

**RULES GOVERNING THE TERMS AND CONDITIONS OF SERVICE OF THE EMPLOYEES (OTHER THAN THE UNIVERSITY TEACHERS AND THE REGISTRAR)**

**CHAPTER-1**

**RULES FOR RECRUITMENT AND APPOINTMENTS**

**Grades and Categories of Posts :**

1. The categories and scale of pay of the posts under the University shall be as specified in Schedule-I hereto annexed. Provided that the Executive Council may, from time to time, make additions/alterations to this Schedule.

**Qualifications for Appointment :**

2. The qualifications for appointment to the various posts in the University Service shall be as specified in Schedule-II hereto annexed. Provided that the Executive Council may, from time to time, make additions/alterations to this Schedule.

Posts for which a particular division in M.A./B.A., Intermediate/ Matriculation is necessary as minimum qualifications, such division shall not be insisted upon while filling up vacancies reserved for Ex-servicemen and the minimum qualification in their case may be deemed to have been relaxed to that extent.

Provided that no person who has not attained the age of 18 years shall be appointed to any post in the University. The maximum age limit shall be 50 years, relaxable in special cases, by the appointing authority.

\**Note:* Wherever "Hindi upto Matric Standard" has been made as one of the essential qualifications for recruitment to a post it shall be read as "Hindi or Sanskrit upto Matric standard". It is further clarified that in case a candidate has not done Matriculation with Hindi as one of the subjects, but has done +2/B.A./M.A. with Hindi as one of the subjects, then it may amount to fulfilling the required qualification in this regard for recruitment/appointment.

3. (a) No person shall be appointed to any post, unless he possesses good character and antecedents, which may also be verified by the appointing authority as soon after appointment as possible, but not later than the date of confirmation.

However, a person on his/her first appointment in the University will be required to submit an affidavit to the effect that he/she was not dismissed from any Govt./Semi Govt. service and has not been punished in any act of moral turpitude.

\*(b) No person shall be appointed in the University to any post unless he/she produces a character certificate from the Principal, Academic Officer of the University, College, School or Institution last attended, if any, and similar certificate from other two responsible persons not being his relatives who are well acquainted with him in his private life and are unconnected with his University, College, School or Institution.

(c) No person :

(i) who has entered into or contracted a marriage with a person having a spouse living;

OR

(ii) who having a spouse living, has entered or contracted a marriage with any person shall be eligible for appointment to any post in the service.

\*Added vide Executive Council Resolution No.19 of 27.11.2009.

\* Amended/added vide Executive Council Resolution No.6 of 4-11-1997.

Provided that the University may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing exempt any person from the operation of this rule.

4. (a) Every person on his first appointment to the University shall get himself examined by the Medical Officer of the Kurukshetra University and furnish a certificate from him in the form to be prescribed by Executive Council. The Vice-Chancellor may refer doubtful cases to specially constituted panel of doctors.

Provided that women candidates for recruitment to University Service who at the time of medical examination for first entry into service are found to be pregnant of 12 week's standing or over shall be declared temporarily unfit until the confinement is over.

(b) Every member of the service shall get himself vaccinated and revaccinated if and when the University so directs by a special or general order.

(c) Every member of the service unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established in writing as per specimen given as under :

**OATH OF ALLEGIANCE**

I.....Son/Daughter of Sh..... hereby solemnly affirm my full faith in the Constitution of India as by law established.

**Signatures**

Dated : .....

.....  
 (full name in block letters)  
 Designation.....  
 Department/Office.....

**\*Method of Recruitment :**

\*5. Appointments of Clerks will be made by direct recruitment. Appointments from Assistants up to the level of Superintendents shall be made cent-per-cent by promotion from inside on the basis of seniority-cum-merit. Appointments above the level of Superintendents, but up to the level of Assistant Registrar, shall be in the ration of 2:1 by promotion and by direct recruitment. The post of Deputy Registrar/Finance Officer shall be filled in the ratio of 75:25 by promotion and by direct recruitment. The post above the level of Deputy Registrar/Finance Officer shall be filled by open competition through advertisements. The internal candidates can also apply. Appointments, in the case of Stenographers shall

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\* Note: 1. The Executive Council vide its resolution No.13 of 10-12-1975 has decided the followings:  
 (i) The posts of Accountant and Head Clerk in the office of the Executive Engineer should always be filled up by direct recruitment.  
 (ii) Clerks/Assistants, who are posted in the Executive Engineer's office should not be transferred as a matter of routine till they are either promoted to the next higher grade or become surplus in the Executive Engineer's office.  
 2. The Executive Council vide its resolution No.53 of 3-12-1984, has decided that Haryana Govt. pattern be adopted in future for 20% posts reserved for Class-IV employees.

\* Amended vide Executive Council Resolution No.23 of 27-3-2001.

be made from amongst Steno-typists and Assistants serving in the University on the basis of a competitive test. In the case of persons already in University service, personal remarks in the ACR's of the Supervisory Staff shall be given due weightage.

All temporary appointments in the University office upto the level of Controller of Examinations shall be made from within the University.

For internal candidates, the qualifications prescribed for various posts may be relaxed by the appointing authority wherever considered necessary on the merits of each case.

Provided further that appointments may be made from outside through advertisement if internal candidates are not found well-experienced and suitable.

**Criteria for Promotion :**

- (i) Latest two years' consecutive A.C.R.'s. of the official should be satisfactory/good.
- (ii) At least 70% or more of the A.C.R.'s. of the official should be satisfactory/good during the last ten years. However, greater weightage shall be given to the reports earned on higher post from which further promotion is being considered.
- (iii) At the time of promotion a report on work and conduct will be called from the Branch Officer under whom the Officer/ official is working, which should be good/ satisfactory.
- \* (iv) No promotion will, however, be allowed to any employee during the currency of punishment of stoppage of his grade increment(s) unless the period of punishment has expired.

*Note:-* This criteria for promotion will also be applicable to the cases for grant of Selection Grade.

**Appointment (by promotion or by direct recruitment) :**

6. Appointments to the various categories of posts shall be made in accordance with the provisions of Statute 21 of the Kurukshetra University.

**Temporary Appointments :**

7. Notwithstanding anything contained in the above rules, the Vice-Chancellor may make a temporary appointment for a period not exceeding six months.

Provided that such appointments to grade 'A' posts shall be reported to the Executive Council at its next meeting.

**Appointment in the Place of Employees dismissed, removed or reduced in rank :**

8. Where the employee has been dismissed, removed or reduced in rank from any class, category or grade in the service, no vacancy caused thereby or arising subsequently in such class, category or grade in the service, shall be substantively filled to the prejudice of such person until the appeal, if any, preferred by him against such dismissal, removal or reduction is decided and except in conformity with such decision or until the time allowed for preferring an appeal has expired, as the case may be.

**Notice required for Termination of Appointment :**

8-A. An employee of the University may resign his post by giving one month's notice, if he is on probation or working in a temporary capacity, or of three months' notice if he is confirmed employee. Similarly, the Appointing Authority shall have the power to terminate the engagement of temporary employees or an employee on probation by giving a month's notice or a month's salary in lieu thereof, and three month's notice or requisite salary in lieu thereof in the case of a permanent employee.

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\* Added vide Executive Council Resolution No.42 of 11-11-2006.

Provided that if the notice falls short of the requisite period, the member of the Service or the University, as the case may be, shall, unless this condition is waived off by the appointing authority in favour of the member of the Service, pay an amount equal to the salary for the remaining period of notice.

*Note:-* The provision requiring three months' notice period shall not apply to those appointed before 22-12-1964 and in their cases the notice period will, unless mentioned otherwise in their appointment letters, be one month, provided that a member may, not later than three months from the date this Clause comes into operation, opt for the notice period being regulated in terms of this Clause.

#### **Employees Absent from Duty :**

9. An employee of the University a not on duty, whether on leave or on foreign service or on deputation, shall not, if he is otherwise fit, be ineligible in his turn –

- (a) for appointment to a permanent or officiating vacancy in the class, category, grade or post in which he may be a probationer or an approved probationer;
- (b) for promotion from a lower to a higher category in the service, as the case may be, in the same manner as if he had not been absent. He shall be entitled to all the privileges in respect of appointment, seniority, probation and confirmation which he would have enjoyed but for his absence subject to his completing satisfactorily the period of probation on his return.

### **CHAPTER-2**

#### **Probation and Confirmation :**

10. (1) Every person appointed permanently to a post under the University after the commencement of these rules whether by promotion or by direct recruitment shall be on probation in such post for a period of one year, after the satisfactory completion of which, the appointing authority in case of employees other than Class-III and IV may, by an order in writing confirm him or extend the period of his probation provided that the total period of probation including extension shall not exceed two years. The Registrar will be the competent authority to dispose of finally the cases of confirmation of Class III & IV employees.

Provided further that the appointing authority may allow the continuous period spent on duty, if any, on the same post, in a temporary/leave vacancy for the purpose of confirmation. However, in the case of persons who are appointed on ad hoc basis without qualifying the prescribed test/interview their period of appointment on ad hoc basis will not be counted for the purpose of confirmation and seniority in the posts held by them. The seniority of such employees will be determined from the date they will be put on regular basis by the appointing authority.

Provided further that if the period of extra-ordinary leave in the case of employees of the University, during the probationary period is short i.e. upto 15 days in one year, it should not be added to the probation period but may be included in it. But in case the period of extra-ordinary leave exceeds the limit of 15 days in one year the probationary period be extended to that extent.

- (2) Where a person appointed to a post under the University on probation is found unsuitable for holding that post or has not completed his period of probation satisfactorily, the appointing authority may –
  - (i) in the case of a person appointed by promotion, revert him to the post held by him immediately before such appointment; and
  - (ii) in the case of a person appointed by direct recruitment, terminate his services under the University.

**Seniority of Members of the Service :**

**11.** Unless otherwise decided by the Executive Council, the seniority of members of the service shall be decided as under :-

The seniority *inter se* of the members of the Service holding permanent posts shall be determined by the dates of their confirmation in the post and in the case of members holding temporary posts or appointed in an officiating capacity from the date of their joining the post.

Provided that the *inter se* seniority of persons selected for appointment by direct recruitment shall be in the order of merit, determined by the Selection Committee, irrespective of the date on which such a person joins or is confirmed subsequently.

Provided further that in the case of two or more members, joining their posts on the same day, their seniority shall be determined as follows :-

- (a) In the case of members recruited by direct appointment, their seniority shall be in the order of merit assigned by the Selection Committee.
- (b) A member recruited by promotion shall be senior to a member recruited otherwise.
- (c) In the case of members recruited by promotion, seniority shall be determined according to the seniority of such members in the appointment from which they were promoted.

**Temporary and Permanent Service :**

- 12.** (i) An employee shall be a temporary employee of the University until he is confirmed in a permanent post Under the University.
- (ii) An employee confirmed in any permanent post under the University shall be a permanent employee of the University.

**Termination of Service :**

**13.** The Service of an employee shall be liable to termination on any of the following grounds :-

- (a) Gross negligence in the discharge of duty;
- (b) Misconduct;
- (c) Insubordination or any breach of discipline;
- (d) Absence from duty without leave;
- (e) Physical or mental unfitness for the discharge of duty;
- (f) Any act prejudicial to the University or its property; and
- (g) Conviction in a Court of Law for offence involving moral turpitude.

Provided that in the case of a permanent employee, an order passed under this Clause except under Sub-clause (g) shall be treated as a penalty under Clause 28, and the procedure laid down in Clauses 29 & 30 shall also be followed.

**Retirement :**

\*14. All whole time paid employees shall retire on completing the age of 60.

\*A University Employee may, however, seek voluntary retirement after 20 years service with the approval of the appointing authority.

Provided that an employee shall be retired on the imposition of the penalty of compulsory retirement.

**CHAPTER-3**

**PAY**

**Scales of Pay :**

15. The scales of pay for the post in the University service shall be as specified from time to time by resolutions of the Executive Council.

**Initial Pay :**

\*\*16. An employee shall, on his appointment to a post on a time- scale of pay, draw pay at the lowest of the stage of the time-scale, unless the appointing authority decides that he shall draw pay at any higher stage.

Provided that when such appointment is made by promotion:—

- (i) the pay of the employees shall be fixed in the higher scale at the stage next above.
- (ii) if he had previously served in the same post or in any other post under the University on the same or indential time-scale of pay, and was drawing pay higher than the pay admissible to him under Clause (i) he shall draw such higher pay and the period of his duty in such post on such pay shall also be counted for purpose of increment in the higher post.

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\* *Note*:—The Executive Council vide its resolution No.84 dated 17-03-1976 has decided that the date of retirement (except those whose date of birth falls on the first day of the month) will be the afternoon of the last day of the month in which the date of their retirement falls instead of the actual date of their superannuation.

\* Amended vide Executive Council resolution No.27 of 26-10-2002.

In case of those employees whose date of birth falls on the first day of the month, the date of retirement will be the afternoon of the last day of the month preceding the month in which their date of birth falls.

\*\* The fixation of pay etc. may be decided at the time of selection by the Selection Committee or by the Vice-Chancellor, as the case may be.

(Approved vide Executive Council resolution No.8 of 9-11-1968).

**Increments :**

\*17.(i) An increment shall ordinarily be drawn as a matter of course unless it is withheld by the competent authority.

(ii) If the conduct of the University employee or his work has not been satisfactory, an increment may be withheld by the appointing authority in the manner laid down in Clause-28.

(iii) Where an Efficiency Bar is prescribed in the time scale, the increment next above the Bar shall not be given to an employee without specific sanction of authority empowered to withhold the increment.

The Registrar may allow to cross the Efficiency Bar up to the level of Assistants including Technical Staff.

Provided that before an employee is allowed to cross Efficiency Bar in the time scale at least 70% or more of the Total A.C.R's. and the previous two consecutive reports should be good. In the case of allowing Efficiency Bar, a special report, may also be obtained which should be good.

(iv) The annual increment may be given to ad hoc employees also subject to the terms and conditions of their appointment.

**Service Counting for Increment :**

18. The following service shall count for annual increments in the time-scale of post :-

(i) Duty in that post or in any other post of the same or higher grade, whether continuous or not.

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The Executive Council vide its resolution No.37 of 16-1-1971 decided that Rule No.4.4 (c) (i) and (ii) and Rule 4.14(2) of Pb. C.S.R. Vol.I, Part-I reproduced below, be followed wherever there is increase in the substantive or officiating pay of an official in the lower post.

*(Rule No.4.4(c) (i) of Pb. C.S.R. Vol I, Part-I)*

(i) Notwithstanding anything contained in these rules, where a Govt. servant holding a post in a temporary or officiating capacity is promoted or appointed in a substantive, temporary or officiating capacity to another post carrying duties & responsibilities of greater importance than those attaching to the post held by him, his initial pay in time scale of higher post shall be fixed at the stage next above his pay drawn by him in the lower post, provided it is certified by the Head of the Department in which the Govt. servant was holding the lower post that he would have continued to officiate in the lower post but for his promotion/appointment to the higher post.

(ii) The provisions of sub-rule 2 of Rule 4.14 shall also be applicable in any case where the initial pay is fixed under this clause. In cases, where a Govt. servant is, immediately before his promotion or appointment to a higher post, drawing pay at the maximum of the time-scale of the lower post, his initial pay in the time-scale of the higher post shall be fixed in the same manner as provided in sub-clause (i) above, .

*Rule No.4.14(2) of Pb.C.S.R. Vol.I, Part-I.*

On an enhancement in the substantive pay as a result of increment or otherwise, the pay of such Govt. servant shall be re-fixed from the date of such enhancement as if he was appointed to officiate in that post on that date where such refixation is to his advantage.

\*Note :- The Executive Council has decided vide its resolution No.41 dated 17-3-1976 that Annual increments will be given on the 1<sup>st</sup> day of the month instead of actual date of the accrual of the increment.

- (ii) Duty in an equivalent or higher post in foreign service.
- (iii) Leave other than extra-ordinary leave.

Provided that the sanctioning authority may direct that extra-ordinary leave not exceeding three years during the whole tenure of service of an employee, shall also count for increment if it is satisfied that such leave was taken on account of illness or for any other cause beyond control of the employee or for prosecuting higher scientific and technical studies.

#### **Pay during Suspension :**

- 19.(a)** An employee under suspension shall, during the period of suspension, draw subsistence allowance equivalent to half the rate which is admissible to him immediately before the commencement of the suspension and other allowances based on half pay.

Compensatory allowance, if any shall be admissible only if the Vice-Chancellor is satisfied that the employee continues to meet the expenditure for which they are sanctioned. The rate of compensatory allowances, if admissible, should be determined on the basis of the pay which the employee was in receipt of on the date of suspension.

Provided that where the period of suspension exceeds twelve months, the Vice-Chancellor shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of first twelve months, as follows :-

- (i) the amount of subsistence allowance may be increased by a suitable amount not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve months if in the opinion of the Vice-Chancellor, the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee.
  - (ii) the amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve months if in the opinion of the Vice-Chancellor, the period of suspension has been prolonged for reasons to be recorded in writing, directly attributable to the employee.
  - (iii) the rate of dearness allowance will be based on the increased/decreased amount, as the case may be, of subsistence allowance admissible under Clauses (i) and (ii) above.
- (b) No payment under (a) above shall be made unless the employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.
  - (c) An employee who has been suspended shall not be entitled to any kind of leave during suspension. During such period he/she shall not leave the Headquarters without prior permission of the competent authority.

#### **Suspension of Non-teaching employees appointed by the Executive Council :**

**19-A.(1)** The Vice-Chancellor may suspend any employee pending inquiry against him.

- (2) During the period of suspension an employee shall get as subsistence allowance, half pay and allowances as admissible on that amount.



Provided that the amount of subsistence allowance shall be reduced by half if, in the opinion of the Vice-Chancellor, the inquiry is prolonged for more than three months due to the fault of the employee.

- (3) In case the disciplinary proceedings result in the acquittal of the employee, the employee shall be entitled to full salary and allowance for the period he was under suspension.
- (4) In case the disciplinary proceedings result in the removal of the employee, the employee shall be entitled to only the subsistence allowance as mentioned in para 2 and not any other allowance.

**Special pay, Personal pay, Honorarium :**

**20.** The Executive Council may sanction to an employee in any special circumstances, such special pay, personal pay, honorarium on such conditions as it may deem fit.

Provided that the employees deputed for any assignment in connection with the examinations of this University will be paid remuneration as per University rules.

Provided further where the provision of part-time posts is available in the Budget, the payments to the University employees deputed for the part-time jobs, be made with the approval of the Pro-Vice-Chancellor/Vice-Chancellor.

**Drawal of Pay :**

- 21. (i)** An employee shall be entitled to draw the pay of the post to which he is appointed from the date on which he assumes charge of the post.
- (ii)** Pay in respect of any month, shall become payable on or after the first working day of the following months.
- (iii)** An employee resigning from the service of the University without the notice prescribed shall not, unless the Vice-Chancellor directs otherwise, be allowed to draw pay due but not drawn.

**Pay and Allowances for holding Additional Charge of Post :**

- 22. (i)** An employee placed in-charge of the current duties of the higher post will receive pay in the basic pay plus 1/10<sup>th</sup> of the minimum of the scale of pay applicable to the higher post.
- (ii)** No allowance will be admissible when an employee holding one post is placed in-charge of the current duties of a post of equivalent status of his own basic post. The employee concerned will receive pay in his basic post only.
- (iii)** An employee placed in-charge of the full duties of a post of status equivalent to his own basic post will receive allowance @ 20% of the minimum of the scale of the post.
- (iv)** An employee holding one post when placed in-charge of current duties of a lower post will not receive any allowance for the additional work.

*Note :- (i)* The additional pay or allowance will not be admissible if the period of additional charge is less than 30 days.

- (ii)** The minimum of the scale of pay in respect of the post whose grades have not been revised on the Haryana Govt. pattern will be determined after adding A.D.A. up to 320 points price index for this purpose.

- (iii) An employee who is getting special pay or honoraria of any type for holding the additional charge will not be entitled to over-time allowance, if he is deputed to work after his normal duty hours.

**Leave and Leave Salary :**

23. The employees shall be governed by the rules relating to leave, leave salary and other cognate matters made by the Executive Council separately in this behalf.

**CHAPTER-4  
ALLOWANCES**

**Kind of Allowances :-**

24. (1) The following allowances may be admissible to the employees in accordance with the provisions of this chapter :

- |                            |   |   |
|----------------------------|---|---|
| (i) Dearness Allowance     | } | Including daily allowance and any other allowance specifically sanctioned by the Executive Council. |
| (ii) House Rent Allowance  |   |   |
| (iii) Travelling Allowance |   |   |

(2) Sanction to Allowances :

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|---------------------------|---|---|
| (i) Dearness Allowance    | } | The amount of the allowance and the conditions under which these allowances are payable shall be decided upon by the Executive Council from time to time. |
| (ii) House Rent Allowance |   |   |
| (iii) Other Allowances    |   |   |
- (iv) Travelling Allowance (including daily allowance).

Travelling allowance (including daily allowance) for journeys performed by employees on duty shall be admissible in accordance with the provisions for the T.A. Rules made by the Executive Council separately in this behalf.

**CHAPTER-5**

**Contributory Provident Fund, and Gratuity :**

25. University employees other than borrowed employees shall be entitled to the benefits of the Contributory Provident Fund, and Gratuity of the University in accordance with the provisions in Statute-30.

**CHAPTER-6**

**Conduct :**

26. (1) Every employee shall at all times maintain absolute integrity and devotion to duty.  
(2) Every employee shall abide by and comply with the laws of the University and all orders and directions of his superior authorities.

- (3) Every employee shall extend the utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.
- (4) Every employee shall endeavour to promote the interests of the University and shall not act in any manner prejudicial thereto.
- \* (5) No employee shall be a member of any political organisation or take active part in any political activity. Non-teaching employees in the University may not be allowed to contest elections to Parliament, State Legislature or a Local Authority.
- (6) No employee shall participate in any demonstration or resolve to any form of strike in connection with their official duties and conduct.
- (7) No employee shall join or continue to be a member of any Service Association of the University, which has not been constituted in accordance with the constitution approved for it by the University.

