

# Central University of Punjab, Bathinda

Proceedings of the Eleventh Meeting of the

## **Executive Council**

held on **25.11.2014 at 2:30 p.m.**

at **Board Room of National Institute of Pharmaceutical Education & Research (NIPER), Mohali**

Following members were present:

Prof. R. K. Kohli	:	<b>Vice Chancellor (Chairman)</b>
Prof. R. C. Sobti	:	<b>Member</b>
Sh. Sham Lal Garg	:	<b>Member</b>
Sh. Vijay Inder Singla	:	<b>Member</b>
Prof. P. Rama Rao	:	<b>Member</b>
Ms. Shweta Arora	:	<b>Registrar (Secretary)</b>

### ***Welcome Note of the Vice Chancellor***

The Vice Chancellor welcomed the members of the Executive Council and opined that the university would benefit immensely from their visionary advice. He further welcomed them to the Eleventh meeting of the Executive Council and thanked them for sparing their valuable time from their busy schedule to participate and help the university in taking appropriate decisions.

### **Item No. EC:11:2014:1**

**To inform about the joining of Prof. R. K. Kohli as Vice Chancellor.**

The Council noted the joining of Prof. R. K. Kohli as Vice Chancellor w.e.f. Sep. 5, 2014.

### **Item No. EC:11:2014:2**

**To note the report of Vice Chancellor on the progress of university since last meeting of the Executive Council.**

The Vice Chancellor briefed the members of the Council about the progress of the University since the Tenth Meeting of Executive Council held on 22.08.2014. The members appreciated the progress made by the University.

***Annexure-1***

The members **Suggested** that the progress presentation details could be tabled, if possible, for easy comprehension. The Vice Chancellor agreed to present the handout of presentation to the members.

The Committee appreciated and express satisfaction on the progress made by the university since its last meeting.

The handout of the presentation is at Annexure I

The Committee **RESOLVED** to note the progress of the University since its last meeting.

**Item No. EC:11:2014:3**

**To confirm the minutes of Sixth Finance Committee meeting held on 22.08.2014.**

The Vice-Chancellor proposed to confirm the minutes of the Sixth Meeting of the Finance Committee held on 22.08.2014.

**Annexure-2**

The Council **RESOLVED** to approve the minutes of the Sixth Meeting of the Finance Committee held on 22.08.2014.

**Item No. EC:11:2014:4**

**To note the revised budget for the XII Five Year Plan.**

The Vice Chancellor presented the revised budget proposal for the XII Five Year Plan Projected for **Rs. 2260.0 Crores as recommended** was approved by the Finance Committee vide item No. FC:4:2012:6. He further informed that the university has received a tentative allocation of **Rs. 333.50 Crores** only. During the **Fifth meeting of the Finance Committee**, the XII Five Year Plan Grant sanctioned to the university was released. The UGC vide its letter No. F.1-1/2012 (CU) Vol. V dated 27 May 2014 has further given the item wise allocation under various heads as follows:

**Annexure-3**

- (a) Grant-in-Aid (Recurring Expenses) - Rs. 69.00 Crores
- (b) Grant-in-Aid Salary - Rs. 36.50 Crores
- (c) Grant-in-Aid of Capital Assets - Rs. 228.00 Crores

The Council **RESOLVED** to approve the revised budget for the XII Five Year Plan.

**Item No. EC:11:2014:5**

**To consider the budget proposal for the Financial Year 2014-15.**

The Vice Chancellor presented the budget proposal for Financial Year 2014-15, as proposed by FC vide item No. FC:6:2014:8.

**Annexure-4**

The Council **RESOLVED** to approve the budget proposal for the Financial Year 2014-15 as per Annexure – 4.

**Item No. EC:11:2014:6**

**To consider and approve the Preliminary Estimates recommended by the Building Advisory Committee as worked out by EIL, the PMC.**

The Vice Chancellor presented the Preliminary Estimates recommended by the Building Advisory Committee as worked out by the EIL, the PMC and permitted by Finance Committee vide its item No. FC: 6:2010:10. It was put up for the consideration of Council for approval.

*Annexure-5*

The Council considered and **RESOLVED** to approve the Preliminary Estimates as approved by the Finance Committee vide **Item No. FC: 6:2010:10.**

**Item No. EC:11:2014:7**

**To consider and approve the budget of Rs. 34.00 lacs for the preparatory works at the Main Campus.**

The Vice Chancellor presented the budget of Rs. 34.00 lacs for the preparatory works to include Temporary Porta Cabins for onsite, mounting shelter and work, pantry, toilets etc. at the Main Campus as approved by the Building Advisory Committee vide **Item No. BAC:18:2014:4**

The Council considered and after discussion **RESLOVED** to approve the budget of Rs. 34.00 lacs for the preparatory works at the Main Campus as approved by Finance Committee vide **Item No. FC:6:2014:11** subject to the conditions as mentioned in item No. **FC:6:2014:10.**

**Item No. EC:11:2014:8**

**To consider enhancement of monthly rent of the Transit Campus on lease from M/s Bathinda Integrated Coop Spinning Mills Ltd. (BACOSPIN).**

The Vice Chancellor presented the issue of enhancement of monthly rent of the Transit Campus on lease from M/s Bathinda Integrated Coop Spinning Mills Ltd. (BACOSPIN) and stated that "The university had leased complete premises of M/s BACOSPIN, a Punjab Govt. undertaking on monthly rental of Rs. 6, 69,400/- per month, for setting up the Transit Campus as approved vide FC Item No. FC:1:2010:2.2. These premises are required to continue the functioning of the university from the present location as the construction of the buildings of the main campus of the university, delayed due to transfer of land, has yet to commence. The Punjab Govt. has agreed to extend the lease deed for a further period of three years on a request made by the university on revised lease rent

assessed by the PWD (B&R) authorities. The concerned PWD (B&R) has reassessed the monthly rent for the complete premises at Rs. 7, 02,850/- for the next three years w.e.f. 8.7.2014.

It was a general feeling of the members that the Government of Punjab should not charge the rent from the university. On query from a member, the office clarified that the site is under the charge of Liquidator and not with the government.

After discussion, the Council **RESOLVED** to approve the enhancement of monthly rent of the Transit Camps on lease from M/s Bathinda Integrated Coop Spinning Mills Ltd. (BACOSPIN). The concerned PWD (B&R) authorities have reassessed the monthly rent for the complete premises at Rs. 7,02,850/- for the next three years w.e.f. 8.7.2014.

**Item No. EC:11:2014:9**

**To ratify the enhancement of fee for various programmes for the academic session 2014-15.**

The Vice Chancellor brought before the members about the enhancement of fee for various programmes for the academic session 2014-15.

**Annexure-6**

The Council **ratified** the enhancement of fee for various programmes for the academic session 2014-15 as approved by the Finance Committee vide **Item No. FC:6:2014:13**.

**Item No. EC:11:2014:10**

**To consider grant of telephone allowance to the Non-teaching staff of the university.**

The Vice Chancellor briefed the Council about the grant of telephone allowance to the Non-teaching staff of the university.

**Annexure-7 & Annexure-8**

As per the appointment order issued to various regular staff of the University, one of the terms & condition states that *“Other conditions of service will be governed by the relevant Central University of Punjab bye laws and rules and orders in force from time to time. In case the University bye-laws, rules and orders are silent on any service condition, the UGC rules and/or Government of India rules would be applicable”*.

Further, as per the notification of the Ministry of Finance, Department of Expenditure, GOI vide No: 7(14)/C&V/2006 dt. 14/11/2006 & 24(5)/E. Coord/2012 dt. 11/05/2012, the maximum amount reimbursable to officer(s) as telephone/mobile/ internet charges is regulated as under:

S. N.	Rank/Designation	Equivalent Rank/Designation at CUPB	Ceiling amount
1.	Equivalent Rank of Additional Secretary & Joint Secretary of GOI	Registrar and equivalent rank i.e. Officer with GP of Rs. 10000/- and above	Rs. 1800/- per month
2.	Director and Deputy Secretary to GOI and equivalent Rank	Deputy Registrar & Equivalent Officer with GP of Rs. 7600/- and above	Rs. 1500/- per month
3.	Below the rank of Deputy Secretary to the GOI (restricted to 25% of Group 'A' officers below the rank of Deputy Secretary)	Assistant Registrar & Equivalent Officer with GP of Rs. 5400/- and above	Rs. 800/- per month

He placed the item before the members for consideration and approval for the reimbursement of telephone/mobile/ internet charges to the Non-teaching Employees in Group A and above categories as per the details given in the table above. He shared that it was on the recommendation of FC vide Item FC:6:2014:14:1 It suggested that this should be implemented strictly as per Government of India rules.

The Council considered and after discussion, **RESOLVED** to approve the grant of telephone allowance to the Non-teaching staff of the university w.e.f. 1<sup>st</sup> December 2014 as per Government of India Notification No. 7 (14)/C&V/2006 dated November 14, 2006 and as approved by Finance Committee vide **Item No. FC:6:2014:14:14.1.**

#### **Item No. EC:11:2014:11**

**To consider grant of dislocation allowance to the Non-teaching staff.**

The Vice Chancellor brought before the members the issue of grant of dislocation allowance to the Non-teaching staff of the university.

He brought to their information It is for the consideration and approval of the Council that in order to bring parity with the teaching staff of the university, dislocation allowance needs to be allowed to the Non-Teaching staff of the university in accordance with the Govt. of India rules. The facility has earlier been approved and extended to Teaching staff vide Finance Committee item No. FC:6:2014:13 and Executive Council Item No. EC:6:2012:12.7. This has been considered by the Finance Committee vide Item No. FC:6:2014:14.2 and the Committee suggested that this should be implemented strictly as per Government of India rules.

The Council considered and after discussion, **RESOLVED** to approve the grant of dislocation allowance to the Non-teaching staff w.e.f. 1<sup>st</sup> December 2014 strictly as per Government of India rules as approved by Finance Committee vide **Item No. FC:6:2014:14:14.2**.

#### **Item No. EC:11:2014:12**

**To inform about the LL.M. (One Year) Programme offered by the university and UGC clarification of 5<sup>th</sup> August 2014 to their earlier guidelines on LL.M. (One Year) programme.**

The Chairman while presenting the item explained the issue of one year course of LL.M. in Environmental Law as under:

**Annexure 9**

The university offered 2 years LL.M. programme in academic session 2011-12 which was switched over to 1 year LL.M. programme in 2013-14 after approval from **Executive Council**. Accordingly, the admission notification of the university for academic session 2014-15 was issued on April 5, 2014 offering 10 seats for the programme and the admission process through an entrance test and interviews was completed on July 16, 2014. Students were admitted to this course on August 1, 2014 and orientation programme was also held on the same date.

In the meanwhile UGC issued clarification on August 5, 2014 to its Gazette Notification of July 5-11, 2014 regarding one year LL.M. programme after the university started the 1 Year LL.M. programme. As per latest clarification issued by UGC, it is mandatory that faculty strength of a PG Law department should be 10 of which at least four should be Professor/Associate Professor level teachers from law discipline. The university

meets all the requirements to offer 1 year LL.M. programme as laid down by UGC but for the faculty strength in higher positions of Professor and Associate Professor which could be filled up on joining the regular Vice Chancellor. The UGC has accordingly been approached to allow the University to run the LL.M. (One Year) programme provisionally, till it makes necessary appointments shortly on joining of the regular Vice Chancellor in near future. UGC vide its letter No: F.No:78-6/2014(CU) dated 09/10/2014 informed that they have not approved the LLM course run by the University as the University is not fulfilling the adequate requirement of teaching faculty. UGC advised the University to introduce the one year LLM course only after fulfilling the adequate infrastructure and manpower requirement as well as other terms of conditions as contained in the guidelines for introduction of one year LLM Course.

After discussion it was **RESOLVED** to try to appoint suitable faculty at the earliest possible. In the event, otherwise, the University should try to counsel the students to revert to 2 year course.

**Item No. EC:11:2014:13**

**To ratify the resolves of the Fifth Academic Council meeting held on 15.11.2014.**

The Vice Chancellor presented the resolves of Item Nos. 5 to 14 of the Fifth Academic Council meeting held on 15.11.2014 with respect to the academic issues.

***Annexure-10***

The members considered the proceedings of the Academic Council meeting of 15.11.2014 items 5 to 14 and **RESOLVED** to accept the recommendations of the Council as per *Annexure 10*.

**Item No EC:11:2014:14**

**To consider the grant of Five Non Compounded increments to faculty for acquiring Ph.D. degree in**

The Chairman presented the issue of grant of Five Non Compounded increments to faculty for acquiring Ph.D. degree.

**line with the directions of the Kerala High Court.**

The issue was discussed in details. It was **RESOLVED** to defer the item till information/status on the issue in other universities is ascertained.

**Item No EC:11:2014:15**

**To consider the directions of Ministry of Human Resource Development regarding the compliance w.r.t the Comments/view of UGC on the proposed Ordinances of the University.**

The Vice-Chancellor presented the letter of the MHRD regarding a part of the Ordinances (No. VIII-XX, XXII, XXIV, XXVII, XX(i)-(vi) and shared the amendments suggested.

It was **RESOLVED** to accept the said ordinances after incorporation of suggestions by the MHRD/UGC and send to the MHRD for consent of the Visitor.

It was **FURTHER RESOLVED** to engage some expert to vet the draft ordinances No: II to VII, XXI, XXIII to XXV and any other relevant chapter.

**Item No. EC:11:2014:16**

**To consider the request of the faculty members who are appointed on Regular basis for counting of their past service.**

The Chairman presented the case of the faculty and informed the members as under:

***Annexure-11***

Most of the faculty of the University have submitted their requests for counting of their past service for various service benefits. As per the UGC regulation for Counting of past services for direct Recruitment and promotion under Case the Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other Scientific/Professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate professor, Professor or any other nomenclature these posts provided that the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor as the case may be, the post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer),



Associate Professor (Reader) and Professor, the candidate for direct recruitment has applied through proper channel only.

After discussion, it was **RESOLVED** to accept the request of the faculty as per the applicable UGC Regulations and guidelines.

**Item No EC:11:2014:17**

**To consider the draft Ordinance dealing with Annual Performance Appraisal of Non-teaching Regular Staff of the University.**

The Chairman presented the draft Ordinances dealing with Annual Performance Appraisal as per the Government of India office of Personnel as per **Annexure- XVI & Annexure-XVII of the Agenda.**

**Annexure- 12  
& Annexure-13**

Ministry of Personnel, Public Grievances and Pensions (DOPT) vide Office Memorandum No: 21011/1/2005-Est (A) (Pt-II) dated 23/07/2009 directed all Ministries and Departments for timely preparation and proper maintenance of Annual Performance Appraisal (APAR) and for making the APAR transparent for representation for up-gradation, if any, by the officer reported upon. Above rules require the University to maintain APARs of non-teaching employees under various categories for assessing their suitability for further advancement in their career. As such the APARs Rules have now been prepared in accordance with the guidelines/instructions/of the Gol. Formats of APAR along with the write-up in respect of the non-teaching employees at various levels in accordance with the Gol instructions have been prepared for the consideration of the Council.

The Council considered and **RESOLVED** to approve the draft Ordinance dealing with Annual Performance Appraisal of Non-teaching Regular Staff of the University strictly as per Government of India rules.

**Item No EC:11:2014:18**

**To consider the Cadre Recruitment Rules framed by the University for**

The Chairman presented the Cadre Recruitment Rules framed by the university for recruitment to Non-teaching Positions. As directed by the UGC vide its letter No: F.No.63-1/2010 (CU) dated

**Annexure-14**

**recruitment to Non-teaching Positions at CUPB.**

18/12/2013 constituted a committee to submit its recommendations w.r.t. the qualifications/eligibility criteria required for recruitment of various non-teaching positions at CUPB. The Committee after going through the recruitment rules of various Central Universities submitted its recommendation which was approved by the Vice Chancellor. The rules w.r.t. the qualifications/eligibility criteria required for various non-teaching positions is put-up for the information of the august Council

The Council considered and **APPROVED** the Cadre Recruitment Rules framed by the University for recruitment to Non-teaching Positions at Central University of Punjab, Bathinda.

**Item No EC:11:2014:19**

To consider the Proceedings of the Selection Committee for interview of candidates for the post of Associate Professor and Assistant Professor in the Centre for Education on regular basis advertised vide advertisement no. T-10(2013) and T-03 (2014) in the pay scale of Rs.37400-67000 with AGP of Rs.9000 and Rs.15600-39100 with AGP of Rs.6000 respectively held on 26.09.2014 at Central University of Punjab, Bathinda.

The Vice Chancellor opened the sealed envelope containing the proceedings of the Selection Committee meeting of 26.09.2014.

The members resolved to accept the recommendations of the Selection Committee and approved the appointments as under:

**Associate Professor (37400-67000 with AGP 9000)**

One post

1. Dr. Satvinder Kaur (Sr. No.3)

**Assistant Professor (15600-39100 with AGP 6000)**

**Panel in order of Merit**

1. Dr. Jubilee Padmanbhan (Sr. No. 6)
2. Dr. Sesadaba (Sr. No. 5)
3. Dr. Kanak Sharma (Sr. No. 13)
4. Dr. Virant Mishra (Sr. No. 14)

The incumbents may be offered the letters of appointment as per vacancy need and rules, was also resolved.

**Item No EC:11:2014:20**

To ratify the appointments of teaching and non-

The Council ratified the appointments of teaching and non-teaching staff made after the **Annexure-15**

**teaching staff made after the last meeting of the Executive Council held on 22.08.2014.**

last meeting of the Executive Council held on 22.08.2014.

The faculty and staff were appointed on contractual basis by the previous administration. In the absence of the regular Vice Chancellor, the acting VC had no powers to appoint or change the conditions of appointment. In order to keep the university functioning, these employees were allowed to continue till the joining of the regular VC or the completion of academic session on 26-12-2014, whichever is earlier. The new Vice Chancellor joined on 5<sup>th</sup> September, 2014 and as per the above orders the services of the contractual employees were terminated on 5<sup>th</sup> September (FN). In order to avoid the collapse of the university functioning, these employees were reappointed with effect from dates after 8<sup>th</sup> Sept as per the annexure XIX till the completion of the current Academic session i.e.26-12-2014. As already informed, we have advertised the vacant positions.

The Council **RESOLVED** to approve the adhoc appointments from the date of joining after September 8, 2014 till December 26, 2014.

**Item No EC:11:2014:21**

**To inform about the agenda for construction to complete 4 lane road through corridor by CPWD**

The Vice Chancellor apprised the members of the Committee that the University had entrusted the task of carpeting of the road from the entry point to the Academic Blocks in its new campus at Ghudda to the CPWD.

**Annexure-16**

The Building Advisory Committee has recommended the completion of the parallel road from the University gate to the Academic block. This has been consented by the Finance Committee also. The CPWD proposed 2-way road from the entry to the Academic block of the campus. Initially one side of the 2-way road was awarded to the CPWD which is nearing completion. Now, in view of the laying of the Foundation stone, it is proposed to allow CPWD to start of the other side of the 2-way road. This item is put up for consideration and approval of the Executive Council.

After discussion, it was **RESOLVED** to entrust the second way of the 2-way road to CPWD as per the recommendations of Building Advisory Committee.

**Item No EC:11:2014:22**

**To consider the Agenda Items from Item No. EC:10:2014:16 onwards of Tenth Meeting of Executive Council which was adjourned on 22.08.2014.**

The Vice Chancellor apprised the Council regarding the Agenda Items from Item No. EC:10:2014:16 onwards of Tenth Meeting of Executive Council which was adjourned on 22.08.2014.

**Item No EC:10:2014:16**

**To ratify the appointments of teaching and non-teaching staff made after the last meeting of the Executive Council.**

The Council deferred this item for want of documents.

The members pointed out that certain documents were sought from University with regard to this Item in previous meeting. They have not received them so far. They advised the University to send the documents at an early date. So that, they may be pursued well before the next meeting.

**Item No. EC:10:2014:17**

**To consider nomination of Dr. Zameerpal Kaur, Assistant Professor to the Executive Council.**

The Vice Chancellor informed that the members in the last meeting has opined that a faculty member be nominated to Executive Council only after completion of probation period. The House was informed that Dr. Zameerpal Kaur has completed her probation and she is the senior most regular Assistant Professor, she may be considered for nomination to EC

The Council **RESOLVED** to approve the nomination of Dr. Zameerpal Kaur, Assistant Professor to the Executive Council in view of the confirmation of her services.

**Item No. EC:10:2014:18**

**To approve the Annual Statement of Accounts of the University for the Financial Year 2013-14.**

The Vice Chancellor presented the Annual Statement of Accounts of the university for the Financial Year 2013-14.

The Council **RESOLVED** to approve the Annual Statement of Accounts of the University for the Financial Year 2013-14.

#### **Item No EC:11:2014:23**

##### **Current Agenda**

**23.1** The Vice Chancellor informed the members about the forthcoming First Convocation of the University.

The Council **RESOLVED** to approve the holding of the First Convocation of the university for the students who have completed their programmes and become eligible for the award of their respective degrees which is approved by Academic Council in its fifth meeting held on 15.11.2014 and the Court in its second meeting held on 24.11.2014.

After discussion, it was unanimously **agreed** that the university should invite Visitor of the university, if possible for its First Convocation and Chancellor be requested to help in this regard.

**23.2** The Vice Chancellor showed with the members of the Executive Council the reasons of the need for remaking the 'Logo' of the University and to get it registered. The recommendations and draft of the Court was also shown.

The Executive Council after due considerations **APPROVED** the 'Logo' as recommended by the 'Court' in its meeting held on 25.11.2014.

#### **Item No EC:11:2014:24**

##### **Fixing date of the next meeting of the Executive Council**

The next meeting of the Council has been fixed for 7<sup>th</sup> December 2014 at New Delhi.

