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PART II: STATUTES

1. GENERAL CONDITIONS OF SERVICE OF EMPLOYEES OF THE PATNA, BIHAR, RANCHI, BHAGALPUR, MAGADH, L.N. MITHILA & K.S.D. SANSKRIT UNIVERSITIES.

[Approved by the Chancellor on 20-9-1980 vide Letter no. BSU 36/80-5270 GS (1) dated 18.11.1980]

CHAPTER 1

GENERAL CONDITIONS OF SERVICE

Section 34 (i) Name of the Statutes.

1. These Statutes may be called Service Statutes of the University and they shall apply to all such persons as are in the service of the University.
2. Unless there is anything repugnant to the subject or context, the terms used in these Statutes, shall have the meaning as set forth below :
 - i. "Average Pay" means the average monthly pay earned during the twelve complete months immediately preceding the month in which the event occurs which necessitates the calculation of average pay. If no pay was earned during a portion of the aforesaid twelve months, such portion shall be excluded from the calculation and the average pay shall be determined by the pay earned during the remaining portion;

Note.—The expression "the twelve complete months immediately preceding" used in this definition should be interpreted literally. Thus any period or periods, during which a university servant may have been on leave, or on joining time, should be excluded, if no "pay" is drawn during such period or periods. But the emoluments drawn during vacations by a University Servant of a vacation department should be treated as pay drawn on duty, and should be taken into account in calculating the average pay.

- ii. "Foreign Service" means a service in which a University servant receives his substantive pay, with the sanction of the Syndicate, from any other employer;
- iii. "Holiday" means a holiday prescribed or certified by the Syndicate of the University and in relation to any particular office, department, institute or college a day or days on which it is ordered by the Vice-Chancellor to be closed ;
- iv. "Inferior Service" means any kind of service which may be specifically classed as such by the Syndicate from time to time, and the maximum pay of which does not ordinarily exceed. Rs. 300.00 a month;

- v. "Leave Salary" means the monthly amount paid by the University to a University servant on leave;
- vi. "Lien" means the title of a University servant to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively;
- vii. "Month" means a Calendar month. In calculating a period expressed in terms of month and days, complete calendar month, or months, irrespective of the number of days in each should first be calculated and odd number of days calculated subsequently ;
- viii. "Officiate"-A University Servant officiates in a post when he performs the duties of a post on which another University servant holds a lien. A University servant may, however, be appointed to officiate in a vacant post on which no other person holds a lien, by the authority competent to make a substantive appointment on the vacant post;
- ix. "Pay" means the amount drawn monthly by a University servant as:
 - a. The pay to which he is entitled by reason of his position in a grade of pay;
 - b. special pay and personal pay;
 - c. any other recurring emoluments which may be specifically classed as pay by the Statutes ;
- x. "Permanent post" means a post carrying a definite rate of pay and sanctioned without limit of time;
- xi. "Personal pay" means pay granted to a University servant :
 - a. to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to any reduction of such substantive pay otherwise than as a disciplinary measure; or
 - b. in exceptional circumstances on other personal considerations;
- xii. "Probationer" means a University servant employed on probation in or against a substantive vacancy in a particular cadre.

Note.—The term does not include a University servant who holds a permanent post substantively and is merely appointed on probation to another post;

- xiii. "Special Pay" means an addition to the emoluments of a post or to the pay of a University servant, granted in consideration of
 - (a) the specially arduous nature of the duties; or
 - (b) a specific addition to the work or responsibility; or
 - (c) the unhealthiness of the locality in which the work is performed;
- xiv. "Substantive Pay" means the pay other than special pay, personal pay' or emoluments classed as pay to which a University servant is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a grade of pay;
- xv. "Superior service" means any kind of service which is not" specifically classed as "inferior service";

- xvi. "Temporary post" means a post carrying a definite rate of pay and sanctioned for a limited time;
- xvii. "Tenure post" means a permanent post which an individual University servant may not hold for more than a specified period;
- xviii. "University servant" means a person in the employment of the University;
- xix. "University servant—entitled to vacation" means teachers in the employment of the University;
- xx. "Allowance" means C.L.A., H.R.A., Medical allowance, Conveyance allowance and such other allowances as may be specifically sanctioned by the Syndicate from time to time;
- xxi. "Presumptive pay of a post" means the pay to which a University servant would be entitled if he held the post substantively;
- xxii. "Honorarium" means a recurring or non-recurring payment granted to a University servant by the Syndicate for special work of an occasional nature.

Appointment :

3. (1) (a) Except where otherwise provided in the Statutes, no person may be substantively appointed to a permanent post in the University service unless he produces, [on payment of a medical examination fee to be fixed by the Syndicate,] a medical certificate of good and satisfactory health, signed by such qualified person or persons composing a Board as may be appointed by the Syndicate for the purpose from time to time.

(b) The form of medical certificate to be used in case of appointments of officers, teachers and other servants of the University shall be prescribed by the Syndicate.

(c) The production of a fresh medical certificate will not be necessary unless specially required by the appointing authority, if the person selected for appointment is a University servant who has already produced a medical certificate before, and has been in the University service since then without a break.

(2) (a) More than one person cannot be appointed substantively to the same permanent post at the same time.

(b) A University servant cannot be appointed substantively, except as a temporary measure, to two or more permanent posts at the same time.

(3) Whenever a permanent post in any grade and pay-scale is available for substantive appointment, the claim of a University servant who has been holding a tenure or temporary post for not less than two years and possesses the requisite qualifications prescribed for the post, and his work is found to be satisfactory, may be considered in the first instance for substantive appointment to that permanent post :

Provided that :

- a. in case of a Teacher or Registrar or Finance Officer or Inspector of Colleges, the temporary or tenure appointment which he may be holding must have been made on the recommendation of the Bihar Public Service Commission on the basis of open advertisement and;
- b. in case of any other post the temporary or tenure appointment which the employee is holding must have been made in accordance with the provisions of the Act and Statutes, for substantive appointment on a permanent post.

(4)(a) Save as otherwise provided in the Act or the Statutes, the posts Of University Professors, Readers, Lecturers, Principals, Registrar, Inspector of Colleges and Finance Officer shall be filled by open advertisement.

(b) When a vacancy occurs or new post is sanctioned, the Registrar shall submit a note to the Vice-Chancellor for taking steps to fill the post.

(c) The Vice-Chancellor shall order for submission of necessary papers to the State Public Service Commission for advertisement and recommendation.

(d) The recommendation of the State Public Service Commission received in pursuance of sub-clause (c) with all connected papers shall be placed before the Syndicate for order, ordinarily at its next meeting.

(e) The Syndicate shall be competent to make appointment on the vacant post of lecturer for a period not exceeding twelve months after advertisement two and experts interview of by a Board constituted one shall by be the external. Syndicate Such which appointment shall also shall include automatically stand which at least terminated on the expiry of the period specified in this clause.

(f) If the Syndicate, after obtaining the opinion of, or on the recommendation of the Academic Council, and with the approval of the Chancellor, decides to offer any post Public to Service any eminent Commission scholar for or concurrence, experienced person, and it shall it shall not be refer necessary the case in to such the cases to advertise the post or for the person concerned to make applications.

(5) (a) When a vacancy occurs or new post is sanctioned in the superior service other than those specified in clause (4) above, the Registrar shall submit a note to the Vice-Chancellor for taking steps to fill the post.

(b) The Registrar shall, along with the note, submit to the Vice-Chancellor the names of all those persons in the University Service and holding substantive appointment in the immediate lower grade, and who satisfy the prescribed qualifications.

(c) In case of officers other than those specified in clause (4) above the Vice-is to Chancellor shall, with the approval of the Chancellor, decide whether the post be filled by promotion or by direct recruitment after proper advertisement

(d) The Vice-Chancellor shall, after the above steps are taken,

(i) where he is empowered to do so without reference to the State public Service Commission or the Syndicate, order the appointment Of a University servant to vacant post by promotion or order the vacancy to be advertised;

(ii) where the appointment to be made by the Syndicate without reference to the State Public Service Commission, place the papers with such recommendations, if any, before the Syndicate for orders, which appoint the university servant by promotion or order the vacancy to be advertised;

(iii) where reference to the State Public-Service Commission is obligatory' order the submission of necessary papers to the State Public Service Commission.

(e) The Registrar shall, thereafter, prepare the draft of the advertisement, giving the terms and the qualifications requisite for the vacant post, get the same approved by the Vice-Chancellor, and,

- i. where the appointment is to be made by the Vice-Chancellor or the Syndicate, without reference to the State Public Service Commission, publish the approved advertisement;
- ii. where the appointment is to be made on the recommendation of the State Public Service Commission, in case it is decided to fill a post by promotion, the Registrar shall send to the Public Service Commission a list of all eligible candidates for promotion accompanied by all papers relating to them for necessary action and in case it is decided to make an appointment by direct recruitment, forward the approved advertisement to the Public Service Commission for necessary action.

(f) (i) All applications received in pursuance of the advertisement published by the Registrar, under sub-clause (e)(i) of this Article shall be placed before the proper appointing authority for orders.

(ii) The recommendations of the State Public Service Commission received in pursuance of steps taken under sub-clause (e) (ii) with all connected papers, shall be placed before the Syndicate for orders ordinarily at its next meeting.

(6) The Vice-Chancellor shall, subject to the provisions of the Act, have power to make appointment to posts within the grade and scale of pay and within sanctioned strength of such staff and servants who are not teachers and officers of the University and have control and full disciplinary powers over such staff and servants.

¹[(7) Notwithstanding anything to the contrary as contained in the Statute, it is hereby provided that if an employee serving in any University of this State is appointed in the service of another University or of Bihar Inter University Board, Patna on a temporary or substantive basis in the same or higher grade shall, in the event of his joining the post within the joining time allowed by the competent authority be allowed continuity of his service of the former University for the

purpose of protection of his pay and allowance drawn, leave and half pay leave earned in that University and the age of retirement and grant of retirement benefits as admissible to him in that University but not for determination of his seniority.]

Joining date :

4. (1) In all letters of appointment the date by which the person appointed is to join his post shall be mentioned.
- (2) The joining date may be extended by the appointing authority.
- (3) If a University servant takes charge of post in the afternoon, he shall, for the purpose of calculation of pay and allowance, be regarded as having taken charge of it on the subsequent date.
- (4) If any person appointed to any University service fails to join his post by the joining date, including extension, if any allowed, the appointing authority may cancel his appointment and proceed to appoint the next person if any, selected for the post, or order steps to be taken afresh according to the prescribed procedure, for filling the vacancy.

Joining time

5. (1) Joining time may be granted by the Vice-Chancellor to a University servant to enable him
 - a. join a new post to which he is appointed while on duty in his old post;
 - b. to join a new post-
 - i. on return from leave on average pay of not more than four months duration; or
 - ii. when he has not had sufficient notice of his appointment to the new post, on return from leave other than that specified in sub-clause (i); or
 - iii. to travel from the post of disembarkation or, in the case of arrival by aircraft, from its first regular post in India and organize his domestic establishment when he returns from leave out of India of more than four months' duration.
- (2) The joining time admissible under this chapter may be reduced or refused by the University.
- (3) Not more than one day is allowed to a university servant in order to join a new post, when the appointment to such post does not necessarily involve a change of residence from one station to another.
- (4) The joining time of a University servant in cases involving a transfer from one station to another is subject to a maximum of 7 days.
- (5) The joining time allowed to a University servant returning from leave out of India, exceeding four months, shall be subject to a maximum of fifteen days.
- (6) If a University servant is authorized to make over, or to take over charge of a post elsewhere than its headquarters, his joining time shall be calculated from or to the place at which he makes over or takes over charge.

(7) If a University servant is appointed to a new post while in transit from one post to another, his joining time begins on the day following that on which he receives the fresh order of appointment.

(8) If a University servant takes leave while in transit from one post to another, the period which has elapsed since he handed over charge of his old post must be included in his leave, unless the leave is taken on medical certificate. In the latter case the period may be treated as joining time.

(9) The following provisions apply to vacation departments only :-

- a. A University servant, who is directed to join a new post on the expiry of a period of vacation of which he has not been allowed to avail himself, is entitled to the number of days' joining time ordinarily admissible with effect from the date on which he is relieved of the duties of his former post.
- b. The joining time of a University servant, who is directed to join a new post on the expiry of a period of vacation of which he has availed himself, is regulated as follows:-
 - i. If he received the order of transfer before the period of the vacation commences; he must make over charge of the duties of his former post on the last working day before such period, and must take over charge of his new duties on the first working day after such period;
 - ii. If he receives the order of transfer during the period of vacation, he shall not be entitled to any joining time, and must take over charge of his new duties on the first working day after such period of vacation, provided that, if the number of days, from the date on which he receives the order of transfer to the end of the period of vacation, is less than the number of days' joining time ordinarily admissible, he shall be entitled to joining time to the extent of the difference in continuation of the period of vacation. If he receives the order of transfer at some place other than his headquarters, the time spent in returning to his headquarters shall not be included in calculating the number of days from the date of receipt of the order of transfer to the end of the period of vacation.

(c) A University servant joining a new posting the circumstances specified in sub-clause (b) (ii) shall, for the purpose of this Article, be held to have been precluded from enjoying the vacation during the time actually spent in travelling from the old station to the new;

(d) A University servant returning from leave, to which vacation is suffixed, is not entitled to any joining time, and shall not be held to have been precluded from enjoying any portion of the vacation.

(10) In the circumstances mentioned below the University authority may, on such condition as it thinks fit, extend the joining time admissible to any University servant

under these rules, provided that the prescribed maximum shall not be exceeded except for very special reasons, which should be recorded :-

- a. When the University servant has been unable to use the ordinary mode of travelling or, notwithstanding due diligence on his part, has spent more time on the journey than is allowed by the rules; or
- b. When such extension is considered necessary for the public convenience or for the saving of such public expenditure as is caused by necessary or purely formal transfers;
- c. When the rules have in any particular case operated harshly as, for example, when a University servant has, though no fault on his part, missed a steamer or fallen sick on the journey.

(11) A University servant on joining time shall be regarded as being on duty and shall be entitled to be paid as follows :-

- a. If on joining time under-sub-clause 5 (1) (a), he is entitled to the pay which he would have drawn if he had not been transferred, or the pay which he will draw on taking charge of his new post, whichever is less;
- b. If on joining time under sub-clause 5(9) (b) or (c) he is entitled:-
 - i. when returning from extraordinary leave, other than extraordinary leave not exceeding fourteen days granted in continuation of other leave, to no payment at all;
 - ii. when returning from leave of any other kind, to the leave salary which he last drew on leave at the rate prescribed for the payment of leave salary in India.

LEAVE : UNIVERSITY SERVANT IN PERMANENT EMPLOY

AND THOSE WHO ARE IN TEMPORARY EMPLOY CONTINUOUSLY

FOR MORE THAN TWO YEARS.

6. (A) EARNED LEAVE*

1. (a) and (i)(b) shall be substituted as follows :-

- a. 1/30th of the period of duty including vacation
- b. 1/30rd of the period if any, during which he/she is required to perform duty during the vacation.