Provide that if the constitution of any Association is approved subsequently appropriate to his class then such an employee who was not a member of the Association appropriate to his class shall not continue to be a member of the earlier Association.
- (8) No employee shall, except in accordance with any general or special order of the University, or in the performance in good faith of the duties assigned to him, communicate directly or indirectly to any other person to whom he is not authorised to communicate such documents or information.
- (9) No employee shall, except with previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment.

There shall, however, be no objection to his undertaking honorary work of social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer. He shall inform the University about his having taken up such work.
- (10) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes the subject of a legal proceeding for insolvency shall forthwith report the full facts of his case to the University.
- (11) No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.
- \* (12) No employee of the University shall act as Reporter/Correspondent/Editor/Stringer/Journalist of newspapers/magazines/periodicals other than literary, scientific or academic journals/or participate in the management of such newspapers/magazines/periodicals/other media with or without payment except with the previous sanction of the Vice-Chancellor.
  - (a) Provided that this rule shall not apply if a contribution which is of literary, artistic, scientific or general academic character and does not form a part of the role of the employee specified herein.
  - (b) Provided further that the Vice-Chancellor may withdraw at any time sanction so granted without assigning any reason.

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\* No employee will be allowed to contest the Municipal Committee Election.  
(Approved vide Executive Council resolution No.13 of 05-07-1969)

\* Added vide Executive Council Resolution No.33 of 10-1-1997

- \*\* (13) No University employee has a right to make wild allegations amounting to defamation, baseless criticism and uncalled for observations regarding functioning of the University or its authorities.  
\*No employee shall involve in any act of sexual harassment against women.
- \*\* (14) University employees may write for redressal of their grievances connected with the service conditions to the concerned competent authority/body.
- \*\* (15) If the grievances of the University employees are not met with according to the above procedure within the reasonable time then they may make representations to the higher authorities of the University provided it is routed through proper channel.

## CHAPTER-7

27. Deleted :

### Penalties :

28. The following penalties may, for good and sufficient reasons, be imposed on an employee :-

- (i) Censure.
- (ii) Withholding of increments or promotion, with or without cumulative effect.
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of the rules of the University or orders or directions of superior authorities.
- (iv) Reduction to a lower grade or post or to a lower stage in a time-scale of pay.
- (v) Compulsory retirement.
- (vi) Dismissal from or termination of service; and
- (vii) Suspension from service for a specified period.

(N.B.:- During this period the employee will not draw any remuneration of any kind whatsoever but there will be no break in service).

### Disciplinary Procedure for Non-teaching Employees appointed by the Executive Council :

29. (1) If the Vice-Chancellor is of the opinion that there is a *Prima facie* case of misconduct, inefficiency or physical, mental incapacity against an employee, he shall appoint an Enquiry Officer to enquire into the relevant charges or undertake the enquiry himself.
- (2) The charge-sheet shall be served by the Registrar on the employee concerned.
  - (3) The Enquiry Officer shall give a reasonable opportunity of being heard to the employee.
  - (4) The accused-employee may inspect any document in possession of the University, if it is proposed to rely on the same. Any other document may be allowed to be inspected if the Enquiry Officer considers it to be relevant.
  - (5) The Enquiry Officer, after the hearing is over, shall give his findings on each of the charges levelled against the accused employee and make recommendations as to the action to be

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\*\* Added vide Executive Council Resolution No.74 of 26-10-2002.

\* Added vide Executive Council Resolution No.76 of 26-10-2002.

\*\* Added vide Executive Council Resolution No.74 of 26-10-2002.

taken against the employee. He shall send his report to the Vice-Chancellor when the Enquiry Officer is other than the Vice-Chancellor himself.

- (6) The Vice-Chancellor shall place the report of the Enquiry Officer before the Executive Council. The Executive Council shall pass such orders as it deems fit.

**For Employees other than those Appointed by the Executive Council :**

**30.** The Registrar may, subject to approval by the Vice-Chancellor suspend an employee when proceedings against him are contemplated.

**30-A.** The Registrar under the orders of the Vice-Chancellor shall serve the charge-sheet on the employee concerned giving him at least 10 days time to submit his written reply. If additional charges are served, a further period of 10 days will be allowed. The Registrar at his discretion may extend the time.

**30-B.** The employee will be allowed copies of such documents as he may need for the purpose of his defence. The Registrar will be competent to refuse copies of such documents as he considers to be confidential or irrelevant.

**30-C.** The Registrar shall appoint an Enquiry Officer, where he considers it necessary, to enquire into the case and when his report is received, he will place the report alongwith the whole proceedings before the Vice-Chancellor. There will be no bar for the Registrar to enquire into a case himself.

**30-D.** The Vice-Chancellor after consideration of the report of the Enquiry Officer may impose any of the penalties mentioned in Rule-28 or may exonerate the employee.

**30-E.** An employee, who is an illiterate person, may, on an application, be permitted to bring with him another employee of the University to assist him at the time of the enquiry but in no case shall any outsider be permitted to be engaged by him for this purpose.

**Provision regarding Employees on Deputation :**

**31.** The manner in which disciplinary proceedings, if any, are to be taken against employees on deputation shall be such as may be agreed upon between the University and the authority which has lent the services of the employees to the University.

**Special procedure in Certain Cases :**

**32.** Notwithstanding anything contained in Rules 13, 29, 30 and 30-A to 30-E, the competent authority may, if the conduct of the University employee is such as would warrant dismissal, termination, removal from service or reduction in rank, and if it is satisfied that, for reasons to be recorded in writing, it is not reasonably practicable to hold an inquiry in the manner provided in the Rules, pass orders as it deems fit and proper without holding an inquiry.

**CHAPTER-8**

**APPEALS AND REVIEW**

**Appellate Authorities :**

**33.** An appeal may lie from any original order passed by the Vice-Chancellor to the Executive Council, and from any original order passed by the Executive Council to the Chancellor.

Any appeal once rejected by the competent authority should not be brought for reconsideration before the same authority.

**Form, Contents and Submission of Appeals :**

**34.** Every person preferring an appeal shall do so separately and in his own name. Every appeal so preferred shall contain all material statements and arguments relied on by the appellant and shall contain no disrespectful or improper language or something defamatory, blasphemous, seditious or obscene. Every appeal shall be complete in all respects and addressed to the appellate authority. It shall be submitted through the Head of the office to which the appellant belongs or belonged and through the authority from whose order, the appeal is preferred.

**Withholding of Appeals etc. :**

**35.** An appeal may be withheld by the authority from whose order the appeal is preferred, if :—

- (i) it does not comply with the provision of Rule-34 above, or
- (ii) it is not submitted within a period of three months from the date on which the order appealed against is communicated to the person concerned, and no reasonable cause is shown for the condonation of the delay.

Provided that in every case in which an appeal is withheld the appellant shall be informed of the fact and the reasons for it.

Provided further that an appeal withheld only on account of failure to comply with the provisions of Rule-34 above may be resubmitted at any time within one month of the date on which the appellant has been informed of the withholding of the appeal and, if resubmitted in a form which complies with those provisions, shall not be withheld. No appeal shall lie against an order passed by competent authority withholding an appeal.

**Consideration of Appeal :**

**36.** The appellate authority shall consider every appeal and may allow the appeal and set aside the punishment, or it may reject the appeal and confirm the punishment or it may enhance the punishment.

Provided that the punishment shall not be enhanced unless the appellant is given an opportunity to show cause why such enhanced punishment should not be awarded and unless the explanation, if any, submitted by the appellant has been duly considered.

**Orders of Reinstatement :**

**37.** Where an employee who has been dismissed or suspended is reinstated, the authority reinstating him shall make an order specifying :—

- (i) whether the employee may draw, for the period of his absence from duty, any pay and allowances in addition to the pay and allowances admissible under Rule-19.
- (ii) whether such period may be treated as duty for all or any particular purposes.

**CHAPTER-9**  
**MISCELLANEOUS**

**Provision for Existing Employees :**

**38.** Every person holding a post under the University at the commencement of these rules shall, on such commencement, be deemed to have been appointed under the provisions of these rules to the corresponding post mentioned in the Schedule to these rules and shall draw the pay drawn by him immediately before such commencement.

**Service Books and Character Rolls :**

39. (i) The University shall maintain a Service Book and a Character Roll for each employee in such form and set out such particulars as may be prescribed by the Executive Council.
- (ii) The entries in the Service Book of an employee shall be made by the Head of the Office in which he works.

**Confidential Reports :**

40. The Head of the Departments and the Registrar, as the case may be, shall report confidentially on the work and conduct of the employee in accordance with rules made by Executive Council separately in this behalf.

**Tests or Examinations :**

41. University employees may be required to pass such departmental tests or examinations as may be prescribed by the Executive Council. The Executive Council may also lay down rules regarding the periods within which the tests should be passed, the consequences of not passing the tests and other cognate matters.

**Residuary Conditions of Service :**

42. Any matter relating to the conditions of service of an employee for which no provision is made in these rules shall be determined by the Executive Council.

**Removal of Doubts :**

43. Where a doubt arises as to the interpretation or application of any of the provisions of these rules, the decision of the Executive Council thereon shall be final.

44. Notwithstanding anything in Rule 20 of the Rules governing terms and conditions of service of the Kurukshetra University, Kurukshetra Employees (other than the University Teachers and the Registrar), if any money is granted by an outside authority, for example U.G.C., C.S.I.R., I.C.S.S.R., for Projects, Summer Institutes, Seminar *etc.*, an employee may be allowed honorarium, special pay, personal Pay or fee by the Vice-Chancellor out of the said funds.

45. All legal Proceedings against this University by the non-teaching staff *etc.*, would be subject to Courts at Kurukshetra or Courts having jurisdiction in Kurukshetra.

Schedule-II

**QUALIFICATIONS FOR THE VARIOUS  
POSTS IN THE UNIVERSITY**

<i>Sr. No.</i>	<i>Name of the Post</i>	<i>Minimum Qualifications</i>
*1	Dean of Colleges	<p>“An eminent scholar with published works of high quality, actively engaged in research with 10 years experience in post-graduate teaching and/or experience in research at the University/National Level institutions, including experience of guiding research at doctoral level;</p> <p style="text-align: center;">OR</p> <p>An outstanding scholar with established reputation who has made significant contribution to knowledge.”</p>
**2	Controller of Examinations	<p><b>Essential :</b></p> <ol style="list-style-type: none"> <li>1. Master’s degree with at least 55% of the marks or its equivalent grade ‘B’ in the UGC seven point scale.</li> <li>2. At least 15 years of experience as Lecturer (Senior Scale)/Lecturer with 8 years’ in Reader’s grade alongwith experience in Educational administration;</li> </ol> <p style="text-align: center;">OR</p> <p>Comparable experience in the 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’ as Deputy Registrar or an equivalent post.</p> <p>Desirable :</p> <p>Experience of conducting the University examinations will be desirable.</p>
3.	Librarian	<ol style="list-style-type: none"> <li>1. Master’s degree in Library Science/ Information Science/Documentation with at least 55% marks or its equivalent grade and a consistently good academic record.</li> <li>2. One year specialisation in an area of information technology/Archives and Manuscript keeping. Master’s Degree in an area of thrust in the institution.</li> <li>3. At least ten years as a Deputy Librarian in a University Library or fifteen years experience as a College Librarian.</li> <li>4. Evidence of innovative Library service and organisation of published work.</li> </ol> <p>Desirable :</p> <p>M.Phil./Ph.D. degree in Library Science/ Information Science/Documentation/ Archives and Manuscript keeping.</p>
*4.	Dy. Librarian	<ol style="list-style-type: none"> <li>(i) Master degree in library Science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scales and a consistently good academic record.</li> </ol>

\* Amended vide Executive Council Resolution No.43 of 30.9.2003.

\*\* Amended vide Executive Council Resolution No.32 of 28.7.1999.

\* Amended vide Executive Council Resolution No.19 of 25.10.2007.



Sr. No.	Name of the Post	Minimum Qualifications
		<p>(ii) Five years experience as an Assistant University Librarian/College Librarian.</p> <p>(iii) Evidence of innovative library services, published work and professional commitment, computerization of library.</p> <p>Desirable :</p> <ol style="list-style-type: none"> <li>1. M.Phil./Ph.D. degree in Library Science/Information Science/Documentation/Archives and manuscript-keeping.</li> <li>2. Evidence in support of experience in application of Library Automation Networking, and knowledge of software in information processing and retrieval.</li> </ol>
*4. -a	Assistant Librarian/College Librarian	<p>(i) Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC. However, the Ph.D. and M.Phil. Degree holders are exempted from NET.</p> <p>(ii) Master's degree in library science/information science/documentation or an equivalent Professional Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale plus a consistently good academic record, computerization of library.</p> <p>(iii) The candidates holding the Ph.D. Degree who are already in the University system and have obtained Master's Degree prior to 1991, will be given relaxation of 5% i.e. from 55% to 50% of marks.</p> <p>Desirable :</p> <p>Experience in application of Library Automation Networking and knowledge of Software in Information Processing and retrieval.</p>
5.	Librarian in the Indological Studies	<ol style="list-style-type: none"> <li>1. M.A. Sanskrit good 2<sup>nd</sup> Division (55%).</li> <li>2. M.Lib. Science good 2<sup>nd</sup> Division (55%).</li> <li>3. Three years experience as Professional Assistant.</li> </ol> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>1. M.A. Sanskrit good 2<sup>nd</sup> Division (55%).</li> <li>2. Diploma/B.Lib. Science 2<sup>nd</sup> Division (55%).</li> <li>3. Five years experience as Professional Assistant.</li> </ol> <p><b>Desirable:</b></p> <p>Knowledge of some other classical Indian languages.</p>
*6.	Programmer	<p>The candidate should possess any of the qualifications as listed below from 1-5 :</p> <ol style="list-style-type: none"> <li>1. B.Tech. (CSE)</li> <li>2. B.Tech. (Non-CSE) Exp.–Computing.</li> <li>3. M.Sc. (Physical Sciences) with 2 years experience in computing.</li> </ol>

\* Added vide Executive Council Resolution No.39 of 12.2.2009.

\* Amended vide Executive Council Resolution No. 16 of 9-7-1993.

<i>Sr. No.</i>	<i>Name of the Post</i>	<i>Minimum Qualifications</i>
		4. M.Sc. (Physical Sciences) D.C.A. with one year experience in Computing. 5. M.C.A.
7.	System Manager	1. M.Tech.(CSE) with 5 years experience in Computing. 2. B.Tech.(CSE) with 7 years experience in Computing. 3. B.Tech. (Non-CSE) with 8 years experience in Computing. 4. M.Sc. (Physical Sciences) with 8 years experience in Computing. 5. M.Sc., DCA with 7 years experience in Computing. 6. MCA with 7 years experience in Computing. 7. Ph.D. with 5 years post-Ph.D. experience in Computing.
8.	Director, Distance Education	A 1 <sup>st</sup> or High 2 <sup>nd</sup> Class Master's Degree of Indian University or an equivalent Degree of a foreign University, with at least 10 Years' experience of Teaching and Research/Administration.  <p style="text-align: center;">OR</p> Ph.D. with at least 10 Years Teaching experience in a University or College or Directorate/Institute of Correspondence Courses.  <b>Desirable:</b> (a) 3 years experience of administration in a University or a College or Directorate/Institute of Correspondence Courses as Reader/Professor/Principal. (b) Knowledge of Hindi.
*9.	Deputy Registrar	1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. 2. Five years of experience as a Lecturer in a College or a University with experience in Educational Administration.  <p style="text-align: center;">OR</p> Comparable experience in Research Establishment and/or other Institutions of Higher Education.  <p style="text-align: center;">OR</p> Five years of Administrative experience as Assistant Registrar or in a equivalent post.  The appointments/promotions to be made according to these qualifications against internal quota posts will be subject to rules of relaxation as may be in vogue at any point of time.
*10.	Finance Officer	1. A Bachelor's Degree with Chartered Accountant/SAS  <p style="text-align: center;">OR</p> A 2 <sup>nd</sup> Class Master's degree or LL.B. degree.  2. At least 8 years' experience in Accounts/Budgeting etc. in a grade not below Rs.3700-5000/-.

\*Amended vide Executive Council Resolution No.35 of 29-10-2005.

\*Amended vide Executive Council Resolution No.62 of 29-2-1996.

<i>Sr. No.</i>	<i>Name of the Post</i>	<i>Minimum Qualifications</i>
		In case no suitable candidate is found, the Establishment Committee may recommend relaxation in experience in case of internal candidates if their record of service is exceptionally good.
*11.	Placement Officer	Post-graduate in any discipline from recognised University in India. Candidates who have Post-graduate Diploma in Journalism & Mass Communication with adequate teaching experience at any level will be given preference.
**12.	Principal (USSMS)	Essential Qualifications: i) M.A./M.Sc./M.Com. ii) B.T./B.Ed./S.A.V./L.T./D.T. *iii) Teaching experience of at least 8 years after B.T./B.Ed./S.A.V./L.T./D.T. (for Lecturer of University Senior Secondary Model School, it should be 8 years after M.A./M.Sc./M.Com.) in Higher Secondary School out of which two years experience should comprise as a Head of Higher/Senior Secondary School or a Lecturer of any recognized Higher/ Senior Secondary School or College. Higher start is negotiable for experienced person.
*13.	Assistant Registrar	1. Good Academic record plus Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale. 2. The appointments/promotions to be made according to these qualifications against internal quota posts will be subject to rules of relaxation as may be in vogue at any point of time. 3. There shall be no relaxation in qualifications for internal candidates competing against open post. 4. The relaxation of age upto 5 years shall be allowed to all the candidates who have 5 years or more experience as superintendent or an equivalent post irrespective of the fact whether the candidates are internal or external. 5. Bachelor Degree in any discipline shall be considered as lower examination for determining the 'Criteria of Good Academic Record' for the post of Assistant Registrar.
*14.	Director, Physical Education & Sports	(i) Ph.D. in Physical Education. (ii) Experience of at least ten years as University Deputy D.P.Es. or fifteen years as University Assistant D.P.Es./College D.P.Es.(Selection Grade). (iii) Participation in at least two National/International Seminars/Conferences

\* Added vide Executive Council Resolution No.51 of 12-10-2001.

\*\* Added vide Executive Council Resolution No.21 of 20-10-1993.

\* Added vide Executive Council Resolution No.33 of 31-7-1998.

\* Added vide Executive Council Resolution No.34 of 20-5-2006.

\* Amended vide Executive Council Resolution No.40 of 5-1-2000.

<i>Sr. No.</i>	<i>Name of the Post</i>	<i>Minimum Qualifications</i>
*14.	Director, Physical Education & Sports	(iv) Consistently good appraisal reports. (v) Evidence of organising competitions and conducting coaching camps of at least two weeks duration. (vi) Evidence of having produced good performance teams/athletes for competitions like State/National/Inter University/Combined University, etc.
15.	Superintendent	1. A Bachelor's Degree. 2. 10 years' experience in a University/ Examining Body. <b>For other than direct Recruitment</b>
*16.	Deputy Superintendent	By promotion from amongst the Assistants of Kurukshetra University, Kurukshetra having eight years' experience as Assistant. <b>Direct Recruitment</b>
17.	P.As.	1. A Bachelor's Degree. 2. 3 years' experience as Stenographer and subject to passing such test as may be prescribed by the competent authority. <b>*For other than direct Recruitment</b>
*18.	P.Ss.	Five years' experience as Senior Scale Stenographer. <b>For other than direct Recruitment</b> P.A. having one year experience or a total experience of 8 years as Senior Scale Stenographer.
19.	Asstt. Director, Sports (Male and Female)	1. A 1 <sup>st</sup> /2 <sup>nd</sup> Class Master's Degree in Physical Education. OR 1 <sup>st</sup> /2 <sup>nd</sup> Class M.A./M.Sc. with 1 <sup>st</sup> /2 <sup>nd</sup> Class Diploma in Physical Education; 2. At least 5 years' experience of organising games at the College/University level, relaxable in case of outstanding candidates possessing high Sports achievements and educational qualifications. Preference to N.I.S. qualified persons.
20.	Assistant	1. A Bachelor's Degree with 5 years' experience. OR Matric/Hr. Secondary with 10 years' office experience in University/ Examining Body. Preference will be given to those who have adequate experience of working in the various Branches of the University/Educational Institution/Board.
*21.	Calligraphist	<b>Essential :</b> B.A. with good handwriting in English and Hindi for writing Degrees/ Diplomas/Certificates and knowledge of Hindi and English upto Matric standard. <b>Desirable :</b> Experience or Certificate/Diploma in Calligraphy.

\* Amended vide Executive Council Resolution No.40 of 5-1-2000.

\* Added vide Executive Council Resolution No.42 of 12-10-2001.

\* Added vide Executive Council Resolution No.37 of 10-1-1997.

<i>Sr. No.</i>	<i>Name of the Post</i>	<i>Minimum Qualifications</i>
*22.	Co-ordinator (for Chief Warden's Office)	Graduate with experience of dealing with students in a supervisory capacity. Candidates with higher qualifications and/or with experience in the line will be preferred. Academic qualifications relaxable for internal candidates with adequate experience in the line.
23.	Hostel Supervisor	Preferably Bachelor's Degree with experience of Supervising, maintenance and handling of Institutional messes. Experience of handling accounts will be additional qualifications. <b>OR</b> (a) Naib Subedar or Subedar. (b) Age – Not above 50 years. (c) Medical Category-Shape –I. (d) Hight –5'-9" (177.5 cms.) (e) Weight – Not more than 72 kg.
24.	Watch & Ward Supervisor	1. J.C.O. (Retd.) in Army or equivalent in other defence forces. 2. At least Matriculation or equivalent qualifications from Army/Navy/Air Force Training Institute. 3. Age should not be more than 48. 4. Physically fit (Shape–I) with a minimum height 177.5 cms. (5'-9") and a minimum weight of 75 kg. S= Psychological H=Hearing A=Appendages P=Physiological Condition E=Eyes <b>For Promotion :</b>
*25.	Junior Scale Stenographer	1. Two years' experience as Steno-typists; 2. Qualifies a departmental test in Stenography in Hindi at the speed of 80 w.p.m. and transcription thereof at the speed of 15 w.p.m. and in English at the speed of 100 w.p.m. and transcription thereof at the speed of 20 w.p.m. (8% mistakes are allowed in each). <b>For Promotion :</b>
*26.	Senior Scale Stenographer	1. One year experience as Junior Scale Stenographer; 2. Qualifies a departmental test in Stenography in Hindi at the speed of 80 w.p.m. and transcription thereof at the speed of 15 w.p.m. and in English at the speed of 100 w.p.m. and transcription thereof at the speed of 20 w.p.m. (4% mistakes are allowed in each).

