/ PhD	Fresher
Associate Professor	Good academic record with a Ph.D. Degree A Master's Degree with at least 55% marks	A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer reviewed/UGC listed journals and a total research score of Seventy Five (75)
Professor	An eminent scholar with Ph.D. qualification	An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 research publications in the peer reviewed/ UGC listed journals and a total research score of 120 A minimum of ten years of teaching experience in University/College and/or experience in research at the University/National level Institution/Industries, with evidence of having successfully guided doctoral candidate

d. Allied Health Sciences

Post	Eligibility Criteria	
	Academic Qualification	Experiences
Assistant Professor	Master's degree with 55% marks in a relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university	Fresher

	NET /SLET/ PhD	
Associate Professor	Good academic record with a Ph.D. Degree A Master's Degree with at least 55% marks	A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer reviewed/UGC listed journals and a total research score of Seventy Five (75)
Professor	An eminent scholar with Ph.D. qualification	An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 research publications in the peer reviewed/ UGC listed journals and a total research score of 120 A minimum of ten years of teaching experience in University/College and/or experience in research at the University/National level Institution/Industries, with evidence of having successfully guided doctoral candidate

e. Physiotherapy

Post	Eligibility Criteria	
	Academic Qualification	Experiences
Assistant Professor	Bachelor Degree in Physiotherapy (B.P.T./B. Th./P./B.P.Th.), Masters in Physiotherapy (M./P.Th/M.Th.P./M.Sc. P.T/M.PT.) with at least 55% marks	Fresher
Associate Professor	Master in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.)	Eight years total experience as Assistant Professor.

		Desirable: Higher Qualification like Ph. D. in any discipline of Physiotherapy recognized by U.G.C and published work of higher standard in peer reviewed /UGC listed journals
Professor	Masters in Physiotherapy (M.P.T. / M.P.Th./M.Th.P./M.Sc. P.T.)	Ten years total experience. Desirable: Higher Qualification like Ph. D. in any discipline of Physiotherapy recognized by U.G.C and published work of high standard in peer reviewed/ UGC listed journals

f. Molecular Biology

Post	Eligibility Criteria	
	Academic Qualification	Experiences
Assistant Professor	Master's degree with 55% marks in a relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university NET /SLET/ PhD	Fresher
Associate Professor	Good academic record with a Ph.D. Degree A Master's Degree with at least 55% marks	A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer reviewed/UGC listed journals and a total research score of Seventy Five (75)
Professor	An eminent scholar with Ph.D. qualification	An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 research publications in the peer reviewed/ UGC listed journals and a total research score of 120

		A minimum of ten years of teaching experience in University/College and/or experience in research at the University/National level Institution/Industries, with evidence of having successfully guided doctoral candidate
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g. Public Health

Post	Eligibility Criteria	
	Academic Qualification	Experiences
Assistant Professor	Master's degree with 55% marks in a relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university NET /SLET/ PhD	Fresher
Associate Professor	Good academic record with a Ph.D. Degree A Master's Degree with at least 55% marks	A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer reviewed/UGC listed journals and a total research score of Seventy Five (75)
Professor	An eminent scholar with Ph.D. qualification	An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 research publications in the peer reviewed/ UGC listed journals and a total research score of 120 A minimum of ten years of teaching experience in University/College and/or experience in research at the University/National level

		Institution/Industries, with evidence of having successfully guided doctoral candidate
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B. Non-Teaching & Administrative

- As per the Academy policy the Non-teaching staff post are being selected
- For Further description – Appendix – II

PROMOTIONS

For the purposes of promotions to teaching posts in disciplines relating to university and collegiate education, interalia in the fields of health, medicine, special education, agriculture, veterinary and allied fields, technical education, teacher education, norms or standards laid down by authorities established by the relevant Act of Parliament under article 246 of the Constitution for the purpose of co-ordination and determination of standards in institutions for higher education or research and scientific and technical institutions, shall prevail

i. Provided that where no such norms and standards have been laid down by any regulatory authority, University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 shall be applicable till such time as any norms or standards are prescribed by the appropriate regulatory authority.

Two Modes -

- A.** Vertical Eligibility Based Against Vacancy
- B.** Career Advancement Scheme Based over and above vacancy (CAS)

A. Vertical Eligibility Based Against Vacancy

- (a) The candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification.
- (b) Promotion is earned by dint of hard work, good conduct, and result-oriented performance, as reflected in the APARs. Only performance reported "Good" "carrying, consistently for the preceding five years shall be taken into consideration by the Screening-cum-Evaluation Committee for teaching faculty. In case of Non-Teaching Group 'A' persons reported "Very Good" shall only be considered. Those with "average performance", which is not an adverse remark, shall not be considered for promotion.