Provided that from 29 /5 / 2008, teachers have to work at least 180 days in a year and 40 hours in a week for earning one day earned leave in 30 days

Provided that the Head of in charge of the University Dept. and principal Prof. Incharge of the College shall be entitled to 1 / 11th of the period spent on duty in a calendar year. For this purpose, vacation counts on duty.

Provided that in no case earned leave to a leave shall exceed 33 (thirty three) days in one calendar year.

2. A University servant will cease to earn such leave when the earned leave due amounts to:-
 - a. 180 days in the case of University servant in superior service; and
 - b. 120 days in the case of University servant in inferior service;

Provided that in respect of University employees apportioned under section 53 of the Bihar state Universities Act, 1951 (Bihar Act XXVII of 1951) earned leave shall be calculated according to the leave rules prescribed by the Syndicate which were in force in the Patna University prior to 1952.

3. Leave cannot be claimed as of right. When exigencies of the University service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it;

Explanation.—The general principles which should ordinarily be observed in granting or refusing leave will be as follows:

- a. Leave should not be granted to an extent which would unduly deplete the strength of a service or department available for duty. When the duty strength has been reduced to an essential minimum, no further leave of any description should be granted except in cases of the most absolute necessity. When it is impossible in the interests of the University service to grant all applications for leave, the following considerations should be taken into account in deciding which applications should be granted:—
 - i. the University servants who can, for the time being best be spared due regard being paid to the facility with which they could, if necessity arose, be re-called from leave;
 - ii. the amount of leave due to the various applicants;
 - iii. the amount and character of the service rendered by each applicant since he last returned from leave;
 - iv. the fact that any such applicant was compulsorily recalled from his last leave; and
 - v. the fact that any such applicant has previously been refused leave in the interest of the University.
- b. The authority competent to grant leave may in any case refuse to grant the full amount applied for.
- c. If a University servant applies for leave at short intervals on the score of health, leave should be refused except on medical certificate. In such a case the frequency of the leave taken in the past should be brought to the notice of the medical examiners and they should be asked to advise with special care on the time required to establish a complete recovery.
- d. The authority competent to grant leave outside India shall satisfy itself that the applicant for leave has adequate financial backing to enable him to meet the expenses connected with his stay abroad and the grant of leave is not likely to involve the University in any form of financial liability beyond what is under the Statutes applicable to the case.

Note.—In calculating "earned leave" the actual number of days of duty performed should be counted and then divided by 11 or 16 as the case may be. Fraction of a day should not appear in the calculation, fraction below half being ignored and those of half and more reckoned as one day.

4. The following provisions apply to University servants entitled to vacation (i.e. teachers):
 - a. For each year of duty in which a University servant has availed himself of the vacation his earned leave shall be reduced by 30 days.
 - b. Subject to the provision of Sub-Art. 13 if a part of the vacation has been taken in any year, the period by which the earned leave shall be reduced, shall be a fraction of 30 days equal to the proportion which the part of the vacation bears to the full period of the vacation.
 - c. In cases of urgent necessity the earned leave as reduced by clauses (a) and (b) above, be increased by $\frac{1}{22}$ of the period on duty in vacation department.

Explanation.—For the purpose of this Statute vacation counts as duty.

5. The amount of earned leave due is the amount of earned leave diminished by the amount of earned leave which has been taken and one-half of the amount of special disability leave taken on full pay.
6. A University servant may at any time be granted the whole or any part of the earned leave due to him.
7. Earned leave may be combined with vacation provided that in the case of a University servant in superior service :-
 - a. No additional expenses shall be incurred by the University for a period of the vacation;
 - b. Vacation shall not be both prefixed and suffixed to leave;
 - c. Leave will not be both prefixed and suffixed to vacation; and
 - d. The combined period of such leave and vacation shall not exceed servanthet limit upto which leave may be accumulated by the University concerned under Statutes (i) (a) and (b).

(B) HALF PAY LEAVE

8. Half pay leave will be earned without any restriction to the limit Of accumulation, in the course of service, at the following rates for each completed year of service :-
 - a. 20 days in the case of a University servant in superior service; and
 - b. 15 days in the case of a University servant in inferior service:

Provided that in respect of University employees appointed under section 52 Of the Bihar State Universities Act, 1951 (Bihar Act XXVII of 1951) half pay leave Shall be calculated according to the leave rules prescribed by the Syndicate Which were in force in the Patna University prior to 1952.

Such leave can be availed of on private affairs as well as on medical certificate. There will be no limit on the half pay leave that can be availed of at a time on medical certificate or on private affairs, and this will apply even when such leave is taken preparatory to retirement:

Provided that no half pay leave may be granted unless the authority competent to sanction leave has reason to believe that the University servant will return to duty after its expiry.

Explanation:- The term "completed year of service" used in this Statute means continuous service of specified duration under the University or the old Bihar University, or the old Patna University or of the Government of Bihar and includes period spent on duty as well as on leave (including extra-ordinary leave.)

9. Half pay leave may be combined with vacation provided that
 - a. no additional expense shall be incurred by the University for the period of vacation;
 - b. vacation shall not be both prefixed and suffixed to leave;
 - c. leave will not be both prefixed and suffixed to vacation;
 - d. the combined period of leave and vacation taken at any one time shall not exceed the total amount admissible under Statute above; and
 - e. no vacation or portion of vacation will be prefixed or suffixed during which the University servant was ill and unfit to perform duties.

(C) COMMUTED LEAVE

10. At his option a University servant can have the half pay leave due converted into half the amount of full pay leave. Such converted leave will be termed "commuted leave". It will be granted only on medical certificate* subject to a limit of 180 days in the case of University servant in superior service, and 120 days in case of University servant in inferior service, during entire service.

No medical certificate needed for medical leave for less than 3 days. [A.C.C. Ltd. v• ACC Kamgar Union; Civil Appeal No. 893/1968, dt. 17/3/72.]

Commutated leave may be combined with earned leave but such combination will be limited to 180 days whether such leave is availed in India or out of India, in the case of a University servant in superior service, and 120 days in the case of University servant in inferior service. The maximum limit of 180 days in the case of a University servant in superior service and 120 days in the case of a University servant in inferior service will apply also to the combination of earned leave, vacation and commuted leave:

Provided that no commuted leave may be granted under this Statute unless the authority competent to sanction leave has reason to believe that the University servant will return to duty on its expiry.

(D) LEAVE NOT DUE

11. Save in the case of leave preparatory to retirement, leave not due may be granted on medical certificate, such leave being limited during the entire service to 180 days in the case of a University servant in superior service and 120 days in the case of a University servant in inferior service. This will be debited against the half pay leave which the University servant earns subsequently. Leave not due should be granted only if the authority empowered to sanction leave, is satisfied that there is a reasonable prospect of the University servant returning to duty on the expiry of the leave and earning an equal amount of half pay-leave thereafter.

Note.—In case where a University servant who has been granted leave not due, under this Statute, applies for permission to retire voluntarily the leave not due, shall, if the permission be granted, be cancelled and his retirement shall have effect from the date on which such leave commenced.

(E) EXTRA ORDINARY LEAVE

12. (a) Extraordinary leave without pay may be granted to a University servant in special circumstances :-
- i. When no other leave is admissible under these Statutes;
 - ii. When other leave being admissible, the University servant concerned applied in writing for the grant of extra-ordinary leave.

UNIVERSITY SERVANTS IN CONTINUOUS TEMPORARY EMPLOYMENT WHOSE SERVICE DOES NOT EXCEED TWO YEARS

13. (a) The Statutes under this sub-head prescribe the conditions on which leave may be granted to a University servant, who does not hold a lien; or a Suspended lien on a permanent post, while officiating in a post, or holding a temporary post.
14. (a) For a University servant to whom the statutes under this sub-head apply, not entitled to vacation, the leave admissible in respect of his service will be:—

(I) Earned Leave

- i. To a University servant in superior service one-twenty second of the period spent on duty, provided that he will cease to earn leave while he has to his credit such leave amounting to 30 days; and
- ii. to a University servant in inferior service one-thirtieth of the period spent on duty, provided that he will cease to earn leave while he has to his credit such leave amounting to 20 days.

(II) Half Pay Leave

- i. to a University servant in superior service-15 days for each completed year of service; and
- ii. to a University servant in inferior service-10 days for each completed year of service.

(b) During the first two years of service half pay leave under clause II above will be admissible to a temporary or officiating University servant on medical certificate only and he will not be eligible to commute such leave to full pay leave:

Provided that no half pay leave may be granted unless the authority competent to sanction leave has reason to believe that the University servant will return to duty after its expiry.

(c) A University servant entitled to vacation (i.e. teachers) shall not during the first two years of his service earn any leave; provided that if he has been permitted to avail himself of less than 20 days of the vacation and has rendered continuous duty for not less than one year, he may be allowed "earned leave" upto a maximum Of 20 days reduced by the number Of days Of the vacation which he has been allowed to avail; provided further that he shall cease to earn leave while he has to his credit such leave amounting to 20 days.

15. The amount of leave due is the amount of earned leave and half pay leave admissible reduced by the amount Of earned leave and half pay leave respectively which have been taken.
16. A University servant to whom the Statutes under this sub-head apply, may, during the first two years Of service be granted extra-ordinary leave without pay up to a limit of two months at any one time.
17. Provided that extra-ordinary leave upto two years ordinarily, and upto three years in very special circumstances, may be granted at any one time to a teacher for purposes of undergoing an approved course of study for training outside the University. This concession will, however, be admissible only to those teachers, who have been in continuous University service for a period exceeding one year and in whose cases the posts from which they proceed on leave are likely to last till their return to duty.
18. If an interruption of duty other than leave occurs in the service of a temporary servant, all leave to his credit shall lapse.
19. On completion of two years' continuous service a temporary or officiating University servant will be eligible for the leave terms indicated in subhead-I except that he will not be eligible for any leave not due. The provisions relating to earned leave or half pay leave will not have any retrospective effect in such cases, i.e. he will begin earning earned leave, or half pay leave at the rates mentioned in statutes (1) and (8) respectively, only from the date on which the third year of service commences.
20. The grant of leave to a temporary University servant shall be subject to the condition that but for the grant of the leave, he would have continued to hold a post in University service until the expiry of the leave.
21. If a University servant to whom the Statutes under this sub-head apply is, without interruption of duty, substantively appointed to a permanent post or has served continuously for more than two years, his leave account shall be credited with the amount of leave which would have been admissible to him under the statutes if he had been in permanent employ or in continuous temporary service for more than two years in respect

of his previous duty, diminished by the amount of all leave which he has already taken prior to his substantive appointment or the completion of years of temporary service as the case may be.

PART TIME UNIVERSITY SERVANT OR UNIVERSITY SERVANT

REMUNERATED BY HONORARIUM, FEES OR DAILY WAGES

22. (a) A University servant whose pay is fixed at a definite rate, but whose whole time is not required for the service of the University may be granted leave as follows:-

- i. He may be granted leave for such period as will not involve any extra expense to the University. Such leave counts as duty and leave salary shall be equal to the pay drawn at the time of taking leave.
- ii. After not less than six years of duty he may be granted leave for a period not exceeding six months. Such leave shall be granted only once in his service and leave salary shall be equal to half the pay drawn at the time of taking leave.
- iii. He may be granted leave on medical certificate upto a maximum of twenty months at any one time; provided that at least three years of duty shall intervene between any two periods of leave on medical certificate. Leave salary during such leave shall be equal to half the pay drawn at the time of taking leave.

(b) Leave of only one kind admissible under clause (a) of this article may be combined with leave of any other kind admissible under this clause.

(c) A University servant remunerated by honoraria may be granted leave as provided in clause 22 provided that-

- i. he shall make satisfactory arrangement for the performance of his duties during his absence.
- ii. no extra expense to the University shall be involved.
- iii. during leave of the kind contemplated in sub-clause (ii) of clause 22(a) the whole of the honoraria shall be paid to the person who officiates in his post.

PROBATIONERS AND APPRENTICES AND SHORT TERM INFERIOR

STAFF PAID FROM CONTINGENT GRANT

23. (a) Leave may be granted to a probationer on the term which would be applicable to him if he held his post substantively otherwise than on probation.

(b) Leave may be granted to an apprentice appointed against a substantive post or a post likely to be sanctioned, as follows:-

- i. leave on medical certificate not exceeding one month in any year of apprenticeship. Leave salary during such leave shall be equal to half the pay drawn at the time of taking leave.

ii. Extra-ordinary leave not exceeding one month in any year of apprenticeship.

(c) If any apprentice is, without interruption of service, appointed substantively or in an officiating capacity to a permanent post, his leave account shall be credited with half the amount of leave which he would have earned had he held a permanent post substantively during the period of apprenticeship and it shall be debited to the amount of leave already taken under this sub-article.

(d) Inferior staff appointed for short period and paid from contingent grants may only be granted leave without allowances.

(F) LEAVE SALARY

24. (a) A University servant on earned leave will be entitled to leave salary at a uniform rate equal to the average monthly pay earned during twelve complete months preceding the month in which the leave commences.

(b) A University servant on half pay leave or leave not due will be entitled to leave salary equal to half the leave salary admissible on earned leave.

(c) A University servant on commuted leave will be entitled to leave salary equal to twice the amount admissible under clause (b) above.

(d) A University servant on extra ordinary leave is not entitled to any leave salary, except when he takes such leave for purpose of study, in which case the Syndicate may grant leave salary equal to half the salary admissible on earned leave, provided the total period of leave does not exceed three years.

(e) The University employees on superannuation or death in active service shall get the amount equal to leave salary of the period of unveiled earned leave subject to the following conditions-

- i. The amount of leave salary will be limited to the unveiled earned leave not exceeding 300 days.*
- ii. The leave salary will be paid in one lump at the time of retirement,
- iii. The dearness allowance will be paid equal to the amount of D.A. payable for the period concerned at the time of retirement. The city allowance and the house rent will, however, not be paid along with the leave salary.
- iv. The authority competent to sanction earned leave shall sanction such leave salary on superannuation.
- v. The above provisions shall apply to those employees who retire from the service of the University on attaining the age of superannuation on or after 30-9-1977.

(G) STUDY LEAVE

25. Study leave may be granted to a teacher by the Syndicate, subject, to the budget provision, and on such terms and conditions as may be determined by it in each individual case. The

general principles which would ordinarily be observed in granting or refusing such leave will be as follows:

- a. Study leave to a teacher may be granted to enable him to undergo special courses of instruction or training in different branches of learning. Such leave shall not be debited against the leave account.
- b. Study leave is not intended to meet the case of teachers deputed to other countries at the instance of the University, either for the performance of special duties imposed on them or for the investigation of specified problems connected with, their technical duties.
- c. Study leave on half pay for the purpose of study may be taken either in or outside India. Study leave will not ordinarily be granted to teachers who will serve the University for less than three years on return from study leave.
- d. The grant of study leave will be made with regard to the exigencies of the University service and specific needs of different University Departments and Constituent Colleges. In no case will the grant of this leave in combination with leave other than extra-ordinary leave or leave on medical certificate, involve an absence of over 28 months from a teacher's regular duties or exceed two years in the whole period of a teacher's service, nor will such leave be granted with such frequency as to remove him from contact with his regular work:
Provided that, for good and sufficient reasons, the Syndicate may extend the period of study leave so that the total period of leave does not exceed 36 months.
- e. A teacher whose study leave is combined with any other kind of leave will be required to take his period of study leave at such a time as to retain, at its conclusion, a balance of other previously sanctioned leave sufficient to cover the period spent in returning to duty.
- f. No course of study will be recognized as qualifying for the grant of study allowance or for study leave for any purpose timeless it has been approved, in at least broad outline, by the Academic Council.
- g. A study allowance may be granted for the period spent in prosecuting a definite course of study at a recognized institution as well as for the period covered by examination at the end of the course of study. (The rates at present fixed are Rs. 15/- a day in India, Rs. 25/- a day in the United Kingdom, Rs. 30/- a day on the continent of Europe, and Rs. 35/a day in United States of America. The rates to be granted to teachers who take study leave in other countries will be fixed by the Syndicate in each case, subject to minimum of Rs. 15/- and maximum of Rs. 35/-
- h. University servant granted study leave are ordinarily required to meet cost of fees paid for courses of study. In exceptional cases the Syndicate may order that such fees should be paid by the University.