**Sd/-**

Shweta Arora  
Registrar (*Secretary*)

Proceedings Approved

**Sd/-**

Prof. R. K. Kohli  
Vice Chancellor & Chairman Executive Council

## WELCOME

Members of Executive Council



11<sup>th</sup> Meeting: November 25, 2014  
Board Room of NIPER, Mohali

## Agenda Items

Item: EC:11:2014:1

To inform about the joining of Prof. R. K. Kohli as Vice-Chancellor.

It is to inform the august body that Prof. R. K. Kohli took over the charge of Vice-Chancellor w.e.f. 5.9.2014 (F.N.) vide MHRD Notification No. F.50-03/2013-Desk (U) dated 28.08.2014.

Item: EC:11:2014:2

Report of Vice-Chancellor on the progress of university since the last meeting of the Executive Council held on August 22, 2014

Number of applications received for faculty positions as on 17<sup>th</sup> Nov., 2014 (last date of receipt of applications)

- For Faculty positions: 2091
- For Staff positions: 2583

The present status w.r.t. various teaching & non-teaching positions as on 24<sup>th</sup> Nov., 2014 : *(Annexure A)*

S.N.	Status and Number of Positions	Teaching	Non-Teaching
(i)	Sanctioned	151	131
(ii)	Existing	54*	60**

\* Regular basis: 01 Prof, 01 Asso, Prof & 37 Asst Prof.; rest on contractual basis.  
\*\* 32 on regular basis; rest on contractual basis.

Members of the EC are requested to send the names of the nominees for selection committees – Teaching & non-teaching confidentially.

- A total of 93 students from the batches of different programmes have completed the requirements for award of their respective degrees. *(Annexure B)*

### Term Completion of First Registrar 4 September, 2014



Staff during Farewell

Honoured by Prof. P. Ramarao

### Joining of the New Vice-Chancellor Prof. R. K. Kohli September 5, 2014

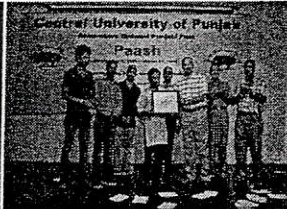


Prof. R. K. Kohli taking charge of Vice-Chancellor at CUP, Bathinda

Play "Khetan Da Putt" in the memory of Avtar Singh Pash by Rana Ranbir on September 9, 2014



Actor Rana Ranbir during play "Khetan Da Putt"



Mr Rana Ranbir being felicitated

"Hindi Pakhwara" Celebrations from 15 Sep to 29 Sep, 2014



Former Pro-Vice-Chancellor Prof. Ram Sharan Joshi at CUP, Bathinda.



Prof. Ram Sharan Joshi being Felicitated

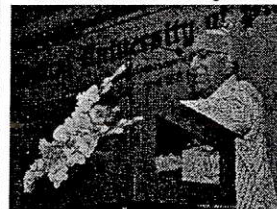
Swachh Bharat Abhiyan, Oct. 2 - 30, 2014



Senior officials and staff during "Swachh Bharat Abhiyan" at Lawn & Parking.

Series of Extension/Guest Lectures of renowned scholars (After July)

Sh. Bal Anand, IFS (Retired), delivered special lecture on "India's Global-Perception and Prospects for 2020" under Ministry of External Affairs 'Distinguished Lecture Series' on 4-9-2014.



Sh. Bal Anand distinguish lecture at CUP.



Sh. Bal Anand being felicitated by the Chancellor Dr SS Jhoh, Padma Bhushan at CUP.

University assistance to flood affected victims of J&K

- University Employees contributed (out of salary account) a sum of Rs. 2,85,458/- to Prime Minister National Relief Fund.
- Students, faculty and staff donated a sum of Rs. 87,000/- in cash
- Students faculty and staff gathered through voluntary donation eatables, medicines, wearable clothes, shoes and household items worth about Rs. 1 lac



Lectures under Cultural Exchange Programme of INSA

Prof. M. Shamsheer Ali, FTWAS, President, Educational Quality Assurance Foundation (EQAF), Bangladesh. Founder Vice Chancellor, Southeast University, Bangladesh, delivered a lecture on "How to make Science and Mathematics Education more Attractive" on 21-10-2014.



Prof. M. Shamsheer Ali during lecture

Prof. M. Shamsheer Ali being felicitated after the during lecture

Special Lecture series

Prof. S. C. Sharma, Senior Vice-President International Society of Environmental Botanists & former Dy Director NBRI, CSIR, Lucknow delivered lecture "Bio-Aesthetic Planning for healthy and happy life" on 12-11-2014.



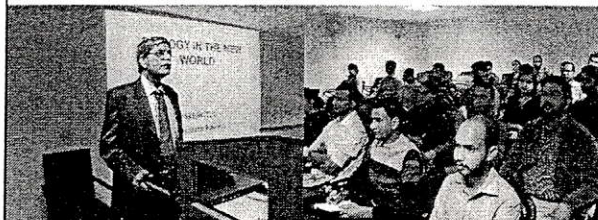
Prof. S. C. Sharma during lecture



Prof. S. C. Sharma being felicitated

Special Lecture series

Prof. Rakesh Tuli, FNA, FASc, FNASC, FNAAS, FTWAS, Former Executive Director National Agri-food Biotechnology Institute, Mohali, delivered lecture "Biology in Changing World" on 15-11-2014 (Saturday)



Prof. Rakesh Tuli during lecture

A part of Audience during the lecture on holiday

Establishment of Human Genetics Labs (2)

- Modern, Hi-tech & well-equipped



Human Genetics Lab 1

Human Genetics Lab 2

Establishment of Genetic Decease & Molecular Medicine (2)

- Modern, Hi-tech & well-equipped

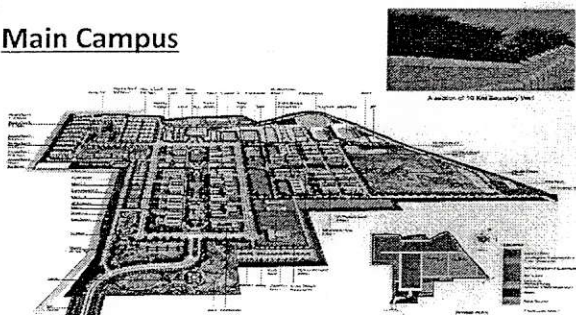


GDMM Lab 1

GDMM Lab 2

Master Plan approved by PUDA on 18-9-2014

Main Campus



University Library

The status of the university library is as under:

GROWTH OF BOOKS IN THE LIBRARY

Acquisition of Books to the University Library (2009 to 2014)

Financial Year (as on)	Additions (Annual)	Cumulative Stock	Annual Spending on books (Rs. In Lakhs)
31.03.2010	2848	2848	51.29
31.03.2011	4805	7653	34.19
31.03.2012	2477	10130	38.15
31.03.2013	4092	14222	50.17
31.03.2014	3060	17282	40.25
01.11.2014	1101	18383	2.2

Contd....



## Publications

No of original Research papers Published by the faculty in the year 2014: 96

(Annexure-C)

Contd....

### Item: EC:11:2014:3

To confirm the minutes of Sixth Finance Committee meeting held on 22.08.2014. (Annexure-I)

### Item: EC:11:2014:4

To note the revised budget for the 12<sup>th</sup> Five Year Plan.

The budget proposal for the 12<sup>th</sup> Five Year Plan projected for Rs. 2260.0 Crores was approved by the Finance Committee vide Item No. FC:4:2012:6.

However, the university has received a tentative allocation of Rs. 333.50 Crores only. The case was taken up during the 5<sup>th</sup> meeting of the Finance Committee for reassessment of the XII Five Year Plan Grant sanctioned to the university.

Condt....

The Committee has suggested that breakdown under various heads be prepared and had also agreed that the university would require more funds as the construction of the main campus is to be undertaken.

The breakdown of the grant allocated has been worked out and shown at Annexure-II. The UGC vide its letter No. F.1-1/2012 (CU) Vol. V dated 27 May 2014 has further given the item wise allocation under various heads as follows:

- Grant-in-Aid (Recurring Expenses) - Rs. 69.00 Crores.
- Grant-in-Aid Salary - Rs. 36.50 Crores.
- Grant-in-Aid of Capital Assets - Rs. 228.00 Crores.

The above has the approval of the FC vide Item No. FC:6:2014:8, with a suggestion that the format of Five Year Budget Plan be revised and made more specific and detailed.

### Item: EC:11:2014:5

To consider the budget proposal for the Financial Year 2014-15.

The budget proposal for the Financial Year 2014-15 as approved by the Finance Committee vide Item No. FC:6:2014:9 is as per (Annexure-III).

### Item: EC:11:2014:6

To consider and approve the Preliminary Estimates recommended by the Building Advisory Committee (BAC) as worked out by PMC EIL, Gol

The BAC vide Item No. BAC:18:2014:2 approved the Preliminary Estimates worked out by the Architect Consultant, M/s Pradeep Sachdeva Design Associates, New Delhi and the PMC, M/s Engineers India Limited, New Delhi for Phase-IA works of the main campus worth Rs. 134.00 Crores. The estimates worth Rs. 134.00 Crores are put up for the kind consideration and approval of the EC.

The Preliminary Estimates stand approved by the Finance Committee vide Item No. FC:6:2010:10 (Annexure-IV) subject to the following conditions:

### Item: EC:11:2014:7

To consider and approve the budget of Rs. 34.00 lacs for the preparatory works at the Main Campus.

The BAC vide Item No. BAC:18:2014:4 also approved the budget of Rs. 34.00 lacs for the preparatory works required to facilitate close supervision and monitoring of the construction activities at the Main Campus site by the university staff to include a Committee Room for 20 persons, a small office for the university staff, a pantry and toilets besides the requirement of PMC and Contractor to be constructed as per provisions of the agreement with the PMC.

The same stands approved by the Finance Committee vide Item No. FC:6:2014:11 subject to the conditions as mentioned above in Item No. FC:6:2014:10.

Condt....

### Item: EC:11:2014:8

To consider enhancement of monthly rent of the Transit Campus on lease from M/s Bathinda Integrated Coop Spinning Mills Ltd. (BACOSPIN).

Note:

The university had leased complete premises of M/s BACOSPIN, a Punjab Govt. undertaking on monthly rental of Rs. 6,69,400/- for setting up the Transit Campus as approved vide FC Item No. FC:1:2010:2.2. These premises are required to continue the functioning of the university from the present location as the construction of the buildings of the main campus of the university, delayed due to transfer of land, has yet to commence. The Punjab Govt. has agreed to extend the lease deed for a further period of three years on a request made by the university on revised lease rent assessed by the PWD (B&R) authorities. The concerned PWD (B&R) has reassessed the monthly rent for the complete premises at Rs. 7,02,850/- for the next three years w.e.f. 8.7.2014.

The same stands approved by the FC vide Item No. FC:6:2014:12.

### Item: EC:11:2014:9

To ratify the enhancement of fee for various programmes for the academic session 2014-15.

- The university has enhanced the fee by 10% for all the programmes for the academic year 2014-15 (*Annexure-V*).
- This stands approved by the FC vide Item No. FC:6:2014:13.

### Item: EC:11:2014:10

To consider grant of telephone allowance to the Non-teaching staff of the university.

Note:

As per the appointment order issued to various regular staff of the University, one of the terms & condition states that "Other conditions of service will be governed by the relevant Central University of Punjab bye laws and rules and orders in force from time to time. In case the University bye-laws, rules and orders are silent on any service condition, the UGC rules and/or Government of India rules would be applicable".

Further, as per the notification of the Ministry of Finance, Department of Expenditure, GOI vide No: 7(14)/C&V/2006 dt. 14/11/2006 (*Annexure-VI*) & 24(5)/E. Coord/2012 dt. 11/05/2012 (*Annexure-VII*) the maximum amount reimbursable to officer(s) as telephone/mobile/ internet charges is regulated as given in the table below:

S. N.	Rank/Designation	Equivalent Rank/Designation at CUPB	Ceiling amount
1.	Equivalent Rank of Additional Secretary & Joint Secretary of GOI	Registrar and equivalent rank i.e. Officer with GP of Rs. 10000/- and above	Rs. 1800/- per month
2.	Director and Deputy Secretary to GOI and equivalent Rank	Deputy Registrar & Equivalent Officer with GP of Rs. 7600/- and above	Rs. 1500/- per month
3.	Below the rank of Deputy Secretary to the GOI (restricted to 25% of Group 'A' officers below the rank of Deputy Secretary)	Assistant Registrar & Equivalent Officer with GP of Rs. 5400/- and above	Rs. 800/- per month

The matter is placed before the august body for consideration and approval for the reimbursement of telephone/mobile/ internet charges to the Non-teaching Employees in Group A and above categories as per the details given in the table above.

This has been considered by the FC vide Item FC:6:2014:14:1 It suggested that this should be implemented strictly as per Government of India rules.

### Item: EC:11:2014:11

To consider grant of dislocation allowance to the Non-teaching staff.

It is for the consideration and approval of the Council if the dislocation allowance is allowed to the Non-Teaching staff of the university in accordance with the Govt. of India transfer allowance to bring parity with the teaching staff of the university.

The facility has earlier been approved and extended to Teaching staff vide Finance Committee item No. FC:6:2014:13 and Executive Council Item No. EC:6:2012:12.7.

This has been considered by the Finance Committee vide Item No. FC:6:2014:14.2 and the Committee suggested that this should be implemented strictly as per Government of India rules.

### Item: EC:11:2014:12

To inform about the LL.M. (1-yr) Programme offered by the university and UGC clarification of 5-8-2014 to their earlier guidelines on LL.M. (1 yr) programme.

The university offered 2 years LL.M. programme in academic session 2011-12 which was switched over to 1 year LL.M. programme in 2013-14 after approval from Executive Council. Accordingly, the admission notification of the university for academic session 2014-15 was issued on April 5, 2014 offering 10 seats for the programme and the admission process through an entrance test and interviews was completed on July 16, 2014. Students were admitted to this course on August 1, 2014 and orientation programme was also held on the same date.

In the meanwhile UGC issued clarification on August 5, 2014 to its Gazette Notification of July 5-11, 2014 regarding one year LL.M. programme after the university started the 1 Year LL.M. programme. As per latest clarification issued by UGC, it is mandatory that faculty strength of a PG Law department should be 10 of which at least four should be Professor/Associate Professor level teachers from law discipline.

The university meets all the requirements to offer 1 year LL.M. programme as laid down by UGC but for the faculty strength in higher positions of Professor and Associate Professor which could be filled up on joining the regular Vice Chancellor.

The UGC has accordingly been approached to allow the University to run the LL.M. (One Year) programme provisionally, till it makes necessary appointments shortly on joining of the regular Vice Chancellor in near future.

UGC vide its letter No: F.No:78-6/2014(CU) dated 09/10/2014 (*Annexure-VIII*) informed that they have not approved the LLM course run by the University as the University is not fulfilling the adequate requirement of teaching faculty. UGC advised the University to introduce the one year LLM course only after fulfilling the adequate infrastructure and manpower requirement as well as other terms of conditions as contained in the guidelines for introduction of one year LLM Course.

Attempting to appoint a Professor on contractual basis urgently failing which the University has to revert back to 2 yr LLM Course

Condt....

#### Item: EC:11:2014:13

To ratify the resolves of the Fifth Academic Council meeting held on 15.11.2014. (*Annexure-IX*)

#### Item: EC:11:2014:14

To consider the grant of Five Non Compounded increments to faculty for acquiring Ph.D. degree in line with the directions of the Kerala High Court.

Regular faculty of the University were granted Non Compounded Advance Increments for acquiring Ph.D./M.Phil. and other higher qualification in line with the UGC regulation 9.0 (*Annexure-X*).

In line with the UGC regulation 9.4 (ii) thirteen faculty members were granted only three Non Compounded Advance Increments.

Condi....

Now they have made a request to the University Authorities for granting of 05 Non Compounded Advance Increments in line with the directions/judgement of Hon'ble High Court of Kerala which says "teachers who have entered into service on or after 01.09.2008 with Ph.D. acquired before 18.09.2010 shall be eligible for five Non Compounded Advance Increments in the revised scale of pay at the revised rate of increment from the date of their entry in services regardless of whether their Ph.D. comply with the revised UGC regulations 2009 for the award of Ph.D."

The detailed judgment of Hon'ble High Court of Kerala is attached as *Annexure-XI* for perusal of the august council.

The matter is put-up to the Council for its consideration please.

#### • Item. EC:11:2014:15

To consider the directions of MHRD regarding the compliance w.r.t. the Comments/view of UGC on the proposed Ordinances of the University.

#### Note:

The ordinances which were approved by the EC were forwarded to MHRD for the consent of the visitor. MHRD vide their letter No.F.50-4/2012-Desk(U) dated 20/02/2013 (*Annexure-XII*) directed the University to comply with the Comments/view of the UGC (*Annexure-XIII*).

However, w.r.t the Ordinances No: II to VII, XXI, XXIII to XXV and with regard to the Ordinances XXVIII to XXXI MHRD informed that the same cannot be considered at this stage. *Annexure-XIV*

MHRD further directed the University to include Ordinance-I in statutes instead.

EC is to consider and recommend the remaining part of the proposed ordinances for submission to MHRD for approval.

#### Item: EC:11:2014:16

To consider the request of the faculty members who were appointed on Regular basis for counting of their past service.

Most of the faculty of the University have submitted their requests for counting of their past service for various service benefits.

*As per the UGC regulation for Counting of past services for direct Recruitment and promotion under Case the Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other Scientific/Professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate professor, Professor or any other nomenclature these posts provided that the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor as the case may be, the post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer), Associate Professor (Reader) and Professor, the candidate for direct recruitment has applied through proper channel only.*

Condt....

The detailed UGC regulations with respect to the same is attached as *Annexure-XV* for perusal of the august Council.

Submitted for consideration of the august members that the request of the faculty members for counting of their past service for service benefits be considered as per the UGC guidelines.

**Item: EC:11:2014:17**

To consider the draft Ordinance dealing with Annual Performance Appraisal of Non-teaching Regular Staff of the University.

Ministry of Personnel, Public Grievances and Pensions (DOPT) vide Office Memorandum No: 21011/1/2005-Est (A) (Pl-II) dated 23/07/2009 directed all Ministries and Departments for timely preparation and proper maintenance of Annual Performance Appraisal (APAR) and for making the APAR transparent for representation for up-gradation, if any, by the officer reported upon.

Above rules require the University to maintain APARs of non-teaching employees under various categories for assessing their suitability for further advancement in their career.

As such the APARs Rules have now been prepared in accordance with the guidelines/instructions of the Gol Annexure-XVI.

Formats of APAR along with the write-up in respect of the non-teaching employees at various levels in accordance with the Gol instructions have been prepared and Annexed at Annexure-XVII for the consideration of the august Council.

**Item: EC:11:2014:18**

To consider the Cadre Recruitment Rules framed by the University for recruitment to Non-teaching Positions at CUPB

As directed by the UGC vide its letter No: F.No.63-1/2010 (CU) dated 18/12/2013 constituted a committee to submit its recommendations w.r.t. the qualifications/eligibility criteria required for recruitment of various non-teaching positions at CUPB.

The Committee after going through the recruitment rules of various Central Universities submitted its recommendation which was approved by the Vice Chancellor.

The rules w.r.t. the qualifications/eligibility criteria required for various non-teaching positions is put-up for the information of the august Council at Annexure-XVIII.

**Item: EC:11:2014:19**

To consider the Proceedings of the Selection Committee for interview of candidates for the post of Associate Professor and Assistant Professor in the Centre for Education on regular basis advertised vide advertisement no. T-10(2013) and T-03 (2014) in the pay scale of Rs.37400-67000 with AGP of Rs.9000 and Rs.15600-39100 with AGP of Rs.6000 respectively held on 26.09.2014 at Central University of Punjab, Bathinda. (Annexure placed on Table)

**Item: EC:11:2014:20**

To ratify the appointments of teaching and non-teaching staff on contractual basis made after the last meeting of the Executive Council held on 22.08.2014. (Annexure-XIX) in order to run the functioning of the university.

The faculty and staff were appointed on contractual basis by the previous administration. In the absence of the regular VC, the acting VC had no powers to appoint or change the conditions of appointment. In order to keep the university functioning, these employees were allowed to continue till the joining of the regular VC or the completion of academic session on 26-12-2014, whichever is earlier.

The new VC joined on 5<sup>th</sup> Sept, 2014 and as per the above orders the services of the contractual employees were terminated on 5<sup>th</sup> Sept (FN).

In order to avoid the collapse of the university functioning, these employees were reappointed with effect from dates after 8<sup>th</sup> Sept as per the annexure XIX till the completion of the current Academic session i.e.26-12-2014.

As already informed, we have advertised the vacant positions.

**Item: EC:11:2014:21**

To inform about the agenda for entrusting CPWD the construction of second side of road from campus gate to Academic block, in view of the proposed laying of the Foundation Stone by the VVIP.

Note:

The CPWD proposed 2-way road from the entry to the Academic block of the campus. Initially one side of the 2-way road was awarded to the CPWD which is nearing completion. Now in view of the laying of the Foundation stone, it is proposed to allow CPWD to start of the other side of the 2-way road.

Agenda of BAC regarding construction of 2<sup>nd</sup> half of road by CPWD as per BAC Item no. BAC:17:2013:2 dated 4.12.2013 was circulated to members of BAC.

BAC recommended the proposal and the same is submitted for the consideration of the EC. (Annexure-XX)



**Item: EC:11:2014:22**

To consider & approve the University logo

The feathers - Depict pages of books representing social and other streams.  
Centre Flask - Depicts pure and applied sciences.

Two Leaves - Depict life sciences.

Circle on the top - Depicts engineering sciences.

Symbol in circle - It indicates nuclear and other sciences.

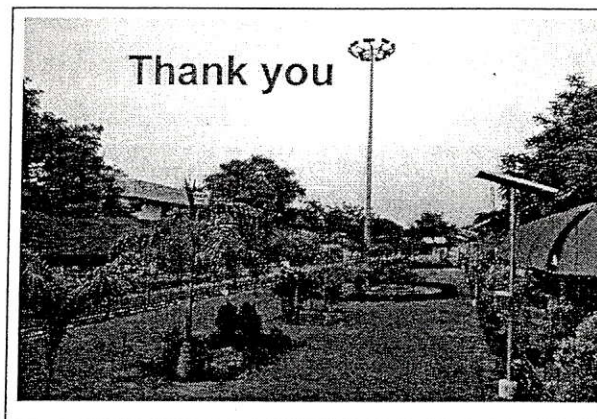
Peacock Formation - It represents integration of all the faculties and diverse educational fields.