APAR Scores for teaching staff –

Grand Score = Total Score of Self-Assessment + Total Reporting Officers Score (HOD)

Outstanding – 91st to 100th centile

Very Good – 81st to 90th centile

Good – 61st to 80th centile

Satisfactory – 51st to 60th centile

Unsatisfactory - <50th centile

APAR Scores for Non-teaching staff –

Outstanding	161 to 170	141 to 150
Excellent	151 to 160	135 to 140
Very Good	136 to 150	120 to 134
Good	101 to 135	90 to 119
Satisfactory	85 to 100	75 to 89
Marginal	71 to 84	60 to 74
Poor	35 to 70	30 to 59

B. Career Advancement Scheme Based over and above vacancy (CAS)

Assessment Process

The following three-step process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: The college/university teachers shall submit to college/university an annual self-appraisal report in the prescribed proforma. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/teacher-in-charge.

Step 2: After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

Step 3: A CAS Promotion shall be granted only if performance reported "Very Good "carrying, consistently for the preceding five years shall be taken into consideration by the Screening-cum-Evaluation Committee for teaching faculty.

APAR Scores for teaching staff –

Grand Score = Total Score of Self-Assessment + Total Reporting Officers Score (HOD)

Outstanding – 91st to 100th centile

Very Good – 81st to 90th centile

Good – 61st to 80th centile

Satisfactory – 51st to 60th centile

Unsatisfactory - <50th centile

The “Screening-cum-Evaluation Committee” for promotion shall consist of:

A. For University teachers:

- i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;
- ii) The Dean of the Faculty concerned;
- iii) The Head of the Department /Chairperson of the School; and
- iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

B. For College teachers:

- i) The Principal of the college;
- ii) Head /Teacher-Incharge of the department concerned from the college;
- iii) Two subject experts in the subject concerned nominated by the Vice-Chancellor

- a. The Screening-cum-Evaluation Committee should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports. In case there is any adverse entry in the APAR, or for want of prescribed score in the APAR, the case of promotion shall not be considered unless and until the competent authority expunges such adverse entry. If the competent authority does not expunge the adverse entry or does not increase the score after review of performance as per procedures, the employee concerned may have to wait for the required number of reports carrying the prescribed bench marks as required for the post under these Rules.
- b. The eligibility criteria, Vigilance Clearance Reports, and APAR dossiers, duly completed in all respects along with the seniority list of the eligible employees to be considered for promotion, with details of the number of vacancies, number of posts reserved for SCs / STs, etc. shall be provided to the Screening-cum-Evaluation Committee for consideration as per Academy rules.

- (f) 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 on the eligibility and consideration for the purpose of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar on the eligibility.

- (g) The following cases shall be brought to the notice of Screening-cum-Evaluation Committee :-
- (i) Employees under suspension;
 - (ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
 - (ii) In respect of whom prosecution for a criminal charge has been pending.

The Screening-cum-Evaluation Committee shall assess their suitability without regard to the disciplinary aspect. The findings shall be kept in a sealed cover as per the fact recorded in the proceedings of the Screening-cum-Evaluation Committee. The same procedures shall be followed by subsequently till the disciplinary / criminal cases are concluded. On conclusion of the case, the sealed cover will be opened. In case the officer is completely exonerated with honour, the due date of his promotion shall 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 the arrears of salary shall be paid. Where arrears are denied, reasons shall be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.

The cases of officers under cloud after clearance by the Screening-cum-Evaluation Committee shall be settled in accordance with the Academy rules.

Functions of the Screening-cum-Evaluation Committee

- (a) The Screening-cum-Evaluation Committee shall consider and make recommendations in all cases of teaching and non-teaching employees. The constitution of DPC for various categories of posts shall be as prescribed under the Recruitment Rules of the University.
- (b) While considering the promotional cases, the Departmental Promotion Committee shall consider the following:
 - (i) Provisions of the Rules / Act / Statutes / Ordinances /University Regulations/ UGC Regulations/guidelines and Academy Rules as applicable from time to time.
 - (ii) Eligibility criteria and relaxations / concessions applicable to the SC / ST / PwD categories.

- (iii) Work and Conduct Reports
- (iv) The Annual Performance Appraisal Reports (APARs) with the competent authority. While screening the Annual Performance Appraisal Reports (APARs), the Screening-cum-Evaluation Committee may also adopt the criteria with regard to the bench marks as mentioned in the Statutes/ Ordinances/Academy rules.
- (v) Vigilance Clearance Report
- (vi) Roster points of the cadre(s) as per the reservation policy of the Academy / UGC.
- (viii) Performance in the interview /skill test, if conducted by the University as per rules.
- (ix) Screening-cum-Evaluation Committee is expected to screen the cases and decide the eligibility based on the aforementioned documents like APARs, Vigilance Clearance Report, Roster, Recruitment Rules etc.