- i. On completion of a course of study a report in the proper form prescribed by the Syndicate together with certificate of examinations passed or special study made, shall be forwarded to the University by the teacher.
26. Study leave will count as service for promotion but not for leave. It will not affect any leave which may already be due to a teacher it will count as extra leave on half pay and will not be taken into account in reckoning the aggregate amount of leave or half pay leave taken by the teacher towards the maximum period admissible under these Statutes.
27. A teacher during study leave will draw salary admissible under statutes 6 (24) (b) and (c).

(H) MATERNITY LEAVE

28. (a) Subject to the conditions hereinafter specified maternity leave may be granted to a female University servant by the authority empowered to grant ordinary leave to the University servant concerned.
- (b) The period of leave granted may extend upto a date of three months subsequent to the date of its commencement or six weeks subsequent to the date of confinement, whichever is earlier.
- (c) The pay during such leave shall be equal to the pay drawn by the University servant concerned while last on duty.
- (d) Leave of any other kind may be granted in continuation of maternity leave, if the request for grant is supported by a medical certificate for self-illness or illness of the newly born baby.
- (e) Maternity leave shall not be debited against the leave account.

Note.—Maternity leave under these Statutes may also be granted in case of miscarriage, including abortion, subject to the following considerations :-

- i. that the female University servant, if temporary, has been in University service for not less than one year before the commencement of the leave; and
- ii. that the leave does not exceed six weeks and the application is supported by a certificate from the authorized medical attendant.

(I) SPECIAL DISABILITY LEAVE

29. (a) Subject to the conditions hereinafter specified, the Syndicate may grant special disability leave to a University servant who is disabled by injury, injury, intentionally inflicted or caused in or in consequence of the due performance of his official duties or in consequence of his official position.
- (b) Such leave shall not be granted unless the disability manifested it within three months of the occurrence to which it is attributed and the person disabled acted with due

promptitude in bringing it to notice of his superior officer. The Syndicate may in its discretion relax this restriction.

(c) The period of such leave shall be such as is certified to be necessary by a medical board, it shall not be extended except on the certificate of a medical board, and shall in no case extend beyond 24 months.

(d) Such leave may be combined with leave of any other kind.

(e) Such leave may be granted more than once, if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than 24 months. Of such leave shall be granted in consequence of any one disability.

(f) Such leave shall be counted as duty, and shall not be debited against leave account.

(g) Leave Salary during such leave shall be equal :-

- i. for the first four months of any period of such leave including a period of such leave granted under clause (e) above salary admissible on earned leave; and
- ii. for the remaining period of such leave, to half pay, or at the University servant's option, for a period not exceeding the period of earned leave which would otherwise be admissible to him to such pay as on earned leave.

(J) SPECIAL LEAVE

30. University servants, diagnosed to be suffering from Tuberculosis, Leprosy or Cancer, shall be allowed over and above any leave that may be due under the provisions of the Statutes, special leave on half average pay up to a total of 12 months during the whole service, on production of a medical certificate to the satisfaction of the leave granting authority.

(K) LEAVE

31. (a) Quarantine leave may be granted when an employee is ordered by the competent authority not to attend office in consequence of the presence of any infectious disease such as Small pox, Diphtheria, Plague, Cholera, Meningitis or any other disease which the State Government declares as infectious disease in his family or household. Such leave may be granted on the certificate of the medical officer of the University for a period not exceeding twenty one days which may, in exceptional cases, be raised to thirty days.

(b) Quarantine leave will be on full pay and will not be debited against the employee's leave account.

(L) CASUAL LEAVE

32. (a) Ordinary casual leave is intended to meet special circumstances resulting from illness or urgent private affairs, and will be granted with full pay and admissible allowances. Absence on casual leave shall be treated as duty for the purposes of calculation of other leave.

(b) Ordinary casual leave may be granted for 16 days within one calendar year.

(c) ordinary casual leave may be both prefixed and suffixed to holidays but not to vacations if permission has been granted to join it, provided the resulting period of absence from duty does not exceed twelve days.

(d) Ordinary casual leave shall always be applied for sanction before it is taken, except in cases of emergency and for satisfactory reasons.

(e) In exceptional circumstances, for urgent special reasons, the Vice-Chancellor may grant special casual leave.

(M) SPECIAL CASUAL LEAVE

33. Special Casual Leave, not exceeding ten day in an academic year, may be granted to a teacher:

(a) To conduct examination of a University Public Service Commission state of Examination or otherwise Petitioner institute end;

(b) To inspect academic institution attended statutory board etc.

LIEN

7. (1) Unless it is otherwise provided, a University servant on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.

(2) Unless his lien is suspended under sub-clause, (3) or transferred under subclause (5) of this Article, a University servant holding substantively a permanent post retains a lien on that post;

- a. while performing the duties of the post;
- b. while on deputation, or holding a temporary post or officiating in another post;
- c. while on leave; and
- d. while under suspension.

(3) (a) The lien of a University servant on a permanent post which he holds substantively shall remain suspended, if he is appointed in a substantive capacity

- i. to a permanent post outside the grade of pay on which he is borne, or
- ii. to a tenure post, or
- iii. provisionally, to a post on which another University servant would hold a lien, had his lien not been suspended under this Article.

(b) The Syndicate may, at its option, suspend the lien of a University servant on a permanent post which he holds substantively, if he is deputed out of India or transferred to foreign service, or in circumstances not covered by sub-clause (a) above is transferred, whether in a substantive or officiating capacity, to a post in another grade of pay, and if in any of these cases there is reason to believe that he will remain absent from the post on which he holds a lien for a period of not less than three years.

(c) If the lien of a University servant on a post is suspended under sub-clauses (a) and (b), the post may be filled substantively and the University servant appointed to hold it substantively shall acquire a lien on it; provided that the arrangements shall be reversed as soon as the suspended lien revives.

(d) The lien of a University servant which has been suspended under subclause (a) above shall revive as soon as he ceases to hold a lien on a post of the nature specified in sub-clause (a)(i), (ii) or (iii) above.

(e) The lien of a University servant which has been suspended under subclause (b) above shall revive as soon as he ceases to be on deputation out of India or on foreign service or to hold a post in any other grade of pay, provided that a suspended lien shall not revive if the University servant takes leave and there is reason to believe that he will, on return from leave continue to be on deputation out of India on foreign service or to hold a post in another grade of pay, and the total period of absence on duty will not fall short of three years, or that he will hold substantively a post of the nature specified in sub-clauses or (iii) above•

(4) (a) The lien of a University servant on a post, may in no circumstances be terminated, even with his consent, if the result will be to leave him without a lien or a suspended lien upon a permanent post.

(b) In a case covered by sub-clause (3)(a)(i) the suspended lien may not, except on the written request of the University servant concerned, be terminated while he remains university service.

Vacation duty

8. (1) A University servant entitled to vacation shall be considered to have availed himself of vacation or a portion of a vacation unless he has been required, by general or special order of the appropriate authority, to perform duty of any kind during such vacation or portion thereof other than routine duties which do not necessitate his personal presence at the place where such duties are normally performed;

Provided that, if he has been prevented by an order from enjoying more than fifteen days of the vacation he shall be considered to have availed himself of no portion of the vacation.

(2) A University servant entitled to vacation who leaves his place of duty during a vacation is liable to be recalled at his own expense.

Termination of Service.

9. (1) Subject to the provisions of the Act and terms and conditions of transfer of the government servants concerned the service of a University, servant may be terminated by the Syndicate on one or more of the following grounds:

- a. abolition of post;
- b. reduction in establishment;
- c. in consequence of a change in the nature of the duties of his office;
- d. infirmity, either mental or physical, of a permanent nature;
- e. continued absence from duty for more than five years.

(2) If a University servant is selected for discharge except on the ground mentioned in sub-clauses (1)(d) and (e) he shall, unless he is appointed to another post, the conditions of which are deemed to be at least equal to those of his own, by the authority competent to discharge him, have the option:

- a. of taking any compensatory salary or gratuity to which he may be entitled either in one lump sum or spread over several years to be calculated according to the rules made by the Syndicate; or
- b. of accepting another appointment or transfer to another post even on a lower pay, if offered, and his previous service may be counted.

(3) A permanent servant of the University may at any time terminate his engagement by giving three month's notice in writing or by paying a sum equal to three month's salary to the University provided that the appointing authority may accept shorter notice or a sum equal to the salary for that period.

(4) Subject to the provisions of the Act and Statutes the engagement of permanent employees, except those removed or dismissed may be terminated on any of the grounds mentioned in this article by the appointing authority but only after giving three month's notice in writing or on payment of three month's salary in lieu of notice.

(5) In the case of employees holding temporary appointments the engagement may be terminated by the employees or by the appointing authority by giving one month's notice in writing or on payment of one month's salary in lieu thereof, except where the appointment is terminable without any prior notice.

Suspension.

10. (I) A University servant should be placed under suspension for reasons to be recorded in writing and while doing so the following principles may be observed:

- i. If a University servant is being prosecuted on a criminal charge, he should be placed under suspension if he has been refused bail by the court and has been committed to prison.
- ii. In cases of criminal prosecution, a University servant should be suspended if the charge against him is such that on being found guilty of it, he is likely to be sentenced to a term of imprisonment, or on which he would be dismissed or removed from service, in a departmental enquiry. In such cases however the order of suspension need not be passed in every case immediately after cognizance has been taken. In suitable cases it may be passed after charges have been framed.

(2) Where a University servant is being proceeded against departmentally on charges of gross-misconduct, bribery, corruption or dereliction of duty, the question of suspension should be considered with reference to the prima facie evidence available against him. If there are good reasons to believe, on the basis of the material available at the time of the initiation of the proceedings, that the University; servant has been guilty of gross-misconduct or dereliction of duty or bribery or corruption which, if proved, would lead to his dismissal or removal, he should be placed under suspension. In cases in which such prima facie evidence is lacking at the start, the question of suspension of the University servant may be kept pending till the findings of the enquiring officer are available. In such cases he should be required to proceed on such leave as may be due to him, and, if there is leave to his credit, on extra-ordinary leave. On the conclusion of the enquiry, if it is found that the University servant is guilty of gross-misconduct or dereliction of duty or of bribery or corruption which would entail his dismissal or removal from service, he should be placed under suspension.

(3) In all cases where there are reasons to believe that the University servant, if allowed to continue in active service, might attempt to tamper with the evidence, he should be required to proceed on such leave as may be due to him, or, if there is no leave to his credit, on extra-ordinary leave. If he refuses to proceed on leave, he may be suspended:

Provided that the period of suspension of such University servant shall not exceed one year from the date of suspension except in circumstances beyond the control of the University.

Period of Suspension.

11. (1) Time passed under suspension pending enquiry into conduct will count as service if the suspension is immediately followed by re-instatement, but time passed under suspension when suspension is adjudged as a specified penalty will not so count.

(2) If a University servant, who has been suspended pending enquiry into his conduct, is re-instated, but with forfeiture of any part of his allowances for the period of suspension, the period will not count as service, unless the authority which re-instates him expressly declares at the time that it shall so count.

Resignation & dismissal.

12. (1) Resignation from service, or dismissal or removal from it for misconduct, insolvency, inefficiency not due to age, or failure to pass a prescribed examination entails forfeiture of past service.

(2) Any authority which on revision or appeal, reverses an order dismissing or removing a University servant, may declare that his past service will count.

Interruption in Service

- 13.** An interruption in the service of a University servant entails forfeiture of his past service, except in the following cases:
- a. Authorized leave of absence,
 - b. unauthorized absence in continuation of authorized leave of absence so long as the office of the absentee is not substantively filled. If his office is substantively filled, the past service of absence will be forfeited;
 - c. Suspension immediately followed by re-instatement, which need not be to the same office;
 - d. Abolition of office or loss of appointment owing to reduction of establishment;
 - e. Time occupied in transit from one appointment to another, provided that the University servant is transferred under the order of the competent authority.

Superannuation

- 14.** (1) All employees of the University other than inferior servants shall retire as per provisions of the Act.

(2) Employees in the inferior service shall retire on attaining the age of 62 years. (3) A University employee whose date of retirement falls on the first day of a month will retire from service with effect from the afternoon of the last day of the preceding month and if the date of retirement falls on any other date of the month he will retire in the afternoon of the last date of that month.

Disciplinary actions

- 15.** The following penalties may, for good and sufficient reason and as provided in these statutes, be imposed by the appointing authority upon members of the University service namely:-
- i. Censure;
 - ii. Withholding of increments or promotion. The order withholding increment or promotion shall specify the period for which increment or promotion is withheld and whether withholding increment shall have cumulative effect;
 - iii. recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders;
 - iv. Suspension;
 - v. reduction to a lower post or to a lower stage in a time-scale;
 - vi. removal from the University service which does not disqualify from future employment;
 - vii. dismissal from the University service which will ordinarily disqualify from future employment.

Explanation I.—The discharge:

- (a) of a person appointed on probation, during or at the end of the period of probation on any ground arising out of the specific conditions laid down by the appointing authority, e.g., want of a vacancy, failure to acquire any prescribed special qualifications, or to pass any prescribed test;
- (b) of a person appointed otherwise than under contract to hold a temporary appointment, on the expiry of the period of the appointment; and
- (c) of a person engaged under contract, in accordance with the terms of his contract; does not amount to removal or dismissal within the meaning of this article.

Explanation II.—The discharge of a probationer, whether during or at the end of the period of probation, for some specific fault or on account of his unsuitability for the service, amounts to removal or dismissal within the meaning of this article.

Dismissal, Removal or Reduction in Rank.

16. (1) No order of dismissal, removal or reduction shall be passed on a University servant unless he has been informed in writing of the ground on which it is proposed to take action, and has been afforded a reasonable opportunity Of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges which shall be communicated to the person charged together with a statement of the allegations on which each charge is based and of any other circumstance which it is proposed to take into consideration in passing orders on the case. He shall be required to put in written statement of his defense within a month, and to state whether he desires to be heard in person. If he so desires or if the authority concerned so directs, an oral enquiry shall be held. At that enquiry oral evidence shall be heard on such of the allegations as are not admitted by the person charged and he shall be entitled to cross-examine the witnesses, to give evidence in person, and to produce such witnesses as he may wish, provided that the person or persons conducting the enquiry may, for special and sufficient reasons to be recorded in writing, refuse to: examine a witness. The examination and cross-examination of prosecution and defense witness, will be completed ordinarily within a month.