Green Colour - Hints at concern for environment and ecology.

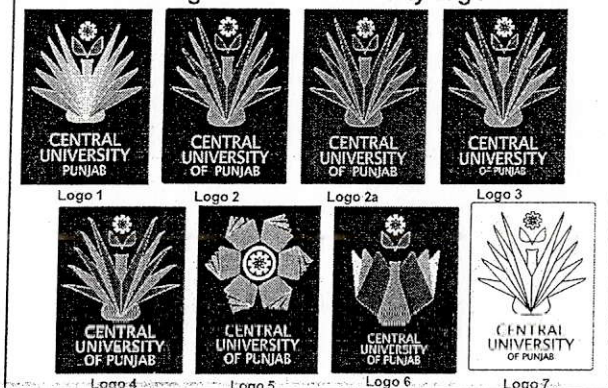


Item: EC:11:2014:23

To consider the Agenda Items from Item No. EC:10:2014:16 onwards of 10<sup>th</sup> Meeting of Executive Council which was adjourned on 22.08.2014 (Agenda already circulated placed on table)



#### Designs of the University logo

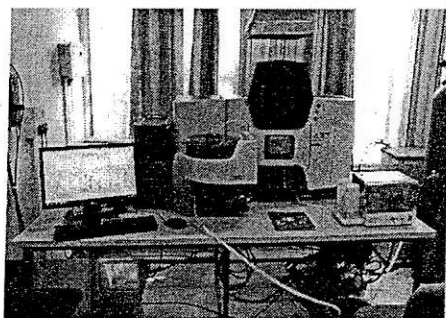


#### List of Selected Major Equipments

1. Shimadzu Atomic Absorption Spectrometer AA 7000.
2. Spectrophotometer – ND 2000C UV- VIS.
3. Bruker FTIR Spectrometer.
4. New Brunswick Fermenter.
5. Master Cyclers.
6. Laminar Flow.
7. GAS Chromatography & Mass Spectrometry QP- 2010C.
8. Incubator Shaker.
9. Microplate Reader.
10. FESEM Scanning Electron Microscope.
11. Confocal Laser Scanning Microscope.
12. Binocular Research Microscope.

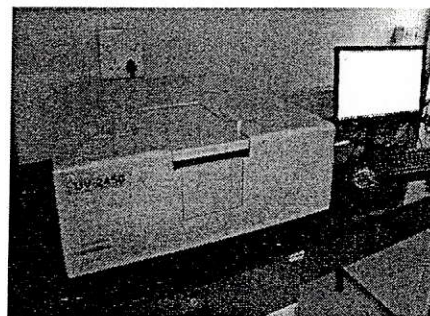
#### List of major equipment procured (July 2012-April 2014)

Shimadzu Atomic Absorption Spectrometer AA 7000



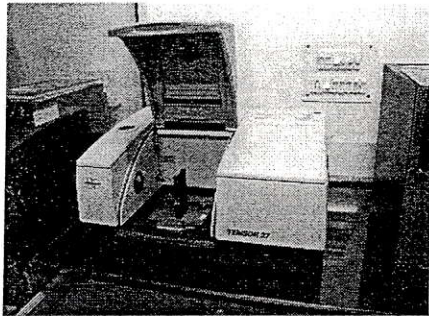
#### List of major equipment procured (July 2012-April 2014)

Spectrophotometer-ND 2000C UV-VIS.



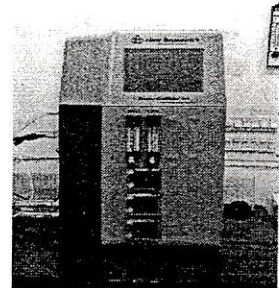
List of major equipment procured  
(July 2012-April 2014)

Bruker  
FTIR  
Spectromet  
er



List of major equipment procured  
(July 2012-April 2014)

New  
Brunswick  
Fermenter



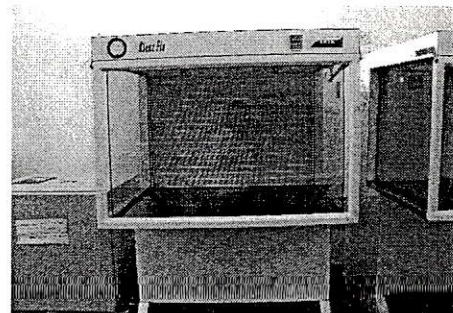
List of major equipment procured  
(July 2012-April 2014)

Master  
Cyclers



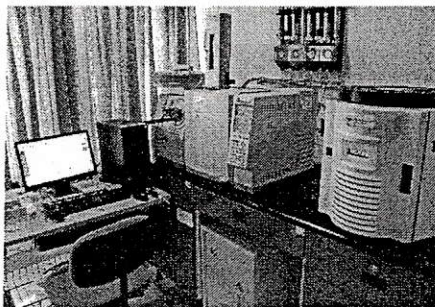
List of major equipment procured  
(July 2012-April 2014)

Laminar  
Flow



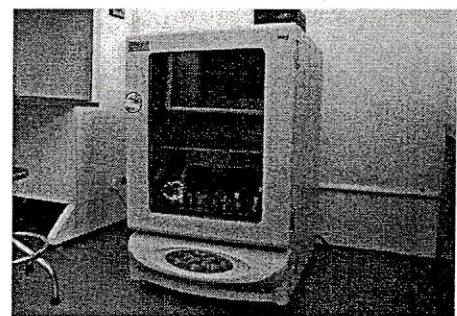
List of major equipment procured

GAS  
Chromatography  
& Mass  
Spectrometry



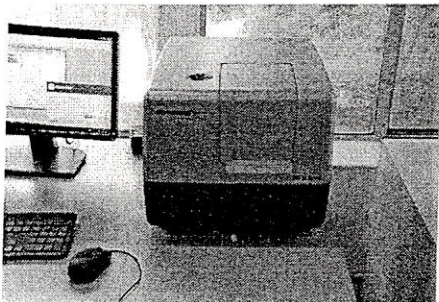
List of major equipment procured  
(July 2012-April 2014)

Incubator  
Shakers



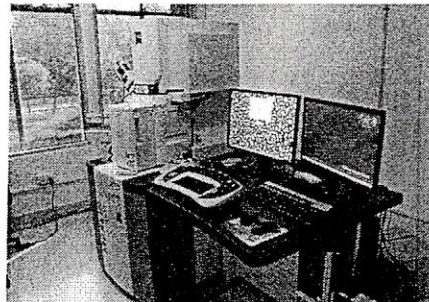
List of major equipment procured  
(July 2012-April 2014)

Microplate  
Reader



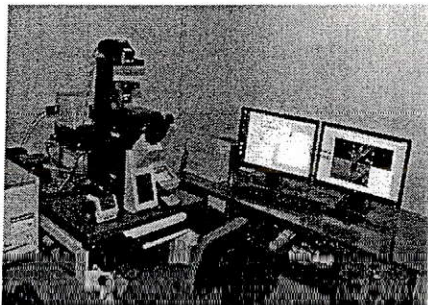
List of major equipment procured  
(July 2012-April 2014)

FESEM  
Scanning  
Electron  
Microscope



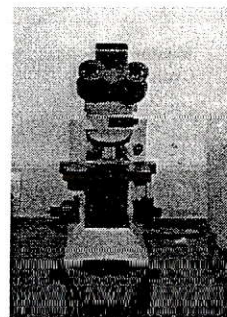
List of major equipment procured  
(July 2012-April 2014)

Confocal  
Laser  
Scanning  
Microscope



List of major equipment procured  
(July 2012-April 2014)

Binocular  
Research  
Microscope



Central University of Punjab, Bathinda

Confidential

Minutes of Sixth Meeting of the  
FINANCE COMMITTEE  
held on 22<sup>nd</sup> August 2014 at 11.30 A.M. at  
Bhai Vir Singh Sahitya Sadan, Bhai Vir Singh Marg, New Delhi

Following were present:

Prof. P. Ramarao	:	Acting Vice Chancellor ( <i>Chairman</i> )
Prof. R.C. Sobti	:	Member
Mr. Shamlal Garg	:	Member
Prof. Agyajit Singh	:	Member
Mr. Partap Singh	:	Member
Mr. DRK Rao	:	Member
Col. (Retd.) Jagdev Kartar Singh	:	Registrar ( <i>Secretary</i> )

Item No. FC:6:2014:1

Welcome Note for the new Finance Committee members

The Acting Vice Chancellor (Chairman) welcomed the members of the Finance Committee and opined that the university would benefit immensely from their visionary advice. He further welcomes them to the Sixth meeting of the Finance Committee and thanked them for sparing their valuable time from their busy schedule to participate and help the university in taking appropriate decisions.

Item No. FC:6:2014:2

Acknowledgement to the services rendered by the Hon'ble members of the second Finance Committee

The Committee noted the services rendered by the members of the second Finance Committee.

Item No. FC:6:2014:3

To confirm the minutes of the Fifth Meeting of the Finance Committee held on 19.08.2013

The committee confirmed the minutes of the Fifth Meeting of the Finance Committee held on 19.08.2013 (*Annexure-II of the agenda*).

Item No. FC:6:2014:4

To inform about the Annual Financial Report for the year 2012-13 submitted to MHRD on 13.12.2013 (*Annexure-III of the Agenda*)

The members noted the Annual Financial Report for the year 2012-13 submitted to MHRD (*Annexure-III of the Agenda*).

Item No. FC:6:2014:5

To confirm approval the Annual Statement of Accounts of the university for the year 2013-14.

The Committee ratified the Annual statement of Accounts already approved earlier through circulation (*Annexure-IV of the Agenda*).

Item No. FC:6:2014:6

To inform actions Taken on the decisions of the Finance Committee



in its Fifth Meeting held on 19.08.2013 (Annexure V of the Agenda).

The finance Committee noted the Actions Taken on the decisions of the Finance Committee in its Fifth Meeting held on 19.08.2013 (Annexure V of the Agenda).

Item No. FC:6:2014:7

Report by the Vice Chancellor on the progress of the University since last meeting.

The Acting Vice Chancellor briefed the members of the Committee about the progress of the University since the Fifth meeting of the Finance Committee. The members appreciated the progress made by the University so far.

Item No. FC:6:2014:8

To note the revised budget for the XII Five Year Plan.

The committee noted the revised budget for the XII Five Year Plan. The breakdown of the grant allocated has been worked out and shown at Annexure-VI of the agenda. The UGC vide its letter No. F-1-1/2012 (CU) Vol. V dated 27 May 2014 has further given the item wise allocation under various heads as follows:-

(a) Grant-in-Aid (Recurring Expenses)	- Rs. 69.00 Crores
(b) Grant-in-Aid Salary	- Rs. 36.50 Crores
(c) Grant-in-Aid of Capital Assets	- Rs. 228.00 Crores

The committee suggested that the format of the Five Year Budget Plan be revised and made more specific and detailed.

Item No. FC:6:2014:9

To consider the budget proposal for the Financial Year 2014-15 (Annexure-VII of the Agenda).

The committee approved the budget proposal for the year 2014-15 which is as follows:-

(a) Grant-in-Aid (Recurring Expenses)	- Rs. 12.00 Crores
(b) Grant-in-Aid Salary	- Rs. 9.00 Crores
(c) Grant-in-Aid of Capital Assets	- Rs. 95.00 Crores
(d) Total	- Rs. 116.00 Crores

Item No. FC:6:2014:10

To consider and approve the Preliminary Estimates recommended by the Building Advisory Committee as worked out by EIL, the PMC.

The committee approved the Preliminary Estimates recommended by the Building Advisory Committee which estimates worth Rs. 134.00 Crores (Annexure-VIII of the Agenda) subject to the following conditions:-

1. The committee desired that as per UGC regulations, the minutes of the Building Advisory committee should be placed in Finance Committee for approval.
2. The time of completion of various projects should be clearly





indicated in the Building Advisory Committee minutes.

3. The BAC minutes should also indicate the amounts as allocated year wise.
4. Adherence to GRF provisions must be ensured by the University while implementing the BAC minutes.
5. Even after the approval of the Finance Committee, the availability of Funds must be taken into account by the University before planning construction works.

Item No. FC:6:2014:11 To consider and approve the budget of Rs. 34.00 lacs for the preparatory works at the Main campus.

The committee approved the budget of Rs. 34.00 lacs for the preparatory works at the Main Campus subject to the conditions as mentioned above in Item No FC:6:2014:10.

Item No. FC:6:2014:12 To consider enhancement of monthly rent of the Transit Campus on lease from M/s Bathinda Integrated Coop Spinning Mills Ltd. (BACOSPIN).

The committee noted that enhancement of the monthly rent for the complete premises at Rs. 7,02,850/- for the next three years w.e.f. 08.7.2014 (Annexure –IX of the Agenda).

Item No. FC:6:2014:13 To ratify the enhancement of the fee for various programmes for the academic session 2014-15.

The committee ratified enhancement of fees by 10% for all the programmes for the academic year 2013-14 (Annexure-X of the Agenda).

Item No. FC:6:2014:14 Current agenda.

14.1 To consider grant of telephone allowance to the Non-teaching staff of the university.

The committee considered the grant of telephone allowance to the Non-Teaching staff of the university and suggested that this should be implemented strictly as per Government of India rules.

14.2 To consider grant of dislocation allowance to the Non-Teaching staff.

The committee considered grant of dislocation allowance to the Non-teaching staff and suggested that this should be implemented strictly as per Government of India rules.

Item No. FC:6:2014:15 Any other item with the permission of the Chair.

The members suggested that more frequent meetings of Finance Committee should be held by the University and one meeting at the





3

offset of the financial year in the month of February-March should be held for approval of annual budget plans.

Item No. FC:6:2014:16

Fixing date of the next meeting of the Finance Committee.

The committee authorized the Vice Chancellor to fix the date for the next meeting of the Finance Committee.

There being no other item, the meeting ended with a vote of thanks to the Chair.



Col.(Retd.) Jagdev Kartar Singh  
(Secretary, F.C.)

Minutes Approved



Prof. P. Rama Rao

Acting Vice Chancellor & Chairman Finance Committee

Action plan for utilization of allocated funds (Rs. 333.50 Crores) for the XII Five Year Plan

(Rupee in Crores)

Head/ Year	2012-13	2013-14	2014-15	2015-16	2016-17	Total
<b>Capital</b>						
Infrastructure facilities	8.31	10.34	65.00	50.00	44.35	178.00
Equipments for Teaching and research Activities	5.21	10.66	10.00	12.00	12.13	50.00
<b>Total</b>	<b>13.52</b>	<b>21.00</b>	<b>75.00</b>	<b>62.00</b>	<b>56.48</b>	<b>228.00</b>
<b>Recurring</b>						
Office Recurring	3.38	4.73	5.00	6.00	6.89	26.00
Recurring Expenses for Teaching and Research activities	3.35	5.84	7.00	7.00	8.81	32.00
Manpower related expenditure (Salary etc.)	4.49	6.79	9.00	12.00	15.22	47.50
<b>Total</b>	<b>11.22</b>	<b>17.36</b>	<b>21.00</b>	<b>25.00</b>	<b>30.92</b>	<b>105.50</b>
<b>Grand Total</b>	<b>24.74</b>	<b>38.36</b>	<b>96.00</b>	<b>87.00</b>	<b>87.40</b>	<b>333.50</b>

## Budget Proposal for the Financial Year 2014-15

Capital Assets (Non-Recurring): Rs. 95.00 Crores

- Campus Development:-
  - (i) Road and other utilities (Grid Substation) Rs. 10.00 Crores
  - (ii) Equipments for Teaching & Research Activities Rs. 10.00 Crores
  - (iii) Furniture, Teaching Aids, ICT (Including Solar Lights) Rs. 10.00 Crores
- Temporary Accommodation
  - (i) Repair/renovation Rs. 1.00 Crores
  - (ii) Annual Rent Rs. 1.00 Crores
  - (iii) Conversion of Transit Campus City Campus -
- Construction of Buildings- Main Campus
  - Administrative Buildings Rs. 24.00 Crores
  - Academic Buildings Rs. 3.50 Crores
  - Central Library Rs. 5.00 Crores
  - Guest House Rs. 0.50 Crores
  - Teaching Staff Quarters Rs. 1.50 Crores
  - Non-Teaching Staff Quarters } -
  - VC Lodge Rs. 0.50 Crores
  - Health Centre Rs. 0.50 Crores
  - Sports Complex (indoor) Rs. 1.00 Crores
  - Hostels (Three blocks each for boys and girls) Rs. 9.00 Crores
  - Auditorium Rs. 5.00 Crores
  - Computer Centre Rs. 5.00 Crores
  - External and Internal services Rs. 5.00 Crores
  - Consultancy Services(PMIC, Master Plan) Rs. 2.50 Crores

Grant -in-Aid (Recurring): Rs. 21.00 Crores

- Recurring Expenditure on salary, Books & Journals Consumables, TA/ DA for Various meetings & other expenses
  - Salary Rs. 7.00 Crores
  - Office expenses Rs. 5.00 Crores
  - Books & Journals Rs. 1.00 Crores
  - Consumables Rs. 2.00 Crores
  - TA/DA for various meetings/conferences, etc. Rs. 1.00 Crore
  - Community centre, Creche etc Rs. 2.00 Crore
  - Security, Housekeeping & General, and other Out-sourced services. Rs. 2.00 Crore
  - Other Expenses(External utilities- Gas Plant, De-ionization, Soft Water Plant, etc) Rs. 1.00 Crores

TOTAL

Rs. 116.00 Crores

Construction for Central University of Punjab, Bathinda, Punjab.  
Preliminary Cost Estimate for Phase 1 A Version 9.0  
Based on CPWD Plinth Area Rates 1.10. 2012

Annexure-5

Date : 26 May 2014

SL	DESCRIPTION	TOTAL AMOUNT	DESCRIPTION	AREA
1	Main Building for Engineering/ academic Block	69,21,90,000	Ground floor area- 6m ht	6020 sqm
			Upper 5 Floors	23490 sqm
			Total area	29510 sqm
2	V.C. Residence	1,56,30,000	Single storey of 723 sqmt area	723 sqm
3	V.C. Office	10,55,20,000	2 Floors	2749 sqm
4	PG - Boys & Girls Hostel (8- storied,3.0m ht)	25,47,00,000	8 floors of 2 Blocks = 388 students (single occupancy )	11916 sqm
5	Residence - Type - A (2 - storied,3.3m ht) Banglows	6,30,50,000	Ten Blocks of 271 sqmt each (Duplex units) & 20% Plot Development	2710 sqm
6	Transit Block (5- storied,3.0m ht)	4,12,70,000	4 Floors- 6 units on each floor till 4th floor (24 Keys)	1489 sqm
7	VIP Guest House (2 storied,3.6m & 3.3m ht)	4,13,30,000	2 Floors . (17 Keys)	1805 sqm
8	Cafeteria & Student mess	1,24,90,000	single storey of 543 sqmt area	543 sqm
9	Utility & Supporting Infrastructure Block	1,98,10,000	Maintenance & Engineering Wings, stores etc	920 sqm
10	Development of Site	8,73,40,000	65000 sqmt area considered	
11	Road from 600m point till academic plaza	3,50,00,000	Approx. 500 m length	
12	Gates & Gate houses	50,00,000	L.S.	
	<b>TOTAL COST OF WORK</b>	<b>1,37,33,30,000</b>	Total built up area	52365 sqm
	Add Contingencies @ 3.0%	4,11,99,900		
	<b>TOTAL including Contingencies</b>	<b>1,41,45,29,900</b>		
	Say in Rs. Crores	141		
	Total amount after applying Cost index for Labour Component at Bhatinda(0.95) Say in Rs. Crores	134		
NOTE	The estimate Does not include the Construction of appx 600m stretch of approach road from the main highway.			

## Details of Fee for the Academic Session 2014-15

## i. Academic Fee:

## i. Academic Fee(Sciences):

S.No.	Details	M.Phil. (Sciences)	M.Sc./M.Tech. (Cyber Security) <sup>###</sup> / PGDTBR	M.Pharm./ M.Tech. Computer Science & Tech.
1.	Tuition fee	Rs.1,430/-sem	Rs.1,070/-sem	Rs.2,640/-sem
2.	Examination fee	Rs.800/-sem	Rs.480/-sem	Rs.800/-sem
3.	Laboratory fee	Rs.1,450/-sem	Rs.1,070/-sem	Rs.2,640/-sem
4.	Computer and internet fee	Rs.500/-sem	Rs.350/-sem	Rs.500/-sem
5.	Sports fee	Rs.200/-sem	Rs.200/-sem	Rs.200/-sem
6.	Library and e-library fee	Rs.550/-sem	Rs.280/-sem	Rs.550/-sem
7.	Students welfare fund	Rs.130/-sem	Rs.130/-sem	Rs.130/-sem
8.	Identity card fee	Rs.50/-ann	Rs.50/-ann	Rs.50/-ann
9.	Admission fee	Rs.800/-ann	Rs.680/-ann	Rs.800/-ann
10.	Literary and cultural fee	Rs.170/-ann	Rs.170/-ann	Rs.170/-ann
11.	Students union fund	Rs.120/-ann	Rs.120/-ann	Rs.120/-ann
12.	Medical fee	Rs.280/-ann	Rs.280/-ann	Rs.280/-ann
13.	Security deposit (Refundable)	Rs.2,400/-ann	Rs.2,400/-ann	Rs.2,400/-ann
	Total amount to be deposited at the time of admission including first semester fee	Rs. 8,880/-	Rs. 7,280/-	Rs. 11,280/-
	Second semester fee	Rs. 5,060/-	Rs. 3,580/-	Rs. 7,460/-
	<b>GRAND TOTAL(per annum)</b>	<b>Rs. 13,940/-</b>	<b>Rs. 10,860/-</b>	<b>Rs. 18,740/-</b>

<sup>###</sup>Fee structure of M.Tech. (Cyber Security) will be revised if accreditation agency approves fellowship to them.