\* Added vide Executive Council Resolution No.62 of 29-2-1996.

\* Added vide Executive Council Resolution No. 42 of 12.10.2001.

<i>Sr. No.</i>	<i>Name of the Post</i>	<i>Minimum Qualifications</i>
*27.	Steno Typist	<p>1. Matric 1<sup>st</sup> Division; OR Higher Secondary 2<sup>nd</sup> Division OR 10+2 2<sup>nd</sup> division; OR 10+2 Vocational 2<sup>nd</sup> Division OR Intermediate 2<sup>nd</sup> Division OR Graduate of a recognized University or its equivalent.</p> <p>For Ex-Serviceman Matric only.</p> <p>2. Knowledge of Hindi/Sanskrit upto Matric standard.</p> <p>3. Qualifies a test in Stenography in English at the speed of 80 wpm and 64 wpm in Hindi &amp; transcription thereof at the speed of 15 wpm/11 wpm only on computer (8% mistakes are allowed in each).</p>
♦28.	Clerk	<p>Matriculation in 1<sup>st</sup> Division, OR Higher/Senior Secondary in 2<sup>nd</sup> Division, OR Intermediate in 2<sup>nd</sup> Division, 10+2 (Vocational) in 2<sup>nd</sup> Division, OR Graduate. Each candidate must pass the competence Data Entry Test on Computer at a minimum speed of 30 words per minute.</p> <p>Provided that in the case of internal candidates, who have at least three years approved service in this University to their credit, the qualifications at Sr.No.1 are relaxable to Matric 3<sup>rd</sup> Division.</p>
29.	Peons	Middle relaxable in suitable cases.
30.	Daftries/Jamadars	Middle relaxable in suitable cases.
**31.	Daftri-cum-Machineman (For Dept. of Sports)	<p><b>Essential :</b> Matric with ITI certificate in Electrical/ Mechanical Trade.</p> <p><b>Desirable :</b> Knowledge of Swimming.</p>
32.	Securityman	<p>1. Should be Middle pass.</p> <p>2. Should be conversant with the work of Watch &amp; Ward.</p> <p>3. Preferably Ex-serviceman.</p> <p>4. Relexable in suitable cases.</p>
**33.	Photocopying Operator	Matriculate having experience in the line concerned.
34.	Head Mali	<p>(i) Literate.</p> <p>(ii) Well-versed in discharging of duties as Head Mali.</p> <p>The post will be filled up from amongst the Malies by promotion on seniority-cum-merit basis.</p>
35.	Mali	<p>(i) Literate.</p> <p>(ii) Should know the work of Mali.</p>

\* Amended vide Executive Council Resolution No.4 of 14.6.2008.

♦ Amended vide Executive Council Resolution No.12 of 12.6.2009.

\*\* Added vide Executive Council Resolution No.6 of 26.3.1998.

\*\* Added vide Executive Council Resolution No.55 of 24.6.2004.

<i>Sr. No.</i>	<i>Name of the Post</i>	<i>Minimum Qualifications</i>
36.	Beldar	(i) Literate. (ii) Well-versed in the work of Beldar.
37.	Groundman	(i) Literate. (ii) Well-versed in discharging of duties as Groundman.
*38.	Sanitary Inspector	10+2 with Sanitary Inspector Course.
39.	Head Sweeper	(i) Literate. (ii) Well-versed in discharging of duties as Head Sweeper. The Post will be filled up from amongst the Sweepers by promotion on seniority-cum-merit basis.
♥40	Helper	Matric.
41.	Sweeper	(i) Literate. (ii) Well-versed in the work of sweeping and cleaning.
42.	Cook	(i) 50% by direct recruitment and (ii) 50% by promotion from Waiters/Utensil Cleaners

**\*\*Criteria for Direct Recruitment**

- (i) Middle Pass.
- (ii) Certificate from any recognized Hospitality Institution or 3 years' experience from any reputed Hotel/Restaurant/Organisation.
- (iii) Able in preparing Continental as well as Indian Foods.
- (iv) Preference will be given to Ex-Serviceman having experience of cooking in defense & other paramilitary forces.

**Criteria for promotion**

The Waiters/Utensil Cleaners may be considered for promotion to the post of Cook by conducting a test by the Committee, to be constituted by the Vice-Chancellor/Registrar to evaluate their capability in Cooking.

However, in case suitable internal candidates are not available, appointments will be made from outside by direct recruitment.

**Other than Direct Recruitment**

- (i) In case of promotion 3 years' experience as Assistant Cook/Tandooria/Nan-Bai.
- (ii) In case of transfer 3 years' experience as Indian Cook.

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\* Added vide Executive Council Resolution No.16 of 20-5-2006.

♥ Added vide Executive Council Resolution No.10 of 11.5.2007.

\*\* Amended vide Executive Council Resolution No.28 of 9.6.2010.

Sr. No.	Name of the Post	Minimum Qualifications
*43.	Mortar Mate	Matric and having experience of 5 years in the field or Certificate Course from I.T.I. in the respective trade. <b>By Promotion :</b> Middle with 8 years' experience as Helper in the respective trade. <b>Quota in Internal Candidate :</b> Ratio of 3:1 be fixed for promotion from internal candidates/direct recruitment i.e. three posts be filled up by promotion from internal candidates and one post be filled up from direct recruitment. No relaxation in the prescribed qualifications be made while promoting the internal candidates.
*44.	Warden (for Girls Hostel)	1. Master's Degree with 50% marks and two years' experience in the line. 2. Candidates should be below 50 years in age.
45.	**Mechanic Air-Conditioning (for Construction Branch)	(i) Matric. (ii) I.T.I Certificate in Refrigeration and Air-Conditioning Trade. (iii) At least 5 years experience in Air Conditioning, Refrigeration & Central A.C. Plant. (iv) Knowledge of Hindi or Sanskrit upto Matric.
^46	Utensil Cleaner	(i) Literate; (ii) Should know the work of Utensil Cleaner.
♦47.	Aya (for USSMS)	Middle Pass
♦48.	School Librarian (for USSMS)	B.A./B.Sc./B.Com. & B.Lib. Information Science with 50% marks and two years experience in a professional capacity.
♦49	Waiter (for General Branch)	Middle Pass Experience of at least one year working in Restaurant/Canteen of a reputed organization.
♦50.	Game Attendant	1. Matric 2. Participation in any game at district level.
^51	Table Player (for University College of Education)	Sangeet Visharad(B.Music Tabla) from Pracheen Kala Kendra, Chandigah; OR Sangeet Prabhakar from Prayag Sangeet Samiti, Allahabbad; OR Sangeet Visharad from Gandharv Mahavidyalaya Mandal, Pune OR Any other equivalent recognized course.

\* Added vide Executive Council Resolution No.29 of 9.8.2004.

^ Added vide Executive Council Resolution No.49 of 11.11.2006.

\*\* Amended vide Executive Council Resolution No.29 of 12.2.2009.

♦ Added vide Executive Council Resolution No.17 of 6.1.2007.

♦ Added vide Executive Council Resolution No. 29 of 12.2.2009.



<i>Sr. No.</i>	<i>Name of the Post</i>	<i>Minimum Qualifications</i>
*52.	Examination Record Supervisor	<b>Minimum Qualification :</b> (i) Graduate in any Discipline; (ii) Five Years Experience of Record keeping/inventory control in a University/Govt./ Semi Govt. or reputed concern; and (iii) Knowledge of computer and data processing. <b>Desirable :</b> P.G. Degree/P.G. Diploma in Management.
*53	Guest House Supervisor	<b>Essential:</b> 1. Matriculate with Computer abilities' 2. Experience of atleast 5 years in a Star Hotel or equivalent Mess facilities in Defense Forces; <b>Preferable</b> 3. Ex-Serviceman (JCO) Retd. with appropriate experience in catering and accommodation management of Guest House/ Mess Facilities. 4. Experience of handling institutional Guest House facilities and handling of accounts.

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^ Added vide Executive Council Resolution No. 29 of 12.2.2009.

\*Added vide Executive Council Resolution No.8 of 8.8.2009.

♦ Added vide Executive Council Resolution No.17 of 9.6.2010.

**QUALIFICATIONS FOR VARIOUS POSTS IN  
THE UNIVERSITY UNDER SELF-FINANCING SCHEME**

<i>Sr. No.</i>	<i>Designation</i>	<i>Minimum Qualifications</i>
*1.	Senior Administrative Officer	1. A Master's degree with at least 55% marks or its equivalent grade of 'B' in the U.G.C. seven point scale. 2. At least five years regular service in an administrative or equivalent post in the grade of Rs.8000-13500.  <b>Desirable:</b> Candidates having Bachelor degree in Law in addition to above qualifications will be given preference.
*2.	Administrative Officer	1. Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale. 2. At least five years regular service in an administrative/supervisory or equivalent post in the grade of Rs.6500-10500.
*3.	Professional Assistant	M. Lib. Sc. or M.A./ M.Sc./ M.Com. & B.Lib.Sc. with at least 50% marks. OR B.A./B.Sc./B.Com. & B.Lib.Sc. with 50% marks and 5 years experience in a Professional capacity.
*4.	Data Entry Operator	A graduate with Computer Science as one of the subjects at degree level, or other graduates possessing a One Year Diploma in Computer Applications from a recognised Institute, or any other qualification equivalent thereto.  One must also pass a competence Data Entry Test on Computer at a minimum speed of 30 words per minute.

\*Added vide Executive Council Resolution No.4 of 20-5-2006.

▼Added vide Executive Council Resolution No.32 of 20.5.2006.

♦Amended vide Executive Council Resolution No.18 of 29.10.2005.

<sup>‡</sup>For University Institute of Engineering & Technology

<i>Sr. No.</i>	<i>Designation</i>	<i>Minimum Qualifications</i>
1.	Sr. Tech. Assistant	B.Tech./B.E. in the concerned Branch/ Discipline. OR 3 years Diploma with 3 years' experience in the line. OR B.Sc. Bio-Technology/Microbiology/Bio-Chemistry with three years Laboratory experience in Bio-Tech. OR P.G. Diploma in Bio-Chemical Engg.
2.	Lab. Assistant/ Lab. Technician	I.T.I. in relevant trade with 60% marks. OR 3 years' Diploma in allied trade. OR 10+2 with Science 50% marks.
3.	Lab. Attendant	Matric with Science with 50% marks.
4.	Lab. Cleaner	Matric with Science/General Science.
*5.	Assistant Programmer	M.Sc. Computer Science/B.Tech. Computer Science.
*6.	Workshop Instructor	B.Tech. Mechanical Engineering/3-year Diploma in Mechanical Engineering with 3 years' experience in Industry or workshop.
*7.	Store-Keeper	Graduate in Science Preferably with experience in Store Purchases.
**8.	Network Engineer	B.Tech. 1 <sup>st</sup> Division in Computer Science & Engg./Electronics & Communications/ Information Technology. Preference will be given to the candidates having at least 3 years experience in relevant field.
<sup>‡</sup> 9.	System Programmer	B.Tech. 1st Division in Computer Engineering or M.C.A. 1st Division. Preference will be given to the persons of having 3 years experience in the similar area.
<sup>‡</sup> 10.	Technical Assistant	PGDCA/B.Sc. Computer Science/3 years Diploma in Computer Engineering. Preference will be given to the persons of having 3 years experience in the similar area.
*11.	Librarian	(i) Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC.  (ii) Master's Degree in Library Science/Information Science/ Documentation or an equivalent Professional Degree with at least 55% of the marks or its equivalent C.G.P.A. and consistently good academic record, computerization of Library.

<sup>‡</sup> Added vide Executive Council Resolution No. 38 of 9-8-2004.

\* Added vide Executive Council Resolution No.5 of 4-9-2004.

\*\* Amended vide Executive Council Resolution No.21 of 6-1-2007.

<sup>‡</sup> Added vide Executive Council Resolution No.5 of 6-6-2005.

\* Added vide Executive Council Resolution No.26 of 6-6-2005.

<i>Sr. No.</i>	<i>Designation</i>	<i>Minimum Qualifications</i>
*12.	Training & Placement Officer (for UIET)	<p><b>Essential Qualifications :</b></p> <p>1. First class B. Tech and MBA (HR) from a recognized and reputed Institution.</p> <p style="text-align: center;">OR</p> <p>2. First class M. Tech. with PG Diploma (HR) and one year experience as Manager (HRD)/Training and/or Placement Office in reputed organizations.</p> <p><b>Desirable Qualifications :</b></p> <p>Persons having more than five years experience as Training &amp; Placement Officer/ Industrial Training in India &amp; abroad in a reputed Engineering Institution with proven track record will be given preference.</p>
*13.	Senior Technical Assistant	<p>M.Sc. Chemistry with 2<sup>nd</sup> Division (in any of the following Specializations) :                      Organic/Pharmaceutical/Industrial/Inorganic</p> <p style="text-align: center;">OR</p> <p>B. Pharmacy with 1<sup>st</sup> Division</p> <p style="text-align: center;">OR</p> <p>B. Tech. Instrumentation with 1<sup>st</sup> Division.</p> <p><i>Note:</i> Preference will be given to the candidates having experience in operating/repairing of instruments.</p>
*14.	Junior Technician Grade-I	<p>3 years Diploma in Computer Science &amp; Engineering/Instrumentation/ Information Technology.</p> <p style="text-align: center;">OR</p> <p>B. Pharmacy</p> <p><i>Note:</i> Preference will be given to the candidates having experience in the line.</p>
*15.	Supdt. (Workshop)	<p>4 year regular B.Tech. in Mechanical Engg. OR in relevant field and knowledge of computer working preferable.</p>
*16.	Technical Assistant (Mechanical Engg.)	<p>3 year regular Diploma in Mechanical Engg. OR in relevant branch with two years relevant experience. Knowledge of Computer working preferable.</p>
*17.	Junior Technical Assistant (Grade-III) (Mechanical Engg.)	<p>3 year regular Diploma in Mechanical Engg. OR in relevant Branch.</p> <p style="text-align: center;">OR</p> <p>Matric or its equivalent with ITI Certificate in appropriate trade (Machining/Fitting/Welding/Carpentry) with not less than 60% marks and at least two years experience in the relevant field. Knowledge of computer working preferable.</p>

^Added vide Executive Council Resolution No.11 of 3.12.2007.

\* Amended vide Executive Council Resolution No.12 of 12.2.2009.

^Added vide Executive Council Resolution No.39 of 9.6.2010.

<i>Sr. No.</i>	<i>Designation</i>	<i>Minimum Qualifications</i>
♥18.	Junior Technical Assistant (Grade-III) (Electronics & Comm. Engg.)	Matric or its equivalent with ITI certificate in appropriate trade(Electronics/ Instrumentation) with not less than 60% marks and at least two years experience in the relevant field. Knowledge of computer working preferable.
♥19.	Technical Assistant (Physics)	B.Sc. with physics with minimum 55% marks. One year experience in relevant field will be preferred.

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♥Added vide Executive Council Resolution No.39 of 9.6.2010.

**\*For the Department of Journalism and Mass Communication**

<i>Sr. No.</i>	<i>Designation</i>	<i>Minimum Qualifications</i>
1.	Junior Electronic Engineer	Diploma or Degree in Electronic Engineering or equivalent, preferably with experience in maintenance of electronic equipment.
2.	<b>Technical Executive :</b>	
	(a) Electronic Media	Post-graduate in Mass Communication or Journalism, preferably with one year experience in handling audio-video production equipment.
	(b) Computer	B.Tech. (Computer Science), or MCA or equivalent with at least two years' experience in a University or College Computer Lab.
	♦(c) Technical Executive Computer Software	(a) B.Tech. Computer Science/Engineering or MCA or equivalent. (b) At least two years experience in the University or a college or an organization of repute in the development or application of computer software after the completion of the eligibility qualifications.
3.	<b>Producer :</b>	
	(a) Television Production	Master in Mass Communication with specialization in electronic media and/or at least one year experience in television production in a reputed organization.
	♦(b) Web Designing	(a) B.Tech. Computer Engineering/Science or MCA or PG Degree in Mass Communication/Journalism/Electronic Media or equivalent. (b) One year experience of designing/ handling web after the completion of the eligibility qualifications.
4.	<b>Workshop Executive:</b>	
	Printing Technology	Diploma in Printing Technology with two years' experience in a printing establishment of repute or a degree in Printing Technology with one year experience in a printing establishment of repute.

**\*For the Department of Chemistry**

- Senior Technical Assistant for NMR Operator M.Sc. Chemistry (Organic) with at least 2<sup>nd</sup> division for NMR Operator.

\* Added vide Executive Council Resolution No.26 of 31.8.2006.

♦ Amended vide Executive Council Resolution No.33 of 22.8.2007.

\* Added vide Executive Council Resolution No.17 of 30.9.2003.

**QUALIFICATIONS AND INTERNAL PROMOTIONS TO THE TECHNICAL/PROFESSIONAL POSTS IN THE UNIVERSITY**

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
1.	Executive Engineer	Recognised degree in Civil Engineering for equivalent qualifications. Minimum experience of 10 years' against a post not below the rank of an Assistant Engineer.		The post of Executive Engineer should always be filled up by direct recruitment.
2.	Sub-Divisional Officer (Civil)	B.E. (Civil) with 2 years' experience.	S.O. with 8 years' experience	(a) 50% post of S.D.Os'. should be filled up by promotion from inside the office, if the internal candidates hold the requisite qualification and have at least 8 years' experience in the University as Sectional Officer and also pass prescribed test as is done in the Haryana Govt.  (b) 50% posts should be filled up by direct recruitment.
♦3.	S.D.O. (Electrical)	Degree in Engineering (Electrical) from a recognised University or equivalent. The candidates should have at least 3 years' experience in designing, preparation of estimates, supervision and execution of electrical installations work in buildings, installations of overhead/underground L.T./H.T. transmission and distribution lines, motors with associated control gears. Should be well conversant with Indian Electricity Acts and Rules and Government specifications for electrical works in the buildings. Capable of preparation of contractors' bills and tenders for electrical works independently.		
*4.	Technical Officer-I	M.Sc./B.E./B.Tech. in Instrumentation or allied field with at least 55% marks or equivalent grade with good academic record.		

♦ Added vide Executive Council Resolution No.31 of 28.7.1999.

\* Added vide Executive Council Resolution No.54 of 31.7.1998.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
5.	Junior Engineer	J.E. qualified with 6 months experience.	Nil	Appointments to the posts of Junior Engineer should be made by direct recruitment.

▼6.	Senior Technical Assistant/ Technical Assistant Grade-I/ Technician- 'E'	<p>M.Sc. 2<sup>nd</sup> Class; OR</p> <p>B.Sc. 1<sup>st</sup> Class with 2 years' experience in the line; OR</p> <p>B.Sc. 2<sup>nd</sup> Class with 3 years' experience in the line; OR</p> <p>B.Sc. 3<sup>rd</sup> Class with 5 years' experience in the line; OR</p> <p>Matric with Science/General Science with 7 years' experience of the feeder post. OR</p> <p>Persons having 15 years experience in the line will also be considered for promotion to the post of STA/Technician 'E'/ Technical Assistant Grade-I.</p>		
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**Note :** In the line means the experience as a whole in the Department.

There will be a compulsory training for the official promoted to the post of STA/Technician 'E'/Technical Asstt. Gr.-I and the training will be arranged by the Department concerned.

**(For Glass Blowing/Optics)**

*7.	Technician 'D'/ Jr. Tech. Assistant (for USIC)	<p>(i) Matric with Science/General Science.</p> <p>(ii) 9 years' experience in the line. (Candidates will be tested for their aptitude in the relevant trade.)</p>		
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**(For Mechanical/Electronics)**

Diploma in Engineering/B.Sc. with 3 years' experience in the operation repair and maintenance of instruments.

OR

Diploma in Mechanical Engg./ B.Sc. with 3 years' experience in workshop practice. (Candidates will be tested for their aptitude in the relevant trade).

▼ Amended vide Executive Council Resolution No.37 of 14.6.2008.

\* Amended vide Executive Council Resolution No.21 of 10-10-1994.



<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
		<p>OR</p> <p>B.Sc. 1<sup>st</sup> division with 3 years' experience/B.Sc. 2<sup>nd</sup> division with 5 years' experience/B.Sc. 3<sup>rd</sup> division with 10 years' experience;</p> <p>OR</p> <p>ITI with 11 years' experience;</p> <p>OR</p> <p>Matric with Science/General Sc. with 15 years' experience in the line.</p>		
▼8.	Scientific Assistant/ Technical Assistant (Grade-II) (Old Lab. Supervisor)	<p>M.Sc. 2<sup>nd</sup> Class;</p> <p>OR</p> <p>B.Sc. 1<sup>st</sup> Class with 3 years' experience in the line;</p> <p>OR</p> <p>B.Sc. 2<sup>nd</sup> Class with 5 years' experience in the line;</p> <p>OR</p> <p>B.Sc. 3<sup>rd</sup> Class with 10 years' experience in the line;</p> <p>OR</p> <p>Matric with Science/General Science with 15 years' experience in the line.</p>		
9.	Technical Assistant (Grade-II) (Museum Supervisor)	<p>(a) 2<sup>nd</sup> Class M.A. in Ancient Indian History Culture and Archaeology.</p> <p>(b) Experience of one year in a Museum or Diploma in Museology.</p>		
*10.	Technician 'B' (for USIC)	<p><b>For Mechanical/Electronics Workshop</b></p> <p>(i) Matric with Sc./General Sc.</p> <p>(ii) Certificate course from ITI with 5 years' experience in the relevant trade.</p> <p>OR</p> <p>Matric with Science/General Science with at least 10 years' experience in the line.</p> <p><b>For Optics/Glass Blowing</b></p> <p>(i) Matric with Sc./General Sc.</p>		

▼Amended vide Executive Council Resolution No.25 of 20.10.1993.