(2) After the enquiry against the person charged has been completed and after the authority competent to impose a penalty has arrived at a provisional conclusion in regard to the penalty to be imposed, the accused University servant shall be supplied with a copy of the report of the enquiring authority and called upon to show cause within two weeks against the particular penalty proposed to be inflicted•

Note.—(1) In cases in which enquiry is conducted by officer who will pass order himself he should, after completion of evidence, clearly recon his finding on each count and call upon the accused to show cause within two weeks against the particular penalty proposed to be inflicted.

(2) When the orders for punishment are passed by an authority other than the person or persons conducting the enquiry into the conduct of the University servant concerned, it would be sufficient if the authority passing the orders of punishment definitely records his agreement or disagreement with the person or persons who conducted the enquiry.

(3) Subject to the advice of the persons or the Board conducting the enquiry, the University may appoint a pleader to represent the case on its behalf and likewise the person being charged may employ a pleader for his defense.

(4) The proceedings shall be drawn up and conducted in the following manner:

- i. Name, rank and grade of the University servant proceeded against should be clearly stated.
- ii. Details of charges—Each charge must be specified. Charges should be drawn up and separately numbered and should give the date, occasion and nature of the offence committed. A copy of the charges should normally be given to the person charged within a fortnight from the date of the first communication to the University servant concerned of the intention to take action against him.
- iii. If the University servant charged is literate, he should submit his defense in writing. The written statement of defense should be submitted within a month from the date of communication of charges to the University servant concerned. It should be attached to the proceedings. In case of illiterate servants, the defense may be recorded by the enquiring officer.
- iv. Evidence—A memorandum of evidence should be prepared. Where the full statement of a witness has been recorded in English or Hindi it should be attached to the proceedings.
- v. Character roll of the University servant charged—The character roll of the University servant should be examined and a note made regarding the good and hard work done by the University servant in the past.
- vi. Findings—The officer or authority who is competent to pass orders of dismissal, removal or reduction in rank should consider the findings along with the past record of the person concerned and if he is of the opinion that any of the above punishments should be imposed he should; supply a copy of the findings to the person concerned and ask him to submit within two weeks a representation, if any, against the proposed punishment. On receipt of the representation an order shall be recorded. If the punishment imposed is other than dismissal or removal, the order should clearly indicate how the period of suspension if any, should be treated.

Note.—Final orders in a case in which a University servant has been prosecuted should issue as soon as the judicial proceedings have concluded without waiting for an appeal, if any, or its result.

(5) An order-sheet should invariably be used from the beginning and the record of the proceeding should be prepared as the case proceeds from day to day and not after the case has been decided. The order-sheet shall form part of the proceedings.

(6) When any order of punishment has been passed, the University servant punished shall be entitled to receive a copy of the order of punishment free of cost, and shall also be allowed to take a copy of the rest of the record, and payment of the prescribed fee.

(7) In order that copies of the whole of the proceedings may, without objection, be supplied to the University servant punished, the authority, conducting such a proceeding must base his findings and orders on facts and inferences appearing in or deduced from the record and should not refer to such confidential papers as cannot be embodied in the record.

(8) The full procedure indicated above need not be followed in the case of a probationer discharged in the circumstances described in explanation (ii) Art. 15. In such cases it will be sufficient if the probationer is given an opportunity to show cause in writing against his discharge, after being apprised of the grounds on which it is proposed to discharge him, and his reply against the discharge is duly considered before orders are passed.

(9) If from the facts elicited in a criminal case brought against a University servant in which he has not been convicted, or in a civil suit instituted against him, it is apparent that his retention in the University service is prima facie no longer desirable, such facts may be used as the basis of an order calling on him to show cause why he should not be punished by dismissal or otherwise. In such a case the University servant concerned should have an opportunity of submitting his defense and tendering such further evidence as he may deem fit to produce.

Censure, Withholding of Increment etc. and Recovery from pay.

17. No order imposing the following penalties, viz;

- i. censure;
- ii. withholding of increments or promotion including stoppage at the efficiency bar;
- iii. recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders (other than an order based on facts which have led to his conviction in a criminal court or an order superseding him for promotion to a higher post on the ground of his unfitness for that post) shall be passed on a University servant, unless he has been given adequate opportunity of making such submission as he may desire to make and the representation/ representations if any, has/have been taken into consideration before the order is passed;

Provided that the requirement of this Article may, for sufficient reasons to be recorded in writing be waived where there is difficulty in observing them and they can be, waived without injustice to the University servant concerned.

Note.—The full procedure indicated in Article 16 need not be followed. It will be sufficient if the University servant is given an opportunity of explaining the charges made against him and the explanation so submitted is taken in to consideration before orders are passed.

Termination of temporary University Servant.

18. The following procedure shall be followed in discharging a temporary University servant:-

- a. When the term of appointment of temporary University servant provides for the termination of service, by either party giving notice of a specified period, either party can serve such notice at any time, and the service should be considered to have been terminated on expiry of the specified period of notice. The termination of service in such circumstances does not amount to "removal and dismissal" from service under the relevant Article of the Indian Constitution;
- b. When a temporary appointment expressly stated to be on a temporary basis is sanctioned to continue until further order and is subject to the condition that the service may be terminated at any time without notice, the termination of service does not amount to "removal and dismissal" from service and the service can be terminated at any time without notice;
- c. In case of a person who is appointed for a particular period and it is necessary to terminate his services before the expiry of that period, full departmental proceedings will not be necessary and it will be sufficient if an explanation is called for from the person concerned asking him to show cause why his services should not be terminated, and the explanation if any so submitted, is considered before any order is passed;
- d. In cases of persons not covered under clauses (a), (b) and (c) above, full departmental proceedings will be necessary before the temporary service can be terminated;
- e. In all other cases which are not covered by the foregoing provisions full departmental proceedings are necessary before temporary services can be terminated.

Appeal

19. (1) Every University servant shall be entitled to appeal in the manner hereinafter provided against an order passed by any University authority:

(i) Imposing upon him any of the penalties specified in Article 15;

(ii) Terminating his appointment otherwise than on the expiry of the period of his appointment or on his reaching the age of superannuation.

(2) An appeal against any order passed under Article 15 shall lie to the Chancellor whose decision shall be final.

(3) In the case of an appeal against an order imposing any penalty specified in Article 15 the appellate authority shall consider:-

(i) whether the facts on which the order was based have been established;

- (ii) whether the facts established afford sufficient ground for taking action; and
- (iii) whether the penalty is excessive, adequate or inadequate; and after such consideration, shall pass such order as it thinks proper.

(4) An authority against whose order an appeal is preferred under this Article shall give effect to any order made by the appellate authority which shall form part of the record.

(5) Every person preferring an appeal shall do so separately and in his own name ordinarily within sixty days from the date on which the appellant was informed of the order appealed against.

(6) Every appeal preferred under this Article shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language, and shall be complete in itself. Every such appeal shall be submitted through the head of the office to which the appellant belongs or belonged, who shall forward the same to the appellate authority within a fortnight.

Arbitration:

20. Except in the case of inferior staff a dispute arising out of any service contract or otherwise between the University and an employee of the University, if not otherwise settled, shall on the request of any party of the dispute be referred to a Tribunal or Arbitration, consisting of one member nominated by the Syndicate, one member nominated by the employee concerned, and one umpire appointed by the Chancellor. Every such request under the provision of this Article shall be deemed to be a submission to arbitration within the meaning of the Arbitration Act, and all the provisions of the aforesaid Act, with the exception of section 2 thereof shall apply accordingly. The decision of the Tribunal shall be final and no suit shall lie in respect of any of the matters decided by the Tribunal.

Fixation and Regulation of pay.

21. (1) (a) An employee of the University promoted from any grade to a higher grade, either on permanent or on a temporary or officiating basis, shall, on such promotion, draw as initial pay the pay at the stage in the higher scale of pay next above the amount arrived at by adding 12% of his substantive pay in the lower scale subject to a maximum of Rs. 150/- to his substantive pay in the lower scale, on the date of such promotion, subject to the minimum of the lowest stage of the higher scale and the maximum of the highest stage of the higher scale and he will count, for increment in the higher scale, his service from the date on which he reached the stage in the lower scale from which he is promoted.

(b) An employee of the University, appointed from any grade to a higher grade, either on permanent or on a temporary or officiating basis, shall, on such appointment, draw as initial pay the pay at the stage in the higher scale of pay next above the amount of his substantive pay in the lower scale on the date of such appointment, subject to the minimum

of the lowest stage of the higher scale and the maximum of the highest stage of the higher scale.

(2) The initial substantive pay of a University servant appointed substantively to a pay scale, excepting cases of promotion or appointment of persons already in the employment of the University, shall be the minimum of the pay scale, provided that if the person, prior to his appointment in the University, has been serving in another University, or college or Board or Institution his initial pay in the scale to which he is appointed, shall be fixed after taking into account the substantive pay drawn by him in that establishment immediately before his appointment in the University.

(3) The pay and date of increment in a pay scale of a temporary University servant appointed substantively in the pay scale shall be fixed after taking into account the continuous service rendered by him in the scale.

(4) A person holding no permanent post under the University who is appointed to officiate in a permanent post under the University on a pay scale, shall not be allowed to count for purpose of fixation of initial pay after obtaining fresh appointment in the University or for the purpose of increment on pay scale, past non-continuous officiating service in such permanent post, or non-continuous service in such temporary post.

Increment.

22. (1) An increment shall ordinarily be drawn by the University servant as a matter of course, unless it is withheld by the authority empowered to appoint him, as a measure of punishment.

(2) Where an efficiency bar is prescribed in a pay scale, the increment next above the bar shall not be given to a University servant without the specific sanction of the authority empowered to appoint him.

(3) The following provisions prescribe the conditions on which service counts for increment in pay scale.

(a) All duty in a post on a pay scale counts for increment in that pay scale; (b) The following periods count for increment in the pay scale of a post on which the University servant concerned holds a lien, as well as in the pay scale of the post or posts, if any, on which he should hold a lien had his lien not been suspended;-

(i) Service in another post, other than a post carrying less pay whether in a substantive or officiating capacity;

(ii) Service on deputation or foreign service; and

(iii) Leave other than extra-ordinary leave without pay;

(c) The following periods count for increments in the pay scale of a post in which a University servant has been appointed to officiate if he is reappointed to officiate in the same post:-

- i. officiating servant in a post in higher pay; and
- ii. service in a temporary post on higher pay.

Note.—(1) This clause applies also to a University servant who is not actually officiating in the lower post at the time of his appointment to the higher post but who would have so officiated had he not been appointed to the higher post.

(2) The period of officiating service in the higher post which accounts for increment in the lower is, however, restricted to the period during which the University servant would have officiated in the lower post but for his appointment to the higher post.

(d) The following periods count for increments in the pay-scale of a temporary post to which a University servant has been substantively appointed, if he returns to the same temporary post:-

- i. Officiating service in another post other than a post carrying less pay referred to in these Statutes;
- ii. Service in another temporary post other than a post carrying less pay referred to in these Statutes;
- iii. Service on deputation on foreign service; and
- iv. Leave other than extra-ordinary leave.

Note.—Under the special orders of the Syndicate in each case, extra-ordinary leave, taken on account of ill-health or for any other cause beyond the University servants control or when taken for the purpose of study with a view to improving the University servant's professional qualifications and knowledge, may be allowed to count for increments under clauses (3) (b) and (d) of this Article:

Provided that when a special order of this nature has been made by the Syndicate in favor of a University servant proceeding on extra-ordinary leave for the purpose of study, such University servant shall, on return from leave, produce evidence to the satisfaction of the Syndicate in the form of a degree, Diploma or other qualification or in the form of a certificate from the Head of the Institution where the course of study has been pursued to show that he has profited from the course of study; and in default of the production of such evidence by the University servant the Syndicate may revoke the special order allowing the period of extraordinary leave to count for increment.

(4) Officers (other than Vice-Chancellor and Financial Adviser), teachers and other non-teaching employees of the University will get one increment equal to the last increment in their scale for every three years of continuous service after reaching the maximum of their scale, subject to the maximum of two such increments; Reduction of Pay.

23. (1) The Syndicate, if it orders transfer of a University employee from a higher to a lower grade or post as a penalty for misconduct or inefficiency, may allow him to draw any pay, not exceeding the maximum of the lower grade or post, which it may think proper. His date of future increment shall remain the same.

(2) If a University servant is put on account of misconduct or inefficiency to a lower grade or post or to a lower stage in his pay scale the Syndicate shall state the period for which it shall be effective and whether, on restoration it shall operate to postpone future increments and if so, to what extent. Officiating Pay

24. (1) Subject to any order regulating acting promotion from grade to grade, a University servant who is appointed to officiate in a post shall not draw pay higher than his substantive pay in respect of a permanent post, other than tenure post, unless the officiating appointment involves the assumption of duties or responsibilities of greater importance than those attaching to the permanent post, other than a tenure post, on which he holds a lien or would hold a lien had his lien not been suspended.

Note.—For the purpose of this article, the officiating appointment shall not be deemed to involve the assumption of duties or responsibilities of greater importance if the post to which it is made is on the same scale of pay as the aforesaid permanent post or on a scale of pay identical therewith.

(2) Subject to the provisions Of Article 22(3)(c) and clause (1) of this Article a University servant officiating in a post shall draw the presumptive pay of that post, if the presumptive pay of the permanent post on which he holds a lien or would hold a lien had his lien not been suspended, should at any time be greater than the

presumptive pay of the post in which he officiates, he will draw the presumptive pay of the permanent post.

(3) When a University servant officiates in a post, the pay of which has been fixed at a rate personal to another University servant, the Syndicate may direct that he shall draw pay at any rate not exceeding the rate so fixed, or, if the rate so fixed be a pay scale, may grant him initial pay not exceeding the lowest stage of that pay scale, and future increments not exceeding those of the sanctioned scale; Pay of Temporary Post.

25. A person appointed to a temporary post will draw the pay of that post.

Note.—(1) When a temporary post is created which may have to be filled by a person not already in University service, the pay of the post shall be fixed with reference to the minimum that is necessary to secure the service of a person capable of discharging efficiently the duties of the post.

(2) When a temporary post is created which will probably be filled by a person who is already a University servant its pay shall be fixed with due regard to.

- (a) the character and responsibility of the work to be performed; and
- (b) the existing pay of University servants of status sufficient to warrant their selection for the post.

26. The pay of a University servant appointed to hold as a temporary measure, or to officiate in two or more independent post at the same time shall be regulated as follows:

- (a) the highest pay to which he would be entitled if his appointment to one of the posts stood alone, may be drawn on account of his tenure on that post;
- (b) for each other post he may draw such extra remuneration as maybe fixed by the Vice-Chancellor which should not ordinarily exceed 20 percent of the presumptive pay of the post whose duties the University servant is performing;
- (c) if a compensatory allowance is payable for one or more of the posts he may draw such allowance as the Syndicate may fix, provided that such allowance shall not exceed the total of the compensatory allowances payable for all the posts;

Note.—(1) "Independent posts" mean posts which are Independent of one another, i.e. posts the incumbent of one of which is not expected to do the duties of any of the others.