## Academic Fee (Humanities):

S.No.	Details	M.Phil. (Humanities)	M.A./ M.A.(Hons.)/ LL.M./PGDMAC	M.Ed.
1.	Tuition fee	Rs.1,430/-sem	Rs.1,070/-sem	Rs.2,070/-sem
2.	Examination fee	Rs.480/-sem	Rs.280/-sem	Rs.480/-sem
3.	Laboratory fee	Nil	Nil	Rs.2,070/-sem
4.	Computer and internet fee	Rs.500/-sem	Rs.350/-sem	Rs.500/-sem
5.	Sports fee	Rs.200/-sem	Rs.200/-sem	Rs.200/-sem
6.	Library and e-library fee	Rs.550/-sem	Rs.280/-sem	Rs.550/-sem
7.	Students welfare fund	Rs.130/-sem	Rs.130/-sem	Rs.130/-sem
8.	Identity card fee	Rs.50/-ann	Rs.50/-ann	Rs.50/-ann
9.	Admission fee	Rs.800/-ann	Rs.680/-ann	Rs.800/-ann
10.	Literary and cultural fee	Rs.170/-ann	Rs.170/-ann	Rs.170/-ann
11.	Students union fund	Rs.120/-ann	Rs.120/-ann	Rs.120/-ann
12.	Medical fee	Rs.280/-ann	Rs.280/-ann	Rs.280/-ann
13.	Security deposit (Refundable)	Rs.2,400/-ann	Rs.2,400/-ann	Rs.2,400/-ann
	Total amount to be deposited at the time of admission including first semester fee	Rs. 7,110/-	Rs. 6,010/-	Rs. 9,820/-
	Second semester fee	Rs. 3,290/-	Rs. 2,310/-	Rs. 6,000/-
	<b>GRANDTOTAL(per annum)</b>	<b>Rs. 10,400/-</b>	<b>Rs. 8,320/-</b>	<b>Rs. 15,820/-</b>

## ii. Hostel fee\*\*:

S.No.	Item	Amount
1.	Hostel registration fee	Rs. 500/- (Non-refundable)
2.	Hostel fee** (for one semester)	Rs. 8,400/-
3.	Hostel security	Rs. 2,000/- (Refundable)
4.	Mess security	Rs. 2,500/- (Refundable)
5.	Total hostel charges to be deposited at the time of admission	Rs. 13,400/-
6.	Hostel fee (for second semester)	Rs. 8,400/-
	<b>GRANDTOTAL (per annum)</b>	<b>Rs. 21,800/-</b>

\*\*Limited hostel facility is available

Hostel fee for one semester includes room rent, water charges and charges towards use of air-conditioned reading room. Electricity charges for extra appliances and diet charges will be as per actuals.



Dated, November 14, 2006

OFFICE MEMORANDUM

Subject: Facility of telephone (landline and/or mobile connection) at the residence  
in respect of entitled categories of Government employees.

The undersigned is directed to refer to this Department's O.M no. 7(8)-E.Coord/82 dated 8.6.1982 regarding ceiling on number of calls allowed on official account to officers in the telephone provided at their residence. Since the last OM was issued, there have been many changes in the field of telecommunications and major technological advancements have taken place. This has brought Internet, mobile facilities to the domain of the common people. Many service providers with various schemes have also entered into the market. Further, usage of telecommunication services has proliferated. Therefore, it is imperative that Government officers adapt to the changing trends in communication. In this regard, OM No.7(2)/E.Coord/2005 dated Nov. 23, 2005 on Budget/Expenditure Management; economy measures, rationalization of expenditure and measures for augmentation of revenues, mentions to avail the services of providers other than MTNL/BSNL to curtail the expenditure on telephones and also exhorts that the increased use of information and communication technology should be further encouraged. Though tariff rates have come down, unit duration of calls has decreased and not necessarily resulting into lower call rates. Keeping this in view and the technology available in the field of communication, the existing instructions on the subject have been reviewed. The existing entitlement regarding reimbursement of telephone charges of residential telephones provided to the officers as also on the mobile phones to the entitled officers to the Government of India, and broadband facility at home has been converged into a single package. Accordingly, in supersession of OM No.7(8)-E.Coord/82 dt. 8.6.1982; OM No.5(3)/E.Coord/2002 dt. 1.1.2003; OM Nos. 7(3)/E.Coord/2003 dt. 14.1.2004, 26.2.2004 and 5.4.2004, the following decisions have been taken:

2. The maximum amount reimbursable to a category of officer will be regulated as given in the table below:

S.No.	Rank/Designation	Ceiling Amount
1.	Secretary to the Government of India and equivalent rank	Rs. 2800 per month
2.	Additional Secretary and Joint Secretary to the Government of India	Rs.2000 per month
3.	Equivalent rank to Additional Secretary and Joint Secretary to the Government of India	Rs. 1800 per month
4.	Director and Deputy Secretary to the Government of India and equivalent rank	Rs.1500 per month
5.	Below the rank of Deputy Secretary to the Government of India(restricted to 25% of Group 'A' Officers below the rank of Deputy Secretary)	Rs. 800 per month

-2-

- (i) The amount will be reimbursed within the prescribed ceiling on submission of bill/receipt by the concerned officer. There will not be any separate ceilings for landline/mobile/broad-band.
- (ii) The amount reimbursable will cover landline and/or mobile connection.
- (iii) The amount reimbursable is exclusive of all taxes, if any.
- (iv) Officers are at liberty to choose the service provider and avail any options for payment within the maximum monetary ceiling.
- (v) It will also include broadband facility or such facilities through which data, voice or image is transferred.
- (vi) STD facility may be provided in the residential telephones. However, there would be no enhancement of ceilings as prescribed above.
- (vii) No instruments would be provided by the office, except to the Secretary and Secretary level officers of the Government of India, for which the cost of handset for mobile phone would be limited to Rs. 10,000/- in each case.
- (viii) The amount reimbursable will be reduced by Rs. 400/- if the officer of the rank of Deputy Secretary and above does not have broadband facility at his residence.
- (ix) All the offices are instructed to bear the extra cost from their 'Office Expenses-Telephone' and no additional fund will be provided in this regard.

*Manish Kumar*  
(MANISH KUMAR)

DEPUTY SECRETARY TO THE GOVT. OF INDIA

To

All Ministries/Departments of the Government of India

\*\*\*\*

New Delhi dated the 11<sup>th</sup> May, 2012

OFFICE MEMORANDUM

Subject:- Internet facility through data card-reg.

References are being received from various Ministries/Departments seeking clarification/relaxation for internet facility through Data Card. The matter has been reviewed and it has been decided to allow use of data card for internet purposes subject to the following conditions:-

- (i) No Data-Card (Hardware etc) would be provided by the office and only re-imburement for data use, through data card, will be allowed on submission of bill.
- (ii) The User has the liberty to choose any operator/plan beneficial to them.
- (iii) Re-imburement would be allowed for one data card connection only.
- (iv) There would be no separate ceiling for the internet through data card and the reimbursement will be allowed to the entitled officer according to the ceiling/guidelines/clarification laid down vide this Department's OMs No. 7(14)/C&V/2006 dated November 14<sup>th</sup>, 2006, dated April 14<sup>th</sup>, 2007 and dated July 9<sup>th</sup>, 2007. As such, the maximum monthly reimbursable amount, towards charges on residential telephone/mobile phone/broadband/data card use (for internet purposes), to a category of a officer will be as under:-

Rank/Designation	Ceiling Amount (in ₹)
Secretary to the Government of India and equivalent rank	2800
Additional Secretary to the Government of India and equivalent rank	2500
Joint Secretary to the Govt. of India and equivalent rank	2000
Director and Deputy Secretary to the Government of India and equivalent rank	1500
Below the rank of Deputy Secretary to the Government of India (restricted to 25% of Group 'A' Officers below the rank of Deputy Secretary)	800

*Saheli Ghosh Roy*  
(Saheli Ghosh Roy)  
Director (E. Coord)  
Tel. No. 2309 3257

1. All Ministries/Departments of Government of India
2. All Financial Advisers

23236735/ 23239437/23235733 23232701  
23237721/ 23237317/23234116/ 23236351

UGC website-www.ugc.ac.in

All communications should be addressed to  
the Secretary by designation and not by name



ज्ञान-विज्ञान विभूषणे

UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110002

विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली - 110 002

F.No.78-6/2014(CU)

October, 2014

9 OCT 2014

The Registrar,  
Central University of Punjab  
City Campus, Mansa Road,  
Bathinda-151001

**Sub: Duration of LLM Programme. Ref.1: Gazette Notification of July 5 – 11, 2014. Ref. 2: UGC Notification on 1 Yr. LLM Programme of January 18, 2013 and Ref.3: Secretary UGCs clarification of 5<sup>th</sup> August, 2014 – regarding.**

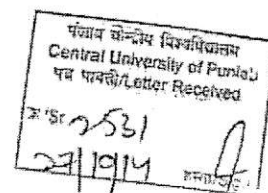
Sir,

I am directed to refer to your letter No.CUPB/CC/14/UGC/2200 dated 8<sup>th</sup> August, 2014 addressed to Secretary, UGC through email and to state that UGC is not agreed to approve the one year LLM course as the University is not fulfilling the adequate requirement of teaching faculty. The University is advised to introduce the one year LLM course only after fulfilling the adequate infrastructure and manpower requirement as well as other terms of conditions as contained in the guidelines for introduction of one year LLM course (Reference UGC D.O.No.F.5-1/99(CPP-II) dated 18.01.2013 (copy enclosed). Therefore, the University is requested to follow the UGC guidelines in this regard.

Yours faithfully,

*Sushama Rathore*

( Sushama Rathore )  
Under Secretary



AR  
Shree  
27/14

Minutes of Fifth Meeting of the  
ACADEMIC COUNCIL  
held on 15.11.2014 at 11:00 a.m.  
at Conference Room of the University at City Campus, Mansa Road, Bathinda

Following members were present:

Prof. R. K. Kohli	:	Vice Chancellor (Chairman)
Prof. Mohinder Singh	:	Member
Prof. Veer Singh	:	Member
Prof. R. K. Tuli	:	Member
Prof. P. Rama Rao	:	Member
Dr. Zameer Pal Kaur	:	Member
Ms. Shweta Arora	:	Registrar ( <i>Secretary</i> )

Item No. AC:5:2014:1

Welcome Note for the new Academic Council members

The Vice Chancellor (Chairman) heartily welcomed the members of the Academic Council and opined that the university would benefit immensely from their visionary advice. He further welcomed them to the Fifth meeting of the Academic Council and thanked them for sparing their valuable time from their busy schedule to participate and help the university in taking appropriate decisions.

Item No. AC:5:2014:2

Acknowledgement to the services rendered by Hon'ble members of the First Academic Council

The Council appreciated and put on record the good work and noted the services rendered by the members of the First Academic Council.

Item No. AC:5:2014:3

To inform of the ratification of minutes of the Fourth Meeting of the Academic Council held on 21.07.2012

The Council ratified the minutes of the Fourth Meeting of the Academic Council held on 21.07.2012

Item No. AC:5:2014:4

To note Actions Taken on the decisions of the Academic Council in its last meeting held on 21.07.2012

The Council noted the Actions Taken on the decisions of the Academic Council in its Fourth Meeting held on 21.07.2012 (*Annexure-I of Agenda*)

Item No. AC:5:2014:5

To note the report of Vice Chancellor on the progress of university since the last meeting of the Academic Council held on 21.07.2012

The Vice Chancellor briefed the members of the Council about the progress of the University since the Fourth Meeting of Academic Council held on 21.07.2012 (*Annexure II - VIII of Agenda*). The members appreciated the progress made by the University. (*Annexure-i*)

Item No. AC:5:2014:6

To consider the Courses which are going to be offered in the Academic Session 2015-16.

The Council approved the Courses to be offered in the Academic Session 2015-16. (*Annexure-IX of Agenda*)

Item No. AC:5:2014:7

To consider professional leave to young faculty to attend orientation/refresher course (s).

The Council approved the draft rules and regulations for the professional leave to young faculty to attend orientation/refresher course (s) and recommended to the Executive Council. (*Annexure-X of Agenda*)

Item No. AC:5:2014:8

To consider Code of Professional Ethics framed by the university

The Council considered and approved the draft Code of Professional Ethics framed by the university and recommended to the Executive Council. (*Annexure-XI of Agenda*)

Item No. AC:5:2014:9

To consider and approve the University logo and to register it.

The Council considered the draft University logo and suggested to give it some more thinking as regards to its color scheme and recommended to the Court and Executive Council. (*Annexure-XII of Agenda*)

Item No. AC:5:2014:10

To consider and approve the formats for issue of Transcripts and Degrees

The Council considered the formats for issuing of Transcripts and Degree Certificates. (*Annexure-XIII of Agenda*) and suggested that the following wording be incorporated in the university degree:

*"Certified that.....D/S/o  
Mrs.....and Mr..... is  
awarded the degree of DOCTOR OF PHILOSOPHY in ..... of the  
School of ..... with a CGPA ..... of ...../5.00 in  
year ..... on successful completion of its requirements."*

Item No. AC:5:2014:11

To consider the resolutions of meetings of Board of Studies in the following centres regarding approval of outlines of tests, syllabi and courses of reading for various PG and Ph.D. degrees effective from the admissions of 2015-16:

The Council considered and approved the resolutions of meetings of Board of Studies in the following centres (*Annexure-XIV of Agenda*) and outlines of tests, syllabi and courses (*Annexure-XV to Annexure-XXVIII of Agenda*) of reading the various PG and Ph.D. degrees effective from the admissions of 2015-16:

- a. Centre for Chemical and Pharmaceutical Sciences
- b. Centre for Physical and Mathematical Sciences
- c. Centre for Economics Studies
- d. Centre for Comparative Literature
- e. Centre for Punjabi Language, Literature and Culture
- f. Centre for Education
- g. Centre for Biosciences
- h. Centre for Environmental Science and Technology
- i. Centre for South and Central Asian Studies
- j. Centre for Genetic Diseases and Molecular Medicine
- k. Centre for Human Genetics
- l. Centre for Bioinformatics
- m. Centre for Computer Science and Technology
- n. Centre for Environmental Law

Item No. AC:5:2014:12

To consider the change in the nomenclature some of the courses. (As per the minutes of the Board of Studies )

The Council considered and approved the change in the nomenclature of the following courses as suggested by the various Board of Studies:

S. No.	Existing Programme Title	Proposed Title for 2015-16 onwards
1.	M.Sc. Biosciences	M.Sc. Life Sciences
2.	M.Sc. Genetic Diseases and Molecular Medicine	M.Sc. Life Sciences (Specialization Mol. Medicine)
3.	M.Sc. Human Genetics	M.Sc. Life Sciences (Specialization Human Genetics)
4.	M.Sc. (Physics Nanophysics)	M.Sc. Physics (Specialization Nanophysics)
5.	M.Tech. Cyber Security	M.Tech. Computer Science & Technology (Cyber Security)
6.	M.Phil.-Ph.D. Integrated Programme in Development Economics	M.Phil.-Ph.D. Integrated Programme in Economics
7.	LL.M. Environmental Law	LL.M. (Specialization Environmental Laws)
8.	M.A. (Hons.) Punjabi and Comparative Literature	M.A. Punjabi

Item No. AC:5:2014:13

To consider holding of the First Convocation of the university for the students who have completed their programmes and become eligible for the award of their respective degrees

The Council considered and approved the holding of the First Convocation of the university for the students who have completed their programmes and become eligible for the award of their respective degrees. (*Annexure-XXIX of Agenda*)

Item No. AC:5:2014:14

To consider the draft Annual Report of the University 2013-14.

The Council considered and approved the draft Annual Report of the University 2013-14. (*Annexure-XXX of Agenda*)

The Council also suggested to improve the photographs.

Item No. AC:5:2014:15

Current agenda, if any.

Item No. AC:5:2014:15.1

To consider and approve establishment of School of Education in Central University of Punjab.

The Council considered and approved the establishment of the School of Education. (*Annexure XXXI of Current Agenda*).

Item No. AC:5:2014:15.2

To consider the request of Jamia Urdu Aligarh vide their letter No. JUA/REG.2014/4809 dated 01.11.2014 to permit Adeeb (X Standard) and

Adeeb-e-Mahir (XII Standard) passed students from Jamia Urdu Aligarh for higher studies at Central University of Punjab and its affiliated colleges.

The Council considered the request of Jamia Urdu Aligarh which is not applicable to Central University of Punjab as it does not offer any undergraduate courses. (*Annexure-XXXII of Current Agenda*)

Item No. AC:5: 2014:15.3

To consider an amendment in the rules and regulations for M.Phil.-Ph.D. Integrated Programme already approved vide item No. AC:3:2012:13:4 in the 3<sup>rd</sup> meeting of the Academic Council held on 10-03-2012

The Council approved the amendment in the rules and regulations for M.Phil.-Ph.D. Integrated Programme as under:

Existing	Proposed
7.2 The candidates shall have the option to quit the programme after obtaining the M.Phil. degree with approval of the Vice Chancellor	7.2 The candidates shall have the option to quit the programme after obtaining the M.Phil. degree with approval of the Vice Chancellor and all the candidates who have successfully completed the M.Phil. phase (including candidates who have enrolled in Ph.D. phase) shall be awarded the M.Phil. Degree.

Item No. AC:5: 2014:15.4

To consider the draft rules and regulations for awarding Gold Medal and Certificate of merit.

The Council considered and approved the draft rules and regulation for awarding Gold Medal and Certificate of merit.

The Council also suggested that a Vice Chancellor's Gold Medal may also be introduced to be given to a student for exceptionally good performance as an all-rounder.

Item No. AC:5:2014:16

Any other item with the permission of the Chair.


Item No. AC:5:2014:17

Fixing date of the next meeting of the Academic Council.

The Council authorized the Vice Chancellor to fix the date for the next meeting of the Academic Council.

  
Shweta Arora  
Registrar (Secretary)

Minutes Approved

  
Prof. R. K. Kohli  
Vice Chancellor & Chairman Academic Council



The UGC or the respective agency (Central/State Governments) may provide a start-up grant at the level of Rs. 3.0 lakhs in Social Sciences, Humanities and Languages and Rs. 6.0 lakhs in Sciences and Technology to teachers and other non-vocational academic staff to take up research immediately after their appointments.

#### 9.1. CONSULTANCY ASSIGNMENTS

The consultancy rules, terms, conditions and the model of revenue sharing between Institutions and consultant teachers shall be as per the UGC Consultancy Rules to be provided separately.

#### 10.0 COUNTING OF PAST SERVICES FOR DIRECT RECRUITMENT AND PROMOTION UNDER CAS

10.1. Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per Appendix III - Table No. II provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer), Associate Professor (Reader) and Professor.
- (c) The candidate for direct recruitment has applied through proper channel only.
- (d) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/Concerned Institutions, for such appointments.
- (f) The previous appointment was not as guest lecturer for any duration, or an ad hoc or in a leave vacancy of less than one year duration. Ad hoc or temporary service of more than one year duration can be counted provided that:
  - (i) the period of service was of more than one year duration;
  - (ii) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and

(iii) the incumbent was selected to the permanent post in continuation to the ad hoc or temporary service, without any break.

(g) No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), was considered for counting past services under this clause.

#### 11.0 PERIOD OF PROBATION AND CONFIRMATION

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

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

11.3 Subject to this Clause 11, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.

11.4 Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by Central Government.

11.5 All other Central Government rules on probation and confirmation shall be applicable mutatis mutandis.

#### 12.0 CREATION AND FILLING UP OF TEACHING POSTS

12.1 Teaching posts in universities, as far as feasible, may be created in a pyramidal order, that is, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professors, per department.

12.2 All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

#### 13.0 APPOINTMENTS ON CONTRACT BASIS

13.1 The teachers should be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in a College/University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly appointed teacher. The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing her/him on contract basis for another session.

**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**(Department of Personnel and Training)**

North Block, New Delhi,  
23<sup>rd</sup> July, 2009

**OFFICE MEMORANDUM**

Subject:- Preparation and maintenance of Annual Performance Assessment Reports (APAR).

The undersigned is directed to invite the attention of the Ministries/Departments to the instructions contained in this Department's O.M. No. No. 21011/02/2009-Estt.(A) 16/02/2009 and O.M. of even number dated 14.05.2009 on the subjects of timely preparation and proper maintenance of APAR and making the APAR transparent for representation for upgradation, if any, by the officer reported upon. The matter of preparation and maintenance of APAR has been further reviewed in this Department keeping in view the system in this regard in respect of All India Services (AIS) and the undersigned is directed to convey the following decisions:-

- (i) All cadre authorities shall include a box in the APAR for reflecting by the reporting officer the pen picture of the officer reported upon where the reporting officer will be required to indicate his comments on the overall qualities of the officer including areas of strengths and lesser strength and his attitude towards the weaker sections. A column will also be added in the section relating to the reviewing authority for giving the reviewing authority's remarks on the pen picture reflected by the reporting officer. There will be no other separate column in the APAR for overall assessment apart from the pen picture.
- (ii) A provision may be made in the APAR in the relevant section for remarks by the reviewing officer to indicate specifically the differences, if any, with the assessment made by the reporting officer, and the reasons therefor.
- (iii) Numerical gradings are to be awarded by reporting and reviewing authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. The guidelines given in Annexure-I shall be kept in mind while awarding numerical gradings.
- (iv) The format for the purpose of numerical grading in the three areas of work output, assessment of personal attributes and assessment of functional competency is in Annexure-II. For Group 'B' and 'C' officials however, suitable changes may be made by the concerned cadre authorities in the items of assessment as per functional requirements of the job and the next promotional post for them. The overall grade on a score of 1-10 will be based on 40% weightage on assessment of work output, and 30% each for assessment of personal attributes and functional competency. The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

(v) Wherever 'accepting authority' has been prescribed in the existing system in the cadre, columns may also be provided for such authority to give his comments on the remarks of the reporting/reviewing authority and details of difference of opinion, if any, with reasons for the same. In such cases, the accepting authority will also give overall grade on a score of 1-10.