\*Amended vide Executive Council Resolution No.21 of 10-10-1994.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
		(ii) 5 years' experience in the relevant trade (Candidates will be tested for their aptitude in the relevant trade).		
*11.	Scientific Assistant/ Technical Assistant (Grade-II)	<p>M.Sc. 2<sup>nd</sup> Class; OR B.Sc. 1<sup>st</sup> Class with 3 years' experience in the line; OR B.Sc. 2<sup>nd</sup> Class with 5 years' experience in the line; OR B.Sc. 3<sup>rd</sup> Class with 10 years' experience in the line; OR Matric with Science/General Science with 15 years' experience in the line.</p>		
*12.	Technician 'C' Glass Blowing (for USIC)	<p><b>Mechanical/Electronics Workshop</b></p> <p>(i) Matric with Science/General Science. (ii) ITI Certificate with 7 years' experience in the relevant trade. (Candidates will be tested for their aptitude in the relevant trade). OR Matric with Science/General Science and having 10 years' experience in the line in previous cadre.</p> <p><b>For Optics/Glass Blowing</b></p> <p>(i) Matric with Science/General Science. (ii) 7 years' experience in the relevant trade. (Candidates will be tested for their aptitude in the relevant trade).</p>		

\*Amended vide Executive Council Resolution No.25 of 20-10-1993.

\*Amended vide Executive Council Resolution No.21 of 10-10-1994.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
13.	(i) Photographer (ii) Senior Store-Keeper  ♥(iii) Audio-Video Operator	Engineering Diploma. OR I.T.I. Certificate with 3 years' experience in the line. OR B.Sc. 2 <sup>nd</sup> Class with 1 year's experience in the line. OR B.Sc. 3 <sup>rd</sup> Class with 3 years' experience in the line.		
	♥Job Profile of Audio-Video Operator	Graduation in Mass Communication or Journalism and Certificate/Diploma in Computer from a recognized University/Institution OR Graduation with Certificate or Diploma in Audio-Video systems and Certificate/Diploma in Computer from a recognized University/Institution with minimum one year of experience of operating the Audio-Video Systems.		
14.	Junior Engineer (Civil)	1. Controlling the operation of sound system in the College as well as Dr. S. Radhakrishnan Sadan or at any place in the University including micro-phone management and audio recording. 2. Operation of L.C.D. Projector. 3. Expertise of video recording equipment. 4. The incumbent will be responsible for day-to-day upkeep of Computer Lab in the College. Three years' Diploma in Civil Engineering from recognised Institution and preferably with three years' experience of Civil works in Govt./public buildings.		

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
*15	Mechanic Grade-I/Junior Technician Grade-I	<p>B.Sc. 2<sup>nd</sup> Class; OR B.Sc. 3<sup>rd</sup> Class with 1 year's experience in the line; OR I.T.I. Certificate with 1 year's experience in the line; OR Matric with Science/General Science 1<sup>st</sup> Class with 3 years' experience in the line; OR Matric with Science/General Science 2<sup>nd</sup> Class with 7 years' experience in the line; OR ♥Matric with Science/General Science 3<sup>rd</sup> Class with 10 years' experience in the line; OR ♥Matric pass with 20 years' experience in the line.</p>		
*16.	Mechanic-cum-Operator ( for USIC)	<p>ITI certificate in Air-Conditioning/ Refrigeration with at least 2 years' experience in the line. Preference will be given to Diploma Holders OR the candidates with experience on Cryogenic/Gas Liquefier Machines, OR longer experience otherwise.</p> <p><b>Desirable:</b> Preference will be given to the candidate with experience on Liquid Nitrogen Plant. OR Matric with Science/General Sc. with at least 10 years' experience in the line in previous cadre.</p> <p><b>Desirable :</b> Preference will be given to the candidate with experience on Liquid Nitrogen Plant.</p>		

\*Amended vide Executive Council Resolution No.25 of 20-10-1993.

♥ For internal candidate only.

\*Amended vide Executive Council Resolution No.21 of 10-10-1994.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
17.	Pharmacist	(i) Matric with Science. (ii) Pharmacist Course Diploma from the Medical College, Rohtak or any other Institution recognised by the Haryana Government with training in injections, dressing, ward work in the recognised Hospital. (iii) Registered as a Pharmacist with Haryana Pharmacy Council under Section 31(A) or 31(C) or 31(A) read with the Section 31(A) or 31(C) of the Punjab Pharmacy Act, 1948. (iv) Hindi up to Matriculation standard.		
18.	(i) Junior Store-Keeper (ii) Senior Lecture Assistant (iii) Light & Sound Operator	B.Sc. OR Matric with Science 1 <sup>st</sup> Class with 3 years' experience in the line. OR Matric with Science 2 <sup>nd</sup> Class with 5 years' experience in the line. (i) Should be at least Matric with I.T.I. Course in Radio Mechanic with 3 years' Practical experience in running and maintaining 35 mm Projector having cinema operator licence. (ii) Should also have Good experience of operation of Light and Sound System/Public address System/Recording tapes/Electrician.		

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
*19.	Lecture Assistant Music	<p><b>Essential :</b></p> <p>1. At least B.A. with Music (Vocal) or Music (Instrumental) as one of the subjects from Kurukshetra University, Kurukshetra or any other examination recognized as equivalent thereto.</p> <p>2. (a) Ability to tune and perform Tanpura. Capability to accompany Vocal Music and Instrumental Music.</p> <p>(b) Ability to play Harmonium.</p> <p>(c) Ability to do minor repairs of the Musical Instruments.</p> <p>(d) Ability of preparing the term for presentation of Saraswati Vandana, Patriotic Songs, National Anthem and Cultural Items.</p>		
*20. (i)	Junior Technician Grade-III	<p>Matric with Science/General Science 1<sup>st</sup> Class.</p> <p>OR</p> <p>Matric with Science/General Science 2<sup>nd</sup> Class with 3 years' experience in the line.</p> <p>OR</p> <p>♥ Matric with Science/General Science 3<sup>rd</sup> Class with 7 years' experience in the line.</p> <p>OR</p> <p>♥ Middle pass with 20 years' experience in the line.</p>		<p>For Jr. Technician Gr.-III (Lab. Asstt.) :</p> <p>The Posts will be filled up by promotion from inside the department concerned on seniority-<i>cum</i>-merit basis, subject to fulfilment of prescribed qualifications. If suitable candidates are not available from inside the department, the posts will be filled up by direct recruitment.</p>

^ Amended vide Executive Council Resolution No.31 of 22.8.2007.

\* Amended vide Executive Council Resolution No.25 of 20-10-1993.

♥ For internal candidate only.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
	* (ii) Junior Lecture Assistant	1. 10+2 with Science in 1 <sup>st</sup> Class. 2. Three years' experience as Laboratory Attendant in a Govt./recognized educational institution.		The posts will be filled up by promotion on seniority-cum-merit basis amongst the Lab. Attendants of the University College having at least 3 years experience as Lab. Attendant in the University College. If suitable candidates are not available from inside the College, the posts will be filled up by direct recruitment.
21.	Tabla Instructor	(i) A degree of B. Music of an Indian University. OR An equivalent qualification of a foreign University.  <i>Note:</i> —Sangeet Visharad of Bhatkhande Sangeet Vidyapeeth, Lucknow; Sangeet Visharad of Gandharva Mahavidyalaya and Sangeet Prabhakar of Prayag Sangeet Samiti, Allahabad will be treated as equivalent of B. Music.  (ii) Record of outstanding performance and experience.  (iii) Qualifications are relaxable in case of artist/specialist of repute.		
22.	D.P.E. in Yoga	Master's Degree in Physical Education with high 2 <sup>nd</sup> Division and Degree/Diploma in Yoga Education with 55% marks. <b>Desirable :</b> Knowledge of Hindi.		

\*Amended vide Executive Council Resolution No.17 of 11.10.2008.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
23.	Draftsman (Civil)	Three years' Diploma in Civil Engineering from a recognised Institute or Draftsman Diploma in Civil Engineering with preferably two years' experience in preparation of estimates and tenders of buildings.		
*24.	Manuscript Keeper (for Dept. of Sanskrit)	1. M.A. (Sanskrit) in 1 <sup>st</sup> Division; and 2. Acquaintance with old Sanskrit and other Manuscripts.		
*25.	Manuscript Copyist (for ISIS)	<p><b>I. General Qualifications:</b></p> <p>(a) A Doctoral degree or published work of an equally high standard; and</p> <p>(b) Good academic record with at least 55% marks or an equivalent grade in M.A. (Sanskrit) from an Indian University or an equivalent degree from a foreign University.</p> <p><b>II. Special Qualifications :</b></p> <p>(a) Sound knowledge of Manuscriptology or experience of handling Sanskrit Manuscripts.</p> <p>(b) Good knowledge of English.</p>		
26.	Manuscript Assistant	At least 2 <sup>nd</sup> Class M.A. in Sanskrit or Acharya.  <b>Desirable:</b> Capability and Experience in Reading Sanskrit Manuscripts and also knowledge of Scripts <i>e.g.</i> , Nagari and Sharda.		

\*Amended vide Executive Council Resolution No.44 of 12.6.2009.

♣Added vide Executive Council Res. No. 15 of 28-7-1993.



<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
27.	Care Taker	(i) Matriculation (ii) Must pass the departmental Swimming Test.		
28.	Chargeman	Matriculation Examination at least with 2 <sup>nd</sup> Division, Trade Certificate of two years Course in Motor Mechanic at least with 2 <sup>nd</sup> Division.  Experience in Diesel Engine will be preferred.		
29.	Archivist Assistant	At least a Second Class Master's Degree of a recognised University in History (with specialization in Modern Indian History) or equivalent.  <b>Desirable :</b>  Diploma in Archives Keeping.		
30.	Library Bearers/ Cleaners	Middle		All posts may be filled up by direct recruitment.
*31.	Coach	<b>Essential :</b> 1. NIS Diploma. 2. (i) B.A. (ii) NIS Diploma in grade 'A' or (iii) Matric and member of winning Indian Team at National Level OR (iv) Matric and Member of Indian Team recognised International Tournament i.e. Olympics, World Cup Hockey, World Cup Foot Ball, Asian Games etc. only OR Represented the Country at Olympics OR Asian Games in individual events. 3. Hindi upto Matric/Higher Secondary. 4. Willingness to serve in Rural areas.		

\*Amended vide Executive Council Resolution No.14 of 31-7-1998.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
		<p><b>Preferable :</b></p> <ol style="list-style-type: none"> <li>1. B.P.Ed.</li> <li>2. Individual Prize or Member of Winning/Runners up team at National level.</li> <li>3. Participated in recognised International Tournaments/Competitions.</li> <li>4. Coaching experience.</li> </ol>		
*32.	Lab. Attendant to Technical Assistant/Computer Operator (for USIC)	<p>Post B.Sc. Diploma in Computer Science &amp; Applications.</p> <p style="text-align: center;">OR</p> <p>B.Sc. with Computer Science.</p> <p style="text-align: center;">OR</p> <p>Matric with at least 12 years' experience of working in the Computer Centre of this University.</p>		
33.	Attendant	Matric with Science/General Science.		<p>The post of attendant will be filled from out of the joint seniority list of Class 'D' employees on the basis of seniority subject to fulfilment of prescribed minimum qualifications and passing a qualifying practical test to be conducted by the department concerned. If suitable candidates are not available from the joint seniority list, the post(s) will be filled by direct recruitment.</p>
34.	Divisional Accountant	(i) A graduate with at least 5 years' experience of checking/ preparation of construction bills, maintenance and preparation of accounts as per P.W.D. rules and pattern.		

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\*Added vide Executive Council Resolution No.21 of 10-10-1994.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
		OR		
		(i) A Matriculate with 15 years' experience pertaining to accounts of P.W.D. or other Govt. Departments.		
		(ii) Passing of S.A.S. Part-I Divisional Accountant Examination/local body Account Grade 'A' Examination with P.W.D. background will be considered as an additional qualification.		
35.	Tabla Player (for USSMS)	Diploma in Tabla and Six months experience as Tabla Player.		
*36.	Lab Attendants (for USIC)	Matric with Science/General Science		
37.	Nurse (Dai)	(i) Trained Nurse (Dai) from a Recognised Institution & registered with Nursing Registration Council. (ii) 5 years' experience of working in a Hospital or Primary Health Centre. (iii) Preferably Matric.		
38.	Refrigeration-cum- Air Conditioning Mechanic	(i) Matric. (ii) Certificate in Refrigeration/ Air-Conditioning from I.T.I. or an equivalent examination.		
		<b>Desirable :</b>		
		(i) Practical experience in maintenance/repairs of Refrigerator/Air-Conditioner/Water Cooler. (ii) Supervisor Electrical Competency Certificate etc. Qualifications relaxable in case of experienced candidates.		

\* Added vide Executive Council Resolution No.21 of 10-10-1994

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
39.	Technician (For Centre for Academic Staff College)	B.Sc. with one year Diploma Course in Electrical, Electronics trade from Govt. or recognised Institution and three years' working experience of handling electrical/ electronics and other instruments.		
		<p><b>Preferential :</b></p> <p>Preference will be given to the person having some office experience on appointment as such he/she will have to assist in handling stock-purchase of the apparatus/instruments and library books besides maintaining and operating instruments.</p>		
*40.	Lab. Attendant to Key-punch Operator (for USIC)	<p>(i) Matric with good speed of Teletype/Key Punching Machines/Data Entry Devices.</p> <p>(ii) At least 10 years' experience of working in Computer Centre of this University.</p>		
41.	Technician (for Computer Centre)	<p>Post B.Sc. Diploma in Computer Science and Applications.</p> <p>OR</p> <p><b>B.Tech.</b></p>		
*42.	Technical Assistant (Computer)/ Technical Assistant & Computer Operator	<p>1. Post B.Sc. Diploma in Computer Science and Applications.</p> <p>OR</p> <p>2. B.Sc. with Computer Science as one of the major subjects.</p> <p>OR</p> <p>3. Three years Diploma in Computer Engineering of the State Boards of Technical Education.</p>		

\*Added vide Executive Council Resolution No.21 of 10-10-1994.

\*Added vide Executive Council Resolution No.26 of 31-1-2003.

Sr. No.	Designation of Post	Minimum Qualifications for the Post	Relaxation for Internal Candidates	Quota for Promotion for Internal Candidates
		OR		
		4. Post B.Sc. Diploma in Computer Science.		
		OR		
		5. Post-graduate Diploma in Computer Science.		
		OR		
		6. Post-graduate Diploma in Computer Applications.		
		OR		
		7. Post-graduate Diploma in Computer Science (Software).		
		<b>Desirable :</b>		
		Preference will be given to the person(s) who possess higher qualifications.		
43.	Junior Artist (for Youth & Cultural Affairs Department)	(i) 5 years' Diploma in Fine Arts OR Degree with Photography as a subject extending to minimum of 3 years training in Photography.		
		(ii) 3 years' experience (Professional) desirable.		
*44.	Technician (Computer)	Three years diploma in Computer Engineering from Polytechnic		
		OR		
		B.Tech. in Computer Engineering		
		<b>Desirable Experience :</b>		
		Two years in case of Diploma holder and for B.Tech. one year experience in trouble shooting of computers.		
*45.	Nurse (for UHC)	(i) B.Sc.(Hons.) Nursing or B.Sc.(Post Basic Nursing)		
		OR		
		Diploma in General Nursing with midwife Training from a recognized Institutes/ University.		
		(ii) A division Nurse (with midwife Training registered with Haryana Nurses Registration Council.		
		(iii) Hindi/Sanskrit upto Martic Standard.		

\*Amended vide Executive Council Resolution No.24 of 22.8.2007.

\*Amended vide Executive Council Resolution No.29 of 12.2.2009.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
46.	Store-Keeper (for University Health Centre)	B.Sc. with 5 years' experience in dealing with Pharmaceutical Stores. Relaxable for internal candidates.		
47.	Radiographer (for University Health Centre)	(i) Matric with Science. (ii) Radiographer Diploma from Medical College, Rohtak OR any other Institution recognised by the Government of Haryana. (iii) Hindi upto Matric.  OR Retired Armed Forces Persons from the trade of Radiographer (X-Ray Specialist).		
* 48.	Store Keeper (forUSIC)	B.Sc.  OR Matric with Science/General Sc. 1 <sup>st</sup> class with 3 years' experience in the line;  OR Matric with Science/General Sc. 2 <sup>nd</sup> class with 5 years' experience in the line.  <b>Desirable :</b> Preference will be given to candidates with experience in some Electronics Industry of repute.  OR Matric with Science/General Science with 10 years' experience in the line.  <b>Desirable :</b> Preference will be given to candidates with experience in some Electronics Industry of repute.		

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\*Added vide Executive Council Resolution No.21 of 10-10-1994.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
*49.	Driver	(i) At least Matric.  (ii) Holding driving licence of light and heavy vehicles with experience of 5 years' in the line.		Promotion of Group 'D' & 'C' employees to the post of Driver be made if he has a valid driving licence to drive a jeep/car etc. and has at least five years service on a group 'D' or 'C' post.  Provided further that the maximum age for an employee to qualify for promotion as Driver under the aforesaid rules shall be restricted to 50 years. In addition he should have driving licence of driving cars and jeeps which is at least five years old.
*50.	Laboratory Technician (for University Health Centre)	1. 10+2 with Physics and Chemistry. 2. Medical Laboratory Technician Diploma Course from Institution recognised by Haryana Govt. 3. Hindi upto Matric Standard.		
51.	Ward Bearer	Matriculation Examination.		
♥52.	Tubewell Operator (for Farming Department)	Matric with I.T.I. certificate in Trade of Motor/Tractor/Diesel/Electrical/Mechanical. Preference will be given to those who have experience in the line.		
53.	Cleaner (for Teaching Departments )	Matric with Science/General Science.		

\*Amended vide Executive Council Resolution No.38 of 22-7-2006.

\*Added vide Executive Council Resolution No.11 of 26-10-2002.

♥ Merger vide Executive Council Resolution No.29 of 12.2.2009.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
*54.	Technician 'A' (for USIC)	<p><b>(for Mechanical/Electronics)</b></p> <p>(i) Matric with Science/ General Science.</p> <p>(ii) Certificate Course of ITI in the relevant trade. (Candidates will be tested for their aptitude in the relevant trade.)</p> <p style="text-align: center;">OR</p> <p>Matric with Science/ General Science with 7 years' experience in the line.</p> <p><b>(for Optics/Glass Blowing)</b></p> <p>(i) Matric with Science/ General Science.</p> <p>(ii) 3 years' experience in the trade. (Candidates will be tested for their aptitude in the relevant trade).</p>		
*55.	Assistant Editor (for ISIS)	<p><b>Essential :</b></p> <p>(a) A 1<sup>st</sup> class or good second class Master degree in Sanskrit with a good academic record as per University rules.</p> <p>(b) A Ph.D. degree in Sanskrit.</p> <p>(c) 8 years' experience of teaching and/or Research including upto 3 years for Research degrees and has made some mark in the areas of Scholarship as evidence by quality of publications, contribution to educational renovation, design of new courses and curricula.</p>		

\*Amended vide Executive Council Resolution No.21 of 10-10-1994.

\*Added vide Executive Council Resolution No.19 of 31.7.1998.



<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
		(d) Good working knowledge in English language so as to be capable of handling the correct publication of Praci-Jyoti which is published in English.		
		<b>Desirable :</b> Preference will be given to the candidates having at least 5 years' experience of editing work.		
56	Transport Supervisor	(i) Naib Subedar/Subedar (Retired) from the Vehicle Mechanic Trade of Corps of Electrical and Mechanical Engineers.  (ii) At least Matriculation or equivalent qualifications from Army.		
*57.	Library Cleaner	Matric	By	Direct recruitment.
58.	Programme Assistant (for Computer Science & Applications)	(i) B.Sc./B.Tech. with Mathematics & Computer Science with a minimum of 60% or 6.7 points in the 9 point scale (First Division);  OR  Post M.A./M.Sc. Diploma Course in Numerical Analysis and Computing OR M.Phil. (Computer Science and Applications) OR Post B.Sc. Diploma Course in Computer Science and Applications with a minimum of 55% or 6.15 points in the 9 point scale (High Second Division), applicable to all the qualifications listed above.		

\* Added vide Executive Council Resolution No.27 of 25-7-1994.

Sr. No.	Designation of Post	Minimum Qualifications for the Post	Relaxation for Internal Candidates	Quota for Promotion for Internal Candidates
		(ii) Minimum experience of 1 year in programming on any standard Mini or Super Mini Computer with a good knowledge of its integral operating system. Should have experience in writing programmes in any two out of the language COBOL, FORTRAN 77 or PASCAL. Must have good knowledge and practical experience in handling PCXT and PCAT and MS DOS.		
59.	Trainee Operators (for Computer Centre)	Graduate of a recognised institution.		
		OR		
		10+2 with one year's exposure of computers.		
60.	Trainee Programmer (for Computer Centre)	Post B.Sc. Diploma in Computer Science & Applications from a recognised institution; B.Sc. with Computer Science as one of the major subjects from a recognised institution.		
		OR		
		Graduate with CSI/CMS/ Diploma/Certificate in at least two programming Languages.		
		OR		
		Graduate with Diploma/ Certificate in at least two programming Languages from a Training Centre accorded recognition from MAIT, e.g., NIIT, MCS, ICS etc.		
61.	Telephone Operator (for EPABX)	Matric with Science with at least 50% marks.		
		Preference will be given to the candidates having passed Telephone Operator's course from P&T or any other recognised Institution.		

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
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OR

Ex-servicemen from the Corps of Signals from the Operator Switch Board and Line or Operator Wireless and Line.

Note:- The candidates should have fluent speech in English and Hindi and sharp hearing.

62.	Lab. Assistants (for Dept. of Electronic Science)	Matric with Science 1 <sup>st</sup> class.		
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OR

Matric with Science 2<sup>nd</sup> class and three years' experience in the line.

**Desirable :**

Familiarity with Laboratory working conditions and various instruments/components/accessories used in a laboratory.