(2) Holding charge of another independent post means discharging the full responsibilities of the post.

Payment in case of Dismissal, Removal or Suspension.

27. (1) The pay and allowance of a University servant who is dismissed or removed from service cease from and including the date of such dismissal or removal.

(2) University servant under suspension shall be entitled to the following payments namely:-

- (a) Subsistence grant at an amount equal to the leave salary which the University servant would have drawn, if, he had been on leave, on half average pay, or on half pay and, in addition, cost of living allowance based on such leave salary;

Provided that where the period of suspension exceeds twelve months, the authority which made or is deemed to have made the order of suspension, shall be competent to vary the amount of subsistence allowance subsequent to the period of the first twelve months, as follows:

- (i) the amount of subsistence grant may be increased by a suitable amount, not exceeding 50 percent of the subsistence grant admissible during the period of the first twelve months, if in the opinion of the said authority the period of suspension has been prolonged, due to reasons to be recorded in writing, not directly attributed to the University servant;
- (ii) the amount of subsistence grant may be reduced by a suitable amount, not exceeding 50 percent of the subsistence grant admissible during the period of the first

twelve months, if, in the option of the said authority, the period of suspension has been prolonged due to reasons to be recorded in writing directly attributed to the University servant;

(iii) the rate of cost of living allowance will be based on the increased or, as the case may be, the decreased amount of subsistence grant admissible under sub-clause (i) or (ii) above.

(b) Any other compensatory allowance to which a University servant may be entitled from time to time on the basis of pay which he received on the date of suspension:

Provided that the University servant shall not be entitled to that compensatory allowance unless that said authority is satisfied that the University servant continues to meet the expenditure for which he is granted the allowance.

(3) No payments under clause (1) shall be made unless the University servant furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

(4) The subsistence grant shall be subject to a minimum limit of Rs. 10/- per month.

28. (1) When a University servant who has been dismissed, removed, or suspended is reinstated, the authority competent to order the re-instatement shall consider and make a specific order:

(a) regarding the pay and allowance to be paid to the University servant for the period of his absence from duty; and

(b) whether or not the said period shall be treated as a period spent on duty;

(2) Where such competent authority holds that the University servant has been fully exonerated, or in the case of suspension that it was wholly unjustified, the University servant shall be given the full pay to which he would have been entitled, had he not been dismissed, removed or suspended, as the case may be, together with any allowance of which he was in receipt prior to his dismissal, removal, or suspension.

(3) In other cases, the University servant shall be given such proportion of such pay and allowances as such competent authority may prescribe:

Provided that the payment of allowance under clause (2) or (3) shall be subject to all other conditions under which such allowances are admissible.

(4) In a case falling under clause (2) the period of absence from duty shall be treated as a period spent on duty for all purposes.

(5) In a case falling under clause (3) the period of absence from duty shall not be treated as period spent on duty, unless such competent authority specifically directs that it shall be so treated for any specified purpose.

29. No extra cost may ordinarily be imposed on the University by any of the payments specified in Article 28 without the permission of the Syndicate.

Honoraria, fees and reward.

30. (1) Subject to the provisions of the Act, unless it is otherwise distinctly provided, the service of a whole-time University servant shall be at the disposal of the University during the period of such employment and he shall not engage himself in any trade, business, occupation or in any work other than that of his office without the previous permission of the Vice-Chancellor whose order in the matter shall be final, and he will not, except in case of accident or sickness certified by competent medical authority, absent himself from his said duties without the previous permission in writing of the person authorized in that behalf.

(2) Unless in any case it be otherwise expressly provided by the University, a University servant shall not without the previous sanction of the Syndicate or of the Vice-Chancellor or of the Principal where so authorized, and to the extent so authorized, be granted an honoraria or a fee or be permitted to accept an honoraria or a fee.

- (3) The Syndicate may permit a University servant;

- (a) to perform a specified service or series of services for any person or body outside the University, if it be satisfied that this can be done without detriment to his duties or responsibilities, and to receive a non-recurring or recurring honorarium or fees or rewards;
- (b) to perform any additional or extra work for the University which is occasional in character and either so laborious or of such special merit as to justify a special honorarium or fee and which is taken up with the prior consent of the sanctioning authority.

(4) The amount of any honorarium or fee shall be fixed with due regard to the value of the service in return for which it is given and keeping in view the general principle enunciated in these statutes.

(5) No University servant may act as an arbitrator or as a Commission or give evidence in any case which is likely to come before him for orders or decision in the course of his official duties.

(6) A University servant, whose duties involve the carrying out of scientific or technical research under the University shall not apply for or obtain or cause or permit any other person to apply for or obtain a patent for an invention made by such a servant in respect of or connected with the subject of his research under the University, or utilize for any personal gain or profit, or alienate his rights, if any, relating to such invention, save with the permission of the Syndicate, and only on such terms and conditions as the Syndicate may impose. If a question arises whether the invention is connected with the subject of

the University servant's research under the University, the decision of the Syndicate shall be final.

(7) Any University servant is eligible to receive without special permission:

- a. the premium or reward awarded for an essay or plan or scheme in a public competition, or for any invention or publication unconnected with his work under the University;
- b. any remuneration or fee payable under the laws of the University for work done for any other University or an examining Body by an act of legislature;
- c. any remuneration, admissible and sanctioned by any court or officer, for giving evidence or for acting as a commission on technical matters;

(8) A whole-time University servant may be employed in any manner required by the competent authority without claim for additional remuneration.

N.B.—These statutes shall come into force with effect from the 5th August, 1979.

2. ¹STATUTES FOR THE GRANT OF RETIREMENT BENEFITS TO EMPLOYEES OF THE BIHAR/ RANCHI/ BHAGALPUR/ MAGADH/ L.N. MITHILA/ K.S.D. SANSKRIT UNIVERSITY.

(Approved by the Chancellor vide letter no. BSU/52/80-5285 G.S. (I) dated 18.11.1980 as amended by letter No. BSU/52/80/2158 GS (1) dated 25.11.1982)

1. The Statutes hereby constitute the following alternative schemes:—
 - a. General Provident Fund-cum-Pension-cum-Gratuity Scheme (given in Appendix-A).
 - b. Contributory Provident Fund-cum-Gratuity scheme in which employer's contribution to Provident Fund shall be limited to 8% of pay of the employee (given in Appendix-B).
 - c. Contributory Provident Fund only, in which the employer's contribution shall be 10% of pay of the employee.

These statutes shall come into force with effect from 1.4.1972.

2. Definition:- In these Statutes' unless there is anything repugnant to the subject or context-

²[(a) 'University' means the University of Bihar/ Ranchi/Bhagalpur/ Magadh/ L.N. Mithila and K.S.D. Sanskrit.

1. In force from 14th November, 1980.

2. For Patna University means Patna University only.

(b) '**Emoluments**' means the emoluments which the employee was receiving immediately before the date of his/her retirement or relinquishment of service and includes—

- i. "Pay" as defined in sub-clause(g) of this Article.
- ii. Such portion of dearness allowance as is reckoned as pay for purpose of calculation of pension in case of State Government employees.
- iii. Such other emoluments which shall be specially allowed to be reckoned as pay for the purpose of pension by the State Government.

Note—Special allowance sanctioned by the State Government to teachers during the 4th plan period will however, count as pay;

Provided that if immediately before retirement or relinquishment of service, an employee has been absent from duty on leave with allowances, his emoluments for the above purpose shall be taken at what they would have been had he not been absent from duty. However, the amount of pension including family pension and gratuity will not be increased on account of increase in pay not actually drawn and the benefit of higher officiating or temporary pay will be given only if it is certified that the employee would have continued to hold the higher officiating or temporary appointment but for his/her proceeding on leave.

Notwithstanding the above, if an employee on leave on average pay in the first four months earns an increment, which is not withheld he/she shall be entitled to count the pay which he/she would have drawn had he/she remained on duty.

If an employee immediately before his/her retirement, or death while in service was absent from duty being on extraordinary leave or under suspension. 'Pay' will continue to mean the pay which he/she drew immediately before proceeding on such leave or suspension.

(c) 'Average emolument' means the average of the emoluments as defined above, calculated in respect of the last one year of service in respect of those employees who retire before 31.3.80 and last 10 months of service in respect of those who retire on or after 31.3.80.

(d) Family.—Family for the purpose of General Provident Fund and Contributory Provident Fund means the husband/wife or wives, as the case may be, and children of a subscriber, and the widow or widows, and children of a deceased son of the subscriber.

Explanation.—An adopted child shall be considered to be a child if the Vice-Chancellor is satisfied that under the personal law of the subscriber such adoption is legally recognized as conferring the status of a natural child.

(e) 'Fund' means the Contributory Provident Fund or the General Provident Fund, or the Pension-cum-Gratuity Fund of the University as per context. (f) 'Leave' means any kind of leave recognised by the University,

(g) 'Pay' means the amount drawn monthly by an employee as pay which has been sanctioned for the post held substantively or in an officiating capacity and includes special pay and personal pay, if any.

(h) 'Personal pay' means additional pay granted to an employee;

- a. to save him from a loss of substantive pay in respect of a permanent post owing to a revision of pay or to any reduction of such substantive pay, otherwise than as a disciplinary measure, or
- b. in exceptional circumstances on other personal considerations.

(i) 'Qualifying service' means service rendered while on duty or otherwise, which shall be taken into account for the purpose of pension and gratuity admissible under these statutes.

(j) 'Registrar' means the Registrar of the University or other person duly appointed to discharge the duties of the Registrar.

(k) 'Special pay' means an addition of the nature of Pay to emoluments of a post of a member of the staff of the University granted in consideration Of the specially arduous nature of his duties or of a specified addition to his work or responsibility.

(l) 'Employees' means all those persons (teaching and non-teaching) who are in the whole-time employment of the University.

(m) 'Constituent College' means college managed and maintained by the University.

- 3. Application of Statutes.**—These statutes shall apply to whole time employees belonging to the teaching or non-teaching staff of the University as also to such employees of the constituent colleges of the University who were in service on 1.4.72 or joined service after that date. They shall be entitled to opt for one of the alternative schemes set out in Appendices A & B to these statutes or to continue in the scheme mentioned at clause (c) of Art. 1 above:

Provided that those who joined service on or after 1.4.78 shall be entitled only to the scheme set out in App. A. Persons who are eligible for grant of gratuity under Chapter XIV of the Regulations framed under the Patna University Act, 1917 will not be entitled to the payment of the same, if they opt for Scheme 'A' or 'B'.

Provided further that the employees who do not exercise their option within the period prescribed under these rules shall be deemed to have opted for the scheme set out in Appendix A, despite the fact that they have been permitted to contribute to the Contributory Provident Fund benefits prior to the promulgation of these rules :

Provided also that in case of the employees who joined the service Of the University prior to 1.4.78 and who opt for the scheme in Appendix 'A' their "subscription" to the Contributory P.F. and the interest thereon shall be transferred to the G.P.F. of Scheme 'A' and also of those who joined service on or after 1.4.78.

- i. Employees who joined the University service or in the constituent colleges before 1.4.1978 may continue to be covered by the provisions of the Contributory Provident Fund Scheme in the University prior to the promulgation of these rules or may at their option elect to be covered by either of the two schemes referred to above.
 - ii. The service of the employees who joined before 1.4.1978 and who opt for the General Provident Fund-cum-pension-cum-Gratuity scheme shall be deemed to have been in pensionable post from the commencement of the employees service in the University/Constituent college, provided that contributions to the Employees' Provident Fund have been credited under the rules then in force in the University or the college, together with the interest thereon.
 - iii. Employees who held temporary appointment in the service on the 1st April, 1978, shall, after continuous service of one year, be entitled to the retirement benefits from the date of commencement of service.
- 4. Exercise of option.**—All the employees to whom these statutes apply and who joined service in the University/Constituent colleges before the 1st April, 78 and are still in service or have retired on or after 1.4.72 and are alive on the date of notification of these rules have to send the option

in writing to the Registrar within three months of the date of such notification. The option once exercised shall be final.

In the case of employees who retired from the service of the University on or after the 1st April, 1972, but have died before exercising his/her option under this statute, his/her family shall be eligible for exercising the option between the schemes, provided that if the family opts for the schema given in Appendix 'A'; it shall have to refund the University share of the Contributory Provident Fund of the deceased employee, along with interest thereon either in cash or by adjustment from the amount of gratuity or both, and in case the family opts for the scheme in Appendix 'B', it shall have to refund the employer's share to the Contributory Provident Fund of the deceased, that exceeded 8 per cent of pay of the deceased, along with interest thereon.

4A. Employees who opt for the scheme 'A' or to whom scheme "A" is applicable by virtue of the fact that they joined service of the University on or after 1.4.78, who have already drawn employer's contribution and interest thereon from their Provident Fund in part or whole, will be required to refund the same in monthly instalments not exceeding sixty. In case the full amount is not recovered by the date of retirement or death, the balance amount will be recoverable from the gratuity and failing that it will be payable in cash by the employee/beneficiary. The above provisions will be equally applicable in the case of an employee who has opted for scheme "B", excepting that the amount to be refunded will be 20 percent of the employer's share with interest thereon.

In the case of people who have already retired, the employer's share of the provident fund with interest thereon shall be deposited by them either in cash or by adjustment from the amount payable as gratuity or both.

- 5. (i) Transfer/appointment of an employee from the service of any other University of Bihar to this University:-**(i) Employees joining the University after leaving the service of another University of Bihar on transfer or appointment shall, in the event of the permanent absorption in the University be allowed, if the employee so wishes, retirement benefits in respect of the previous service rendered under the old University provided that there has been break in service of the employee during the period of his qualifying service and the service rendered is qualifying as per clause 2(i). They will, however, not be allowed to change over from the scheme which they have already opted in the old University.

In case the employee was contributing to C.P. Fund in the former University, that University's contribution together with the employee's subscription with interest thereon, to the C.P. Fund shall, on permanent absorption of the employee in the University, be transferred to this University or the employee concerned shall deposit in the C.R Fund of this University a sum equal to what should have been transferred from the former University. Where the employee is already governed in the former University by Scheme in Appendix 'A', the former University will transfer the amount in G.R Fund account of the employee with that University to this University•

(ii) Transfer of an employee from service of Government of Bihar to the service of the University.

Employees joining the University after continuous service in the Government on a permanent post or temporary post subsequently made permanent for a minimum period of five years shall in the event of permanent absorption in the University' be allowed if the employee so wishes, retirement benefits in respect of the past continuous service rendered in the Government provided that the transfer is in the public interest and provided that he has not availed of retirement benefits in the Government'

All transferred Govt. Servants, who have resigned or retired from, Govt. Service and have been absorbed in the service of the University without any break, shall be entitled to pension and gratuity from the University on the basis of their total qualifying service rendered under the Govt. and the University provided they refund to the University the pension and gratuity received by them for service rendered under the Govt. In case they do not chose to count their former State Govt• service for drawal of pension/ gratuity from the University, they will be entitled to the benefits of C.P. Fund only for the period of the University service.