(vi) A schedule for completion of all activities relating to the APAR is given in Annexure-III.

2. The above provisions would be applicable for the APAR from the reporting year 2009-10 onwards. The concerned authorities may accordingly make necessary changes in the APAR format for numerical grading to be given by reporting and reviewing officer. This O.M. does not in any way affect the part to be filled in by the officer reported upon and other existing columns in the APAR format like attitude towards SC/ST/OBC, relations with public (wherever applicable), integrity, training requirement etc. for descriptive remarks.

3. All Ministries/Departments are requested to bring to the notice of all the offices under them for strict implementation of the above instructions.

  
(C.A. Subramanian)

Director

To

**All Ministries/Departments of Government of India**

Copy to:-

1. Chief Secretaries of All State Governments/U.T.s
2. The President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat.
6. The Lok Sabha Secretariat.
7. The Comptroller and Auditor General of India, New Delhi.
8. The Union Public Service Commission, New Delhi.

Copy also to:-

- (i) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions.
- (ii) Establishment Officer and Secretary, ACC (10 copies).
- (iii) All officers and Sections in the Department of Personnel and Training.
- (iv) Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
- (v) All Staff Members of Departmental Council (JCM).
- (vi) All Staff members of the Departmental Council (JCM), Ministry of Personnel, Public Grievances and Pensions.
- (vii) NIC (DoP&T) for placing the Office Memorandum on the web-site of DoP&T

Annexure-I

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- (v) APARs graded between 4 and 6 short of 6 will be rated as 'good' and given a score of 5.
- (vi) APARs graded below 4 will be given a score of zero.

**Assessment of work output (weightage to this Section would be 40%)**

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
(iv) Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

**Assessment of personal attributes (weightage to this Section would be 30%)**

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to work in time limit			
viii) Inter-personal relations			
Overall Grading on personal attributes			

**Assessment of functional competency (weightage to this Section would be 30%)**

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Knowledge of Rules / Regulations /Procedures in the area of function and ability to apply them correctly. ii) Strategic planning ability iii) Decision making ability iv) Coordination ability v) Ability to motivate and develop subordinates Overall Grading on functional competency			

Time schedule for preparation/completion of APAR  
(Reporting year- Financial year)

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 <sup>st</sup> March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 <sup>th</sup> April.
3.	Submission of report by reporting officer to reviewing officer	30 <sup>th</sup> June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 <sup>st</sup> July
5.	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority  (b) Disclosure to the officer reported upon where there is accepting authority	01 <sup>st</sup> September  15 <sup>th</sup> September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority  (a) where there is no accepting authority for APAR  (a) where there is accepting authority for APAR	21 <sup>st</sup> September  06 <sup>th</sup> October
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 <sup>th</sup> November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November



**ANNUAL PERFORMANCE, APPRAISAL REPORT (APAR), RULES, 2014****1. SHORT TITLE, APPLICABILITY AND COMMENCEMENT:**

These rules shall be called "Central University of Punjab, Bathinda (hereinafter called CUPB or the University) Annual Performance, Appraisal Report (APAR), Rules, 2013, which shall be applicable to all employees of the University except Teachers and shall be deemed to come into force w.e.f. 20.01.2010 i.e from the date of establishment of the University.

**2. OBJECTIVE OF THE RULES:**

- 2.1 The performance of Organization including University is ultimately the sum total of the performances of the individuals through which it functions. Organisation has, therefore, to know from time to time how its constituents function. This information is essential for proper Personnel Administration and Management.
- 2.2 It is in the interest of every employee that he should know how well or otherwise, he is performing his job. Without this feedback information, it will be difficult for him to plan his career development in a systematic manner. In fact, he would be more interested in knowing his defects. His defects would affect his career advancements in the long run, unless he comes to know the same in time and overcomes them by taking special efforts.
- 2.3 The immediate superior officer of an employee, who is the Reporting Officer, in the matter of writing his Appraisal Report, should be vitally concerned, in writing the Annual Performance Appraisal Report (APAR) of every one of his subordinate in an objective and impartial manner. Since the superior officer functions through his subordinates, he also gets credit for the good work done by them. It would, therefore, be in the interest of the Reporting officer himself to assess the performance of the subordinates objectively and thereby give them counselling and proper guidance for improvement of their performance.
- 2.4 The system of APAR on the performance of an employee is a means to an end and not an end in itself. The ultimate goal is to optimise the achievement of the policies and programmes of an organisation. This is possible only if the APAR lead to the optimization of the performance of the concerned employee. The main focus of the Reporting Officer should, therefore, be developmental rather than judgemental. The APAR should be a true indicator of the achievement of the employee; it should not be a mere tool to control or discipline him.
- 2.5 The system of APAR has two principal objectives and the Reporting Officer should have a very clear perception of these objectives. The first and foremost is to improve the performance of the subordinate in his present job. The second objective is to assess the potentialities of the subordinate and prepare him through appropriate feedback and guidance for future possible opportunities in service. To a great extent, the second objective is dependent on the achievement of the first.
- 2.6 It is the duty of the superior officer to give the subordinate a clear understanding of the tasks to be performed and to provide requisite resources for his performance. The

subordinate is required to contribute to the best of his capacity to the qualitative and quantitative achievement of the given tasks making optimum use of the resources provided. Also, both the superior and his subordinate have to be necessarily aware of the ultimate goal of their organization, which can be achieved only through the joint efforts of both of them. This is the basic philosophy underlying any system of APAR.

### 3. GENERAL RULES:

- 3.1 The University shall henceforth assess the performance of every employee (other than the teachers) annually through his Annual Performance Appraisal Report, which is an important document providing the basic and vital inputs for assessing the performance of the employee and for assessing his suitability for his further advancement in his career on occasions like confirmation, promotion, selection for deputation, selection for foreign assignment etc. Performance appraisal is a tool for human resource development in order to enable an employee to realize his true potential.
- 3.2 The Reporting Officer, at the beginning of the year may set quantitative / physical targets, wherever applicable, in consultation with each of the employee, whose reports he is required to write. Performance appraisal is meant to be a joint exercise between the employee reported upon and the Reporting Officer. While fixing the targets, priority should be assigned item-wise taking into consideration the nature and the area of the work.
- 3.3 The APAR is initiated by the employee to be reported upon, who gives a brief description of his duties, specifies the targets set for him wherever applicable and achievements against each target.
- 3.4 The performance is then assessed by the Reporting Officer, who after completing his part of the Report submits it to his own superior, known as the Reviewing Officer for review. The assessment of the performance of the employee at two levels ensures a greater degree of objectivity and fairness. However, whereas the employee has only one supervisory level above him as in the case of personal staff attached to officers, the assessment will be at the level of Reporting Officer only.
- 3.5 While normally there should be only one Report covering the year of Report, there can be situation in which it becomes necessary to write two or more independent Reports being written during a year by different Reporting Officers, subject to the condition that each Reporting Officer has at least three months experience on which he can base his Report on the employee reported upon. Where more than one Report is written in the course of a year, each Report should indicate precisely the period covered by it. When a Report has to be written by a Statutory Officer and his term is likely to end he should written the APAR before end of his term.
- 3.6 Where an officer has taken Earned Leave for a period of more than 15 days, the total period spent on leave can be deducted from the total period spent on any post, for the purposes of computing the period of 3 months which is relevant for writing of entries in the APAR. Leave taken for short term duration need not be treated as relevant for the purpose.

- 3.7 Where for a period of Report, there is no Reporting Officer with the requisite experience to initiate the Report, the Reviewing Officer himself may initiate the Report as a Reporting Officer provided the Reviewing Officer has been the same for the entire period of Report and he is in a position to fill in columns to be filled in by the Reporting Officer. Where a Report is thus initiated by the Reviewing Officer, it will have to be submitted by him to his own superior for Review if there is a superior officer to him.
- 3.8 Whenever there is next higher officer between the Reporting Officer and the Reviewing Officer or between the Reviewing Officer and the Accepting Authority, his views shall also be part of the report and his comments will also be incorporated before the report is submitted to the Reviewing Officer or to the Accepting Authority, as the case may be.
- 3.9 Assessment of the performance of an employee at more than one level has been prescribed as a general rule with a view to ensure maximum objectivity. While it might be difficult for an officer to have a detailed knowledge of the qualities of an employee two levels below him, his over-all assessment of the character, performance and ability of the employee reported upon is vitally necessary as a built-in corrective. The judgement of the immediate superior can sometimes be too narrow and subjective to do justice to the employee reported upon. The Reviewing Officer should, therefore, consider it his duty to personally know and form his judgement of the work and conduct of the employee reported upon. He should exercise positive and independent judgement on the grading given by the Reporting Officer and remarks of the Reporting Officer under the various detailed headings in the form of Report and express clearly his agreement or disagreement with these remarks. The Reviewing Officer is also free to make his own remarks on points not mentioned by the Reporting Officer. Such additional remarks would, in fact, be necessary where the Report of the Reporting Officer is too brief, vague or cryptic. However, the remarks of the Reviewing Officer himself should not be vague or self-contradictory to another remark given by himself in the APAR.
- 3.10 Where the Reviewing Officer is not sufficiently familiar with the work of the employee reported upon, so as to be able to arrive at a proper and independent judgement of his own, it should be his responsibility to verify the correctness of the remarks of the Reporting Officer after making such enquiries as he may consider necessary.
- 3.11 Annual Performance Appraisal Reports are to be written only in case of regular employees appointed in substantive capacity or on probation.
- 3.12 In the case of the employees who are deputed to other Centre / State Govt. Deptt / PSU etc, or are on Foreign Service, the Annual Performance Appraisal Report should be maintained by the University.
- 3.13 The full APAR including the overall grade and assessment of integrity shall be communicated to the concerned employee after the Report is complete with the remarks of the Reviewing Officer and the Accepting Authority.
- 3.14 The office of the Registrar shall be responsible for the maintenance of APARs, who shall after its receipt disclose the same to the employee upon.

#### 4. WRITING OF ANNUAL PERFORMANCE APPRAISAL REPORTS:

The Annual Performance appraisal reports of different grades of employees of the University will be written / reviewed / accepted as given below:

- 4.1 In case of grade 'C' posts (other than ministerial), the immediate Supervisory Officer provided he is not in a grade lower than grade 'B' will be the reporting officer. Statutory Officer concerned who is the administrative controlling officer will be the Accepting Authority.
- 4.2 In case of grade 'C' (Ministerial posts), the immediate Supervisory Officer provided he is not in a grade lower than grade 'B' will be the reporting officer and the respective statutory officer will be the reviewing officer. Registrar will be Accepting Authority.
- 4.3 In case of Grade 'A' and 'B' posts (other than ministerial), the immediate supervisory officer provided he is not in a grade lower than 'A' will be the Reporting Officer, the concerned Statutory Officer will be the Reviewing Officer and the Vice-Chancellor will be the Accepting Officer.
- 4.4 In case of grade 'A' and 'B' (Ministerial, Supervisory or Administrative posts), the immediate Supervisory Officer provided he is not in a grade lower than 'A' will be the reporting officer, the Statutory officer concerned will be reviewing officer and the authorities to accept these reports shall be:

4.4.1	Grade 'A'	.....	Vice-Chancellor
4.4.2	Grade 'B'	.....	Registrar
- 4.5 In case of the Statutory Officer, the Vice-Chancellor will be reporting reviewing and Accepting Authority.
- 4.6 In case the Accepting Authority is the same as the reporting officer, the remarks of the reporting officer shall be taken as the final report.
- 4.7 In case the reporting officer is also the reviewing officer, the report initially written by him will go to the accepting officer without any remarks of the reviewing officer.
- 4.8 The format of report for each category of post is given as per Annexure A, 'B', 'C' & 'D' and as may be amended by the Vice-Chancellor from time to time.
- 4.9 The Office of the Registrar shall send the APAR Proforma after filling the **PART - I** to each officer / employee by first week of April every year.
- 4.10 It shall be the responsibility of the reporting officer that the report for the preceding year is initiated by the end of April every year.
- 4.11 The reporting officer will ensure that the Annual Performance Appraisal Reports to be written by him are sent to the reviewing officer by 31<sup>st</sup> of May.
- 4.12 The reviewing officer shall ensure that he submits all the reports duly reviewed by him to the concerned accepting authority by the end of June each year along with his own remarks.
- 4.13 The Accepting Authority shall record its remarks on each Annual Performance Appraisal report by the 31<sup>st</sup> of July, every year.
- 4.14 The grading below 20% range of grades under any of the columns shall be considered as adverse remark(s).

- 4.15 The adverse / poor remarks in the Annual Performance Appraisal reports, if any, under any of the columns, shall be communicated to the employee concerned under a registered cover by 15<sup>th</sup> September. But if due to any reason, the Annual Performance Appraisal report is received late, the adverse remarks are to be communicated within three weeks of the acceptance of the report by the Accepting Authority.
- 4.16 The concerned employee shall have the opportunity to make any representation against such adverse remarks within a period of fifteen days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output etc. In case no representation is received within specified period of fifteen days, it shall be deemed that he/she has no representation to make and the APAR will be treated as final.
- 4.17 The representation of the employee concerned, if any or thus received, shall be referred to the concerned reporting/reviewing Officer for comments within 15 days of the receipt of such representation. The reporting / reviewing officer shall send his comments within three weeks of the issue of letter asking for the comments.
- 4.18 The Accepting authority shall be the authority for considering representations against adverse remarks, which shall consider the representation, if necessary, in consultation with the reporting and/or reviewing officer and shall decide the matter objectively based on the material placed before him/her within a period of thirty days from the date of receipt of the representation. But in case the points mentioned in the representation are complicated and require detailed examination, the time limit for taking the decision can be extended by the Vice-Chancellor.
- 4.19 The competent authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the competent authority shall be communicated to the employee reported upon within fifteen days from the date / extended time fixed under 4.18.
- 4.20 In case it has been decided to expunge the remarks, the accepting authority will reassess the rest of the report and grade it afresh.
- 4.21 The adverse remarks, if not conveyed in time due to some unavoidable reasons, shall not deplete their negative value unless these are expunged after following the procedure mentioned above.
- 4.22 Non-adherence to the time schedule mentioned above shall not render the report null and void.
- 4.23 No reporting / reviewing officer or the accepting authority shall write / review / accept the report of any employee after the date he demits the office. In place of his remarks only the fact of his demitting the office will be recorded at the appropriate place in the Annual Performance Appraisal Reports.
- 4.24 In case the reporting / reviewing / accepting officer has expired or is not traceable or has left the service of the University and is not responsive, the Vice-Chancellor after taking into consideration the facts of each case will take a decision as to how the report in question is to be written / reviewed / accepted.
- 4.25 In case the performance appraisal report of any employee for any year is lost / misplaced or destroyed due to reasons beyond the control of the custodian of the report, the report shall be got reconstructed from the concerned officer(s) on the basis of documentary

evidence only. In the absence of documentary evidence, the report for the period is to be ignored. There shall be no time limit for such process of reconstruction of the annual performance appraisal report.

- 4.26 For purpose of calculating average scores for promotion etc, the following grades will be considered:-

APAR GRADED	GRADING	SCORE TO BE CONSIDERED
Between 8 and 10	Outstanding	9
Between 6 and 6	Very Good	7
Between 4 and 6	Good	5
Below 4	-	0

- 4.27 The Accepting Authority will check up if all the reports for the year / period concerned to be accepted by him have been received. If not, he will ask the officer holding the position of the reporting officer at that time to do the needful without any delay.
- 4.28 The authority entrusted with the maintenance of APARs after its receipt shall disclose the same to the officer reported upon.

## 5. GUIDELINES FOR FILLING UP THE ANNUAL PERFORMANCE APPRAISAL REPORT:

- 5.1 Performance assessment should be used as a tool for career planning and training, rather than a mere judgemental exercise. Reporting Officer should realize that the objective is to develop an employee so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a developmental tool. The Reporting and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
- 5.2 The period of absence from duty, on leave, training, or for other reasons, should also be mentioned. Details of the training attended, date of filing of property returns and whether the officer reported upon has reported/reviewed the annual performance report of all his/her subordinate officers for the previous year should be mentioned.
- 5.3 An employee may develop a work plan for the year, wherever applicable and agree upon the same with the reporting officer. The work plan should incorporate the relative annual work rhythm and budgetary cycle. This exercise is to be carried out at the beginning of the year. In case of a change of the reporting officer during the year, the work plan agreed with the previous reporting officer would continue to apply. The work plan agreed upon at the beginning of the year has to be reviewed again during the month of September / October as a mid-year exercise and finalized by 31<sup>st</sup> October. Based on this review the work plan may undergo some changes from that originally prepared.
- 5.4 The work plans may be submitted to the reviewing officer for his/her perusal and custody. The performance appraisal form provides for an assessment of the accomplishments vis-à-vis the work plan agreed at the commencement of the year and reviewed mid-year.
- 5.5 It is not necessary that the work plan should be entirely quantitative in nature. While for the technical posts, the work plan would consist essentially of quantifiable targets, for ministerial level posts it would consist of policy objectives to be achieved etc.

- 5.6 The employee reported upon may be required to indicate specific areas in which he / she feels the need to upgrade skills and attend training programs. He / she should also mention the specific steps that he/she has taken or proposes to take to upgrade his / her skills in the identified area. The Reporting / Reviewing Officer may give specific comments on the requirement of skill up gradation for the officer reported upon and suggestions to achieve it.

**6. TIMELY COMPLETION OF ANNUAL PERFORMANCE APPRAISAL REPORT:**

- 6.1 Annual Performance Appraisal Reports are vital for proper personnel administration, it is essential that the same are completed within a time-frame so that up-to date Annual Performance Appraisal Reports are available at any given time. After the expiry of the first week of the time-schedule, if the self appraisal is not received by that time, Reporting Officer should take it upon himself to remind the employee to be reported upon in writing, asking him to submit his self-appraisal. If no self-appraisal is received by the stipulated date, the reporting officer can obtain another blank APAR form and proceed to write the report on the basis of his experience of the work and conduct of the employee reported upon. While doing so, he can also point out the failure of the employee reported upon to submit his self-appraisal within the stipulated time.
- 6.2 As cases may occur where completion of Probation and confirmation, regular promotion, extension in appointments etc., could not be considered in time because of non-availability of APARs for the relevant period, the matter of timely completion of APARs needs no further emphasis. However, in case the APAR is not initiated by the Reporting Officer for any reason beyond 30<sup>th</sup> June of the year, he shall forfeit his right to enter any remarks in the APAR of the employee to be reported upon and he shall submit all APARs held by him for reporting to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the APAR beyond 31<sup>st</sup> August of the year. All such cases shall be brought to the notice of the Vice-Chancellor, giving the names of all those Reporting / Reviewing Officers, who shall Interalla be called upon to explain the reasons therefor.
- 6.3 In case the remarks of the Reporting officer or Reviewing Officer as the case may be have not been entered in the APAR due to the concerned officer forfeiting his right to make any entry as per the provision in para 6.2 above, a certificate to this effect shall be added in his APAR for the relevant period. In case both the Reporting officer and Reviewing officer had forfeited their rights to enter any remarks, the APAR format with the self appraisal given by the officer to be reported upon will be placed before the Accepting Authority.
- 6.4 Wherever there is any gap in the APAR during a particular reporting period, it is the responsibility of the officer in-charge for maintaining the APAR to place a no report certificate indicating the reasons, e.g. the officer has not worked for minimum 3 months under a reporting officer; he was on leave / training during the period; he was on unauthorized absence if it is a fact; the APAR could not be completed by lapse of the time limit for making remarks by the retired reporting / reviewing officer etc.

**7. MISCELLANEOUS MATTERS:**

- 7.1 Whenever it becomes necessary to send the Annual Performance Appraisal Reports dossier to an outside authority for purpose of selection, promotion, and appointment

etc., no original Annual Performance Appraisal Reports dossier shall be sent and only a photocopy would be sent. Simultaneously a register may be maintained for all employees in which gist of their yearly report is entered.

- 7.2 Annual Performance Appraisal Reports relating to deceased and retired employee may be retained for a period of five years after the date of death / retirement.
- 7.3 The letter of appreciation or notes of commendation to employees in the following cases only should be placed in Annual Performance Appraisal Reports Dossier.
- 7.4 Letters of appreciation issued by the Vice-Chancellor in respect of any outstanding work.
- 7.5 If the APAR of an employee in a given year is missing / lost or not filled and the dossier is required to be sent for Departmental Promotion committee then the average of previous and succeeding years could be the basis of remarks for that particular year.
- 7.6 If there are two reporting officers and their views are not matching then period of reporting would be the basis of assessment to rate his overall grading e.g. if he has worked 3 months under one reporting officer and 9 months with the other then rating of 9 months shall be the overall rating .



**सांविधिक अधिकारियों की वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट**  
**FORM OF ANNUAL PERFORMANCE APPRAISAL REPORT OF STATUTORY OFFICERS**

Report for the year / period ending .....