63.	Senior Technical Assistant (Photographer) (for Dept. of Botany)	Matric or Higher Secondary with experience as Photographer Preferably in some educational and research institute.		
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64.	Senior Technical Assistant (Garden-cum-Plant Collection)	Second Class B.Sc.(Biology) with experience in the development and maintenance of botanical garden and plant herbarium, and in the plant collection, preservation and maintenance; and		
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Qualifying a Departmental Test.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
*65.	Wireman (for Construction Branch)	Matric with ITI in Electrical/Wireman Trade or having two years vocational course in the Trade of Lineman conducted by the Director, ITI and vocational Education, Haryana.		Posts will be filled up by Promotion from the helpers on Seniority-cum-merit basis having 5 years' experience as Helper in the Elect. Wing.
*66.	Tracer (for Construction Branch)	Matric with I.T.I. Diploma in Draftsman (Civil) or at least 3 years' practical experience as Tracer in any recognised office.		
**67.	Sports Supervisor (for Dept. of Phy. Edu. & Sports)	1. 3 years B.P.Ed. course after passing 10+2 OR B.P.Ed.(One year) after passing B.A. 2. Participation at least in Inter University/National (Senior) level Tournament in a game(s) duly recognized by the Association of Indian Universities.		
^68.	Pump Driver (for Construction Branch)	(i) Matric. (ii) ITI Certificate in the trade of Motor/Tractor/Diesel/Mechanical/Electrical/ Wireman. (iii) Knowledge of Hindi upto Matric Standard.		Five years' experience as Assistant Pump Driver.
^^69	Work-Inspector (for Construction Branch)	Matric and having experience of 5 years' in the field or Diploma in ITI in the respective trade.		Middle with 10 years' experience as Mortar Mate in the respective trade.
♦70.	Lineman (for Construction Branch)	Matric with ITI certificate of Lineman with minimum 2 years' experience as Assistant Lineman.		10 years' experience as Wireman/Helper in Electrical Wing.

\* Added vide Executive Council Resolution No.35 of 31-7-1998.

\*Added vide Executive Council Resolution No.7 of 5-10-1995.

\*\*Amended vide Executive Council Resolution No.29 of 12.2.2009.

^ Added vide Executive Council Resolution No.11 of 5-1-2000.

^^ Added vide Executive Council Resolution No.22 of 29-3-1997.

♦ Added vide Executive Council Resolution No.4 of 3-1-1998.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
♦♦71	Research Assistant (for Dept. of Geography)	Consistently good academic record with first or high Second Class (55% marks or Grade-B in the seven point scale) in Master's degree in Geography.		
OR				
		Ph.D. in the subject of Geography.		
**72	Horticulture Inspector	(i) B.Sc. Agriculture with specialization in Horticulture.  (ii) Hindi upto Matric Standard.  (iii) Practical experience in Horti-culture is desirable.		
*73.	Assistant Pump Driver (for Construction Branch)	Matric with ITI Certificate in the trade of Motor Mechanic/ Tractor/ Diesel/ Electrical/ Mechanical or equivalent Army/Navy/Air Force qualifications.		
*74.	Fieldman (for Lands and Farming Deptt.)	Middle Pass/Under Matric. Well conversant with the knowledge of Agricultural Farming Operations.		
♥75.	Economic Investigator (for Dept. of Economics)	(a) M.A. Economics with at least 55% marks and Statistics/ Econometrics/ Mathematical Economics as one of the Optional Papers.  (b) <b>Desirable</b> : M. Phil.		

♦♦ Added vide Executive Council Resolution No.5 of 28.1.1994.

\*\* Added vide Executive Council Resolution No.6 of 28-1-1994.

\* Added vide Executive Council Resolution No.7 of 28.1.1994

♣ Added vide Executive Council Resolution No.11 of 22.7.1997.

♥ Added vide Executive Council Resolution No.45 of 28-3-1995.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
♦76.	Proof-Reader (for Distance Education)	1. Post-Graduate Degree. 2. At least 2 years' experience in Proof Reading in English and Hindi. Preference will be given for I.T.I. Certificate Holders/ Apprentices' Trainee in Composing/ Proof Reading.		
♥77.	Computer Supervisor (for Distance Education)	M.Tech. Computer Science/ Engg./IT. OR M.Sc. Computer Science or software/M.Sc.(IT) with one year experience in the line at any recognized Computer Institute/Centre.		
^78.	Head Securityman (for Watch & Ward Dept.)	The post will be filled up by promotion from amongst the Securityman on Seniority-cum-merit basis.		
*79.	Information Scientist	(a) B.E.(Computer); OR (b) Master Degree in Computer Application (MCA); OR (c) Master Degree in Library and Information Science (M. Lib. or M. Lib. Inf. Sc.) and Post Graduate Diploma in Computer Applications (PGDCA); OR (d) Bachelor degree in Library and Information Science (B. Lib. or B. Lib. Inf. Sc.) with three years' experience in the field and Post-graduate Diploma in Computer Applications (PGDCA). All degrees/diplomas shall be from recognised University/Institutions with minimum 55% marks.		

♦ Added vide Executive Council Resolution No.9 of 20.6.1995.

♥ Amended vide Executive Council Resolution No.50 of 12.6.2009.

^ Added vide Executive Council Resolution No.19 of 22.7.1997.

\* Added vide Executive Council Resolution No.19 of 29.2.1996.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
*80.	Horticulture Sub-Inspector	High School/Matric with Diploma in Practical Training in ornamental gardening/ Horticulture from a recognised institute.  These qualifications are relaxable in case of candidates having long practical experience.		
*81.	Agriculture Inspector	Matriculate with five years' experience as fieldman in the University/Modern Agriculture Farms having good knowledge of application of Agriculture inputs like seeds, Fertilizer, Insecticides, Weedicides etc.		
*82	<u>Plumber Gr.-I</u> (To work as laying of pipe lines of W/S & fixing of Sanitary fixtures and Geysers laying of soil, water pipe etc. & be capable of preparing of layout independently in plumbing system).	(i) Matric with ITI Certificate in the trade of Plumber/ Fitter with minimum experience of 3 years'. (ii) Knowledge of Hindi upto Matric standard.		Plumber Grade-II with minimum experience of 3 years'.
	<u>Plumber Gr.-II</u> (To work as laying of pipe lines of W/S & fixing of Sanitary fixtures and Geysers laying of soil, water pipe etc. & be capable of preparing of layout independently in plumbing system).	(i) Matric with ITI Certificate in the trade of Plumber/ Fitter. (ii) Knowledge of Hindi upto Matric standard.		Helper in line with minimum experience of 10 years' of Plumber & 5 <sup>th</sup> class pass from Govt. recognised School.

\* Added vide Executive Council Resolution No.20 of 29.2.1996.

^ Added vide Executive Council Resolution No.55 of 29.2.1996.

\* Added vide Executive Council Resolution No.23 of 29.3.1997.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
*83.	Semi-Professional	1. 2 <sup>nd</sup> class Graduate 2. 2 <sup>nd</sup> class B.Lib.Sc. 3. Certificate in Computer Applications OR an equivalent examination 4. Typing speed of 30 w.p.m. 5. 5 years' experience as Library Attendant in any Institute of repute. Preference will be given to those who have experience of Indexing/Xeroxing/Preservation/Archives	<b>For Library Attendants appointed prior to 26.10.2002 :</b> Matric with Certificate in Library Science & 8 years' experience as Library Attendant. OR Matric with 15 years' experience as Library Attendant.  <b>For Library Attendants appointed w.e.f. 26.10.02 :</b> (i) Matric. (ii) Diploma/Certificate Course in Lib. Science. (iii) Typing speed of 20 w.p.m. and must have knowledge of Computer Applications. (iv) Five years' experience as Library Attendant.	The post will be filled up by promotion from inside amongst the Library Attendants on seniority-cum-merit basis. If suitable candidates are not available from inside, upto 50% of the posts available at the time of selection may, if urgently needed, be filled up from outside.
♦84.	Library Attendant	+2 with five years' experience in a Library as Library Cleaner or its equivalent.	Matric with Five years' experience as Library Cleaner.	The posts will be filled up by promotion from inside on seniority-cum-merit basis. If suitable candidates are not available from inside, upto 50% of the posts available at the time of selection may, if urgently needed, be filled up from outside.

\* Amended vide Executive Council Resolution No.12 of 25.3.2010.

♦ Added vide Executive Council Resolution No.35 of 27.3.2008.



<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
♥85.	Senior Technical Assistant (for AIH Dept.)	<ol style="list-style-type: none"> <li>2<sup>nd</sup> Class M.A. in Ancient Indian History, Cultural &amp; Archaeology.</li> <li>Experience of two years in Archaeological Explorations and Excavations.</li> </ol>		
*86.	Proof-Reader (for ISIS)	<ol style="list-style-type: none"> <li>M.A. in Sanskrit with at least 50% marks.</li> <li>At least two years' experience of proof reading in Sanskrit, Hindi and English in any Educational/ Research Institute.</li> <li>Preference will be given to the candidates having Oriental Degree.</li> <li>Knowledge of Devnagri Software will be Desirable.</li> </ol>		
*87.	Professional Assistant (Manuscript)	<p><b>ESSENTIAL</b></p> <ol style="list-style-type: none"> <li>M.A. (Sanskrit) and B. Lib. &amp; Inf. Sc.</li> </ol> <p>OR</p> <p>B.A./Acharya with at least 60% marks (Sanskrit as one of the subject at graduation level) and B. Lib. &amp; Inf. Sc.</p> <p><b>DESIRABLE :</b></p> <ol style="list-style-type: none"> <li>Certificate/Diploma/Degree in the field of preservation &amp; conservation of manuscripts.</li> <li>Certificate/Diploma/Degree in Computer from a recognized University/ Institution.</li> <li>Working experience of manuscript preservation and conservation in an Institute of repute.</li> <li>Knowledge of different scripts e.g. Pali, Prakrit, Sharda, Nagri etc.</li> <li>Working knowledge of digitization.</li> </ol>		

♥ Added vide Executive Council Resolution No.19 of 11.3.2006.

\* Added vide Executive Council Resolution No.13 of 3.12.2008.

\* Amended vide Executive Council Resolution No.21 of 25.3.2010.

**QUALIFICATIONS AND TERMS AND CONDITIONS FOR PROMOTION OF TECHNICAL STAFF OF THE PRESS IN THE UNIVERSITY**

<i>Sr.No</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Quota for Promotion for Internal Candidates</i>
1.	Proof Reader	(i) Matric (ii) At least 3 years' experience as Copy Holder in K.U. Press (iii) Passing Departmental Practical Test in English and Hindi.	The post will be filled up by Promotion amongst the Copy Holders on Seniority-cum-Merit basis. If suitable candidates are not available from inside, the post will be filled up by direct recruitment with the following qualifications: (i) Matric. (ii) At least 4 years' experience in Proof Reading in English and Hindi. Preference will be given for I.T.I. Certificate Holders/ Apprentices' Trainees in Composing/Proof Reading.
2.	Copy Holder	(i) Matric (ii) Passing Departmental Practical Test. (iii) Preference will be given to those who have at least one year's experience in Composing and Proof-Reading in English and Hindi.	By Direct Recruitment.
*3.	Compositor	(i) 10+2 Standard. (ii) Three years' experience in composing in English & Hindi. (iii) ITI qualified.	The post will be filled up by Promotion from amongst Assistant Compositors on seniority-cum-merit basis. However, the existing incumbent(s) of the post of Compositor working on ad hoc basis for more than one year will be given preference if considered suitable by the Selection Committee. If suitable candidates are not available from inside, the post will be filled up by direct recruitment with the following qualifications : (i) 10+2 Standard. (ii) Three years' experience in Composing in English & Hindi. (iii) ITI qualified.

\*Amended vide Executive Council Resolution No.41 of 30-9-2003.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Quota for Promotion for Internal Candidates</i>
4.	Distributor	(i) Middle (ii) At least One Year's experience in distribution of English and Hindi type. (iii) Passing Departmental Practical Test.	The post will be filled up by direct recruitment.  Preference for I.T.I./Apprenticeship trained candidates.
5.	Senior Machineman	(i) Middle (ii) Passing Departmental Practical Test	By Promotion from amongst the Junior Machineman on Seniority-cum-Merit basis provided they can handle/operate automatic L.P. Cylinder Machines/Platen Machines and knowledge of three colour printing.
6.	Junior Machineman	(i) Middle (ii) Passing Departmental Practical Test.	By Promotion from amongst Inkers on Seniority-cum-Merit basis provided they can run Cylinder machines and Platen machines.  If no suitable candidates are available from inside, the post will be filled up by direct recruitment with the following qualifications : (i) Matric. (ii) Certificate Course from I.T.I. in the trade of Machine Minder. (iii) Three years' practical experience as Machineman and knowledge of three colour printing.
7.	Inker	(i) Matric (ii) Certificate from I.T.I. or having passed trade test after Apprenticeship in the trade of Machine Minder (iii) One Year's Practical experience.	By Direct Recruitment.
8.	Binder	(i) Middle (ii) Passing Departmental Practical Test.	By Promotion from amongst Learner Binders on Seniority-cum-Merit basis.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Quota for Promotion for Internal Candidates</i>
9.	Learner Binder	(i) Middle. (ii) Apprenticeship in the trade of Book-binding having passed trade test or certificate from I.T.I in the trade of Book Binding. (iii) One year's Practical experience in Book-Binding.	By Direct Recruitment.
10.	Store-Keeper	(i) Matric (ii) Two years' experience as Asstt. Store-Keeper.	By Promotion from amongst Asstt. Store-Keepers on Seniority-cum-Merit basis. If suitable candidates are not available from inside, the post will be filled up by direct recruitment with the following qualifications : (i) Graduate (ii) Three Years' experience as Press Store-Keeper.
11.	Assistant Store-Keeper	(i) Matric 2 <sup>nd</sup> Division (ii) Two years' experience as Press Store-Keeper (iii) Preference Typing test	By Direct Recruitment
12.	Foreman/Supervisor (Composing) Foreman/Supervisor (Printing) Foreman/Supervisor (Binding)	(i) Matric (ii) Passing Departmental Test	By Promotion on Seniority-cum-Merit basis amongst the Compositors or Senior Machinemen or Binders as the case may be. If suitable candidates are not available from inside, the post will be filled up by direct recruitment with the following qualifications: (i) Matric (ii) Two years' Certificate Course in the relevant trade, viz., Printing or Composing or Binding from a recognised Institute. (iii) Three years' Practical experience.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Quota for Promotion for Internal Candidates</i>
13.	Asstt. Manager	(i) Matric (ii) Three years' Diploma in Printing Technology. (iii) Three years' experience of a large Printing Press in a Supervisory capacity.	By Direct Recruitment.
14.	Manager (Printing & Publications)	(i) Should be graduate of recognised University. (ii) Should have passed Hindi upto Matric standard. (iii) Should hold a three years diploma in printing technology from a recognised Institute in India or abroad. Preference shall be given to a person having specialized in both letter press and offset processes. (iv) Should have administrative experience of at least 10 years' in a supervisory post in the Management and administration of a large printing press with allied branches employing about hundred employees.	
* 15.	Assistant Compositor	(i) Matric (ii) Minimum 2 years' experience in composing in Hindi & English. (iii) ITI qualified.	The post will be filled up by promotion from amongst Distributors on seniority-cum-merit basis. However, the existing incumbent(s) of the post of Assistant Compositor working on ad hoc basis for more than one year will be given preference if considered suitable by the Selection Committee. If suitable candidates are not available from inside the post will be filled up by direct recruitment with the following qualifications:-  (1) Matric. (2) Minimum two years' experience in composing in Hindi & English. (3) ITI qualified.

\* Amended vide Executive Council Resolution No.41 of 30-9-2003.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Quota for Promotion for Internal Candidates</i>
♦16.	Assistant Mechanic (Printing)	<ol style="list-style-type: none"> <li>1. Matric with Hindi/Sanskrit</li> <li>2. ITI in Printing or Mechanical trade with two years experience in reputed printing establishment.</li> <li>3. To qualify departmental test.</li> </ol>	
*17.	Impositor	<ol style="list-style-type: none"> <li>1. Matric.</li> <li>2. I.T.I. qualified in Machine Printing 3 years' experience in imposing.</li> </ol>	
*18.	Computer	<ol style="list-style-type: none"> <li>1. Matric.</li> <li>2. Two years course certificate in printing or an equivalent from a recognised institution.</li> <li>3. Two years' experience in computing in a Press desirable.</li> </ol>	
19.	Packer	<ol style="list-style-type: none"> <li>1. Matric</li> <li>2. At least one year's experience in packing the material in any reputed press/organisation.</li> </ol>	

♦Amended vide Executive Council Resolution No.16 of 11.10.2008.

\*Amended vide Executive Council Resolution No.27 of 9.3.2004.

\* Merger vide Executive Council Resolution No. 29 of 12.2.2009.

Note :- The basic educational qualifications relaxable in the case of Senior Machineman and Binders if internal candidates are otherwise suitable.

**\*For Off-Set Printing Machine.**

Sr. No.	Designation	Minimum Qualifications
1.	Off-Set Senior Machineman	i) Middle. ii) 3 years' Practical experience as machineman, ITI certificate in printing trade will be preferred.
2.	Desk Top Printing Operator	i) Graduate. ii) Knowledge of Hindi and English typing, 2 years experience as Photo Type setter operator and with knowledge of composing passing practical test is essential.
3.	Plate Maker	i) Middle. ii) 6 years practical experience in despatch and surface plate making for Off-Set Press.
4.	Camera Operator	i) Matric. ii) 3 years diploma in printing technology. OR 6 years' practical experience in Off-Set Camera Operating.
5.	Inker	i) Middle. ii) 3 years' experience as Inker with Off-Set Machine Operator.
6.	Helper	i) Middle. ii) Should be conversant with chemicals used in plate making and should have worked as an attendant with plate maker for at least 2 years.'
7.	Proof Reader	i) Graduate. ii) 4 years' experience as Proof Reader in big Press.
<b>By Promotion:</b>		
8.	Copy Holder	i) Matric. ii) 2 years' experience as Copy Holder (Reader). i) Matric with 2 <sup>nd</sup> division. ii) Preferably with experience in composing.
9.	Binders	i) Middle. ii) Promotion from amongst Press Daftries/ Learner Binders after qualifying departmental test.

\*Added vide Executive Council Resolution No.41 of 23-8-1995.

Sr. No.	Designation	Minimum Qualifications
10.	Learner Binder	i) Middle. ii) ITI certificate course in Binding trade.
11.	Supervisor	<b>By Promotion:</b> i) Matric. ii) The post will be filled up amongst the staff working on the Off-Set Machine having certificate in Off-Set, after qualifying departmental test. <b>By Direct Recruitment:</b> i) Matric ii) 3 years' course certificate in Off-Set printing from a recognised institute with 3 years' practical experience.
12.	Plate Grainer	i) Middle. ii) 4 years' practical experience in big Off-Set Press as Grainer.



**\* RULES FOR SELF-FINANCING SCHEME**

**1. Title :**

These rules may be called Kurukshetra University Self-Financing Scheme Rules.

**2. Application :**

These rules shall apply for engagement of all the employees, teaching & non-teaching in connection with the affairs of running of Self-financed Courses and Programmes, established and introduced under these rules by the University.

**3. Definition :**

- (a) 'Academic Session' denotes the period of one complete year starting from 1<sup>st</sup> July of the year till the 30<sup>th</sup> of June of the following year.
- (b) 'Course' means a course which refers to any academic Programme leading to award of a Certificate, Diploma or Degree specifically introduced and established under the scheme.
- (c) 'Employee' means a teaching and non-teaching employee appointed under these rules.
- (d) 'Scheme' means which may refer to the Self-financed Courses and Programmes.
- (e) 'Self-Financed Course/Programme' means the course and the Programme that generate sufficient revenues by way of tuition fees, admission fees and other funds prescribed by the University so as to meet all the expenses in running of the courses towards salaries of the employees, building, rentals, recurring expenses for electricity, water, stationery, course material, establishment and maintenance of laboratories, postage, TA/DA and all other incidentals so as to provide the course/programme the character of financial self-sustenance.
- (f) 'University' means Kurukshetra University, Kurukshetra as incorporated under the Kurukshetra University Act.
- (g) 'Vice-Chancellor' means the Vice-Chancellor of Kurukshetra University, Kurukshetra.

**4. Authority Competent to Introduce a Self-financed Course/ Programme :**

The Executive Council of the University shall be competent to approve the introduction and establishment of a course/programme of instruction on the recommendations of the Academic Council of the University. Before introducing any course/programme, its financial viability, academic utility, marketability in terms of employment will be assessed. The main criteria for continuation of such courses/programmes will depend upon the response of students in the field and its employment opportunities.

**5. Continuation/Closure of the Courses/Programmes :**

The University shall take decision with regard to continuity/ modification/closure of the course/programme introduced on the basis of the assessment carried out every year. However, no course/programme will be called off or closed once the students have been admitted to the course on the grounds of inadequate enrolment and the resultant lack of financial viability during a particular year. The decision regarding the closure of the said course/programme will be taken in advance, latest by the close of the academic session.

**6. Fee Structure for the Self-financed Courses/Programmes :**

The University will be competent to determine the fee structure of a course proposed to be started under the scheme so long as to cover all expenses accruing to the University in the running of the said course.

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\* Amended vide Executive Council Resolution No.15 of 17-6-2006.

## **7. Maintenance of Account :**

The University shall maintain separate accounts of the income and expenditure of the course/programme started under the scheme. The course may generate some surpluses for some time. The first charge on such surpluses would be expenditure incurred on a course that ceases to be Self-sustaining during a particular year after it has been offered in the prospectus. However, the use of such of surpluses for meeting the expenses in a particular course would be permissible only till the completion of that academic session. Any surpluses of income available thereafter would constitute a part of the general revenue of the University.

## **8. Nature of Appointment of Employees :**

The courses/programmes introduced under the scheme will be of purely temporary nature and will continue only so long as these are financially viable. Hence, the engagement or recruitment of employees in connection with the affairs of the course/programme under the scheme would be co-terminus with the course/programme. In case the University intends to discontinue a particular course/programme, the employees engaged in connection with running of the said course/programme will be duly notified of the University's intent to discontinue the course/ programme from the ensuing academic session as soon as a decision to this effect is taken by the Executive Council of the University.