Note: *In case APAR(s) for any particular period has not been written/ endorsed by the designated authority despite the fact that the employee concerned produces the proof of submission of self-appraisal report(s) duly filled-in for that particular period(s) to the concerned section, the Screening Committee shall ignore the report(s) of that particular period(s) and shall take into account the report(s) of the immediately preceding period(s). It is mandatory on the part of the designated officer to make entry in the relevant register to be maintained for this purpose and issue proper receipt to the employee concerned as a proof of submission of the appraisal reports. There shall be proper entry in the relevant register with regard to each movement of the APAR till the completion of its process.*

Mode of Promotion

- (a) In addition to the conditions for promotion for the posts, the University may decide the method and procedure to be followed for promotion in respect of any category of posts. For this purpose, the University, at its discretion, may opt the fitness-cum-seniority for any post to assess the competence in an objective manner. In such cases, association of at least one external expert shall be mandatory.
- (b) Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his eligibility. After completion of formalities such as Annual Performance Appraisal Reports (APARs), Vigilance Clearance Reports, the Screening-cum-Evaluation Committee may be constituted to evaluate and assess the eligibility of the

employees. The employees shall be considered for promotion based on the recommendations of the Selection Committee duly approved by the Competent Authority of the University.

(c) All promotions of the non-teaching staff belonging to Group 'A', 'B' and Group 'C' shall take effect from the date of joining.

(d) Qualifying in 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 and other positions as identified from time to time. Further, qualifying in Typing Test / Skill Test with knowledge of computers shall be the compulsory requirement for all Stenographers and Personal Assistants of the University who shall be considered for promotion as Personal Assistant/ Private Secretary as per the eligibility criteria prescribed in these Rules as prescribed for direct recruitment. The University may impose any condition to be complied with at a future date failing which the competent authority may order for stoppage of increment.

Panel

The panel drawn for promotion/direct recruitment shall normally be valid for a period of three year from the date of the meeting of the Screening-cum-Evaluation Committee / date of approval of the recommendations, respectively.

Probation

- (a) In case of direct recruitment, the selected candidate shall be kept on probation for a period as specified in these rules. 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 him/her one month's notice in advance or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to resign by giving one month's notice or by depositing one month's salary in lieu of notice.
- (b) In the case of promotion to the next higher group, the employee(s) shall be kept on probation for a period of one year from the date of joining. The appointing authority may at its discretion,

extend the period of probation by one year on ground of non-performance, misconduct or misbehavior or if he/she fails to comply with the terms and conditions of the appointment to the post to which he/she was promoted. In case there is no perceivable improvement despite all this, he shall be reverted to his parent post, with immediate effect, and consequently all the employee promoted against the consequential vacancies due to the promotion of this employee shall be reverted to their respective parent posts, in case they cannot be adjusted in any other similar vacant posts. However, there shall not be any probation for promotion within the same group / pay band.

Note:

- (i) If an employee who has been recruited/promoted to any post, avail himself of leave on a piecemeal basis, or at a time for a period of two months or more during the period of probation, his probation shall be extended proportionately, i.e., equal to the total period of leave availed by the employee concerned.
- (ii) In order to avoid any anomalous situation, all cases of probation of the officials should be reviewed in every six months. In case, the result of review of performance of an official is found to be unsatisfactory, or not up to the mark, he shall be warned of the consequences of unsatisfactory performance during the period of probation. Such a warning should be issued in advance after which the performance of the official concerned should be continuously kept under observation.
- (iii) Not with standing anything contained in the above-mentioned provision, if a probationer is placed under suspension during the period of probation, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances.
- (iv) No application for outside employment shall ordinarily be forwarded during the period of probation in case of a probationer or temporary employee of the University. However, in case his request has been considered by the competent authority of the University at his discretion, an undertaking shall be obtained while forwarding his application that he would submit his technical resignation from the post in the event of his selection in any other organization. The applications for outside employment received from the SC/ST/PwD candidates shall be leniently viewed.

- (v) An employee of the University shall be confirmed through Human Resources Committee.
- (vi) An employee of the University shall not be confirmed on his post unless and until he signs the 'Service Agreement'.
- (vii) There shall be no probation in the case of an employee appointed to a post on deputation, tenure, or on re-employment after superannuation.
- (viii) The appointing authority shall record the reasons in writing while terminating the appointment of a probationer or extension of the normal period of probation.

Power to Relax

Relaxation in age, experience, qualifying marks, etc., may be granted to the candidates belonging to the Schedule Caste / Schedule Tribes / OBC / PWD or any other reserved category for reserved posts as per the UGC / Govt. of India guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.

Amendment of Rules

The Board of Management shall have the authority to amend, modify, change, withdraw, suspend and relax any or all of these Rules as per provisions made under relevant ordinances of the University / GoI norms/UGC guidelines or Regulations.