**PART I – PERSONAL DATA**

(To be filled by the Administrative Section concerned)

1.	Name of the officer:					
2.	Present Designation:					
3.	Date of Birth:			Date of Joining the University		
	Date	Month	Year	Date:	Month:	Year:
4.	Present Pay Scale and Pay Band:	Pay Band / Scale of Pay:				
		Grade Pay:				
5.	Office in which working and since when:	Office:				
		Since When:	Date	Month	Year	
6.	Date of continuous appointment to the present Pay Scale & Grade Pay:	Date:	Month:	Year:		
7.	Period of Service under Reporting Officer	From			To	
8.	Period of absence from duty on leave during the year.					
	Type of Leave	No. of Days Availed	No. of Days Prefixed	No. of Days Suffixed	Total No. of Days of Absence	
	Earned Leave					
	Half Pay / Commuted Leave					
	Maternity / Paternity Leave					
	Special Casual Leave					
	Duty Leave					
	Extra-Ordinary Leave					
	Other:					
	All Leave / Absence					

**PART II – SELF APPRAISAL**

(To be filled by the Officer reported upon)

(Please read carefully the instructions given at the end of the form before filling the entries)

1.	Brief description of Duties		
2.	Please specify targets / objectives / goals (for quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority, and your achievements against each target:		
	Targets / objectives / goals of work you set for yourself or that were set for you:	Targets / objectives / goals of work you achieved	
3.	Please specify any exceptional contribution or major systemic improvement made by you:		
4.	Details of Training attended during the period under Review:		
	Training	Duration (Days)	How has it helped in Knowledge / Skill / Efficiency Enhancement
5.	Date of filing your immovable property return:	Date	Month      Year
6.	Whether the APARs of all subordinate employees for the previous year have been reported / reviewed in time, is so please mention		

DATE :  
PLACE :

SIGNATURE OF THE OFFICER REPORTED UPON.

PART III - ASSESSMENT BY THE REPORTING OFFICER

1.	Please state whether you agree with the responses in Part II? If No, please furnish details.	
2.	Has the officer Reported upon met with any significant failures in respect of his/her work? If yes, Please furnish details.	
3.	Please Grade on the Scale of 1 to 10, with 1 indicating the Lowest Grade.	
Sl. No.	Competencies	Grade
(A)	<b>ASSESSMENT OF WORK OUTPUT (Weightage 40%)</b>	
1	Accomplishment of planned/work allotted as per subjects allotted	
2	Quality of Work output	
3	Analytical ability	
4	Accomplishment of exceptional work / unforeseen tasks performed	
5	Ability to delegate work effectively	
	<b>Overall average grading on work output = [ (Sum of A1 to A4)/4]</b>	
(B)	<b>ASSESSMENT OF BEHAVIORAL COMPETENCY (Weightage 30%)</b>	
1	Attitude to work	
2	Sense of responsibility	
3	Overall Bearing and Personality	
4	Emotional Stability	
5	Communication skills	
6	Moral Courage and Willingness to take professional stand	
7	Leadership quality	
8	Capacity to work in team spirit	
9	Capacity to work in time limit	
10	Inter-personal relations	
	<b>Overall Average Grading on Behavioural Competency = [(Sum of (B1 to B8))/8]</b>	
(C)	<b>ASSESSMENT OF FUNCTIONAL COMPETENCY (Weightage 30%)</b>	
1	Knowledge of Rules / Regulations / Procedures / IT Skill and ability to apply them correctly	
2	Decision making ability	
3	Initiatives and Drive	
4	Coordination ability	
5	Ability to motivate and develop subordinates	
	<b>Overall Average Grading on functional competency = [(sumC1 to C5)/5]</b>	
(D)	<b>Final Grade (A*40%+B*30%+C*30%)</b>	
(E)	<b>Comment on the State of Health:</b>	

(F)	Comment on the Integrity of the officer, keeping in mind both his financial integrity and his moral integrity:
(G)	Please comment (in about 100 words) the overall qualities of the officers including areas of strengths and weaknesses:
(H)	Attitude of the Officer in assessing / dealing with the persons belonging to the SC/ST/OBC/Minority:
(I)	Overall Grade (On a Scale of 1-10)

**SIGNATURE OF THE REPORTING OFFICER**

Date:.....  
Place:.....

Name:.....  
Designation:.....

**REMARKS OF THE ACCEPTING AUTHORITY**

Date:.....  
Place:.....

NAME:  
Designation:.....

**साविधिक अधिकारियों की वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट**  
**FORM OF ANNUAL PERFORMANCE APPRAISAL REPORT OF GROUP A**

Report for the year / period ending .....

**PART I – PERSONAL DATA**  
 (To be filled by the Administrative Section concerned)

1.	Name of the officer:					
2.	Present Designation:					
3.	Date of Birth:			Date of Joining the University		
	Date	Month	Year	Date:	Month:	Year:
4.	Present Pay Scale and Pay Band:	Pay Band / Scale of Pay:				
		Grade Pay:				
5.	Office in which working and since when:	Office:				
		Since When:	Date	Month	Year	
6.	Date of continuous appointment to the present Pay Scale & Grade Pay:	Date:	Month:	Year:		
7.	Period of Service under Reporting Officer	From			To	
8.	Period of absence from duty on leave during the year.					
	Type of Leave	No. of Days Available	No. of Days Prefixed	No. of Days Suffixed	Total No. of Days of Absence	
	Earned Leave					
	Half Pay / Commuted Leave					
	Maternity /Paternity Leave					
	Special Casual Leave					
	Duty Leave					
	Extra-Ordinary Leave					
	Other:					
	All Leave / Absence					

**PART II – SELF APPRAISAL**

(To be filled by the Employee / Officer reported upon)

(Please read carefully the instructions given at the end of the form before filling the entries)

1.	Brief description of Duties		
2.	Please specify targets / objectives / goals (for quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority, and your achievements against each target:		
	Targets / objectives / goals of work you set for yourself or that were set for you:	Targets / objectives / goals of work you achieved	
3.	Please specify any exceptional contribution or major systemic improvement made by you:		
4.	Details of Training attended during the period under Review:		
	Training	Duration (Days)	How has it helped in Knowledge / Skill / Efficiency Enhancement
5.	Training needs, if any:		
6.	Date of filing your annual property return, if so please mention-	Date	Month                      Year
7.	Whether the APARs of all subordinate employees for the previous year have been reported / reviewed, in time, if so please mention -		

Date :

Place :

SIGNATURE OF THE OFFICER REPORTED UPON.

PART III - ASSESSMENT BY THE REPORTING OFFICER

1.	Please state whether you agree with the responses in Part II? If No, please furnish details.			
2.	Has the officer Reported upon met with any significant failures in respect of his/her work? If yes, Please furnish details.			
3.	Please Grade on the Scale of 1 to 10, with 1 indicating the Lowest Grade.			
Sl. No.	Competencies	Grade by the Reporting Authority	Grade by the Reviewing Authority	Initial of Reviewing Authority
<b>(A)</b>	<b>ASSESSMENT OF WORK OUTPUT (Weightage 40%)</b>			
1	Accomplishment of planned/work allotted as per subjects allotted			
2	Quality of Work output			
3	Analytical ability			
4	Accomplishment of exceptional work / unforeseen tasks performed			
5	Ability to delegate work effectively			
	<b>Overall average grading on work output = [ (Sum of A1 to A5)/5]</b>			
<b>(B)</b>	<b>ASSESSMENT OF BEHAVIORAL COMPETENCY (Weightage 30%)</b>			
1	Attitude to work			
2	Sense of responsibility			
3	Overall Bearing and Personality			
4	Emotional Stability			
5	Communication skills			
6	Maintenance of Discipline			
7	Leadership quality			
8	Capacity to work in team spirit			
9	Capacity to adhere to time schedule			
10	Inter-personal relations			
	<b>Overall Average Grading on Behavioural Competency = [(Sum of (B1 to B10)/10]</b>			
<b>(C)</b>	<b>ASSESSMENT OF FUNCTIONAL COMPETENCY (Weightage 30%)</b>			
1	Knowledge of Rules/Regulations/ Procedures/IT Skill and ability to apply them correctly			
2	Decision making ability			
3	Initiatives and Drive			
4	Coordination ability			
5	Ability to motivate and develop subordinates			
	<b>Overall Average Grading on functional competency = [(sumC1 to C5/5)</b>			
<b>(D)</b>	<b>Final Grade (A*40%+B*30%+C*30%)</b>			

(E)	Comment on the State of Health:
(F)	Comment on the Integrity of the officer, keeping in mind both his financial integrity and his moral integrity.
(G)	Comment on relations with the Public (Where ever applicable):
(H)	Attitude of the Officer in assessing / dealing with the persons belonging to the SC/ST/OBC/Minority:
(I)	Training Needs / skill up gradation, if any:
(J)	Please comment (in about 100 words) the overall qualities of the officers including areas of strengths and weaknesses:
(H)	Overall Grade (On a Scale of 1-10)

SIGNATURE OF THE REPORTING OFFICER

Date:.....

Name:.....

Place:.....

Designation:.....



**PART IV - REMARKS OF THE NEXT HIGHER OFFICER, IF ANY**

1.	Do you agree with the assessment made by the Reporting Officer with respect to the work out and various attributes in Part III?	Yes	No
2.	In case you do not agree with any of the numerical assessment of attributes, please record your assessment in the column provided for you in Part III and initial your entries		
3.	In case you do not agree with the assessment of attributes by the Reporting Officer in part III, Please specify your reasons:		
4.	Please comment (in about 100 words) the overall qualities of the officers including areas of strengths and weaknesses:		
5.	Overall Grade on a scale of 1 - 10		

**SIGNATURE OF THE NEXT HIGHER OFFICER**

Place:.....

Name in BLOCK Letters:.....

Date:.....

Designation:.....

**PART V - REMARKS OF THE REVIEWING OFFICER**

1.	Do you agree with the assessment made by the Reporting Officer with respect to the work out and various attributes in Part III?	Yes	No
2.	In case you do not agree with any of the numerical assessment of attributes, please record your assessment in the column provided for you in Part III and initial your entries.		
3.	In case you do not agree with the assessment of attributes by the Reporting Officer in part III, Please specify your reasons:		
4.	Please comment (in about 100 words) the overall qualities of the officers including areas of strengths and weaknesses:		
5.	Overall Grade on a scale of 1 - 10		

SIGNATURE OF THE REVIEWING OFFICER

Place:.....

Name in BLOCK Letters:.....

Date:.....

Designation:.....

Part VI: REMARKS BY THE ACCEPTING AUTHORITY

1	Do you agree with the Assessment by the Reporting / Reviewing Officer?	Yes	No
2	In case of difference of opinion, please detail the reasons for the same:		
3	Overall Grade (On a Scale of 1 -10)		

SIGNATURE OF THE ACCEPTING AUTHORITY

Date:.....

Name:.....

Place:.....

Designation:.....

**सांविधिक अधिकारियों की वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट**  
**FORM OF ANNUAL PERFORMANCE APPRAISAL REPORT OF GROUP B EMPLOYEES**

Report for the year / period ending .....

**PART I - PERSONAL DATA**

(To be filled by the Administrative Section concerned)

1.	Name of the Employee:					
2.	Present Designation:					
3.	Date of Birth:			Date of Joining the University		
	Date	Month	Year	Date:	Month:	Year:
4.	Present Pay Scale and Pay Band:	Pay Band / Scale of Pay:				
		Grade Pay:				
5.	Office in which working and since when:	Office:				
		Since When:	Date	Month	Year	
6.	Date of continuous appointment to the present Pay Scale & Grade Pay:	Date:	Month:	Year:		
7.	Period of Service under Reporting Officer	From			To	
8.	Period of absence from duty on leave during the year.					
	Type of Leave	No. of Days Availed	No. of Days Prefixed	No. of Days Suffixed	Total No. of Days of Absence	
	Earned Leave					
	Half Pay / Commuted Leave					
	Maternity / Paternity Leave					
	Special Casual Leave					
	Duty Leave					
	Extra-Ordinary Leave					
	Other:					
	All Leave / Absence					

**PART II – SELF APPRAISAL**

(To be filled by the Employee / Officer reported upon)

(Please read carefully the instructions given at the end of the form before filling the entries)

1.	Brief description of Duties			
2.	Please specify major achievement / accomplishments with regard to your work:			
3.	Please specify any exceptional contribution or major systemic improvement made by you:			
4.	Training attended during the period under review:			
	Training	Duration (Days)	How has it helped in Knowledge / Skill / Efficiency Enhancement	
5.	Training needs, if any			
6.	Date of filing your annual property return, if so please mention -	Date	Month	Year
7.	Whether the APARs of all subordinate employees for the previous year have been reported in time, if so please mention-			

Date :

Place :

SIGNATURE OF THE OFFICER REPORTED UPON

PART III - ASSESSMENT BY THE REPORTING REVIEWING OFFICER

1.	Please state whether you agree with the responses in Part II? If No, please furnish details.			
2.	Has the officer Reported upon met with any significant failures in respect of his/her work? If yes, Please furnish details.			
3.	Please Grade on the Scale of 1 to 10, with 1 indicating the Lowest Grade.			
Sl. No.	Competencies	Grade by the Reporting Authority	Grade by the Reviewing Authority	Initial of Reviewing Authority
<b>(A) ASSESSMENT OF WORK OUTPUT (Weightage 40%)</b>				
1	Accomplishment of planned/work allotted as per subjects allotted			
2	Quality of Work output			
3	Analytical ability			
4	Accomplishment of exceptional work / unforeseen tasks performed			
5	Ability to delegate work effectively			
	<b>Overall average grading on work output = [ (Sum of A1 to A5)/5]</b>			
<b>(B) ASSESSMENT OF BEHAVIORAL COMPETENCY (Weightage 30%)</b>				
1	Attitude to work			
2	Sense of responsibility			
3	Overall Bearing and Personality			
4	Emotional Stability			
5	Communication skills			
6	Maintenance of Discipline			
7	Leadership quality			
8	Capacity to work in team spirit			
9	Capacity to adhere to time schedule			
10	Inter-personal relations			
	<b>Overall Average Grading on Behavioural Competency = [(Sum of (B1 to B10)/10]</b>			
<b>(C) ASSESSMENT OF FUNCTIONAL COMPETENCY (Weightage 30%)</b>				
1	Knowledge of Rules / Regulations / Procedures / IT Skill and ability to apply them correctly			
2	Decision making ability			
3	Initiatives and Drive			
4	Coordination ability			
5	Ability to motivate and develop subordinates			
	<b>Overall Average Grading on functional competency = [(sumC1 to C5)/5]</b>			
<b>(D)</b>	<b>Final Grade (A*40%+B*30%+C*30%)</b>			

(E)	Comment on the State of Health:
(F)	Comment on the Integrity of the officer, keeping in mind both his financial integrity and his moral integrity.
(G)	Comment on relations with the Public (Where ever applicable):
(H)	Attitude of the Officer in assessing / dealing with the persons belonging to the SC/ST/OBC/Minority:
(I)	Training Needs / skill up gradation, if any:
(J)	Please comment (in about 100 words) the overall qualities of the officers including areas of strengths and weaknesses:
(H)	Overall Grade (On a Scale of 1-10)

SIGNATURE OF THE REPORTING OFFICER

Date:.....

Name:.....

Place:.....

Designation:.....

PART IV - REMARKS OF THE NEXT SENIOR OFFICER, IF ANY

1.	Do you agree with the assessment made by the Reporting Officer with respect to the work out and various attributes in Part III?	Yes	No
2.	In case you do not agree with any of the numerical assessment of attributes, please record your assessment in the column provided for you in Part III and initial your entries		
3.	In case you do not agree with the assessment of attributes by the Reporting Officer in part III, Please specify your reasons:		
4.	Please comment (in about 100 words) the overall qualities of the officers including areas of strengths and weaknesses:		
5.	Overall Grade on a scale of 1 - 10		

SIGNATURE OF THE NEXT HIGHER OFFICER

Place:.....

Name in BLOCK Letters:.....

Date:.....

Designation:.....



**PART V - REMARKS OF THE REVIEWING OFFICER**

1.	Length of Service under the Reviewing Officer	Period From	Period To
2.	Do you agree with the assessment made by the Reporting Officer with respect to the work out and various attributes in Part III?	Yes	No
3.	In case you do not agree with any of the numerical assessment of attributes, please record your assessment in the column provided for you in Part III and initial your entries		
4.	In case you do not agree with the assessment of attributes by the Reporting Officer in part III, Please specify your reasons:		
5.	Please comment (in about 100 words) the overall qualities of the officers including areas of strengths and weaknesses:		
6.	Overall Grade on a scale of 1 - 10		

**SIGNATURE OF THE REVIEWING OFFICER**

Place:.....

Name in BLOCK Letters:.....

Date:.....

Designation:.....

**Part VI: REMARKS BY THE ACCEPTING AUTHORITY**

1	Do you agree with the Assessment by the Reporting / Reviewing Officer?	Yes	No
2	In case of difference of opinion, please detail the reasons for the same:		
3	Overall Grade (On a Scale of 1 -10)		

**SIGNATURE OF THE ACCEPTING AUTHORITY**

Place:.....

Name in BLOCK Letters:.....

Date:.....

Designation:.....

**सांविधिक अधिकारियों की वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट**  
**FORM OF ANNUAL PERFORMANCE APPRAISAL REPORT OF GROUP C**

Report for the year / period ending .....

**PART I - PERSONAL DATA**  
 (To be filled by the Administrative Section concerned)

1.	Name of the Employee:					
2.	Present Designation:					
3.	Date of Birth:			Date of Joining the University		
	Date	Month	Year	Date:	Month:	Year:
4.	Present Pay Scale and Pay Band:	Pay Band / Scale of Pay:				
		Grade Pay:				
5.	Office in which working and since when:	Office:				
		Since When:	Date	Month	Year	
6..	Date of continuous appointment to the present Pay Scale & Grade Pay:	Date:	Month:	Year:		
7.	Period of Service under Reporting Officer	From			To	
8.	Period of absence from duty on leave during the year.					
	Type of Leave	No. of Days Availed	No. of Days Prefixed	No. of Days Suffixed	Total No. of Days of Absence	
	Earned Leave					
	Half Pay/ Commuted Leave					
	Maternity /Paternity Leave					
	Special Casual Leave					
	Duty Leave					
	Extra-Ordinary Leave					
	Other:					
	All Leave / Absence					

**PART II – SELF APPRAISAL**

(To be filled by the Employee reported upon)

(Please read carefully the instructions given at the end of the form before filling the entries)

1.	Brief description of Duties:			
2.	Brief Resume of work done during the period under review:			
3	Training attended during the period under review, if any:			
	Training	Duration (Days)	How has it helped in Knowledge / Skill / Efficiency Enhancement	
4.	Training needs, if any			
5.	Date of filing your annual property return, please mention:	Date	Month	Year

Date :

Place :

SIGNATURE OF THE EMPLOYEE REPORTED UPON

**PART III - ASSESSMENT BY THE REPORTING AND THE REVIEWING OFFICER**

1.	Please state whether you agree with the responses in Part II? If No, please furnish details.			
2.	Has the officer Reported upon met with any significant failures in respect of his/her work? If yes, Please furnish details.			
3.	Please Grade on the Scale of 1 to 10, with 1 indicating the Lowest Grade.			
Sl. No.	Competencies	Grade by the Reporting Authority	Grade by the Reviewing Authority	Initial of Reviewing Authority
(A)	<b>ASSESSMENT OF WORK OUTPUT (Weightage 40%)</b>			
1	Accomplishment of assigned work			
2	Quality of Work output			
3	Proficiency in Typing / speed & accuracy			
4	Proficiency in maintenance of registers, records, charts etc			
	<b>Overall average grading on work output</b> = [ (Sum of A1 to A4) / 4 ]			
(B)	<b>ASSESSMENT OF BEHAVIORAL COMPETENCY (Weightage 30%)</b>			
1	Attitude to work			
2	Sense of responsibility			
3	Communication skills			
4	Maintenance of Discipline			
5	Leadership quality			
6	Capacity to work in team spirit			
7	Capacity to meet deadline			
8	Inter-personal relations			
	<b>Overall Average Grading on Behavioural Competency</b> = [ (Sum of (B1 to B8) ) / 8 ]			
(C)	<b>ASSESSMENT OF FUNCTIONAL COMPETENCY (Weightage 30%)</b>			
1	Knowledge of Rules / Regulations / Procedures and ability to apply them correctly			
2	Initiatives			
3	Coordination ability			
4	Proficiency in working on computers			
	<b>Overall Average Grading on functional competency</b> = [ (sum C1 to C5) / 5 ]			
(D)	<b>Final Grade</b> (A*40%+B*30%+C*30%)			

(E)	Comment on the State of Health:
(F)	Comment on the Integrity of the officer, keeping in mind both his financial integrity and his moral integrity.
(G)	Comment on relations with the Public (Where ever applicable):
(H)	Attitude of the Officer in assessing / dealing with the persons belonging to the SC/ST/OBC/Minority:
(I)	Training Needs, if any:
(J)	Please comment (in about 100 words) the overall qualities of the officers including areas of strengths and weaknesses:
(H)	Overall Grade (On a Scale of 1-10)

SIGNATURE OF THE REPORTING OFFICER

Date:.....

Name:.....

Place:.....

Designation:.....

**PART IV - REMARKS OF THE NEXT HIGHER OFFICER**

1.	Do you agree with the assessment made by the Reporting Officer with respect to the work out and various attributes in Part III?	Yes	No
2.	In case you do not agree with any of the numerical assessment of attributes, please record your assessment in the column provided for you in Part III and initial your entries		
3.	In case you do not agree with the assessment of attributes by the Reporting Officer in part III, Please specify your reasons:		
4.	Please comment (in about 100 words) the overall qualities of the officers including areas of strengths and weaknesses:		
5.	Overall Grade on a scale of 1 - 10		

**SIGNATURE OF THE NEXT HIGHER OFFICER**

Place:.....

Name in BLOCK Letters:.....

Date:.....

Designation:.....

**PART V - REMARKS OF THE REVIEWING OFFICER**

1.	Do you agree with the assessment made by the Reporting Officer with respect to the work out and various attributes in Part III?	Yes	No
2.	In case you do not agree with any of the numerical assessment of attributes, please record your assessment in the column provided for you in Part III and initial your entries		
3.	In case you do not agree with the assessment of attributes by the Reporting Officer in part III, Please specify your reasons:		
4.	Please comment (in about 100 words) the overall qualities of the officers including areas of strengths and weaknesses:		
5.	Overall Grade on a scale of 1 - 10		

**SIGNATURE OF THE REVIEWING OFFICER**

Place:.....

Name in BLOCK Letters:.....

Date:.....

Designation:.....