## **9. Duration of Appointment :**

The terms of engagement of employees under the Self-financing Scheme will be co-terminus with the specific course/programme for which the employees are appointed.

However, the above engagement is terminable on one month's notice or one month's salary in lieu thereof from either side.

Provided that the above engagement shall also be terminable in the event of discontinuance of the course/programme on one month's notice.

## **10. Salary and Pay Structure of the Staff Recruited or Engaged under the Self-financed Scheme :**

- (a) The appointment of teaching & non-teaching employees under the Scheme shall be made on contract basis in running grade with all other benefits as are admissible to regular staff of the University except pension. However, the University on the recommendations of the Selection Committee/ Establishment Committee may give higher start in case of deserving cases.
- (b) The teaching & non-teaching employees appointed under the scheme in the past will be governed by these rules, if procedure followed at the time of their initial engagement and the selection was not defective in any way.

Protection of emoluments, higher start, benefit of leave salary, pension contribution etc. for those joining on deputation may be considered for well-experienced and deserving candidates.

## **11. Other Facilities :**

The employees engaged on contract basis under the Scheme would be entitled to grant of other benefits viz. forwarding of applications, all types of leave, vacations, holidays & other benefits as are admissible to regular staff of the University.

The staff engaged under the Scheme will be governed by CPF rules as were applicable to the University employees prior to introduction of Pension Scheme on the completion of two years of service.

They would also be entitled to apply for an outside job or a scholarship or fellowship but not more than three applications for outside jobs for the same post or higher post on regular basis and three applications for Scholarship/fellowship will be forwarded during a Calendar year.

The teacher may be granted permission for higher studies leading to Ph.D. degree. No Objection Certificate for passport purpose may also be issued without any liabilities on the part of the University.

**12. Creation of Posts under Self-financing Scheme :**

All teaching and non-teaching posts under the Scheme shall be created by the Executive Council on the basis of justified work-load and got approved from the Government.

**13. Qualifications :**

The essential qualifications for various teaching and non-teaching posts under Self-financing scheme shall not be in any manner, inferior to those prescribed by the University or various academic bodies such as UGC, AICTE etc.

**14. Recruitment/Engagement of the Staff under the Scheme :**

\*The employees under the scheme shall be engaged by way of open competition after inviting applications through advertisement, clearly mentioning the scheme and important terms and conditions thereof. Applications will be got scrutinized by a Committee for short-listing candidates, if needed, and appointments will be made on the recommendations of a Selection Committee/ Establishment Committee, as the case may be. Provided that the University may, at its discretion, engage Class-III and IV employees by inviting applications from the Employment Exchange.

\*Ministerial posts under the Scheme may also be filled up by promotion to the post of Sr. Administrative Officer, Administrative Officer, Supdt., Dy.Suptd., Assistant from amongst the staff working on budgeted posts and posts under self- financing scheme in order of seniority by relaxing the prescribed qualifications subject to minimum experience on the immediate lower post as mentioned against each :-

1. Sr. Administrative Officer :  
A Total Experience of 25 years
2. Administrative Officer :  
A Total Experience of 20 years
3. Superintendent :  
A Total Experience of 15 years
4. Deputy Superintendent :  
A Total Experience of 13 years
5. Assistant :  
A Total Experience of 10 years

Data Entry Operators working under SFS may be placed at par with the Clerks working under the budgeted posts and the promotional avenues of Assistant, Dy.Suptd., Supdt., Admn.Officer, Sr.Admn. Officer will be provided to them against SFS posts only. When there are mixed applicants from budgeted as well as self financed, the promotions will be made on the basis of over-all seniority keeping in view the total length of service of both the categories of employees.

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♥ Amended vide Executive Council Resolution No.11 of 11.5.2007.

\* Amended vide Executive Council Resolution No.19 of 6.1.2007.

\* Amended vide Executive Council Resolution No.62 of 12.6.2009.

(1) Provided that Executive Council on the recommendations of the Vice-Chancellor may consider appointing retired teachers upto the age of 65 years on the identical post on which the employee concerned had retired on negotiable salary on the following terms & conditions :-

(i) The engagement of retired teacher will be made on identical vacant post only under Self financing Scheme for a period of one year in the first instance which is extendable on year to year basis upto the age of 65 years or till the course/programme continues, whichever is earlier. The Vice-Chancellor may, however, terminate the engagement at any time without any notice. The honorarium shall be paid @ Rs.15,000/- per month (consolidated) to a retired Professor & Reader; and @ Rs.12,000/- per month (consolidated) to a retired Lecturer. However, the honorarium should not exceed the difference of last pay and the pension drawn by a person in any case. The engagement will be made on the recommendations of the following Committee :

- (a) Vice-Chancellor;
- (b) Dean, Academic Affairs;
- (c) Dean of the concerned Faculty;
- (d) Chairperson of the Department or Director of the Institute concerned;
- (e) Principal of the maintained College/Director, Distance Education in case the post pertaining to them;
- (f) Registrar.

The honorarium in case of non-pensioner will be decided by the above Committee.

(ii) The retired teacher so engaged would not be entitled to grant of any other financial benefits over and above the consolidated honorarium. However, they would be entitled to casual leave and vacations as admissible to other teachers engaged under Self-financing Scheme. He/she will not hold any statutory position nor will be the member of any body of the University. No residential accommodation to such a teacher shall be provided on the campus. He/she will take the work-load of 14-16 hours per week.

(iii) Dean of the Faculty and Chairperson of the concerned University Teaching Department/Principal of the maintained College(s) will invite applications from the retired teacher and the case shall be placed before the Committee for consideration.

(2) Provided further that the Executive Council, on the recommendations of the Vice-Chancellor, may consider appointing non-teaching employees upto the age of 65 years on an identical post on which the employee concerned had retired or on a post in identical pay scale on negotiable salary subject to the following terms & conditions :-

The engagement of a retired employee will be made on an identical vacant post or on a post in identical pay scale only, under the Self-financing Scheme for a period of one year in the first instance, extendable on year-to-year basis up to the age of 65 years or till the Course/Programme continues, whichever is earlier.

The Vice-Chancellor may, however, terminate the engagement at any time without any notice. Honorarium shall be paid equal to the initial basic pay of the post. However, honorarium should not exceed the difference of the last pay and the Pension drawn by a person in any case. The engagement will be made on the recommendations of the following Committee :-

- (a) Vice-Chancellor
- (b) Registrar
- (c) Any other person(s) as the Vice-Chancellor may like to associate.

Notwithstanding anything contained in the above rules, the Vice-Chancellor may, where he considers necessary, make contractual appointments of non-teaching employee under Self-financing Scheme for a period not exceeding 89 days in the first instance, extendable on the basis of performance report of the appointee concerned, at a time, without notifying the contractual appointment under the scheme.

**15. Constitution of Selection Committee :**

- (i) The constitution of Selection Committee for the teaching posts will be the same as for the regular teaching posts. However, the Course Co-ordinator shall also be associated.
- (ii) The Establishment Committee for the appointment on non-teaching post(s) above the rank of Deputy Superintendent will be the same as for the regular appointment to the said post(s).
- (iii) The appointment of non-teaching employees up to the rank of Deputy Superintendent will be made by the Selection Committee to be constituted by the Vice-Chancellor.

**16. Conduct :**

- (i) Every employee shall at all times maintain absolute integrity and devotion to duty.
- (ii) Every employee shall abide by and comply with the law of the University and all orders and directions of his superior authorities.
- (iii) Every employee shall extend the utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.
- (iv) Every employee shall endeavour to promote the interests of the University and shall not act in any manner prejudicial thereto.
- (v) No employee shall, participate in any demonstration or resort to any form of strike in connection with their official duties and conduct.
- (vi) No employee shall, except in accordance with any general or special order of the University, or in the performance in good faith of the duties assigned to him, communicate documents or information directly or indirectly to any other person to whom he is not authorized to communicate.
- (vii) No employee shall, except with previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment.
- (viii) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes the subject of a legal proceeding for insolvency shall forthwith report the full facts of his case to the University.
- (ix) No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his services under the University.

**17. Disciplinary Proceedings :**

If the Vice-Chancellor is of the opinion that there is a prima facie case of misconduct, inefficiency, physical or mental incapacity against an employee, he shall be competent to terminate the services of such an employee and/or to institute disciplinary proceedings against the concerned employee in keeping with the principles of natural justice.

**18. Severance of Contractual Relationship :**

The contractual relationship will come to an end under the following circumstances :

- (i) Course/programme is closed;
- (ii) Performance (work & conduct) of the employee is not found satisfactory.

**\*KURUKSHETRA UNIVERSITY  
ALUMNI ASSOCIATION KURUKSHETRA**

**1. Name of the Association :**

The name of the Association shall be the Kurukshetra University Alumni Association (hereinafter referred to as KUAA).

**2. Head Office :**

The Head Office of the Association shall be at the Kurukshetra University, Kurukshetra (Haryana) India.

**3. Aims and Objects :**

The Association shall be a non-government, non-political and non-profit making organisation devoted to the following aims and objects :

- (a) To foster the spirit of brotherhood and comradeship amongst the alumni of the University.
- (b) To arrange and collect funds to finance welfare and other schemes in the University, approved by the Association.
- (c) To arrange social and cultural functions.
- (d) To support financially poor and the needy students for their higher studies.
- (e) To help the students of the University in placement.
- (f) To further the interests of the Kurukshetra University, Kurukshetra, in general.
- (g) To provide a forum for the alumni of the University for exchange of ideas and views on educational, cultural, social and academic matters.
- (h) To publish literature, papers, journals, directory, etc. for the fulfilment of the objects of the Association.
- (i) To look after the interests of the alumni of the University.
- (j) To open branches of the Association in the other towns.
- (k) To do all other acts in furtherance of the objects of the Association.

**4. Membership :**

- (1) Persons who have obtained a degree from this University shall be entitled to be enrolled as members of the Association.
- (2) CATEGORIES OF MEMBERS : There will be the following categories of members :
  - (a) Life Members.
  - (b) Ordinary Members.
  - (c) Teacher Members : Members of the teaching staff of the University or of its affiliated colleges even though they may not be graduates of this University.
  - (d) Honorary Members : Not more than ten honorary members distinguished in education, services, industries, corporate sector, etc. may be nominated by the President.

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\* Added vide Executive Council Resolution No.6 of 31-12-2005.

(3) SUBSCRIPTION FOR MEMBERSHIP :

- (a) Life Members : Rs.500/- payable in one instalment.  
(b) Ordinary Members : Rs.100/- per annum.

♥Note 1. The students of all University Teaching Departments/ Institutes and maintained Colleges on the Campus including Directorate of Distance Education, admitted in a course in the Session 2007-08 and paid one time Alumni fee of Rs.100/- will automatically be life members of the Association on obtaining the University degree. On completion of the degree of such students, the Department/Institute will send the updated database to K.U. Alumni Association office.

2. The students of affiliated Colleges/Institutes will be members of the Alumni Association of their respective College/Institute. In addition, their names will be included in the database of the K.U. Alumni Association. For this purpose the Colleges/Institutes will send the database of their respective College/Institute Alumni Association and a fee of Rs.25/- per student (out of Rs.100/- charged from them as one time Alumni Fee) to the Secretary, K.U. Alumni Association. On the completion of the degree of such students, the concerned College/Institute will send the updated database to K.U. Alumni Association office.

**5. Office Bearers :**

(1) The following shall be the office bearers of the Association :

- (a) President : The Vice-Chancellor of the University ex-officio.  
(b) Vice-President : To be elected by the Executive Committee of the Association.  
(c) Secretary : To be elected by the Executive Committee of the Association.  
(d) Joint Secretary-cum-Treasurer : To be elected by the Executive Committee of the Association.

(2) The term of the office bearers shall be three years.

(3) The first office bearers shall be nominated by the President. They will continue till the first ordinary meeting of the elected Executive Committee where the office bearers (except the President) shall be elected.

**6. Executive Committee :**

(1) The Executive Committee of the Association shall consist of 15 members, including the office bearers. The Executive Committee shall frame the bye-laws of the Association. However, such bye-laws shall not be contrary to any provision of Kurukshetra University Act, statutes and ordinances.

(2) The members of the Executive Committee shall be elected by the Association.

(3) The term of the elected members of the Executive Committee shall be three years.

(4) The first members of the Executive Committee shall be nominated by the President. They will continue till the first Annual General Meeting of the Association where the members shall be elected by the Association.

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♥Added vide Executive Council Resolution No.17(5) of 11-5-2007.



## 7. Duties and Functions of the Office Bearers :

### (1) PRESIDENT :

- (a) The President shall preside over meetings of the Association, meetings of the Executive Committee and all other functions that may be organised by the Association.
- (b) The President shall be the custodian of the property and interests of the Association.
- (c) He shall call special meetings of the Executive Committee/Association if a written requisition signed by at least 5 members in case of Executive Committee and 50 members in case of the Association is presented to him.

### (2) VICE-PRESIDENT :

- (a) He shall perform the duties and functions of the President in the absence of the President or in the event of his disability.
- (b) He shall perform such other duties and functions as may be entrusted to him by the President or the Executive Committee.

### (3) SECRETARY :

- (a) He will be the custodian of all the records and documents of the Association.
- (b) He will be responsible for the safe custody of the funds of the Association and will operate bank accounts jointly with the Treasurer on behalf of the Association.
- (c) He will call and arrange meetings of the Executive Committee and the Association in consultation with the President.
- (d) He will record the minutes of the meetings of the Executive Committee and the Association.
- (e) He will represent the Association in all legal proceedings and sign all legal documents on behalf of the Association.
- (f) He will maintain an up-to-date register of members and of all subscription and donations.
- (g) He will maintain a property register and all such registers as may be necessary in connection with the work of the Association.

### (4) JOINT SECRETARY-CUM-TREASURER :

- (a) He will assist the Secretary in the discharge of his duties and functions.
- (b) He will be responsible for maintaining Accounts of the Association.
- (c) He will perform such other duties and functions as may be entrusted to him by the Executive Committee.

## 8. Meeting of the Association :

### (1) KINDS OF MEETINGS :

- (a) At least one meeting of the Association shall be held during each calendar year, which will be called the 'Annual General Meeting'.
- (b) Other general meetings can be called by the Secretary in consultation with the President.

- (c) Requisition meeting shall be called by the President, if a written requisition signed by at least 50 members is presented to him stating the business for which the meeting is desired to be called.
- (2) BUSINESS TO BE TRANSACTED AT THE ANNUAL GENERAL MEETING :
  - (a) to consider and adopt the Annual Report of the Secretary;
  - (b) to consider and approve the Audit Report for the previous year;
  - (c) to consider and approve the Annual Budget Estimates for the next year;
  - (d) to elect members of the Executive Committee;
  - (e) to consider resolutions sent in by members or to be moved by the President or the Secretary.
- (3) Requisition meeting of the Association will transact only the business for which the meeting has been requisitioned.
- (4) QUORUM OF MEETINGS OF THE ASSOCIATION :

50 members shall constitute a quorum for all kinds of meetings of the Association. If quorum is not present within half an hour of the time of the meeting, the meeting automatically shall adjourned for the same day and shall be held after 15 minutes of adjournment at the same venue. However, for an adjourned meeting no quorum shall be necessary.
- (5) CHAIRMAN :

The President of the Association or in his absence the Vice-President will preside over the meetings of the Association. In the absence of both of them, one of the members present will be voted to the Chair.

## 9. Meetings of the Executive Committee :

- (1) (a) At least one meeting of the Executive Committee shall be held during each calendar year. This will be called Ordinary Meeting of the Executive Committee.
- (b) Requisition meeting shall be called by the President if a written requisition signed by at least five members of the Executive Committee is presented to him stating the business for which the meeting is desired to be called.
- (c) Requisition meeting of the Executive Committee will transact only that business for which the meeting has been requisitioned.
- (d) Five members of the Executive Committee shall constitute the quorum.
- (2) BUSINESS TO BE TRANSACTED AT THE ORDINARY MEETING :
  - (a) To recommend the Annual Report of the Secretary to be placed in the Annual General Meeting of the Association for consideration and approval.
  - (b) To recommend the Audit Report of the previous year and the Annual Budget Estimate for the next year to be placed in the Annual General Meeting the Association for consideration and approval.
  - (c) To appoint the Auditors.
  - (d) To elect office bearers of the Association, other than the President.

(3) CHAIRMAN :

The President or in his absence the Vice-President of the Association will preside over the meetings of the Executive Committee. In the absence of both, one of the members of the Executive Committee present at the meeting will be voted to the chair.

**10. Notices of Meetings :**

- (i) Meetings of the Association shall be called at a notice of at least 10 days. However, meetings can be called, in case emergency, at a shorter notice, as may be determined by the President.
- (ii) Meetings of the Executive Committee shall be called at a notice of at least 10 days. However, in case of emergency, the meeting may be called at a shorter notice, as may be determined by the President.

**11. Voting and Decisions :**

All decisions will be taken at the meeting of the Association and the Executive Committee by a majority of votes of members present and voting. In case of equal division of votes, the Chairman will have a casting vote.

**12. Funds and Accounts :**

- (i) The funds of the Association shall consist of the subscriptions received from the members, donations, gifts, etc. from any individual or organisation.
- (ii) No part of the fund of the Association shall be spent for any purpose other than the objectives of the Association.
- (iii) The account shall be maintained in a nationalised bank situated on the Kurukshetra University Campus.
- (iv) The bank account will be operated by the Secretary jointly with the Treasurer of the Association.
- (v) There shall be annual audit of the Accounts by Auditor(s) to be appointed by the Executive Committee of the Association.

**13. Amendments of the Constitution :**

- (i) A proposal for the amendment of the Constitution of the Association shall be considered at the Annual General Meeting only. A proposal for an amendment shall be sent to the Secretary of the Association at least two months from the date of the Meeting and shall be circulated by the Secretary of the Association to all the members at least one month before the Annual General Meeting.
- (ii) For considering an amendment of the Constitution not less than 100 members of the Alumni Association shall be required to be present at the Annual General Meeting.
- (iii) Subject to the provision made in clause (2) above, an amendment of the Constitution shall require the affirmative vote of not less than two-third of the members present and voting.

**14.** If there is any doubt about the interpretation of any clause or sub-clause of the Constitution and the bye-laws, the interpretation of the President shall be final and binding.

**KURUKSHETRA UNIVERSITY**  
**ALUMNI ASSOCIATION KURUKSHETRA**

**MEMBERSHIP FORM**

Please enroll me as Member of the Association. I am sending Rs.500/ Rs.100 as Life/Ordinary Membership Fee\*.

Name.....  
(in block letters)

Father's Name.....

Date of Birth.....

Designation & Office Address.....

.....

..... Pin Code .....

Residential Address .....

.....

.....

Permanent Address:.....

.....

.....

Telephone Office.....Res.....

Present Occupation .....

.....

**Academic attainments**

Degree/s obtained from the Kurukshetra Univ.	Year in which obtained	Name of the Department/ College from which obtained.
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1. ....

2. ....

3. ....

Degree(s) obtained from other Univ.	Year in which obtained	Name of the Department/ College/University from which obtained
-------------------------------------	------------------------	--

1. ....

2. ....

3. ....

.....

**Notable achievements**

.....

.....

(Please use additional sheet if required)

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\*Fee may be sent through a crossed a/c payee bank draft drawn in favour of the Secretary, Kurukshetra University Alumni Association, Kurukshetra alongwith this form.

**Honours/awards/distinctions**

.....  
.....

(Please use additional sheet if required)

**Any other particulars deserving special mention**

.....  
.....

Particular of payment of Membership fee :

DD. No.....Dated.....Amount.....

Drawn on .....

I shall abide by the Provisions of the Constitution and Bye-laws of the Association.

Date :

Signature

## RULES FOR EMPLOYEES' WELFARE FUND

### 1. Definition

There shall be a welfare fund called 'Kurukshetra University Employees' Welfare Fund' for the benefit of employees of the University.

### 2. Aims & Objectives

The object for which the fund has been established shall be : –

- (a) To provide a minimum relief of Rs.15000/- in case of premature death of a University employee and to render such financial assistance or relief as may be deemed necessary, to the widow/dependents of the deceased employees, such as scholarships to the wards of deceased University Employees.
- \* (b) To provide a maximum relief of Rs.15,000/- during entire service of the employee in case of (i) Permanent disability resulting into discharge from service (ii) Serious ailment (iii) hard cases of Medical Claims of employees and their dependent family members not admissible under the Medical reimbursement rules on the recommendations of the Committee constituted for the purpose.

### 3. Sources of Fund

The fund shall be created from the following sources :–

- \*\* (i) Class-I employees will contribute Rs.35/- p.m., Class-II & III employees Rs.20/- p.m. and Class-IV employees Rs.10/- p.m. towards this fund.
- \* (ii) University will pay matching contribution of Rs.4.80 lac per annum.
- (iii) Donations, if any, from outside bodies (the University office will explore the possibility of raising the funds from other sources such as running a Canteen in the Administration Block on co-operative basis etc).

4. There shall be a Committee consisting of the following members for operation of this fund and recommending financial assistance in such cases.

1. Registrar, Kurukshetra University.
2. President, K.U. Teachers' Association.
3. President, K.U. Officers' Association.
4. President, K.U. Non-teaching Employees' Association.
5. Resident Medical Officer, Kurukshetra University.
6. Finance Officer, Kurukshetra University.

The Registrar will act as Convener. The quorum for the meeting will be kept at four members.

### 5. Commencement of the Fund

"The Employees' Welfare Fund" will start from 1-8-1989 and deduction will be started from the salary of the employees for the month of August 1989 payable in Sept. 1989.

### 6. Accounts of the Funds

The accounts of the funds will be maintained in the office of the Finance Officer and these will be subject to audit by the Government auditors. The amount of the fund will be kept in the Saving Bank Account with the State Bank of India, K.U.K. and a part of it will be invested in long-term deposits so as to fetch more interest. The policy of investment will be decided by the Fund Operation Committee and finally approved by the Vice-Chancellor. The amount of this fund will be open for inspection by any member of the aforesaid Committee.