(iii) Transfer of an employee from another Govt. or University:

Employees joining the service of the University after leaving service of another Govt. (i.e. Central Govt. or a State Government other than the State of Bihar) or another University (i.e. any Indian University other than a University in Bihar) shall, in the event of permanent absorption in the University, be allowed if the employee so writes, to count his/her previous service rendered under the Govt./ University for purposes of retirement benefits, provided that (a) there has been no break in service (excluding the extent of normal joining time admissible on transfer) of the employee, (b) the former service was qualifying for retirement benefits; (c) the former employer or the employee pays to the University the capitalized value of pension and the gratuity due to him/her for the former service, or (d) in case the employee in the former service, was on C.P.F. scheme the accumulation in his/ her C.P.F. account and the gratuity due to him/her for the former service is paid to the University by the former employer or the employee himself/ herself at the Of his /her permanent absorption.

6. (i) The sanction and payment of retirement benefits admissible under these statutes shall be regulated by such procedural instruction as may be issued by the University on the advice of the Inter University Board.

(ii) If any question arises relating to the interpretation of these statutes it shall be referred to the Chancellor whose decision thereon shall be final.
7. Notwithstanding anything to the contrary as contained in these statutes an employee of the University or of a college appointed prior to 1.4.78 shall be entitled to the benefit of the schemes set out in Article 1 (A) or (B) which he/she opts only for such period of his/her qualifying service

for which his/her own subscription and employer's contribution, were deposited in his Provident Fund account under the Statutes then in force.

8. Creation of Funds:-The University shall create the following funds for running these schemes:-

- a. Contributory Provident Fund in the name of each individual employee in which shall be credited the subscription made by the employee concerned, the contribution made by the employer and the interest earned thereon, to be operated jointly by the employee concerned and the Registrar. or Principal or such other officer as may be authorized by the Vice-Chancellor.]
- b. General Provident Fund, in the name of individual employee, in which shall be credited the subscription made by the employee concerned, and the interest earned thereon, to be operated jointly by the employee concerned and the Registrar.

¹[*or Principal or such other officer as may be authorized by the Vice-chancellor."]

(e) Pension-cum-Gratuity Fund in which shall be credited: -

1. all contributions to the Provident Fund of the employees made by the employer with interest earned thereon, who are covered under G.P.F. cum-Pension-cum-Gratuity scheme;
- ii. employer's contribution to the extent of 2 percent of the pay of the employee deposited in his C.P. Fund A/c from time to time, along with proportionate interest earned thereon, in respect of employees, who opt for the contributory Provident Fund-cum-Gratuity Scheme; and
- iii. contribution received from the State Government from time to time for the purpose.

Note.—(i) These amendments shall have retrospective effect, from the date from which the statute came into force.

(ii) The option referred to in article 4 of the Statute (as amended) may be exercised afresh by the persons concerned within 90 days from the date of approval of these amendments by the Chancellor.

APPENDIX A

RETIREMENT BENEFIT RULES

Section-I

General Provident Fund

1. Nomination.

- 1.1. A subscriber shall, at the time of joining the fund, send to the Registrar, a nomination in the prescribed form conferring on one or more persons the right to receive the amount that may stand to his credit in the fund, in the event of his death, 1. Added by Governor's letter no. B.S.U-52/80/2158 G.S. (1) dated 25.11.1982.

For Patna University read "or such other officer as may be authorized by the Vice-chancellor."before that amount has become payable or having become payable has not been paid:

Provided that if, at the time of making nomination, the subscriber has a family the nomination shall not be in favour of any person or persons other than the members of his family:

Provided further that the nomination, made by the subscriber in respect of any other fund to which he was subscribing before joining the Provident Fund shall, if the amount to his credit in such other fund has been transferred to his credit in the fund, be deemed to be a nomination duly made under this rule until he/ she makes a fresh nomination.

- 1.2. If a subscriber nominates more than one person under Rule 1.1 he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the fund at any time.
- 1.3. Every nomination shall be in such one of the forms appended hereto as is appropriate in the circumstances (vide Form I to IV in Annexure).
- 1.4. A subscriber may at any time cancel a nomination by sending a notice in writing to the Registrar. The subscriber shall, along with such notice or separately send a fresh nomination made in accordance with the provisions of this Rule•
- 1.5. A subscriber may provide in a nomination:-
 - a. in respect of any specified nominee, that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination, provided that such other person .or persons shall if the subscriber has Other members, of his family, be such other member or members. Where the subscriber confers such a right on more than one person under this clause he shall specify the amount or share payable to each of such persons in such a manner as to cover the whole of the amount payable to the nominee;
 - b. that the nomination shall become invalid in the event of the happening of a contingency specified therein :

Provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family:

Provided further that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member or members of his family.
- 1.6. Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of rule 1.5 or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of rule 1.5 or the provision thereto, the subscriber shall send to the Registrar a notice in writing

cancelling the nomination together with a fresh nomination made in accordance with the provision of this rule.

1.7. (i) Every nomination made and every notice of subscriber shall to the extent that it is valid, take effect on received by the Register.

2. The University will not be bound by, nor will recognize any assignment or encumbrance executed or attempted to be created which affects the disposal of the amount standing to the credit of a subscriber who dies before the amount becomes payable.

3. Every subscriber shall subscribe monthly to the Fund when on duty in the service of the University or on foreign service.

4. Conditions and rates of subscription

4.1.1. Provided that a subscriber shall not subscribe during the period when he is under suspension and may at his option not subscribe during any period of leave other than leave on full or half average pay or earned leave of less than thirty days duration, as the case may be.

4.1.2. Provided further that a subscriber on reinstatement after a period passed under suspension shall be allowed the option of paying in one sum or in instalments any sum not exceeding the maximum amount of arrear of subscription payable for that period.

4.2. The subscriber shall intimate his election not to subscribe during leave by a written communication addressed to the Registrar before he proceeds on leave. Failure to make due and timely intimation shall be deemed to constitute an election to subscribe. The option of a subscriber intimated under this sub-rule shall be final.

5. Rates of subscription.

5.1. The rate of subscription shall be fixed by the subscriber himself subject to the following conditions.

5.1.1. The rate of subscription may not be less than 61 /4% of his emoluments and not more than his total emoluments, the amount so calculated being rounded off to the nearest rupee, provided that in the case of subscriptions at the minimum or maximum rates, the rounding off will be to the next higher or the next lower rupee, respectively.

5.2 For the purpose of this rule, the pay of a subscriber shall be:

5.2.1. In the case of a subscriber who was in service on the 31st March of the preceding financial year, the pay to which he was entitled on that date, provided as follows:-

5.2.2. The amount of subscription so fixed may be enhanced or reduced once at anytime during the course of a financial year provided that when the amount of subscription is so reduced it shall not be less than the minimum prescribed under Rule 5.1.1.

6. Interest.

¹[Interest will be credited to the fund by the scheduled bank with which the account of the fund is kept.]

7. Advances from the Fund.

1. Subs, vide Governor's Secretariat letter no. BSU-52/80-2158 G.S. (1) dated 25.11.1982.

7.1 .The payment of advance from the fund may be sanctioned by the Vice-Chancellor¹[*or such other persons as may be authorized by the Vice-Chancellor for the purpose] to a subscriber from the amount of his subscription and interest thereon standing to his credit, subject to the following conditions:-

7.1.1. No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following object or objects and not otherwise;

- i. to pay expenses incurred in connection with the illness of the applicant, applicant's wife, husband, legitimate children, step-children, parents, sisters and minor brothers actually dependent on him;
- ii. to pay for the overseas passage for reasons of health or education of the applicant or the applicant's wife, legitimate children, step-children, parents, sisters and minor brothers actually dependent on him;
- iii. to meet the cost of higher education of any person actually dependent on the applicant. Such person need not necessarily be a member Of the applicant's family;
- iv. to pay obligatory expenses on a scale appropriate to the applicant status in connection with marriages, funerals or ceremonies which by his religion it is incumbent on him to perform;
- v. to meet the cost of legal proceedings instituted by the applicant for vindicating his position in regard to any allegations made against him in respect of an act done or purporting to be done by him in the discharge of his official duty:

Provided that the advance under this sub-rule shall be admissible to an applicant who institutes legal proceeding in any court of law either in respect of any matter unconnected with his/her official duties or against the University in respect of any condition of service or penalty imposed on him.

- vi. to meet the cost of his/her defense where the applicant is prosecuted by the University in any court of law in respect of any alleged official misconduct on his part;
- vii. to meet the cost of the purchase and repair of the house of the applicant;

7.1.2. An advance shall not exceed the following ceiling limits;

- (i) When sanctioned for any of the objects mentioned in clauses (i) to (vii) of Rule 7.1.1.- 3 months pay-

Provided, however, that in no case shall the amount of advance exceed 50 percent of the amount of the member's subscription and interest thereon standing to the credit of the subscriber in the fund.

7.1.3. An advance shall not except for special reasons to be recorded in writing, and under the specific order of the Vice-Chancellor be granted to any subscriber in excess of the limit laid down in rule 7.1.2 herein but in no case exceeding 75 percent of the total P.F. accumulations in the fund or until repayment of the last instalment of any previous advance.

I. Added by *ibid.*

* Not for Patna University().

7.1.4. The amount of advance shall be recovered in not more than twenty-four equal monthly instalments, if the advance was sanctioned for any of the objects mentioned in clauses (i) to (vi) of Rule 7.1.1. Each instalment shall be a number of whole rupees the amount of advance being raised or reduced, if necessary, so as to admit the fixation of such instalments. A subscriber may at his orphan repay in a smaller number of instalments than that agreed upon at the time of grant of advance or in a lump sum.

7.1.5. Recovery of advance shall be made from the salary of a subscriber and shall commence on the first occasion, after the advance is made, on which the subscriber draws emoluments for a full month.

8. Withdrawal from the Fund.

8.1. Subject to the conditions specified herein, withdrawals from the Fund may be sanctioned by the Vice-Chancellor at any time.

A. After the completion of twenty five years of service (including broken periods of service, if any) of a subscriber or within five years before the date of I-is retirement on superannuation, whichever is earlier, from the amount standing to his credit in the Fund, for one or more of the following purposes:

(a) meeting the cost of higher education, including where necessary, the travelling expenses of any child of the subscriber actually dependent on him in the following cases;-

- i. for education outside India for academic, technical, professional or vocational course beyond the High School stage; and
- ii. for any medical, engineering or other technical or specialized course in India beyond the High School stage provided that the course of study is for not less than three years.

(b) meeting the expenditure in connection with the marriage of a son or a daughter of the subscriber and, if he has no daughter, of any other female relation dependent on him;

(c) meeting the expenses in connection with the illness, including where necessary, the travelling expenses, of the subscriber or any person actually dependent on him; and

B. After the completion of twenty years of service (including broken periods of services, if any) of a subscriber or within ten years before the date of his retirement on superannuation whichever is earlier from the amount standing to his credit in the fund, for one or more of the following purposes;

- a. building or acquiring suitable houses for his residence including the cost of the site or re-paying any outstanding amount on account of the loan expressly taken for this purpose before the date of receipt of the application for withdrawal but not earlier than twelve months of that date, or re-constructing or making additions or alterations to a house already owned or acquired by a subscriber;
- b. purchasing a house site or re-paying any outstanding amount on account of loan expressly taken for this purpose before the date of receipt of the application for the withdrawal but not earlier than twelve months of the date;

8.2 Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in Rule 8.1. from the amount standing to his credit in the Fund shall not ordinarily exceed one half of such amount or twelve months pay of the subscriber whichever is higher. Withdrawal of an amount in excess of these limits, upto three fourths of the balance of his credit in the fund may be allowed by the Vice-Chancellor having due regard to (i) the object for which the withdrawal is being made (ii) the status of the subscriber and (iii) the amount to his credit in the fund.

8.3 A subscriber who has been permitted to withdraw money from the Fund under Rule 8.1. shall satisfy; the Vice-Chancellor within a reasonable period as may be specified by him that the money has been utilized for the purpose for which it was withdrawn and if he fails to do so, the whole of the sums so withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn, shall forthwith be re-paid in one lumpsum and in default of such payment, it shall be ordered by the Vice-Chancellor to be recovered from either in a lumpsum or in such number of monthly instalments as may be determined.

9. Final withdrawals of Accumulations in the Fund:

9.1. When a subscriber quits the service of the University the amount standing to his credit in the Fund shall become payable to him.

9.1.1. Provided that a subscriber who has been dismissed from the service of the University and is subsequently reinstated in service, shall if required to do so, repay any amount paid to him from the Fund in pursuance of this rule. The amount so re-paid shall be credited to his account in the fund.

10. Retirement of a subscriber;

10.1 When a subscriber (a) has proceeded on leave preparatory to retirement or if he is entitled to vacation, on leave preparatory combined with vacation or (b) while on leave, has been permitted to retire or has been declared by the "medical board as constituted by the Vice-Chancellor to be unfit for further service, the amount standing to his credit in the Fund shall upon an application made by him in that behalf becomes payable to the subscriber.

10.1.1. Provided that the subscriber, if he returns to duty, shall, if required to do so re-pay to the Fund for credit to his account the whole or part of any amount paid to him from the Fund in pursuance of this rule by instalments or otherwise, by recovery from his emoluments or otherwise as the Vice-Chancellor may direct.

11. Procedure on the death of subscriber:

11.1 On the death of a subscriber while in the service of the University or after leaving the service of the University but before payment has been made.

11.1.1. When a subscriber leave a family.

- a. If a nomination, made by the subscriber in accordance with the provisions of Rule 1.1 or of the corresponding rule heretofore in force in favor of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportions specified in the nominations.
- b. If no such nomination in favour of a member or members of the family of the subscriber subsists or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall notwithstanding any nomination purporting to be in favour of any person or persons other than member or members of his family become payable to his/her spouse and, if the spouse is predeceased shall be payable to the members of his family in equal shares:

Provided that no share shall be payable to;

- i. sons who have attained majority and are earning;
- ii. sons of a deceased son who have attained majority and are earning;
- iii. married daughters whose husbands are alive;
- iv. married daughters of a deceased son whose husbands are alive, if there is any member of the family other than those specified in clauses (i), (ii), (iii) and (iv) provided that in case there is any member of the family other than those specified in (i) to (iv), then the members so specified shall become entitled to payment in equal proportion:

Provided further that the widow or widows and the child children or a deceased son shall receive between them in equal parts only the share which the son would have received if he had survived the subscriber and had been exempted from the provisions of clause 1 of the first proviso.

11.1.2. When the subscriber leaves no family.—If a nomination made by him in accordance with the provisions of Rule 1.1 or of the corresponding rule heretofore in force in favour of any person or persons, subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

12. Statement of Accounts:

12.1 As soon as possible after the 31st March of each year, the Registrar shall send to each subscriber a statement of his account in the fund showing the opening balance on the 1st April of the year, the total amount credited and debited during the year, the total amount of interest credited as on the 31st of March of the year and the closing balance on that date. The Registrar/* Principal shall attach to the statement of account on enquiry whether the subscriber-

(a) desires to make any alteration on many nomination made by the subscriber.

(b) has acquired a family (in cases where the subscriber has made no nomination in favour of a member of his family under the rules).

12.2. A subscriber should satisfy himself as to the correctness of the annual statement, and errors should be brought to the notice of the Registrar [* Principal] within six months from the date of receipt of statement.