PART VI: REMARKS BY THE ACCEPTING AUTHORITY

1	Do you agree with the Assessment by the Reporting / Reviewing Officer?	Yes	No
2	In case of difference of opinion, please detail the reasons for the same:		
3	Overall Grade (On a Scale of 1 -10)		

SIGNATURE OF THE ACCEPTING AUTHORITY

Place:.....

Name in BLOCK Letters:.....

Date:.....

Designation:.....

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# RECRUITMENT RULES FOR THE POST OF

Annexure-14

1	Name of the Post	REGISTRAR
2	Number of Post	01
3	Classification	Group-A
4	Scale of Pay	Pay Scale Rs.37400-67000 (Grade Pay Rs.10,000/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 55 years. However, the applicant should not be more than 57 years of age on the closing date for receiving the applications.
7	Education and other qualification required for direct recruits	<p><b>Minimum Qualifications:</b></p> <p>i. Master's Degree with at least 55% of the marks or its equivalent grade of "B" in UGC seven point scale in any discipline from a recognized University/ Institute.</p> <p>ii. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">Or</p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p style="text-align: center;">Or</p> <p>15 years of administrative experience, of which 8 years should be as Deputy Registrar or an equivalent post, in pay scale of Deputy Registrar with GP of 7600.</p> <p><b>Desirable:</b></p> <p>i. Ph.D. in any subject from a recognized institution.</p> <p>ii. Experience of administrative practices, human resource management, statutory functions and academic activities of universities/R&amp;D institutions.</p> <p>iii. Experience of handling legal matters.</p> <p>iv. Experience in computer systems for information processing and retrieval.</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two Years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	<p><b>Mode of Appointment:</b></p> <p>i. Appointment shall be made either on deputation or on direct recruitment basis for a term of five (5) years.</p> <p>ii. Registrar shall be eligible for reappointment, provided that he/she shall retire on attaining the age of 62 years.</p>
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	<b>FINANCE OFFICER</b>
2	Number of Post	01
3	Classification	Group-A
4	Scale of Pay	Pay Scale Rs.37400-67000 (Grade Pay Rs.10,000/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 55 years. However, the applicant should not be more than 57 years of age on the closing date for receiving the applications.
7	Education and other qualification required for direct recruits	<p><b>Minimum Qualifications:</b></p> <p>i. Master's Degree with at least 55% of the marks or its equivalent grade of "B" in UGC seven point scale in any discipline from a recognized University/ Institute.</p> <p>ii. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">Or</p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p style="text-align: center;">Or</p> <p>15 years of administrative experience, of which 8 years should be as Deputy Registrar or an equivalent post, in pay scale of Deputy Registrar with GP of 7600.</p> <p><b>Desirable:</b></p> <p>i. Passing of Subordinate Accounts Service (SAS) or its equivalent accounts service examination of Central / State government.</p> <p>ii. Background in Audit and Accounts will be given due weightage.</p> <p>iii. Preference will be given to the candidates with M.Com./M.B.A.(Finance)/ICWA/CA/SAS or appropriate experience of financial management.</p> <p>iv. Ph.D.</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	<p><b>Mode of Appointment:</b></p> <p>i. Appointment shall be made either on deputation or on direct recruitment basis for a term of three (3) years for first finance officer and five years (05) for subsequent finance officers.</p> <p>ii. Finance Officer shall be eligible for reappointment, provided that he/she shall retire on attaining the age of 62 years.</p>
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	LIBRARIAN
2	Number of Post	01
3	Classification	Group-A
4	Scale of Pay	Pay Scale Rs.37400-67000 (AGP Rs.10,000/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 45 years
7	Education and other qualification required for direct recruits	<p><b>Minimum Qualifications:</b></p> <p>i. A Master's Degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.</p> <p>ii. At least thirteen years as a Deputy Librarian in a University library or eighteen years' experience as a College Librarian.</p> <p>iii. Evidence of innovative library service and organization of published work.</p> <p><b>Desirable:</b> M.Phil./ Ph.D. degree in Library Science/Information Science/Documentation/Archives and Manuscript - Keeping</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	CONTROLLER OF EXAMINATIONS
2	Number of Post	01
3	Classification	Group-A
4	Scale of Pay	Pay Scale Rs.37400-67000 (Grade Pay Rs.10,000/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 55 years. However, the applicant should not be more than 57 years of age on the closing date for receiving the applications.
7	Education and other qualification required for direct recruits	<p><b>Minimum Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Master's Degree with at least 55% of the marks or its equivalent grade of "B" in UGC seven point scale in any discipline from a recognized University/ Institute.</li> <li>ii. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration.</li> </ul> <p style="text-align: center;">Or</p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p style="text-align: center;">Or</p> <p>15 years of administrative experience, of which 8 years should be as Deputy Registrar or an equivalent post, in pay scale of Deputy Registrar with GP of 7600.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>i. Working knowledge of examination software and result automation.</li> <li>ii. Adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations.</li> <li>iii. Adequate experience in admission and examination process and maintenance of students' records.</li> <li>iv. Ph.D.</li> <li>v. Operational knowledge of Computer and Internet</li> </ul>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two Years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	<p><b>Mode of Appointment:</b></p> <ul style="list-style-type: none"> <li>i. Appointment shall be made either on deputation or on direct recruitment basis for a term of five (5) years.</li> <li>ii. COE shall be eligible for re-appointment, provided that he/she shall retire on attaining the age of 62 years.</li> </ul>
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	DEPUTY LIBRARIAN
2	Number of Post	01
3	Classification	Group-A
4	Scale of Pay	Pay Scale : Rs.15600-39100 (AGP Rs.8000/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 45 years (for direct entry) Not more than 56 Years for deputation
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <ul style="list-style-type: none"> <li>i. A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or its equivalent grade of B in the UGC seven-point scale and consistently good academic record.</li> <li>ii. Five years experience as an Assistant University Librarian/College Librarian in the pay scale of Rs.15600-39100 + AGP Rs.6,000/-</li> <li>iii. Evidence of Innovative Library Services, organization of published work and professional commitment. Experience in computerization of Library.</li> </ul> <p><b><u>Desirable:</u></b> Operational Knowledge of Library Automation and Networking.</p> <p><b><u>Desirable qualification:</u></b></p> <ul style="list-style-type: none"> <li>i. M.Phil./Ph.D. degree in Library Science/Information Science/Documentation/ Archives and Manuscript - Keeping / Computerization of Library.</li> </ul>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	<b>DEPUTY REGISTRAR</b>
2	Number of Post	02
3	Classification	Group-A
4	Scale of Pay	Pay Scale : Rs.15600-39100 (Grade Pay Rs.7600/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Not more than 45 years
7	Education and other qualification required for direct recruits	<p><b>Minimum qualifications :</b></p> <p>i. Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.</p> <p>ii. Nine years of experience as a Assistant Professor in the AGP of Rs. 6,000/- and above with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable Experience in research establishment and/or other institution of higher education</p> <p style="text-align: center;">OR</p> <p>Five years of administrative experience as Assistant Registrar or in an equivalent post.</p> <p>iii. Good working knowledge of computer applications.</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	AUDIT OFFICER (on deputation)
2	Number of Post	01
3	Classification	Group-A
4	Scale of Pay	Pay Scale : Rs.15600-39100 (Grade Pay Rs.7600/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Not more than 56 years
7	Education and other qualification required for direct recruits	<p style="text-align: center;"><b><u>Minimum qualification :</u></b></p> <p>i. Master's Degree from a recognized University.</p> <p>ii. Qualified in SAS/its equivalent Accounts Service examination of Central/State Government; Holding analogous position in any University or a Govt./PSU/Corporate Sector organization.</p> <p style="text-align: center;">Or</p> <p>Five years service in the next lower cadre in Audit/Accounts and Works Dept. of any University or a Govt./ PSU/Corporate Sector organization.</p> <p>iii. Good working knowledge of Computer applications.</p> <p style="text-align: center;"><b><u>Desirable:</u></b></p> <p>Preference will be given to the candidates with M.Com/MBA Finance/ICWA/CA/ SAS.</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	



## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	EXECUTIVE ENGINEER
2	Number of Post	01
3	Classification	Group-A
4	Scale of Pay	Pay Scale : Rs.15600-39100 (Grade Pay Rs.6600/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 45 years Not more than 56 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications</u></b></p> <p>i. A Bachelors Degree in Civil Engineering with at least 55% marks or its equivalent grade of B in the UGC seven-point scale, with 10 years of experience in design and systems and construction of buildings, roads, sanitary and water supply systems including maintenance of the same</p> <p><b><u>Desirable:</u></b></p> <p>i. Post-Graduate Degree in structural engineering. ii. Experience of working in Universities/Educational Institutions / similar organization.</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	ASSISTANT LIBRARIAN
2	Number of Post	02
3	Classification	Group-A
4	Scale of Pay	Pay scale Rs.15600-39100 (AGP Rs.6,000/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 35 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum Qualifications</u></b></p> <ol style="list-style-type: none"> <li>i. A Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record with knowledge of computerization of library.</li> <li>ii. Qualified in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.</li> <li>iii. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment.</li> </ol> <p><b><u>Desirable:</u></b> Good working knowledge of computerization of library with five years experience.</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	ASSISTANT REGISTRAR
2	Number of Post	03
3	Classification	Group-A
4	Scale of Pay	Pay Scale Rs.15600-39100 (Grade Pay Rs.5400/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 35 years
7	Education and other qualification required for direct recruits	<p style="text-align: center;"><b><u>Minimum Qualifications:</u></b></p> <p>Good academic record plus Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale from a recognized University.</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two Years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	<b>PUBLIC RELATIONS OFFICER</b>
2	Number of Post	01
3	Classification	Group-A
4	Scale of Pay	Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 45 years.
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <p>i. Master's Degree in Public Relations/Mass Communication and Journalism with at least 55% marks or its equivalent grade of B in the UGC seven-point scale.</p> <p style="text-align: center;">Or</p> <p>Master's degree in any discipline with at least 55% marks or its equivalent and P.G. Diploma in Public Relations/Mass Communication and Journalism.</p> <p>ii. Five years of experience as PRO/APRO in any University or a Govt./PSU/Corporate Sector organization or 5 years experience in the editorial Department/Centre of any established newspaper, National News Agency, Radio or Television or Film media.</p> <p>iii. Good working knowledge of computer applications.</p> <p><b><u>Desirable:</u></b> Knowledge of 2 or more Indian languages with proficiency in English and Punjabi/Hindi.</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	<b>MEDICAL OFFICER</b>
2	Number of Post	02 (01 male & 01 female)
3	Classification	Group-A
4	Scale of Pay	Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 45 years. Not more than 56 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <p>M.B.B.S. with at least 55% marks from a recognized university and 5 years experience as Medical Officer in a residential teaching institution or a hospital of repute.</p> <p style="text-align: center;">Or</p> <p>M.D./ M.S. in any medical Specialty.</p> <p><b><u>Desirable:</u></b></p> <p>Candidate with Post-graduate qualifications will be preferred.</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	INFORMATION SCIENTIST
2	Number of Post	01
3	Classification	Group-A
4	Scale of Pay	Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 45 years.
7	Education and other qualification required for direct recruits	<p><b>Minimum qualifications:</b></p> <p>i. First class B.E./B.Tech. (Computer Science / Information Technology) or equivalent Or First Class Master's Degree in Computer Applications (MCA) or equivalent. Or Master's Degree in Library &amp; Information Science</p> <p>ii. At least five years experience, out of which three years in Library Automation, preferably in University/Institute/College/PSU etc.</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	SYSTEM ANALYST
2	Number of Post	01
3	Classification	Group-A
4	Scale of Pay	Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 35 years.
7	Education and other qualification required for direct recruits	<p><b>Minimum qualifications:</b>  BE/B.Tech. in Electronics Engineering or/Computer Engineering with 05 years experience in computing  OR  MCA with 05 years experience with computing  OR  M.Sc. (IT/Computer Science) with 07 years experience in computing  OR  M.Tech. with 03 years experience with computing</p> <p>Note: All Degrees/Diplomas should be from a recognised University/Institution with minimum of 55% marks or its equivalent</p> <p><b>Desirable Qualification:</b> Adequate experience in Computer Software and other comparable experience in Office Automation/E-Governance/ERP/Networking</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

	Name of the Post	<b>HINDI OFFICER/ASSISTANT DIRECTOR (OL)</b>
2	Number of Post	01
3	Classification	Group-A
4	Scale of Pay	Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum Qualification:</u></b></p> <p>i. Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p style="text-align: center;">Or</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p style="text-align: center;">Or</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p style="text-align: center;">Or</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p style="text-align: center;">Or</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as Compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p>ii. Three years experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or Vice-versa, preferably of technical or scientific literature under Central / State Governments / Autonomous Body / Statutory Organizations / PSUs / Universities or recognized research or educational institutions.</p> <p style="text-align: center;">Or</p> <p>Three years experience of teaching in Hindi and English or research in Hindi or English under Central/State Governments/Autonomous Body/Statutory Organizations/ PSUs/Universities or recognized research or educational institutions.</p> <p><b><u>Note:</u></b></p> <ol style="list-style-type: none"> <li>Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.</li> <li>The Qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of Competent Authority is of the Opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them</li> </ol> <p><b><u>Desirable:</u></b></p> <p>Studied one of the language other than Hindi included in the 8<sup>th</sup> schedule of the constitution at 10<sup>th</sup> level from a recognized Board</p>



## RECRUITMENT RULES FOR THE POST OF

8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	TECHNICAL OFFICER (LABORATORY)- BIOLOGY, CHEMISTRY AND PHYSICAL SCIENCES
2	Number of Post	02
3	Classification	Group-A
4	Scale of Pay	Pay scale Rs.15600-39100 (Grade Pay Rs. 5,400/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 45 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <p>i. Bachelor's Degree with Science in one of the subjects related with at least 50% marks from a recognized university and 10 years experience in the related laboratory of any university /college/research laboratory.</p> <p style="text-align: center;">Or</p> <p>Master's Degree in relevant science subjects with 5 years experience in the related laboratory of any university/college/research laboratory.</p> <p><b><u>Desirable:</u></b> Experience of handling/operating/maintaining sophisticated instruments.</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	SECTION OFFICER
2	Number of Post	04
3	Classification	Group-B
4	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4.600/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <p>i. Bachelor's degree with minimum 50% marks.</p> <p>ii. Experience as Superintendent in any University or a Govt./PSU/Corporate Sector organization/Educational Institution.</p> <p style="text-align: center;">Or</p> <p>5 years experience as UDC in the scale of 5200-20200 + GP 2400 or 3 years as Assistant in the scale of 9300-34800 + GP 4200 in University or in an equivalent grade in any Govt./ PSU/Corporate Sector organization.</p> <p>iii. Good working knowledge of computer applications.</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	PRIVATE SECRETARY
2	Number of Post	05
3	Classification	Group-B
4	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<p style="text-align: center;"><b><u>Minimum qualifications</u></b></p> <ul style="list-style-type: none"> <li>i. Graduate in any discipline with at least 50% marks from a recognized University.</li> <li>ii. Five years experience as PA in any University or a Govt./PSU/Corporate Sector organization /Educational Institution.</li> <li>iii. English typing speed of at least 40 wpm.</li> <li>iv. Good working knowledge of computer applications.</li> </ul> <p style="text-align: center;"><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>i. Stenography speed of at least 100 wpm.</li> <li>ii. Qualified in the examination in secretarial practice by State/Central Government or any registered institution.</li> <li>iii. Good communication skills in English, Hindi &amp; Punjabi.</li> <li>iv. Good drafting skills.</li> </ul>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two Years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	SECURITY OFFICER
2	Number of Post	01
3	Classification	Group-B
4	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Not exceeding 50 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree or equivalent qualification from a recognized University</li> <li>ii. At least 15 years experience in Police / Para – Military forces / Armed Forces of the Union and should have held a post not below the rank of Subedar / Sub-inspector (Executive) or an equivalent position with exemplary service.</li> <li>iii. Holding a valid Driving License (LMV / Motor cycle).</li> </ul> <p><b><u>Desirable:</u></b> Completion of a course in fire fighting or unarmed combat course in Army or Para-military force.</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two Years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	ASSISTANT ENGINEER
2	Number of Post	01
3	Classification	Group-B
4	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<p style="text-align: center;"><b><u>Minimum qualifications:</u></b></p> <ul style="list-style-type: none"> <li>i. Bachelor's degree in Civil/Electrical Engineering with at least 55% marks.</li> <li>ii. Five years experience of supervising civil/ electrical works in any University or a Govt./PSU/Corporate Sector organization/Govt. approved contractor and conversant with Government Tendering procedures.</li> <li>iii. Good working knowledge of computer application.</li> </ul>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	NURSE
2	Number of Post	01
3	Classification	Group-B
4	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)
5	Whether Selection or Non Selection Post	
6	Age limit for direct recruits	40 years
7	Education and other qualification required for direct recruits	<p><b>Minimum Qualifications:</b></p> <p>i. 10+2 in Science Stream from a recognised Board</p> <p>ii. Bachelor's Degree in Nursing</p> <p style="text-align: center;">Or</p> <p>Three-year Diploma in Nursing/GNM from a recognized Institution/ Authority with a minimum of 2 years experience in Nursing in a reputed Hospital or Clinic.</p> <p>iii. Registration with Nursing Council of India/State</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	PROFESSIONAL ASSISTANT
2	Number of Post	01
3	Classification	Group-B
4	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<p><b>Minimum qualifications:</b></p> <p>i. M.Lib. Sc./MLIS or equivalent with 50% marks Or Master's Degree in Arts/Science/Commerce or any other discipline with 50% and B.Lib.Sc./BLIS with 50% marks.</p> <p>ii. At least 4 years of experience as Junior Professional Assistant or equivalent grade in a College/ University/ Research Library with adequate knowledge in Library automation.</p> <p>iii. Post Graduate Diploma/Certificate Course in Computer Application/Computer Science/Library Automation from a recognized institute of minimum 6 months duration.</p> <p><b>Desirable:</b> Good communication skill in English and Hindi.</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	



## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	PERSONAL ASSISTANT
2	Number of Post	03
3	Classification	Group-B
4	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <ol style="list-style-type: none"> <li>i. Graduate in any discipline with at least 50% marks from a recognized University.</li> <li>ii. Five years experience as Stenographer in any Central/Govt./PSU/Corporate Sector organization.</li> <li>iii. English typing speed of at least 40 wpm.</li> <li>iv. Good working knowledge of computer applications.</li> </ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>i. Stenography speed of at least 100 wpm.</li> <li>ii. Experience as PA in a university or educational institution.</li> <li>iii. Good communication skills in English, Hindi and Punjabi along with good drafting skills.</li> <li>iv. Degree or Diploma in Computer Applications.</li> <li>v. Post Graduate Degree.</li> </ol>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two Years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	ASSISTANT
2	Number of Post	08
3	Classification	Group-A
4	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <p>i. Graduate in any discipline with at least 50% marks from a recognized University.</p> <p>ii. Five years of experience as LDC in the scale of 5200 – 20200 + GP 1900 or equivalent in any Central/Govt./PSU/Corporate Sector Organization.</p> <p style="text-align: center;">Or</p> <p>Three years as UDC/Office Assistant in the scale of 5200 – 20200 + GP 2400 or equivalent in any University or a Central/ Govt./PSU/Corporate Sector Organization</p> <p>iii. Good working knowledge of computer applications.</p> <p>iv. Typing speed of at least 40 wpm.</p> <p><b><u>Desirable:</u></b></p> <p>i. Diploma in Office Management &amp; Secretarial Practice.</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	<b>JUNIOR ENGINEER (Civil) Deputation</b>
2	Number of Post	01
3	Classification	Group-B
4	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <p>i. Bachelor's degree in Civil Engineering with at least 50% marks and three years experience of supervising civil works in any University or a Govt./PSU/Corporate Sector organization/Govt. approved contractor.</p> <p style="text-align: center;">OR</p> <p>3 years diploma in Civil Engineering with at least 55% marks and five years experience of supervising civil works in any University or a Govt./ PSU/Corporate Sector organization/Govt. approved contractor.</p> <p>ii. Good working knowledge of computer applications.</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	<b>JUNIOR ENGINEER (Electrical)</b>
2	Number of Post	01
3	Classification	Group-B
4	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4.200/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 40 years.
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <p>i. Bachelor's degree in Electrical Engineering with at least 50% marks and three years experience of supervising Electrical works in any University or a Govt./PSU/Corporate Sector organization/Govt. approved contractor.</p> <p style="text-align: center;">OR</p> <p>3 years diploma in Electrical Engineering with at least 55% marks and five years experience of supervising Electrical works in any University or a Govt./PSU/Corporate Sector organization/Govt. approved contractor.</p> <p>Good working knowledge of computer applications</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	ESTATE OFFICER
2	Number of Post	01
3	Classification	Group-B
4	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <ul style="list-style-type: none"> <li>i. Bachelor's degree with at least 50% marks.</li> <li>ii. Five years of experience as Assistant Estate Officer/Superintendent or equivalent in any University or a Govt./PSU/Corporate Sector Organization.</li> <li>iii. Good working knowledge of computer applications.</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>ii. Master's degree from recognized university.</li> <li>iii. Experience in handling of labour w.r.t. landscaping, laboratories, repairs, security etc.</li> <li>iv. Multitasking experience in organizing academic, cultural, sports and other activities.</li> <li>v. Proficiency in local language (speaking, reading and writing)</li> </ul>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	HINDI TRANSLATOR / JUNIOR TRANSLATOR
2	Number of Post	01
3	Classification	Group-B
4	Scale of Pay	Pay scale: Rs. 9300-34800 (Grade Pay Rs. 4,200/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 30 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum Qualification:</u></b></p> <p>i. Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level. Or Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level. Or Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level. Or Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level. Or Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as Compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p>ii. Recognized Diploma or Certificate Course in Translation from Hindi to English &amp; Vice-versa or Two years experience of translation work from Hindi to English and Vice Versa in Central or State Government Office, including Government of India Undertaking.</p> <p><b><u>Note:</u></b></p> <p>1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.</p> <p>2. The Qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and	