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\* Amended vide Executive Council Resolution No. 16 of 29-3-2007.

\*\* Amended vide Executive Council Resolution No. 30 of 31-12-2005.

7. The procedure for deduction of the contribution from the employees and its realisation and deposit into the Fund will be devised by the Registrar/Vice-Chancellor.
8. These rules will be applicable to all the employees of the University except the following categories :–
  - (a) Contract employees.
  - (b) Work charged employees.
  - (c) Holders of tenure appointments.
  - (d) Persons working with the University under Exchange Programme for instance, Visiting Professors.
  - (e) Professor of Eminence, Emeritus Scientist etc.
9. The Fund will be built up in such a manner that the financial assistance will be granted as far as possible out of the interest accruing on the deposits of the Welfare Fund. However, till such time as the fund is sufficiently built up, financial assistance will be granted out of principal amount.
10. For any point not covered by the above rules, the matter will be considered by the Committee and orders of the Vice-Chancellor thereon shall be final and binding.

**\* RULES FOR PROVIDING COMPASSIONATE ASSISTANCE TO THE DEPENDENTS OF  
DECEASED UNIVERSITY EMPLOYEE**

The following rules are hereby made to grant the compassionate assistance by way of ex-gratia financial assistance on compassionate grounds to members of the family of a deceased Government employee who dies while in service/missing employee, namely:-

**Short title and Commencement :**

1. (1) These rules may be called the Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2006.
- (2) They shall come into force at once.

**Objects of rules**

2. The object of the rules is to assist the family of a deceased/missing Government employee of Group A, B, C and D category, in tiding over the emergent situation, resulting from the loss of the bread earner while in regular service by giving financial assistance.

**Eligibility**

3. The eligibility to receive financial assistance under these rules shall be as per the provision in the pension/family pension scheme, 1964.

**Submission of application**

4. An eligible family member of the deceased/missing Government employee shall make an application in Form A for compassionate financial assistance.

**Criteria for financial assistance**

5. (1) On the death of any Government employee, the family of the employee would continue to receive as financial assistance a sum equal to the pay and other allowances that was last drawn by the deceased employee in the normal course without raising a specific claim:-

- (a) for a period of fifteen years from the date of death of the employee, if the employee at the time of his death had not attained the age of thirty-five years;
- (b) for a period of twelve years or till the date of the employee would have retired from Government service on attaining the age of superannuation, whichever is less, if the employee at the time of his death had attained the age of thirty five years but had not attained the age of forty-eight years;
- (c) for a period of seven years or till the date the employee would have retired from Government service on attaining the age of superannuation, whichever is less, if the employee had attained the age of forty-eight years;

(2) The family shall be eligible to receive family pension as per the normal rules only after the period during which he receives the financial assistance as above is completed.

(3) The family of a deceased Government employee who was in occupation of a Government residence would continue to retain the residence on payment of normal rent/licence fee for a period of one year from the date of death of the employee.

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\* Amended vide Executive Council Resolution No.23 of 31.8.2006.

♥ Amended vide Executive Council Resolution No.15 of 29.3.2007.



(4) Within fifteen days from the date of death of a Government employee, an Ex-gratia assistance of twenty five thousand rupees shall be provided to the family of the deceased employee to meet the immediate needs on the loss of the bread earner;

(5) House Rent Allowance shall not be a part of allowance for the purposes of calculation of assistance.

### **Pending cases**

6. All pending cases of Ex-gratia assistance shall be covered under the new rules. The calculation of the period and payment shall be made to such cases from the date of notification of these rules. However, the families will have the option to opt for the lump sum Ex-gratia grant provided in the Rules, 2003 or 2005, as the case may be, in lieu of the monthly financial assistance provided under the Haryana Compassionate Assistance to the Dependents of the Deceased Government Employees Rules, 2006.

### **Removal of doubts**

7. If any doubt arises relating to the application, interpretation and scope of these rules, it shall be referred to the Government in the department of General Administration (In General Services-II Branch) whose decision thereon shall be final.

### **Repeal and savings**

8. The Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2005, which are in force immediately before the commencement of these rules are hereby repealed.

Provided that families will have the option to opt for the lump sum Ex-gratia grant provided in the rules 2003 or 2005, as the case may be, in lieu of the monthly financial assistance provided under these rules.

Provided further that in all pending cases where the family exercises the option to receive the financial assistance under these rules, the calculation of the period and payment shall be made from the date of notification of these rules.

### **Free Medical Aid**

Free Medical Aid/Assistance will be given to the dependent members of the family (here family means husband/wife) including minor children declared as such by the deceased employee during his life time, as admissible to serving employee except that the cost of medicines which are required to be purchased from the market for treatment shall not be reimbursed.

### **Educational Facilities**

- (i) Tuition fee at the rate as admissible in University Teaching Departments and the Colleges maintained by it shall be reimbursed to the unmarried children of the deceased employee up to the degree courses (including Professional Courses) provided the children get admission in the said course and pass the Annual Examination held from time to time.
- (ii) The benefit will be admissible from the date of death of the University employee concerned to his widow/children who are actually dependent upon their guardian.

### **Accommodation**

In case where the deceased employee was in possession of University accommodation, his family will be allowed to retain the accommodation for one year after his death, the rate of rent being the same as was applicable to him at the time of his death. In other cases, the house rent allowance admissible to the deceased employee, will continue to be paid to the family for one year after his death.

- Note :** - (i) If the family of a deceased University employee vacates the residential accommodation retained by it before the expiry of one year of its own accord then the benefit of house rent allowance will not be admissible for the remaining period.
- (ii) If the family leaves the place of posting of the deceased University employee before the expiry of one year which automatically amounts to surrender of University accommodation at that place, the house rent allowance for the remaining period will not be admissible.
- (iii) If the residential accommodation allotted to the deceased employee, is got vacated by the University from his family due to certain special circumstances then alternative accommodation, if available, would be allotted to such a family.
- (iv) If no accommodation is available as referred to in item (iii) above, then house rent allowance for the remaining period would be granted provided the family lives at that station.
- (v) When both husband and wife are in employment of the University and in the event of death of the partner in whose name the University accommodation stood allotted the surviving partner may be allotted accommodation in commensurate with his/her status.

**Procedure for Grant of above facilities**

- (i) The information in regard to the deceased employee and his family would be obtained in the proforma (Common proforma for P.F., Death-cum-Retirement Gratuity and Leave Encashment, is given under Provident Fund Rules) which should be properly attested and contain necessary affidavit as a reasonable proof of title to grant other facilities as the case may be.
- (ii) In the case of minor dependents the amount be disbursed after taking all precautions so that the relief afforded is paid in a manner that would prevent its misuse.

**FORM-A**

*(See rule 4)*

Application form for compassionate financial assistance

1. Full information of the deceased/missing Government employees :

- (i) Name :
- (ii) Date of Birth :
- (iii) Date of joining of Employee :
- (iv) Date of death (with proof) :
- (v) Date of missing :
- (vi) Designation and Pay Scale :

2. Full information of Applicant

- (i) Name :
- (ii) Full Address :
- (iii) Relation with the deceased/  
missing Government Employee :
- (iv) Detailed information regarding  
Dependents of deceased/missing  
Government Employee :

<i>Sr.No.</i>	<i>Name</i>	<i>Relation</i>	<i>Age/date of birth</i>	<i>Occupation</i>	<i>Married/Unmarried</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>

3. Monthly income of family from all sources :

4. Any other information :

Place : .....

Date : .....

Signature of the applicant

## THE UNIVERSITY EMPLOYMENT INFORMATION AND GUIDANCE BUREAU

1. The functions of a University Employment Information and Guidance Bureau are :

- (i) to give employment information and advice to the University alumni;
- (ii) to register professionals and post-graduates for employment assistance;
- (iii) to provide vocational guidance and employment counselling to its registrants as well as to others who seek it;
- (iv) to collect and disseminate information on higher educational, technical and professional courses in India and abroad;
- (v) to provide information on scholarships, fellowships and loans to students;
- (vi) to assist students in finding part-time employment;
- (vii) to bring out career literature for the use of the students and alumni of University; and
- (viii) to conduct surveys pertaining to guidance and manpower.

2. The Bureau will function under the guidance of the Vice-Chancellor of the University. It will be in the charge of a senior member of the teaching staff of the University will work on a part time basis and will be paid Rs.200/- p.m. for this service. He will be responsible to the Vice-Chancellor for the day to day work of the Bureau. The staff for the Bureau (Divisional Employment Officer-1, Technical Assistant-1, Clerk-2, Steno-Typist-1, Peons-2) will be provided by the Department of Employment.

3. There will be an Advisory Committee appointed by the Vice-Chancellor consisting of 12 to 18 members and including among others representatives of different faculties, the State Director of Employment, the Director General of Employment and Training (Government of India) and a representative each of the employers' students and liaison officers of the colleges. The Committee will advise the Vice-Chancellor on all matters connected with the working of the Bureau. The Employment officer of the Bureau will be ex-officio Secretary of the Advisory Committee.

4. (a) The following categories of applicants will be eligible for registration at the Bureau :—

- (i) Persons holding Bachelor or higher degree or equivalent Diploma in a professional or specialist course, such as Engineering, Medicine, Agriculture, Veterinary Science, Technology, Law, Education etc.; and
  - (ii) Persons holding a Master's or higher degree or Post-graduate Diploma or equivalent in other subjects except B.A./B.Sc./B.T./B.Ed.
- (b) Index Card of an applicant registered at the University Employment Information and Guidance Bureau will be prepared in duplicate, one copy being retained and the other being forwarded to the State Employment Exchange, Haryana, Manimajra (Professional and Executive Branch) Office within 24 hours. In case of scientists and technical persons, who are eligible for registration in the Special section of the National Register maintained by the Council of Scientific and Industrial Research, New Delhi, G-Card in respect of them will be sent to the National Register Unit at New Delhi.
- (c) In the case of M.A., M.Eds or M.A., B.Eds/B.Ts who also desire to be considered for the post of a teacher in High/Higher Secondary School, a copy of the Index Card will be sent to the Employment Exchange serving the area so that they may be submitted against the vacancies of teachers.

5. The Bureau will not undertake any submission work. All submissions will be handled by the State Employment Exchange, Haryana, Chandigarh.

**6.** The Bureau will maintain a Career Information Room for use of the visitors where guidance literature and other material considered useful for the University students will be displayed. A visitors' Register will also be maintained to keep a record of those who use this room.

**7.** The prescribed forms used in V.G. Section of the Employment Exchange will be used in the University Employment Information and Guidance Bureau.

**8.** The Bureau will render the following returns/reports :-

- (i) E.S. 1.1 in respect of registration figures.
- (ii) E.S. 3.1.
- (iii) PB-68 to Manager of Publications, New Delhi.
- (iv) E.S. 3.2.
- (v) Monthly Narrative Report.
- (vi) Report on G-Cards sent to the national Unit of Council of Scientific and Industrial Research, New Delhi.
- (vii) Report on Occupational Information material collected.

**9.** The University will provide accommodation and furniture to the Bureau at its own cost. The rest of the expenditure will be borne by State Government.

**10.** The Bureau will bring out research works in the field of guidance and counselling as well as in Manpower Planning.

**11.** The Bureau will be responsible for bringing out the publications in different disciplines. Each Bureau will draw yearly Schedule of Publications and get it approved from the Directorate in the First Month of the year. The draft for every publication must be got approved from the Directorate before its publication. Similar procedure should be followed in the case of Research/Surveys to be conducted by Bureau.

**\* RULES FOR PRINTING OF TEXT-BOOKS AND  
 APPOINTMENT OF SALE AGENCIES FOR SALE  
 OF TEXT BOOKS/FORMS**

**A- Publication of Text Books**

1. The Boards of Studies concerned will lay down the outlines of the syllabus for the Under Graduate Classes indicating also the number of short-Stories/Poems/Prose /Passage *etc.* to be included and the approximate number of pages to be devoted to text, notes, introduction *etc.*

2. Each Board of Studies shall appoint an Editorial Board consisting of the Chairperson of the Department as Chief Editor and two other member from among the members of the Board of Studies, one of whom shall be teacher of a recognised College. The Editorial Board shall appoint Compilers for each of the text book to be printed.

3. The compiler shall be given 30 days to submit the Table of contents. Before starting the work, he will meet the Chief Editor to hold preliminary discussion. The Table of contents will be placed before the Editorial Board for approval within 10 days.

4. After the Table of Contents has been approved by the Editorial Committee, the Compiler will submit to the Chief Editor, two typed copies of the MSS, within a period of 60 days. An extension of not more than 10 days may be given by the Chief Editor in exceptional circumstances. The Chief Editor will finalise the MSS within 15 days of submission of the MSS and for this purpose he may, if necessary, call the Compiler for discussion. If more than one MSS is submitted to the Chief Editor simultaneously he will finalise each MSS within 10 days of its receipt.

5. The Chief Editor may, if necessary, refer the MSS to a specialist provided that the review of the MSS does not take more than 30 days.

6. While submitting the Table of contents, the compiler shall also give the names and addresses of the Copyright holders so that simultaneously the Copyright permission may be obtained.

7. As soon as the MSS is finally approved by the Chief Editor, it would be sent to the Printers.

It will be necessary to place the MSS before the Board of Studies or any higher body. The printing presses to whom the work is to be assigned, will be finalised during the time the MSS is being prepared.

8. The rates of payment to the Compilers and Chief Editors will be as under :

	<i>Compiler</i>	<i>Chief Editor</i>
Anthologies of Poetry (20x30/16)	Rs.15/- per printed page	Rs.3/- per printed page
Anthologies of Prose (including Short Stories, One -Act-Plays, Essays) (20x30/16)	Rs.12/- per printed page	Rs.2/- per printed page

\* Amended vide Executive Council Resolution No.7 of 31.12.2005.

▼ Amended vide Executive Council Resolution No.18 of 28-1-2006.

If the MSS is referred to a Specialist in terms of Sub-clause (5) above, the remuneration payable to the Chief Editor shall be shared equally by him and the Specialist.

\*Typing charges on the rates as got fixed for DTP work by Press, for two typed copies of final MSS will be paid to the Compilers.

\*If a book published by this University is prescribed by another University/Board also, the maximum royalty @5% on the annual (January-December) sale price of sold copies to the compiler (to be equally distributed) will be paid.

9. The sale price of the books may be fixed at 2½ times the cost of production, which will include the remuneration paid to the compilers/Editors, royalty to copyright holders, cost of paper, composing, printing, binding, transport and other incidental charges up to the point the book is released for sale.

10. The size for all the books should, so far as possible be 20×30/16 and these should be paper-back books.

11. The trade discount to registered book-seller should be 12½% of the sale price. Packing and forwarding charges will be extra.

\*For book-seller/institutions/individuals not registered as Sale Agent no discount will be given.

\*12. The books published by the University, which have to be re-printed, be reviewed and the Editors/Chief Editor concerned will be paid remuneration including proof-reading @Rs.20.00 and Rs.10.00 per page respectively.

13. The sale price for the re-printed books shall ordinarily remain the same as for the first edition. Provided that when there is considerable change in the cost of production, the Vice-Chancellor may revise the sale price of a re-printed book.

## **B. Terms & Conditions of Assignment of Selections/ Anthologies to be prescribed for the Various Courses**

1. In the event of assignee's acceptance not being received by the date specified in the assignment letter, the Vice-Chancellor reserves the right to withdraw the offer.

2. The compiler shall meet the Chief Editor and submit a tentative Table of Contents to the members of the Board of Editors for their approval who may suggest change (s) in the Table. The tentative Table will include at least 25% extra matter to enable the board to make a choice. He shall also suggest three alternative Titles for the books, out of which one may be selected by the Board.

3. For copyright pieces included in the anthology, payment shall be made to the copyright holders on the following basis :

### **(a) For Indian Copyright Holders :**

5% pro-rata royalty i.e. 5% of the published price to be divided amongst Copyright holders in the ratio which their pieces bear to the total number of pages of the anthology in which the pieces are included; or Lumpsum fees, as may be determined through negotiation.

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\* Amended vide Executive Council Resolution No.18 of 28-1-2006.

\* Amended vide Executive Council Resolution No.7 of 31-12-2005.

**(b) For Foreign Copyright Holders :**

According to the terms (Pro-rata royalty or lumpsum fees) as may be determined through negotiation.

4. On final approval of the Table of Contents the Compiler shall prepare the manuscript.

5. A test installment of the manuscript, which will be equivalent to about 1/10th of the total MSS, shall be submitted to the Chief Editor within 15 days of the approval of the Table of Contents.

6. The Compiler shall submit the final manuscript duly typed in duplicate to the Chief Editor who may approve it after vetting or may ask the Compiler to revise the annotations *etc.* The size of the paper will be 8½"X 13½ and shall have a margin of 2" on the left side.

7. After approval of the manuscript by the Chief Editor and after permission have been obtained from all copyright holders, the production of the books shall be arranged. No changes in the MSS will be allowed at the proof-reading stage.

8. If permission for a certain copyright piece is not obtainable or if it is obtainable on terms which are not acceptable to the University, the piece shall be changed.

9. Copyright shall be obtained after the Table of Contents has been approved by the Board of Editors.

10. The rates of payment to the Compilers are as under :

Anthologies of Poetry (20X30/16)	Rs.15/- per printed page.
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Anthologies of Prose (including Short Stories, One -Act-Plays, Essays) (20X30/16)	Rs.12/- per printed page.
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The remuneration to the Compiler includes one proof-reading. Typing charges at a consolidated rate of Re.1/- per foolscap. Typed paper (Two copies) will be paid to the Compiler extra.

No payment will be made for pages printed less than half. However, full payment will be made for the pages printed half or more than half.

11. Payment will be made on receipt of necessary claims from the Compilers and that after the book is printed. In case, however, the printing of the book is held up indefinitely beyond June of the year of preparation of the MSS, the Vice-Chancellor may allow a part payment not exceeding 75% of the full remuneration.

12. The final proof-reading shall be done by the Compiler. If any reason, it becomes necessary to make alternative arrangements for proof-reading in the interest of better or more expeditious printing of the book, the Vice-Chancellor reserves the right to deduct the charges for such proof-reading from the remuneration due to the Compiler. The proofs duly corrected will be sent to the Bureau promptly. One day will be allowed for correction of 15 pages of proof.

13. All rights in the publication shall vest in the University.



14. The work will be completed within the time as specified by the Bureau failing which the Vice-Chancellor shall be competent to impose such penalty as he may deem fit and may also cancel the assignment.

15. For any other point which may arise from these terms and conditions or otherwise, the decision of the Vice-Chancellor shall be final and binding.

### **C – Selection of Text Books of Private Publishers**

All text books not published by the University itself shall be selected in accordance with the following procedure :

- (a) The board of Studies concerned will lay down the outlines of the Syllabi for each course indicating the requirements to which the books to be submitted by the private publishers should confirm.
- (b) The publishers (including author publishers) shall be registered on payment of a fee Rs.20/- per annum which will be non-refundable.
- (c) Whenever required, the University will invite books from Publishers through a Press Notification. Copies of the notifications shall also be sent by Registered Post to the Registered Publishers. Books shall be accepted only from Registered Publishers.
- (d) Whenever invited, the Registered Publishers shall send by Registered Post or through messenger, one copy of each book to be submitted to each member of the Board of Studies. One Copy each book to be submitted, shall also be sent to the publication Bureau of the University along with a Non-refundable fee of Rs.10/- per book submitted. The firms shall also supply such information, with regard to the books submitted, as may be required by the University from time to time.
- (e) All the books submitted will be considered by the Board of Studies for inclusion in the Syllabus for the Course concerned. If the member of a Board are unanimous the decision of the Board shall be final. In case of a difference of opinion, the matter will be considered by the Vice-Chancellor whose decision will be final.
- (f) The sale price of the Publishers books accepted by the University shall be in accordance with the formula fixed by the University. A copy of the price formula will be sent to the registered Publishers before they submit their books. For the present, the formula prescribed by the Panjab University fixing the sale price of books of private publishers may be followed by this University also.

### **\*D – Sale of Text-Books/Forms by Sale Agencies (w.e.f. 01.04.2004)**

The Registrar, Kurukshetra University, Kurukshetra shall appoint the Sale Agent on the recommendation of the Manager (P&P) as per following procedure :-

#### **Eligibility**

1. Genuine and bonafide book-sellers who have been in the book selling trade or a College Co-operative.

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\* Added vide Executive Council Resolution No.7 of 31-12-2005.

2. The Firm should not have been blacklisted/debarred by any Board/University/any Agency of the Government/ Semi Government.

#### **Conditions for Agency**

1. The party will have to apply on the prescribed form available from the Printing & Publication Department of the University before 31<sup>st</sup> March of every year, to become the registered sale agent of the University.
- \*2. It will have to furnish a non-refundable registration fee of Rs.5,000/ prescribed by the University with the application form, through Demand Draft in favour of the Registrar, Kurukshetra University, Kurukshetra
3. The registered sale agent will have to deposit the renewal fee @Rs.100/- every year before 31<sup>st</sup> March, if otherwise found eligible, in the shape of Bank draft.
4. The registered sale agent will be bound to purchase the publications of the University as under:
  - (i) Text-Books worth Rs.10,000/- during a financial year.
  - (ii) It will be bound to purchase 80% of quota up to 10th October and remaining up to the close of financial year to satisfy the conditions at 4(i) above.
5. Books/Forms will be delivered at the counter of the Sale Depot of the Printing & Publication Department keeping in view the stock position and other factors considered suitable by the Manager (P&P).
6. The registered Sale Agent will be allowed discount on the printed sale price, as fixed by the University from time to time.
7. The sale agent shall be bound to sell all the publications on printed price. They shall not provide any additional cover or binding to the books with a view to charge extra price or to advertise any book(s) what so ever.
8. The sale agent shall not write/print rubber stamp or paste any matter what so ever (including an advertisement or name of any other books or goods on any page of the books including title pages), nor shall place any book-mark hand bill or poster of any kind in any University Publications or create shortage, shall not indulge in selling duplicate edition of books.
9. The sale agent will be required to install a board on a prominent place at its shop showing that the text books and forms of K.U. are available in prescribed rates.