12.3. The Registrar/ * Principal] shall, if required by a subscriber once, but not more than once in a year inform the subscriber of the total standing to his credit in the Fund at the end of the last month for which his account has been written up.

13. Investment of Fund:

If a subscriber so desires, the whole or any part of the sum at his credit in his G.P. Fund Account, may be invested in National Savings Certificates, Government

Not for Patna University []

Promissory Notes, Fixed Deposit Accounts in nationalized Banks or other approved trustee securities. The application for purchase of such certificates etc. shall be signed by the subscriber on whose behalf the investment is being made and also by the officer operating the fund. These certificates shall be endorsed in the official designation of the officer operating the fund and in the name of the subscriber. Any such certificate purchased shall be kept by the officer operating the fund.

13. A On a written application from a subscriber to the Provident Fund and with the approval of the Vice-Chancellor, the University may allow premia on the Life Insurance Policy of the subscriber to be paid out of the share in his/her provident Fund. In all such cases the Life Insurance Policy for which the premia are so paid shall be assigned in favour of the University.

On the retirement of the subscriber from the service of the University the policy shall be reassigned to him/ her by the University.

In case of the maturity of the policy during the service of the subscriber in the University, the full amount of the policy shall be credited to the Provident Fund of the subscriber. In case of the death of the subscriber, during the service of the University, the full amount of the Policy shall be paid to the nominee or, in the absence of nomination to the legal representative of the deceased entitled to the Provident Fund.

Section II

Pension

14. (i) "Qualifying service" means service rendered as a member of the staff of the University in a substantive capacity including periods spent on probation. All services rendered in the University on a full time basis on a temporary or officiating capacity followed without interruption by substantive appointment in the same or any other post shall count as qualifying service except in respect of periods of service in "work charged" establishment and periods of service paid from "contingencies".

Provided that continuous temporary service of not less than 15 years (10 year in the case of those who retire on or after 31st March, 1980) shall also be counted as qualifying service even if not followed by substantive appointment.

(ii) The minimum age after which service counts for pension shall be 18 years.

(iii) Service rendered in any college affiliated to a University in the State of Bihar followed without interruption by University service will also count as qualifying service for the purpose of these statutes subject to the condition that the employer's contribution to his/her Provident Fund along with interest thereon maintained in the affiliated College has been deposited in the University by the college concerned or the employee concerned or in the event of his/her death by his/ her beneficiary concerned.

(iv) Periods of foreign service will also count for pension/gratuity if the employer's share of the Provident Fund plus interest thereon, for the period Of foreign service is paid to the University by employer or the employee or in case Of death by the beneficiary concerned. In cases of foreign service occurring after the promulgation of these statutes, such service will also count for pension/gratuity if pension contributions therefore are paid to the University by the foreign employer or the employee concerned. The rates of pension contribution will apply, mutatis mutandis as laid down in Appendix II under Fundamental Rules, Govt. of India, as amended from time to time.

(v) All kinds of leave including extraordinary leave and joining time granted on transfer/appointment as admissible under the service statutes, will count for pension without restriction.

(vi) Any interruption in service other than the periods indicated above shall not count for qualifying service.

(vii) Dismissal or removals from service will entail forfeiture of all past service for purpose of grant of pension/gratuity.

15. Subject to the minimum qualifying service an employee shall be eligible for one or others of the following pensions.

15.1. Compensation Pension—If an employee is discharged owing to the abolishing of the permanent post, he shall be granted a compensation pension on the scale prescribed in Rule 16 below.

15.2. Invalid Pension—An invalid pension shall be granted to an employee on retirement from the service of the University for permanent physical or mental disability incapacitating him for further service, if certified by the Medical Board constituted by the Vice-Chancellor on the scale prescribed in Rule 16 below.

No invalid person shall be sanctioned if the incapacity is directly due to irregular or intemperate habits. If the incapacity has not been directly caused by such habits but has been accelerated or aggravated by them, it will be for the authority sanctioning the pension to decide what reduction should be made on this account.

15.3. Superannuation pension—A superannuation pension shall be granted to an employee who has retired on his/her attaining the age of compulsory retirements.

15.3.1. Retiring pension—A retiring pension shall be granted to an employee who retires or is retired in advance of the age of compulsory retirement in accordance with the provisions of Patna/Bihar State University Act, 1976.

16. An employee eligible for pension under any of the categories mentioned above, shall be granted pension according to the scales given in schedule 'A' (i) if he ceased to be in University service between 1-4-72 and 31-12-72 and schedule A(ii) if he ceased to be in University service between 1-1-73 and 30-3-79. For those who ceased to be in University service from 31-3-79 onwards, the scales given in Schedule A(iii) will be applicable. Any further change in the rate of pension as also relief in pension under the Bihar (Govt.) Pension Rules, will be equally applicable to the University employees.

16A. Wound and other extraordinary Pensions.—Employees of the University who sustain any injury or die as a result thereof or are killed as a result of special risk of office, will be entitled to injury gratuity and pension or family pension, as the case may be, under the same rules and conditions as are applicable to the employees of the Govt. of Bihar. The rates of injury gratuity and pension and family pension payable under this Rule are given in Schedules B and E respectively.

Commutation of Pension

17. Subject to the provisions of these rules and to such conditions as the University may think fit to impose, the Syndicate may, on the application of any University servant, sanction the commutation of a portion of his /her pension, not exceeding one-third' which has been, or is about to be granted to him under the rules.
18. The following principles shall be observed in deciding whether to allow a commutation of pension of pensioner;
 - a. The budget provision is the first factor which must be taken into account in considering applications for the concession. When the total demand is in excess of the funds available, the applications will be listed in order of urgency and the requests received from persons who on the evidence available have means of their own will be postponed to another year or in more extreme cases rejected in whole or in part. It is, however, not an absolute rule that commutation will be refused where the possession of private means is established.
 - b. The commutation must be to the distinct and permanent advantage of the pensioner and his family, and the residue of the pension must be sufficient to maintain the pensioner in his proper station of life. For instance, if a pensioner's only dependent is a wife, who has no means of his own is unable to maintain herself and has no prospect of re-marriage after her death, an application for commutation would be justified in order that the pensioner might build a house which would either shelter or provide a small income for her after his death.
 - c. The residue of pension after commutation, shall not in the cases of pensioners resident in India, be less than Rs. 20 a month in any individual case.
 - d. Commutation must not be allowed for speculative purposes or any ambitious business enterprise. The objects for which commutation is ordinarily allowed are:-
 - i. liquidation of debts;
 - ii. construction, purchase or extensive repair of dwelling house;
 - iii. education of children;
 - iv. marriage of children on which expenditure is obligatory according to social custom.

Note—This clause will not be applicable to those retiring on or after 31-3-80

- e. "The commutation table is given at Schedule 'B'. Section II Gratuity
19. An employee who has completed five years of qualifying service at the University shall be granted gratuity, as distinct from the gratuity referred to in Rule 14 of Section II, in accordance with the scale of gratuity indicated in Rule 20 below.

This gratuity shall be payable on his retirement from service of the University. In the event of his demise, this gratuity shall be payable to the nominee or nominees of the deceased in the manner prescribed (vide Annexure Forms V to VIII).

20. The amount of gratuity shall be one-fourth of the emoluments of the employee for each completed half year of his/her qualifying service subject to a maximum of Rs. 24,000/- or 15 month's emoluments whichever is less for those who retired up to 31-12-72 and Rs. 30,000/- or 16 ½ months' emoluments whichever is less for those who retire/retired on or after 1-1-73. If an employee who has completed five years of qualifying service dies while in service the gratuity shall be subject to a minimum of twelve times the emoluments of the employee at the time of his death provided that in no case shall it exceed Rs. 24,000/- if death occurred before 1-1-73 and Rs. 30,000/- if death occurred on or after that date. It is further subject to the provisions of Rule 25A (vii).
21. If an employee who has become eligible for a pension under section 25A(vi) dies within a period of five years after he retires from the service of the University, and the sums actually received by him at the time of death on account of such pension together with the gratuity granted under the above rules are less than the amount equal to twelve times the emoluments a gratuity equal to the deficiency shall be granted to the person or persons nominated by him.
22. If a permanent employee dies before completing five years of qualifying service, his family will be eligible for a gratuity equal to six times his emoluments at the time of his death except in cases in which death occurs in the first year of service, when the gratuity admissible will be equal to two months emoluments.

22 (A). 1 Nominations for gratuity.—Immediately on confirmation of an employee in the University it will be compulsory for him/her to make nomination for gratuity in one of the forms enclosed at Annexures V to VIII and submit it to the Registrar. This nomination shall be in favour of one or more members of his/her family and in case he/she has no family, it may be in favour of any person(s) or company or association or body of individuals, whether incorporated or not. an employee has only one member in his/her family, the alternate nomination can be made in favour of a person who is not a member of his/her family or in, favour of a body of persons corporate or incorporate.

22 (A). 2 The term 'family' for the purpose of gratuity shall include the following:

- i. Wife/wives, in the case of a male employee;
- ii. Husband, in the case of a female employee; (iii) Sons;
- iii. Unmarried daughters;
- iv. Widowed daughters
- v. Brother below the age of 18 years;
- vi. Unmarried and widowed sisters;
- vii. Father;
- viii. Mother;
- ix. Married daughters; and
- x. Children of pre-deceased son;

Note : (iii) and (iv) above, will include step-children also.

22 (A). 3 An employee may provide in a nomination:

- a. in respect of any specified nominee that in the event of his/her predeceasing the employee, the right conferred upon that nominee shall pass to such other person as may be specified in the nomination; provided that if at the time of making the nomination, the employee has a family consisting of more than one member, the person so specified shall not be a person other than a member of his family.
- b. that the nomination shall become invalid in the event of happening of a contingency specified therein.

22 (A) 4 The nomination made by an employee who has no family at the time of making it, or a provision made in a nomination under clause(a) of Rule 22A.3 above by an employee whose family consists, on the date of making the nomination of only one member, shall become invalid in the event of the employee subsequently acquiring a family or an additional member in the family, as the case may be.

22 (A). 5 An employee may at any time cancel a nomination by sending a notice in writing to the Registrar provided that he/she shall, along with this notice, send a fresh nomination made in accordance with the above Rules.

22 (A). 6 Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of Rule 22A.3 or the occurrence of any event, by reason of which the nomination becomes invalid in pursuance of clause (b) of Rule 22A.3 the employee shall send to the Registrar, a notice in writing formally cancelling the nomination, together with a fresh nomination, made in accordance with these Rules.

22(A).7 Every nomination made, and every notice of cancellation given by an employee, shall, to the extent it is valid, take effect on the date on which it is received by the authority mentioned in Rule 22A.6 above.

22(A).8 In case an employee leaves no nomination or the nomination made does not subsist, the gratuity payable to family under Rules 20, 21 or 22 above will be paid in the manner indicated below:

- i. if there are one or more surviving members of the family as in clauses(i) to (iv) of Rule 22A.2 ante, to all such members in equal shares;
- (ii) If there are no such surviving members of the family as in (i) above, but there are one or more members as in clauses (v) to (xi) of Rule 22A.2 ante, to all such members in equal shares.

23. Temporary Employees

23.1 Terminal gratuity—A temporary employee who retires on superannuation or is discharged on account of retirement or is declared invalid for further service' will be eligible

for a gratuity at the rate of one-third of a month's pay for each completed year of service, provided that he has completed not less than five years Of continuous service at the time of retirement, discharge or invalidment.

23.2 Death gratuity—The family of a temporary employee who dies while in service will be eligible for a death gratuity on the scale and subject to the conditions specified below:—

(a) On death after completion of one year of service - A gratuity equal to one month's Pay.

but before completion of three years of service.

(b) On death after completion of three years of - A gratuity equal to two month's pay. service but before completion of five years of service.

(c) death after completion of five years of service or more. - A gratuity equal to three months pay or the amount of terminal gratuity whichever is more.

Note.—For the purpose of determining the amount of terminal or death gratuity under Rule 23(1) or 23(2) pay will mean only basic pay and also dearness pay (if any) at the time of relinquishing service or of death, as the case may be. It will not include special pay, personal pay and any other emoluments reckoned as pay. In case the employee concerned was on leave with or without allowance immediately before retirement, discharge, invalidment or death pay for this purpose will be paid which he would have drawn had he/she not proceeded on such leave.

23.3. The rates and the amounts of gratuity provided for in this section shall be changed to the rates applicable to the employees of the State Government whenever there is any change in these latter rates.

Section IV

Family Pension

24. The Family Pension Scheme as detailed below will be applicable to regular employees in pensionable service-temporary or permanent and will be administered as below:-

24. A (I) The family pension will be admissible in case of death while in service or after retirement, if at the time of death a retired employee was in receipt of a compensation, invalid, retiring or superannuation pension. In case of death while in service the employee should have completed a minimum period of one year of continuous service. The condition of one year of continuous service will not apply if immediately before his/her appointment in the University service, the employee was examined by appropriate medical authority and declared fit by that authority for service in the University. (This will be applicable from 1.4.1980).

(II) Family for the purpose of this scheme will include the following relatives of the employee:

- (a) Wife in the case of male employee;
- (b) Husband in the case of female employee;
- (c) Minor sons;
- (d) Unmarried minor daughters.

Note.—

- I. (c) and (d) will include children adopted legally before retirement/ or death.
- II. Marriage after retirement will not be recognized for the purpose of the scheme.
- III. the pension will be admissible-
 - a. in the case of widow/widower up to the date of death or remarriage whichever is earlier.
 - b. in the case of minor son until he attains the age of ¹[21 years.
 - c. in the case of unmarried daughter until she attains the age of ¹[24 years or marriage whichever is earlier.

Note.—(1) Where an officer is survived by more than one widow, the pension will be paid to them in equal shares. On the death of a widow her share of the pension will become payable to her eligible minor children. If at the time of her death a widow leaves no eligible minor child, the payment of her share of the pension will cease.

(2) Where an officer is survived by a widow but has left behind an eligible minor child from another wife, the eligible minor child will be paid the share of the pension which the mother would have received if she had been alive at the time of the death of the officer.

(IV) Except as provided in the note below sub-para(iii) of this para pension awarded under scheme will not be payable to more than one member of an officer's family at the same time. It will be first admissible to the widow/widower and thereafter to the eligible minor children.

(V) In the event of re-marriage or death of the widow/widower the pension will be granted to the minor children through their natural guardian. In disputed cases, however, payments will be made through a legal guardian.