## RECRUITMENT RULES FOR THE POST OF

	percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	<b>SENIOR TECHNICAL ASSISTANT (STA) (Lab)</b> 1. <b>LAB (Physics, Chemistry, Biology)</b> 2. <b>Computer</b>
2	Number of Post	Lab-04 Computer-02
3	Classification	Group-B
4	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4200/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 35 years.
7	Education and other qualification required for direct recruits	<p><b>STA (LAB)</b></p> <p><b>Minimum qualifications:</b></p> <p>i. M.Sc. in the relevant Science subjects with 55% or equivalent marks with two years of experience Or B.Sc. With relevant Science subject combination with 55% or equivalent marks with five years of experience in relevant Science Laboratory</p> <p><b>Desirable:</b></p> <p>i) Experience in handling laboratory equipments and computers ii) Good Command over English and Hindi or Punjabi</p> <p><b>STA (Computer)</b></p> <p><b>Minimum qualifications:</b></p> <p>i. B.E / B.Tech Computer Science / Electronics &amp; Communication Engineering / Information Technology or M.Sc. Computer Science or MCA ii. Two years of experience in relevant field in Government / PSU or Reputed Private Organization.</p> <p><b>Desirable:</b> CCNA / CCNP or equivalent certification</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

1	Name of the Post	<b>SEMI PROFESSIONAL ASSISTANT</b>
2	Number of Post	02
3	Classification	Group-C



## RECRUITMENT RULES FOR THE POST OF

4	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.2,800/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 35 years
7	Education and other qualification required for direct recruits	<p><b>Minimum Qualifications:</b></p> <p>i. Bachelor's Degree in Library Science / Information science with two years relevant experience in a University / College Library.</p> <p style="text-align: center;">Or</p> <p>Any Master's Degree with a Diploma in Library Science / Master's Degree in Library Science with one year of relevant experience in a University/ College library</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

1	Name of the Post	PHARMACIST
2	Number of Post	01
3	Classification	Group-C

## RECRUITMENT RULES FOR THE POST OF

4	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.2,800/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Not exceeding 30 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <ul style="list-style-type: none"> <li>i. A Bachelor's Degree in Pharmacy from recognized University</li> <li>ii. Two years of experience in relevant field in Government / University / PSU / Autonomous Bodies / Hospitals / Clinics.</li> <li>iii. Proficiency in Computer Operations</li> <li>iv. Registered with the State Pharmacy Council</li> </ul>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

1	Name of the Post	TECHNICAL ASSISTANT
2	Number of Post	04

## RECRUITMENT RULES FOR THE POST OF

3	Classification	Group-C
4	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.2,800/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <p>i. Bachelor's Degree with Science in one of the subjects related to the laboratory from a recognized university and 5 years experience in the related laboratory of any university /college/research laboratory.</p> <p style="text-align: center;">Or</p> <p>Master's Degree in science with 3 years experience in the related laboratory of any university/college/research laboratory.</p> <p><b><u>Desirable:</u></b> Experience of handling/operating/maintaining sophisticated instruments.</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

1	Name of the Post	Security Inspector
2	Number of Post	01

## RECRUITMENT RULES FOR THE POST OF

3	Classification	Group-C
4	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.2,800/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<p><b>Minimum qualifications:</b></p> <ol style="list-style-type: none"> <li>i. Bachelor's Degree or equivalent qualification from a recognized University</li> <li>ii. At least 10 years of experience in Police / Para – Military forces / Armed Forces of the Union and should have held post not below the rank of Subedar / Sub-inspector (Executive) or an equivalent position with exemplary service.</li> <li>iii. Holding a valid Driving License (LMV / Motor cycle).</li> </ol> <p><b>Desirable:</b> Completion of a course in fire fighting or unarmed combat course in Army or Para-military force.</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

1	Name of the Post	UPPER DIVISION CLERK
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## RECRUITMENT RULES FOR THE POST OF

2	Number of Post	08
3	Classification	Group-C
4	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.2,400/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<p><b>Minimum qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Graduate in any discipline with good academic record from a recognized University.</li> <li>ii. Three years experience as Jr. Office Assistant/Jr. Assistant/LDC/Computer Operator/Data Entry Operator in the Central/Govt./ PSU/ Corporate Sector or similar other institutions/ Govt. Department.</li> <li>iii. Good working knowledge of computer applications.</li> </ul> <p><b>Desirable:</b> Proficiency in local language (speaking, reading and writing)</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

1	Name of the Post	LIBRARY ASSISTANT
2	Number of Post	02

## RECRUITMENT RULES FOR THE POST OF

3	Classification	Group-C
4	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.2000/-)
5	Whether Selection or Non Selection Post	
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <p>i. A Bachelor's degree in Library /Information Science.  ii. One year relevant experience in University/College Library</p> <p><b><u>Desirable:</u></b> Proficiency in local language (speaking, reading and writing)</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	LABORATORY ASSISTANT
2	Number of Post	08
3	Classification	Group-C
4	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.2000/-)
5	Whether Selection or Non Selection Post	
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <p>i. A Bachelor's degree in science with atleast 50% marks.</p> <p style="text-align: center;">Or</p> <p>A three year diploma in the relevant field with atleast 50% marks.</p> <p>ii. At least 2 years experience as Laboratory Assistant /Junior Technical Assistant/Laboratory Attendant.</p> <p><b><u>Desirable:</u></b> Proficiency in local language (speaking, reading and writing)</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	<b>LOWER DIVISION CLERK</b>
2	Number of Post	17 (Including three LDC in Place of Caretaker)
3	Classification	Group-C
4	Scale of Pay	<b>Pay scale Rs.5200-20200 (Grade Pay Rs.1900/-)</b>
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree in any discipline with good academic record.</li> <li>ii. English typing speed of 30 wpm.</li> <li>iii. Good working knowledge of computer applications.</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>i. Experience as Computer Operator/Data Entry Operator in Centre/State educational institutions or any organization of repute.</li> <li>ii. Proficiency in local language (speaking, reading and writing)</li> </ul> <p><b>Note:</b> In case of LDCs for Hostels/Guest House, at least two years of experience of guest house maintenance, including sanitation, upkeep and security would be required.</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	



## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	DRIVER
2	Number of Post	05
3	Classification	Group-C
4	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.1900/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <ol style="list-style-type: none"> <li>i. Matriculation from a recognized Board of School Education.</li> <li>ii. Valid Driving License for Light/Medium Vehicles/Heavy Vehicle.</li> <li>iii. At least 3 years experience as executive's driver or as driver of a bus in a school, college, university/institution.</li> </ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>i. Proficiency in local language (speaking, reading and writing)</li> <li>ii. Experience of working in other areas like as office attendant/ library attendant/typing/ office cleaning and dusting/computer knowledge/photocopying/binding etc.</li> <li>iii. Certificate of Mechanic Motor Vehicle or equivalent from recognized ITI.</li> </ol>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	COOK
2	Number of Post	03
3	Classification	Group-C
4	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.1900/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<b>Minimum Qualifications:</b> <ol style="list-style-type: none"> <li>i. 8<sup>th</sup> class pass.</li> <li>ii. At least 06 years experience in the kitchen of Hostel/Guest House of University/ Institution.</li> <li>iii. Proficiency in local language (ability to communicate)</li> </ol>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	LIBRARY ATTENDANT
2	Number of Post	04
3	Classification	Group-C
4	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.1800/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <p>i. 10+2 or its equivalent with at least one year duration certificate course in Library Science from a recognized Institute in 2<sup>nd</sup> Division.</p> <p>ii. Minimum two years experience of working preferably in a university/college library.</p> <p><b><u>Desirable:</u></b></p> <p>i. B. Lib./B.Sc./B.A.</p> <p>ii. Proficiency in local language (speaking, reading and writing)</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	LABORATORY ATTENDANT.
2	Number of Post	08
3	Classification	Group-C
4	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.1800/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <ul style="list-style-type: none"> <li>i. 10+2 in 2<sup>nd</sup> division from a recognized Board/ University or equivalent preferably in Science subject.</li> <li>ii. Two years experience of working in research laboratory preferably in university/college.</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>i. B.Sc.</li> <li>ii. Diploma in laboratory technology.</li> <li>iii. Proficiency in local language (speaking, reading and writing)</li> </ul>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	OFFICE ATTENDANT
2	Number of Post	04
3	Classification	Group-C
4	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.1800/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <ul style="list-style-type: none"> <li>i. Matriculation or equivalent.</li> <li>ii. At least two years of experience of Photocopying/File handling in a university/college.</li> <li>iii. Handling of Office duties/Pantry preferably in a university/college.</li> </ul> <p><b><u>Desirable:</u></b> Proficiency in local language (speaking, reading and writing)</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	KITCHEN ATTENDANT
2	Number of Post	02
3	Classification	Group-C
4	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.1800/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<p><b>Minimum qualifications:</b></p> <ul style="list-style-type: none"> <li>i. 8<sup>th</sup> pass</li> <li>ii. At least 2 years experience in the kitchen of Hostel-Mess/Canteen/Guest House in a University/College</li> </ul> <p><b>Desirable:</b> Proficiency in local language (speaking, reading and writing)</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	<b>MULTI-TASKING-STAFF (MTS)</b>
2	Number of Post	02
3	Classification	Group-C
4	Scale of Pay	<b>Pay scale Rs.5200-20200 (Grade Pay Rs.1800/-)</b>
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 35 years.
7	Education and other qualification required for direct recruits	<p style="text-align: center;"><b><u>Minimum qualifications:</u></b></p> <p>i. Matriculation from a recognised Board of School Education.</p> <p>ii. Should be multi-tasking with working experience in areas like driving/typing/operating computers/photocopying/binding/plumbing/cleaning/gar dening/masonry/carpentering and dusting of offices/library/guest house/pantry management/ etc.</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	<b>HINDI TYPIST – 1</b>
2	Number of Post	01
3	Classification	Group-C
4	Scale of Pay	<b>Pay scale Rs.5200-20200 (Grade Pay Rs.1900/-)</b>
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 25* years (relaxation of five years in upper age limit will be given to the candidates working in centre/state govt office /university/autonomous bodies.
7	Education and other qualification required for direct recruits	<b>Minimum qualifications:</b> 10+2 or equivalent qualification from a recognized Board or University in 2nd Division  Candidate should have proficiency in Hindi Type Writing with a minimum speed of 25 words per minute.
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	



## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	Hostel Attendant
2	Number of Post	02
3	Classification	Group-C
4	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.1800/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Not exceeding 30 years
7	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <p>i. HSC (10+2)/ Equivalent examination</p> <p>ii. Two years experience of working in the Hostel/ Guest House in a university/ College</p> <p><b><u>Desirable:</u></b></p> <p>i. A Bachelor's degree</p> <p>ii. Ability to read &amp; write in English and Punjabi</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	Medical Attendant/Dresser
2	Number of Post	01
3	Classification	Group-C
4	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.1900/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably 40 years
7	Education and other qualification required for direct recruits	<p><b>Minimum qualifications:</b></p> <p>i. Matriculation or equivalent.</p> <p>ii. Qualified Multipurpose Health Worker Diploma of at least 2 years duration from a recognized institute.</p> <p>iii. At least two years of experience in a university health centre or a recognized hospital.</p> <p>Desirable: Proficiency in local language (speaking, reading and writing)</p>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

## RECRUITMENT RULES FOR THE POST OF

1	Name of the Post	PRIVATE SECRETARY TO VC
2	Number of Post	01
3	Classification	Group-B
4	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)
5	Whether Selection or Non Selection Post	Selection
6	Age limit for direct recruits	Preferably below 40 years
7	Education and other qualification required for direct recruits	<p style="text-align: center;"><b><u>Minimum qualifications</u></b></p> <ul style="list-style-type: none"> <li>i. Graduate in any discipline with at least 50% marks from a recognized University.</li> <li>ii. Five years experience as PA in any University or a Govt./PSU/Corporate Sector organization /Educational Institution.</li> <li>iii. English typing speed of at least 40 wpm.</li> <li>iv. Good working knowledge of computer applications.</li> </ul> <p style="text-align: center;"><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>i. Stenography speed of at least 100 wpm.</li> <li>ii. Qualified in the examination in secretarial practice by State/Central Government or any registered institution.</li> <li>iii. Good communication skills in English, Hindi &amp; Punjabi.</li> <li>iv. Good drafting skills.</li> </ul>
8	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	
9	Period of Probation	Two Years
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	
12	Composition of DPC or Selection Committee	

Teaching and Non-Teaching Contractual Staff appointed after 22.08.2014Teaching Staff

S.N.	Name	Designation	From	To	Fixed Emoluments
1	Dr. A.S. Kahlon	Associate Professor, Centre for Economic Studies	08.9.2014	26.12.2014	Rs. 50,000/-
2	Dr. J. Nagednra Babu	AP, Centre for Environmental Science and Technology	08.9.2014	26.12.2014	Rs. 42,000/-
3	Dr. Hans Raj Arora	AP, Centre for Environmental Law	08.9.2014	26.12.2014	Rs. 42,000/-
4	Dr. Desh Deepak Singh	Professor, Centre for GDMM	08.9.2014	26.12.2014	Rs. 80,000/-
5	Er. Navjot Sidhu	AP, Centre for Computer Science and Technology	08.9.2014	26.12.2014	Rs. 36,000/-
6	Dr. Atar Singh Yadav	Scientific Officer, Centre for Biosciences	08.9.2014	26.12.2014	Rs. 45,000/-
7	Dr. R.C. Sharma	Professor, School of Environment & Earth Sciences	10.9.2014	26.12.2014	Rs. 75,000/-
8	Dr. Chaman Lal	Professor, Centre for Comparative Literature	10.9.2014	26.12.2014	Rs. 75,000/-
9	Dr. Subhash Parihar	Associate Professor, Centre for Museology, Arch. & Conservation	09.9.2014	26.12.2014	Rs. 50,000/-
10	Dr. G.K. Kochar	Professor, School of Basic & Applied Sciences	10.9.2014	26.12.2014	Rs. 71,000/-
11	Prof. A.K. Jain	Professor, Centre for Environmental Sci. & Tech.	08.9.2014	26.12.2014	Rs. 1,00,000/-
12	Er. Amanpreet Kaur	Assistant Professor, Centre for Computer Science & Technology	08.9.2014	26.12.2014	Rs. 36,000/-
13	Prof. R. G. Saini	Invited Professor, Centre for Biosciences	08.9.2014	26.12.2014	Rs. 1,00,000/-
14	Dr. Neetu Purohit	Research Associate, Centre for Comparative Literature	08.9.2014	26.12.2014	Rs. 25,000/-
15	Dr. Pawan Kumar Gupta	Assistant Professor, Centre for Computational Sciences	08.9.2014	26.12.2014	Rs. 42,000/-
16	Er. Sukhreet Singh	Assistant Professor, Centre for Computer Science & Technology	08.9.2014	26.12.2014	Rs. 36,000/-
17	Dr. Amarpreet Kaur	Assistant Professor, Centre for Physical and Mathematical Sciences	10.9.2014	26.12.2014	Rs. 42,000/-

Non-Teaching Staff

S.N.	Name	Designation	From	To	Fixed Emoluments
1	Er. Puneet	Assistant Engineer	28.10.2014	26.12.2014	Rs. 30,000/-
2	Mr. Sweet Singh	Campus Manager	08.09.2014	26.12.2014	Rs. 24,200/-
3	Mrs. Simerpreet Kaur	Library Trainee	08.9.2014	26.12.2014	Rs. 8000/-
4	Ms. Mamta Rani	Library Trainee	08.9.2014	26.12.2014	Rs. 8000/-
5	Mr. Gurmail Singh	Accountant	08.9.2014	26.12.2014	Rs. 26,620/-
6	Mr. Maghi Singh	Technician(Store)	08.9.2014	26.12.2014	Rs. 14,520/-
7	Mr. Mandeep Singh	JTA	08.9.2014	26.12.2014	Rs. 10,000/-
8	Er. Gurinder Singh	SMCC	08.9.2014	26.12.2014	Rs. 93,500/-
9	Mr. Dinesh Bassi	PRO (Trainee)	08.9.2014	26.12.2014	Rs. 20,000/-
10	Mr. Gopal Singh Soni	Laboratory Technician	08.9.2014	26.12.2014	Rs.26,620/-
11	Mr. Rajesh Tiwari	Junior Technical Assistant	08.9.2014	26.12.2014	Rs.10,000/-
12	Mr. Yadvinder Singh	Junior Technical Assistant	08.9.2014	26.12.2014	Rs.10,000/-
13	Er. G.S. Sra	Consultant	08.9.2014	07.12.2014	Rs. 60,000/-

14	Mr. C.L. Bansal	Accounts Officer (Part time) <sup>11</sup>	08.9.2014	26.12.2014	Rs.19,360/-
15	Mr. Tarsem Singh	Assistant Estate Supervisor	08.9.2014	26.12.2014	Rs.14,520/-
16	Mr. Ashvani Kumar	Junior Technical Assistant	08.9.2014	26.12.2014	Rs. 12,100/-
17	Ms. Sona Rani	Junior Technical Assistant	08.9.2014	26.12.2014	Rs. 12,100/-
18	Mrs. Gagandeep Kaur	Junior Technical Assistant	08.9.2014	26.12.2014	Rs. 10,000/-
19	Dr. Gagandeep	Sports Officer	08.9.2014	26.12.2014	Rs. 25,000/-
20	Col.(Retd.) Jagdev Kartar Singh	OSD (Administration)	05.9.2014	04.12.2014	
21	Mr. Jatinderpal Singh	UDC	07.10.2014	26.12.2014	Rs. 20,000/-
22	Mr. Ram Kumar	Data Entry Operator	07.10.2014	26.12.2014	Rs. 15,000/-

**No of staff resigned/relieved after 22.08.2014**

**Teaching**

S. N.	Name	Designation	Date of Resignation/ Completion of term	Nature of Appointment	Remarks
1	Dr. Pawan Kumar Gupta	AP, Centre for Computational Sciences	31.10.2014(AN)	Contractual	Resigned
2	Dr. G.K. Kochar	Professor, School of Basic & Applied Sciences	10.11.2014 (AN)	Contractual	Resigned

**Non-Teaching**

S. N.	Name	Designation	Date of Resignation/ Completion of term	Nature of Appointment	Remarks
1	Mr. Amarjeet K Sharma	Internal Audit Officer	28.8.2014(AN)	Deputation	Term expired
2	Col.(Retd.) Jagdev Kartar Singh	Registrar	04.9.2014 (A.N.)	Regular	Term expired
3	Dr. B.K. Nagpal	Senior Medical Officer	05.9.2014 (F.N.)	Contractual	Term expired
4	Col.(Retd.) Jagdev Kartar Singh	OSD (Administration)	31.10.2014 (A.N.)	Contractual	Resigned

## Consultant/Engineer &amp; Estate Office

Ref. No. : CUPB/CC/14/Gen-143

Dated: 20/11/14

Office Note

Subject: Agenda for Construction of complete 4 lane road through corridor by CPWD.

The agenda to construct the remaining second half road (two lanes to make it complete 4 lane) was circulated to all members of BAC through e-mail dated 15-11-2014. The following members have given their consent for executing the proposal to complete the second half of the road also.

1. Prof. Moin Uddin
2. Dr. S.K. Salwan
3. Dr. R.S. Khandpur
4. Mr. A.N. Chowdhry
5. Sh. N.S. Rattan
6. Ar. Charanjit Singh
7. Ar. S.L. Kaushal
8. Er. T.S. Chahal
9. Sh. Purushottam Doijode
10. Prof. P. Ramarao
11. Prof. R.G. Saini
12. Er. G.S. Sra

As the all the members of BAC have agreed for the proposal it may be put to competent authority for approval and further concurrence from the statutory bodies such as Finance Committee and Executive Committee etc.

*[Signature]*  
20.11.14  
Consultant

Registrar (Officiating)

*[Signature]*  
20/11

Registrar  
7233  
20/11/14

Vice Chancellor

*[Signature]*  
20/11/14

JA  
QC file

Registrar / VCO  
3224  
20/11/14

UDC  
for offside 3)cm

*[Signature]*  
20/11

Dr. Moin Uddin

cup

From: Moin Uddin <prof\_moin@yahoo.com>  
 Sent: 18 November 2014 14:18  
 To: Ms. Shweta Arora; sk\_salwan@yahoo.co.in; rskhandpur@rediffmail.com;  
 rskhandpur09@rediffmail.com; anchowdhary2003@yahoo.co.in;  
 nrip\_rattan@yahoo.co.in; archsidhu@yahoo.co.in; atulkaushal@yahoo.com;  
 chahalts@yahoo.com; doijodepurushottam@hotmail.com; ramaraop@yahoo.com;  
 gurtejsra58@gmail.com; sainirg@ediffmail.com  
 Subject: Re: Agenda of Building Advisory Committee - through Circulation

I approved the proposal. ✓

Prof. Moin Uddin  
 DEAN FACULTY OF MANAGEMENT AND INFORMATION TECHNOLOGY  
 JAMIA HAMDARD UNIVERSITY  
 NEW DELHI-110062  
 Mob.9810553516

On Saturday, 15 November 2014 3:03 PM, Ms. Shweta Arora <registrar@cup.ac.in> wrote:

Respected Sir

Agenda of Building Advisory Committee - through Circulation

Agenda : Construction of 2nd half of road through Corridor by CPWD.

CPWD is constructing half road (2 lanes) through deposit work as per decision of BAC meeting No. BAC:17:2013:2 dated 04.12.2013 held at NIPER Mohali, (copy enclosed). Now CPWD has opined that this is the right time for getting the 2nd half of road constructed to complete 4 lanes. The rough estimate is informed to be Rs. 3.6 crore which is almost matching with the previous half road work. The 30% of advance payment (approx 1.2 crore) will be given after receipt and accepting the PEs for this road.

registrar  
 2109  
 20/11/14

With kind regards,

Yours sincerely,

(Shweta Arora)

Registrar (Officiating)

Central University of Punjab

Bathinda - 151001 Section Office

Consultant  
 L  
 20/11