#### **PUNISHMENT/PENALTY**

1. The sale agency of the party may be terminated/suspended any time on account of breach of any condition(s) prescribed in these rules or the party indulge in activity which is detrimental to the interest of the University.
2. The suspended/terminated sale agency may be revoked/restored as per following procedure :—
  - (i) For violation of clause 4(ii) on payment of penalty of Rs.250/- as well as purchase of prescribed quota of books for the full financial year before the close of that particular financial year.

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\* Amended vide Executive Council Resolution No.18 of 28-1-2006.

- (ii) For violation of clause 4(i) of "Conditions" on payment of penalty of Rs.500/- as well as purchase of prescribed quota of books of previous year plus prescribed quota of the next year subject to the approval of the Registrar. No request for restoration of sale agency will be considered after a gap of one year from the date of suspension/termination of sale agency.
- (iii) For other reasons, penalty may be imposed by the authorities of the University, keeping in view the quantum of fault involved.
- 3. Every agent will be issued an identity card at the commencement of Sale Agency, which will be kept by the proprietor or its authorized agent with him as and when come to purchase University publications. For issuance of duplicate agency card, the agent will have to pay a non-refundable fee of Rs.50/-.

#### **SAVING CLAUSE**

- 1. The Vice-Chancellor/Registrar reserves the right to approve or reject any application for sale agency and also has the right to cancel any agency, without assigning any reasons.
- 2. The University reserves the right to alter/change/modify or add to these terms of sale-agency without prior notice. However, any alternation, change, modification or addition to these terms of sale agency will be notified to the Sale Agents in due course of time.
- 3. For any interpretation and/or dispute arising out of these rules, the orders passed by the Registrar/Vice-Chancellor of the University shall be final and binding on the sale agent.
- 4. Goods once sold shall not be taken back.
- 5. All dispute shall be subject to Kurukshetra Jurisdiction.

**TERMS AND CONDITIONS FOR SALE/DISTRIBUTION OF GENERAL BOOKS  
(OTHER THAN TEXT-BOOKS, CALENDARS, HANDBOOK OF INFORMATION, SYLLABI  
ETC.) PUBLISHED BY THE UNIVERSITY**

**I. Terms and Conditions of Business (For Sale of Books)**

The following trade discount will be allowed :

- |       |   |     |
|-------|---|-----|
| (i)   | On orders up to 5 books                       | 25% |
| (ii)  | For orders from 6 to 10 books                 | 30% |
| (iii) | For orders from 11 to 20 books                | 40% |
| (iv)  | For orders from 21 to 50 books                | 45% |
| (v)   | For orders from 51 to 100 books               | 50% |
| (vi)  | For orders above 100 books                    | 55% |
| (vii) | Orders for the whole lot of a Particular book | 60% |
- (viii) F.O.R. facilities will be allowed extra in case of categories (ii) to (vii), if the books are desired to be despatched through railway. If these are desired to be despatched by post, actual postage will be charged from the customers of all categories, but for them packing will be free.
- (ix) All supplies will be made through bank or VPP or on receipt of the value of the books ordered in advance. The University Publication may be given on credit for 120 days in special circumstances with the prior permission of the Vice-Chancellor.

**II. Complimentary Copies**

- (i) Up to 30 copies of the books may be supplied as complimentary copies i.e. two copies of each book may be sent to 15 leading news-papers/journals for publication of the review of the book. The names of the journals and newspapers will be decided by the Manager (P&P) in consultation with the Librarian, the Chairperson of the Department concerned and the Author. In addition, the Vice-Chancellor may present complimentary copies on behalf of the University.

*Note* :- These rules shall also apply to the distribution of complimentary copies of the Research Journals.

- (ii) 12 complimentary copies will be supplied to the author.

**III. Fixation of Price**

Sale price of the book will be fixed at 4 times of the cost of production to be calculated after excluding the complimentary copies.

**IV. Royalty to Author**

The Author will be allowed royalty at the end of each financial year on the copies sold at the rate of 15% of the printed price.

**\* CONSTITUTION OF THE KURUKSHETRA UNIVERSITY CULTURAL COUNCIL**

1. There shall be a Kurukshetra University Cultural hereinafter referred to as Cultural Council constituted as follows : —

**(i) Ex-officio members—**

- (a) Vice-Chancellor ...Chairman
- (b) Dean, Students' Welfare ... Vice-Chairman
- (c) Registrar.
- (d) Dean of Colleges.
- (e) Dean, Faculty of Arts & Languages.
- (f) Proctor.
- (g) Director, Public Relations.
- (h) Chairperson, Department of Journalism & Mass Communication.
- (i) Chairperson, Department of Music & Dance.
- (j) Chairperson, Department of Fine Arts.
- (k) Curator, Dharohar
- (l) Director, Youth & Cultural Affairs, who shall be *ex-officio Member Secretary* of the Council.

**(ii) Other members—**

- (a) Principals of the host colleges of the Zonal Youth Festival.
- (b) Convener Principal of each Zone formed for the youth welfare activities.
- (c) Lecturer Contingent In-charges of the winner of the overall Trophy of the Zonal Youth Festival.
- (d) Lecturer contingent In-charge of the winner of the overall Trophy of the Inter Zonal Youth Festival.
- ♦(e) Five senior Principals of the Colleges/ Institutes affiliated to the Kurukshetra University to be nominated by the Vice-Chancellor on a rotation basis for a term of one year each with one principal each being from :-
  - (i) Government Colleges
  - (ii) Girls Colleges
  - (iii) Traditional Colleges
  - (iv) Professional Colleges (Technical/Medical)
  - (v) Professional Colleges (Educational)
- (f) Five artists/writers/experts of national repute to be elected/nominated by the General House of the Cultural Council, for a term of 2 years each.

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\*Approved/added vide Executive Council Resolution No.16 of 30.6.2007 by repealing the Constitution of the "Youth Welfare Committee" printed at pages 211-216 of this edition.

♦Amended vide Executive Council Resolution No.11 of 25.10.2007.

- (g) One Male & one Female student to be nominated by the Executive Board of the Cultural Council with the approval of the Chairman of the Council, on the basis of their performance in the Inter-University Zonal Youth Festival, for a term of one year each.

## 2. Management of the Cultural Council :

### (i) General meetings of the Cultural Council—

- (a) An Annual General meeting of the Cultural Council shall be convened in the month of July/August every year or as early as possible on the date, hour and venue to be fixed by the Chairman. At least fifteen days' notice shall be given for this meeting.
- (b) The Chairman may, however, at his discretion, call one or more General Meetings of the Cultural Council.
- (c) 1/5<sup>th</sup> of the members will form the quorum.
- (d) All the decisions shall be taken by a simple majority vote of the members present and in the case of a tie, the Chairman and in his/her absence the Vice-Chairman, shall have a casting vote.
- (e) The Traveling and halting allowance for attending the General Meeting shall be borne by the parent Institute.

### (ii) The business of this meeting shall include—

- (a) Election of office bearers and members of the Executive Board.
- (b) Adoption of the Annual Reports and the audited statements of accounts of the Cultural Council and various University Youth & Cultural clubs, as presented by the Executive Board.
- (c) The budget estimates and General Fixtures list for the ensuing year.

### (iii) The functions and powers of the Cultural Council shall be—

- (a) To promote core human values fostering co-operation understanding, fellow feeling and solidarity in society.
- (b) To promote Indian culture in all its plurality and diversity.
- (c) To promote a scientific temper and humanism so as to cleanse society of outdated dogmas and superstitions.
- (d) To promote liberal, secular and democratic values emphasizing tolerance and respect for others faith and way of life.
- (e) To promote and inculcate moral and ethical values among youths.
- (f) To promote Haryana's culture and its healthy traditions.
- (g) To promote and instill gender equality and respect for the other gender.
- (h) To organize the Zonal Youth Festivals, Inter Zonal Youth Festivals, Haryana Day Celebrations, Talent Search Competition, National and Inter-University Youth Festival and any other Cultural/Youth activity.
- (i) To create a sense of cultural leadership among the youth of the State.
- (j) To organize such other activities which are directly or indirectly beneficial and useful for the welfare of the students.

- (k) To make rules for the organization, conduct and control of the Kurukshetra University cultural competitions.
- (l) To interpret and enforce its rules and to give decisions and ruling on any point not covered by those rules.
- (m) To approve bye-laws consistent with its rules and to appoint sub-committee(s), if and when necessary and fix their terms of reference.
- (n) To consider and pass the Annual Budget, Annual Report, audited statement of accounts, proposed and recommended by the Executive Board of the Cultural Council.
- (o) To elect once a year, the President of the Council from amongst the members of the Cultural Council and the Vice-President from amongst the contingent in-charges. To elect seven members from within the Cultural Council to be on the Executive Board of the Cultural Council. Four of these will be from amongst the Principals and three from amongst the lecturers.
- (p) To raise and spend the funds of the Cultural Council and make rules for purchase and payments and to decide the rates of honorarium, TA/DA and other financial aspects of the Cultural Council.
- (q) To arrange grants from Central and State Governments and other organizations to promote youth and cultural activities in the University and its affiliated colleges.
- (r) To organize summer camps, advance youth leadership camps, trekking camps, workshops, seminars, theatre workshops and inter college educational cum cultural trips.
- (s) To coordinate and constitute the panel of judges/ experts for various cultural activities.
- (t) To write off properties and irrecoverable dues of the Cultural Council and to make the necessary arrangements for the safety and security of the properties, articles and items of the Cultural Council.
- (u) To take such other action as may be deemed necessary and proper for the furtherance or achievements of the aims and objectives specified above.

### **3. Functions and powers of the Executive Board :**

#### **A. The affairs of the Cultural Council shall be managed by an Executive Board consisting of—**

- (i) The President Cultural Council, who shall be *ex-officio President* of the Executive Board.
- (ii) The Vice-President, Cultural Council.
- (iii) The Secretary, Cultural Council, who shall be *ex-officio Secretary* of the Executive Board.
- (iv) In addition to the above, the Executive Board shall include seven other members elected from within the Cultural Council by its members. Four of these shall be from amongst the Principals and three from amongst the lecturers.
- (v) Meeting of the Executive Board shall be convened by the Secretary, with the permission of the President, as often as may be necessary. Ordinarily, seven days notice shall be given for such meetings, but in emergent cases the President may call a meeting at a shorter notice, if necessary.

- (vi) The quorum for a meeting of the Executive Board shall be 1/3<sup>rd</sup> of its members.
- (vii) TA/DA of the members of the Executive Board shall be borne by the Cultural Council.

**B. The Executive Board shall also—**

- (a) Nominate the Convener Principals of the Zones formed for the conduct of Youth Welfare activities.
- (b) Organize, conduct and control the cultural activities.
- (c) Raise and spend funds of the Cultural Council in accordance with the Budget estimates sanctioned by the General House.
- (d) Fill up any vacancy occurring among its elected members in the course of the year, for the unexpired term pertaining thereto.
- (e) Frame bye-laws to meet any emergency that may arise in the bonafide discharge of its duties, provided that such action is duly reported to the next Annual General House meeting of the Cultural Council.
- (f) Consider and recommend, for adoption by the Annual General House Meeting with its appropriate comments, the Annual Report of the Council submitted by the Secretary on the year's activities, the audited statement of accounts for the year, the annual budget estimates and the General Fixtures list for the ensuing year.
- (g) Sanction expenditure where the amount exceeds Rs.10,000/- for an individual item and to allow re-appropriation of funds from one budget head to another.
- (h) Nominate one male and one female student on the basis of their performance in the Inter Zonal Youth Festival to the membership of the Cultural Council, for a period of one year.

**4. Duties and Powers of the Chairman of the Cultural Council—**

- (i) The Vice-Chancellor, Kurukshetra University, Kurukshetra shall be the Chairman of the Cultural Council.
- (ii) Over and above all that is provided in the norms/guidelines of the Cultural Council, the Chairman will be the final authority in all matters relating to the Cultural Council and its Executive Board. He may summon for consideration any record or decision of the Cultural Council or the Executive Board of his review.
- (iii) The Chairman shall preside over the Annual General Meeting of the Cultural Council.
- (iv) The Chairman may refer to the Executive Council of the University the matters which he may deem necessary for its consideration.

**5. Duties and Powers of Vice-Chairman :**

- (i) The Dean, Students' Welfare, K.U. Kurukshetra shall be the Vice-Chairman of the Cultural Council.
- (ii) The Vice-Chairman shall, in the absence of the Chairman or when assigned by the Chairman, exercise all powers vested in the Chairman in all matters relating to the Cultural Council and shall perform all duties vested in the Chairman in the absence of the Chairman.



**6. The duties and powers of the President shall be—**

- (a) To decide the date and time of the General Body meeting of the Cultural Council in consultation with the Vice-Chairman.
- (b) To preside over the meetings of the Executive Board of the Cultural Council.
- (c) To sanction the expenditure upto to amount of Budget provision under different heads of expenditure for Zonal and Inter-Zonal functions and other youth and cultural activities, as decided by the Executive Board.
- (d) The President shall have a casting vote in matters within the Executive Board which may require decision.
- (e) To take decisions in anticipation of the approval of the Executive Board provided that such decisions shall be reported in the next (subsequent) meeting of the Executive Board for confirmation/approval.
- (f) To purchase necessary items and articles for the Cultural Council office.
- (g) To constitute panel of judges/experts for various cultural activities.
- (h) To engage labourers, sweepers, peons, clerks and other staff for temporary nature of work, out of the cultural Council Fund.
- (i) To sanction expenditure up to Rs.10,000/- at time.

**7. Duties and powers of the Vice-President of the Cultural Council :**

The Vice-President of the Cultural Council shall function as President of the Cultural Council in the absence of the President and shall exercise the powers vested in the President in the absence of the President.

**8. Duties and powers of the Secretary, Cultural Council :**

- (a) Carry on correspondence on behalf of the Cultural Council and give effect to the resolutions of General House and the Executive Board.
- (b) Issue notices of meetings and record minutes of the same and be responsible for their maintenance.
- (c) Be responsible for the maintenance of other records and registers as well as the custody of all property of the Cultural Council.
- (d) Carry out other duties which may be entrusted to him by the President from time to time.
- (e) Issue all receipts of income and payments received on behalf of the Cultural Council.
- (f) Executive powers to incur expenditure upto Rs.10,000/- at a time.
- (g) Maintain all accounts and expenditure of the Cultural Council Fund and prepare budget, audited accounts, annual report and present statement in the Executive Board.
- (h) Sign all cheques of the Council.
- (i) Have an imprest of Rs.1,000/- to meet petty expenditure to be recouped from time to time..
- (j) Sanction journey(s) of the staff working in the Youth & Cultural Affairs Department.
- (k) Have power to incur an expenditure upto Rs.2,000/- without quotation on quality basis.
- (l) To write off losses upto Rs.1,000/-.

- (m) To condone the delay in the submission of entries/deposits etc.
- (n) Have an imprest of Rs.2,000/- for maintenance of Mini Bus expenditure to be recouped from time to time.
- (o) To allow/sanction provisional payments, out of Cultural Council Fund in anticipation of the approval of the Executive Board.

**\* CORPORATE RESOURCE CENTER  
KURUKSHETRA UNIVERSITY, KURUKSHETRA**

**I. Mission :**

The Corporate Resource Center, Kurukshetra University is meant to facilitate a larger industry-academia interface in higher education at the university level. It will strive to be a nodal center for faculty, academics, and industry for mutual interaction and research. The Center shall focus on seeking wider industry participation in the academic processes particularly in research, course designing, and curricula delivery.

The Center is expected to result in customization of course curricula to suit industry requirements, collaborative research, and engagement of the faculty in industry initiatives. Students shall be the end beneficiaries of this endeavour as their skills and competencies will be honed up through adoption of innovative curricula and its enriched delivery. This will magnify employability of students at higher end and inculcate entrepreneurial pursuits in them.

The Center will help and encourage faculty to seek industry assignments and use the same as a source of updating their practical knowledge base. This will also open up possibilities of bringing real life corporate experience in the interactive teaching-learning class-room sessions. The Center will endeavour further to facilitate and coordinate students' interaction and participation in the corporate culture through their visits to industry.

The Center is expected to grow up on sustainable revenue generation over a period of time. In the interim period, University is expected to bear the expenditure incurred in the furtherance of the above said endeavours.

**II The Mandate :**

The Corporate Resource Center is mandated to work for achieving the following aims and objectives :

- (i) Endeavour to be a nodal agency to promote university-industry interaction for knowledge sharing and for catalyzing joint activities between university and industry in a long-term strategic perspective.
- (ii) Facilitate inculcation and honing up students' knowledge and skills by seeking active industry participation in the academic processes with a view to develop quality manpower in keeping with industry requirements.
- (iii) Initiate updation of course curricula to suits industry needs and aspirations with a view to enlarge student employability.
- (iv) Facilitate and encourage industry experts to share real life corporate experiences in the class room.
- (v) Provide active help in arranging students' internship/training in the corporate sector.
- (vi) Arrange on-campus training and workshops, joint research, and manpower development programs, in active collaboration with industry.
- (vii) Explore possibilities of funding of faculty research by the industry.
- (viii) Arrange campus recruitment and seek industry-funded scholarship to deserving students.

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\* Approved vide Executive Council Resolution No.51 of 25.10.2007.

- (ix) Forge partnerships with industry in order to seek specific skill based training to the students.

In addition, the center will also facilitate and accomplish other assignments as may be proposed by the university for better realization of the above said mandates.

### **III Programmed Activities :**

In pursuant to the above mandates, the Center visualizes to undertake the following activities :

- (i) To interact with industry to understand their specific needs through industry-academia interface, seminars, workshops, panel discussions, and other activities of similar nature.
- (ii) To programme and offer short-term courses aimed at improving students' soft skills with active industry participation.
- (iii) To work out modalities for resource allocation and revenue sharing in collaborative research and consultancy between industry and the University as may be undertaken in mutual interest.
- (iv) To organize annual fest on industry-academia interface with active industry participation in order to forge closer ties between the two.
- (v) To hold campus recruitment drives in consultation with the user departments.
- (vi) To remain live with students' interest activities and develop database for campus recruitment and training.
- (vii) To coordinate the programmed campus visits of industry experts/professionals to user teaching departments, as also students' visits to industry/ corporate organizations.
- (viii) To work on seeking establishment of industry sponsored chairs/staff, funding of library and laboratories as per specific needs.
- (ix) To communicate and maintain constant liaison with industry in any other manner for better mutual understanding and work relationships.
- (x) To keep constant rapport with the affiliated colleges to know the placement and training needs of their students and to serve them to the extent possible.

### **IV Consultative Committee :**

The services of the Center will be available to all the user departments and also affiliated colleges. Each user department shall send one of its faculty members to work on the consultative committee. S/he will be responsible for providing all necessary information/database about the students of his/her department in the requisite format devised by the Center. All such faculty members representing various user departments shall constitute the Consultative Committee.

The committee will meet with the Coordinator as the convener as often as necessary to facilitate the role of the Center in relation to each user department. The coordinator will have the consultative committee constituted, in consultation with the concerned chairpersons, at the beginning of each academic session.

Each faculty representative on the Consultative Committee will maintain constant liaison with the coordinator for the needs of one's students being effectively served by the Center.

#### **V Advisory Committee :**

The Corporate Resource Center shall be governed by an Advisory Committee consisting of the following :

- |   |                  |
|---|------------------|
| (i) Dean Academic Affairs, Kurukshetra University                             | Chairman         |
| (ii) Dean, Research & Dev., Kurukshetra University                            | Member           |
| (iii) Dean, Colleges, Kurukshetra University                                  | Member           |
| (iv) Two Industry Representatives<br>(to be nominated by the Vice-Chancellor) | Member           |
| (v) Coordinator, Corporate Resource Center                                    | Member-Secretary |

The Advisory Committee will lay down policy guidelines for execution within the framework of the mandates of the Center as stated above. It will also prescribe parameters for resource mobilization and utilization, and will discharge the following responsibilities :

- (i) Exercise overall supervision over the functioning of the Center and its incidental activities.
- (ii) Consider and approve the budget estimates of the Center,
- (iii) Approve the audited accounts for the Center.
- (iv) Recommend resource mobilization to the Corpus to be maintained and used by the Center.
- (v) Lay down policy guidelines for revenue sharing between the faculty and the Center with reference to resource generation through corporate consultancy done by the faculty.
- (vi) Prescribe broad outlines for acceptance of philanthropic contribution from industry in furtherance of the aims and objectives of the Center.
- (vii) Suggest alternatives for investing the surplus Corpus.
- (viii) Deliberate upon and decide any other matter that may be referred to it by the Vice-Chancellor.

The Advisory Committee shall meet at least twice in an academic year to review, scrutinize, and assess activities of the Corporate Resource Center. More meetings, if necessary, may be convened by the coordinator with prior approval of the Vice-Chancellor. Two-fifth of the members shall form the quorum in all meetings. The nominated members shall hold office for two years. Any vacancy shall not invalidate the proceedings of the Advisory Committee. In the absence of the Chairman, senior among the remaining Deans shall chair the meetings.

The office of Corporate Resource Center shall be housed in a suitable office accommodation on the university campus. The university will provide secretarial staff to the Center as per its needs.

#### **VI Coordinator :**

The Corporate Resource Center shall have a Coordinator who shall act as the overall incharge of the center. S/He will be responsible for running the business of the Center in conformity with the decisions taken by the Advisory Committee from time to time, and as per mandated of the Center. In coordinating the placement activities of the various user departments, s/he will interact with them on continuous basis through the consultative Committee.

The coordinator shall be appointed by the Vice-Chancellor for a term of three years in the first instance from amongst the campus faculty not below the rank of Reader. He will be entitled for an honorarium of Rs.2,000 and a sumptuary allowance of Rs.1,000 p.m. in the first instance, which may be revised by the University Executive Council from time to time. While on outstation official duties, Coordinator will draw TA/DA as per university rules.

#### **VII Funds and Accounts :**

A separate bank account in the name of the Corporate Resource Center shall be maintained and operated with a nationalized bank on the university campus by the Coordinator. All collections made through charging of Training and Placement Fee from the students will be deposited in this account. The Coordinator shall exercise such financial powers as per existing norms of the University, or as may be specifically decided by the Vice-Chancellor.