(VI) If the son or daughter of a deceased employee is suffering from any disorder or disability of mind or is physically crippled or disabled so as to render him or her unable to earn a living even after attaining the age of 18 years in the case of the son and 21 years in the case of the daughter, the family pension shall be payable to such son or daughter for life subject to the following conditions, namely:-

- i. If such son or daughter is one among two or more children of the deceased employee, the family pension shall be initially payable to the minor children in the order set out in

Note(iii)(b)(c) above until the last minor child attains the age of 18 or 21, as the case may be and thereafter the family pension shall be resumed in favour of the son or daughter suffering from disorder or disability of mind or who is physically crippled or disabled and shall be payable to him/her for life;

- ii. If there are more than one such son or daughter suffering from disorder or disability of mind or who are physically crippled or disabled, the family pension shall be paid in the following order, namely:
 - a. first to the son, and if there are more than one son, the younger of them will get the family pension only after the life time of the older;
 - b. accordingly, to the daughter, and if there are more than one daughter; the younger of them will get the family pension only; after the life time of the older;
- iii. the family pension shall be paid to such son or daughter through the guardians if he or she were a minor;

1. Effective from 6-6-78.

- iv. before allowing the family pension for life to any such son or daughter, the Syndicate shall satisfy that the handicap is of such a nature as to prevent him or her from earning his or her livelihood and the same shall be evidenced by a certificate obtained from a Medical Officer not below the rank of a Civil Surgeon setting out, as far as possible, the exact mental or physical condition of the child;
- v. the person receiving the family pension as guardian of such son or daughter shall produce every three years a certificate from a Medical Officer not below the rank of Civil Surgeon to the effect that he or she continues to suffer from disorder or disability of mind or continues to be physically crippled or disabled. (The above clause takes effect from 1.1.1975).
- vi. Every employee eligible to the benefit of the above scheme will be required to surrender portion of gratuity where admissible equal to two months emoluments or pay as the case may be, subject to a maximum of Rs. 3,600/- in case of those who ceased to be in service or expired before 1.1.73 and Rs. 5000/- in the case of others. Where an employee governed by this scheme retires, as a bachelor who has not adopted any child no deduction from his gratuity will be made. In case where the gratuity admissible is less than two months pay, the same will be resumed by University against the family pension benefit admissible under the scheme.

Note 1.—In the case of employees retiring without wife/husband or minor children including the adopted children the deduction of two month's pay/ emoluments from the gratuity will not be made as in the case of bachelor.

Note 2.—The provision of sub-clause (vi) above will not be applicable to those who retired on or after 22.9.77.

(a) Rates of family pension applicable in the case of employees who died/ retired between 1.4.72 and 31.12.77.

Pay of employee	Monthly pension of widow/widower.
(a) below Rs. 200/- p.m.	30 percent of pay subject to a minimum of Rs. 20/-
(b) Rs. 200/- per month and above, but below Rs. 800/-	15 per cent of pay subject to a minimum of Rs. 60/- and maximum of Rs. 96/- per month.
(c) Rs. 800/- and above per	12 percent of pay subject to a month. minimum of Rs. 150/- per month.

(viii) Rates of family pension applicable in the case of employees, who die/ retire on or after 1.1.73.

Pay of employee	Amount of monthly family pension
(a) Below IQs. 400/-	30% of pay subject to a maximum of Rs. 100/- and minimum of Rs. 60/-
(b) Rs. 400/- and above but below Rs. 1200/-	15% of the pay subject to a minimum of Rs. 100/- and maximum of Rs. 160/-
(c) Rs. 1200/- and above	12% of pay subject to a minimum of Rs. 160/- and maximum of Rs. 250/-

B(i) In the case of employees who dies/die in harness after rendering 7 years' continuous service prior to their death, the family pension payable will be at the rate of 50 per cent of the basic pay of the employee last drawn, subject to a maximum of twice the amount of family pension admissible under the preceding rule. This pension will be payable for a period of 7 years from the date of death or till the date's the employee would have reached the normal age of superannuation had he remained alive, whichever period is shorter. The rate of family pension payable thereafter, will be the normal rate as per rule (24AII)(vii). In the case of those who died or may die while in service on or after 31.12.1972, the family pension at higher rate as stated above, will be payable for a period of seven years or up to the date on which he would, have attained the age of 65 years, whichever period is less.

(ii) In the event of death after retirement, the family pension shall be payable up to the date on which the deceased employee would have attained the age of 65 years had he survived, or for seven years, whichever period is less, but in no case the amount of family pension shall exceed the pension sanctioned to the employee at the time of retirement. However, in cases where the amount of family pension admissible under this clause exceeds the pension sanctioned at the time of retirement' the amount of family pension, shall not be less than that amount. The pension sanctioned at the time of retirement shall be the pension inclusive of the part Of the pension which

the retired employee may have commuted before death. (The above clause applied to those who retire/retired from service on or after 1.1.73).

25. All employees entitled to the benefit of family pension shall be required to furnish details of their family as defined in sub-para(II) of Rule 24(A) above i.e. the date of birth of each member with his/her relationship with the employee. This statement shall be countersigned by the Registrar and posted in the service record Of the employee. The employee will thereafter be required to keep the statement up-to date. Additions and alteration in this statement will be made by the Registrar from time to time on receipt of information from the employee concerned.
26. In cases where death occurs while in service the Registrar on receiving information of death of an employee while in service shall send a letter as prescribed in Form IX to the family of the deceased and ask for necessary documents mentioned therein. On receiving the documents the Registrar shall take necessary action to obtain sanction for the payment of pension to the eligible member of the family.
27. The rates and maximum amounts of family pension as provided for in this Section shall be changed to the rates applicable to Govt. employees whenever the latter rates undergo any change!

GENERAL

28. The amount of pension/ gratuity payable to an employee and his/her beneficiaries shall be expressed in whole rupees and where the pension or gratuity contains a fraction of a rupee; it shall be rounded off to the next higher rupee.
29. The rate of all types of pensions (superannuation, retiring, invalid' compensation, Family pension) will be subject to a minimum of Rs. 40 p.m. and inclusive of ad-hoc increase where applicable (Rs. 60 from 1.4.80).
30. In all matters, not specifically dealt within these Rules (both Appendix 'A' and 'B') the rules and orders applicable to the employees of Government of Bihar' will apply mutatis mutandis to the employees of this University.

APPENDIX- "B"

Contributory Provident Fund-cum-Gratuity Scheme

1. The employees who opt for this scheme shall remain subject to the Contributory Provident Fund Rules as provided in the Statutes, Ordinance etc. of the University in force on the date these Statutes came into force:
Provided that the employee's contribution to the Provident Fund shall be a minimum of 10% of his pay and the employer's contribution to the fund shall be 8% of his pay and the remaining 2% of pay with interest thereon, of employer's contribution shall be deposited in the pension-cum-gratuity fund of the University.

2. An employee who has completed 5 years of qualifying service at the University shall be granted death-cum-retirement gratuity in accordance with the scale indicated in Para 3 below. This gratuity shall be payable on his/her retirement from the service of the University. In the event of his/her demise this gratuity shall be payable to the nominee or nominees of the deceased in the manner prescribed (vide Annexure Forms V to VIII).
If there is no such nomination or if the nomination made does not subsist the gratuity shall be paid in the manner indicated in rule 22A of Appendix A preceding.
3. The amount of death-cum-retirement gratuity shall be 1 /4th of the emoluments of an employee for each completed six monthly period of qualifying service subject to a maximum of Rs. 24,000/- or 15 months emoluments whichever is less for those who retired upto 31st December, 72 and Rs. 30.000/- or 16 and h months emoluments whichever is less for those who retire/retired on or after 1.1.73.
4. If any employee who has become eligible for payment of University share of contribution of the Contributory Provident Fund under the rules of the University, dies within a period of five years after he retires from the service of the University and the sums actually received by him/her at the time of death on account of University share of contribution to the C.R. Fund together with the gratuity under the above rule is less than the amount equal to 12 times the emoluments, a gratuity equal to deficiency shall be granted to person or persons nominated by him.
5. If a person in permanent employment dies before becoming eligible for the University's share of the contribution to the C.R. Fund of the University's, his/her family will be eligible for a gratuity equal to six times his/her emoluments at the time of his/her death except in cases in which death occurs in the first year of service when the gratuity admissible shall be equal to two months emoluments.
6. Temporary Employee :—

6.1 Terminal Gratuity.

A temporary employee who retires on superannuation or is discharged on account of retrenchment or is declared invalid for a further service will be eligible for a gratuity at the ratio of one-third of a month's pay for each completed year of service, provided that he has completed not less than five years of continuous service at the time of retirement, discharge or invalidment.

6.2. Death Gratuity:

The family of temporary employee who dies while in service will be eligible for a death gratuity on the scale and subject to the conditions specified below:-

- (a) On death after completion of one year of service but before completion of three years of service. A gratuity equal to one month's pay

- (b) On death after completion of three years of service but before completion of five years of service. A gratuity equal to two month's pay
- (c) On death after completion of five years of service or more. A gratuity equal to three month's pay or the amount of terminal gratuity mentioned in Rule 6.1 above whichever is more.

Note.—For the purpose of determining the amount of terminal or death gratuity under Rule 6.1 and 6.2 pay will mean only basic pay and also dearness pay (if any) at the time of relinquishing service or of death as the case may be (or any such emoluments that may be declared as pay). It will not include special pay, personal pay, and any other emoluments as pay. In case the employee concerned was on leave without allowance immediately before retirement, discharge, invalidment or death, pay for this purpose will be pay which he would have drawn had he not proceeded on such leave.

7. The rates and amounts of Gratuity as provided for in this Section shall be changed to the rates applicable to employees of the State Government whenever there is any change in these latter rates.

Schedule 'A'

(See Rule 16 of Appendix 'A')

(i) Scale of pension

Completed six monthly periods of qualifying service.	Scale of pension	Up to December, 1972. Maximum pension (in Rs.) per annum
1	2	3
20	10/80 th of average emoluments	2,700
21	10 ½ / 80 th of average emoluments	2,835
22	11/80 th "	2,970
23	11 ½ / 80 th "	3,105
24	12/80 th "	3,240
25	12 ½ / 80 th "	3,375
26	13/80 th "	3,510
27	13 ½ / 80 th "	3,645

28	14/80 th	”	3,780
29	14 ½ / 80 ^{ths}	”	3,915
30	15/80 th	”	4,050
31	15 ½ / 80 ^{ths}	”	4,185
32	16/80 th	”	4,320
33	16 ½ / 80 ^{ths}	”	4,455
34	17/80 th	”	4,590
35	17 ½ / 80 ^{ths}	”	4,725
36	18/80 th	”	4,860
37	18 ½ / 80 ^{ths}	”	4,995
38	19/80 th	”	5,130
39	19 ½ / 80 ^{ths}	”	5,265
40	20/80 th	”	5,400
41	20 ½ / 80 ^{ths}	”	5,535
42	21/80 th	”	5,670
43	21 ½ / 80 ^{ths}	”	5,805
44	22/80 th	”	5,940
45	22 ½ / 80 ^{ths}	”	6,075
46	23/80 th	”	6,210
47	23 ½ / 80 ^{ths}	”	6,345
48	24/80 th	”	6,480
49	24 ½ / 80 ^{ths}	”	6,615
50	25/80 th	”	6,750
51	25 ½ / 80 ^{ths}	”	6,885
52	26/80 th	”	7,020
53	26 ½ / 80 ^{ths}	”	7,155
54	27/80 th	”	7,290
55	27 ½ / 80 ^{ths}	”	7,425
56	28/80 th	”	7,560
57	28 ½ / 80 ^{ths}	”	7,695
58	29/80 th	”	7,830
59	29 ½ / 80 ^{ths}	”	7,965
60	30/80 th	”	8,100

Schedule 'A' (ii)

(Vide Rule 16.2 Appendix A)

**(II) Scale of pension in respect of University employees who retire from service on or after
1st January, 1973.)**

Completed six monthly periods of qualifying service.	Scale of pension	Maximum pension (in Rs.) per annum
1	2	3

20	10/80 th	of average emoluments	3,750.00
21	10 ½ / 80 ^{ths}	of average emoluments	3,937.50
22	11/80 th	”	4,125.00
23	11 ½ / 80 ^{ths}	”	4,312.50
24	12/80 th	”	4,500.00
25	12 ½ / 80 ^{ths}	”	4,687.50
26	13/80 th	”	4,875.00
27	13 ½ / 80 ^{ths}	”	5,062.50
28	14/80 th	”	5,250.00
29	14 ½ / 80 ^{ths}	”	5,437.50
30	15/80 th	”	5,625.00
31	15 ½ / 80 ^{ths}	”	5,812.50
32	16/80 th	”	6,000.00
33	16 ½ / 80 ^{ths}	”	6,187.50
34	17/80 th	”	6,375.00
35	17 ½ / 80 ^{ths}	”	6,562.50
36	18/80 th	”	6,750.00
37	18 ½ / 80 ^{ths}	”	6,937.50
38	19/80 th	”	7,125.00
39	19 ½ / 80 ^{ths}	”	7,312.50
40	20/80 th	”	7,500.00
41	20 ½ / 80 ^{ths}	”	7,687.50
42	21/80 th	”	7,875.00
43	21 ½ / 80 ^{ths}	”	8,062.50
44	22/80 th	”	8,250.00
45	22 ½ / 80 ^{ths}	”	8,437.50
46	23/80 th	”	8,625.00
47	23 ½ / 80 ^{ths}	”	8,812.50
48	24/80 th	”	9,000.00
49	24 ½ / 80 ^{ths}	”	9,187.50
50	25/80 th	”	9,375.00
51	25 ½ / 80 ^{ths}	”	9,562.50
52	26/80 th	”	9,750.00
53	26 ½ / 80 ^{ths}	”	9,937.50
54	27/80 th	”	10,125.00
55	27 ½ / 80 ^{ths}	”	10,312.50
56	28/80 th	”	10,500.00
57	28 ½ / 80 ^{ths}	”	10,687.50
58	29/80 th	”	10,875.00
59	29 ½ / 80 ^{ths}	”	11,062.50
60	30/80 th	”	11,250.00
61	30 ½ / 80 ^{ths}	”	11,437.50
62	31/80 th	”	11,625.00
63	31 ½ / 80 ^{ths}	”	11,812.50

64	32/80 th	”	12,000.00
65	32 ½ / 80 th	”	12,000.00
66	33/80 th	”	12,000.00

"Schedule-A (iii)

(See Rule 16.2. Appendix 'A')

Scale of pension in respect of employees who retire on or after 31st March 1979. The rate of pension will be determined as follows:

Rate of monthly pension.

1. (i) Upto Rs. 1,000 of average emoluments. 50 per cent of the average emoluments.
- (ii) Upto Rs. 500 of the subsequent emoluments. 45 per cent of the average emoluments,
- (iii) Balance of the average 40 per cent of the average emoluments.

2. The maximum amount of pension shall not exceed Rs. 1500/- per month.

Note:—In the case of an employee who has completed less than 33 years of service, the amount of pension admissible to him will be the rate of pension worked out according to the above schedule multiplied by the number of years of service rendered, divided by 33"

COMMUTATION TABLE

Schedule 'B'

Commutation value for a pension of Rupee on per annum.

Age next birthday Commutation value expressed as number of year's purchase Age next birthday Commutation value expressed as number of year's purchase.

Age Next Birthday	Commutation Value expressed as number of year's purchase	Age Next Birthday	Commutation Value expressed as number of year's purchase
17	19.28	35	16.92
18	19.20	36	16.72
19	19.11	37	16.52
20	19.01	38	16.31
21	18.91	39	16.09
22	18.81	40	15.87
23	18.70	41	15.64
24	18.59	42	15.40
25	18.37	43	15.15

26	18.34	44	14.90
27	18.21	45	14.64
28	18.07	46	14.37
29	17.93	47	14.10
30	17.78	48	13.82
31	17.62	49	14.54
32	17.46	50	13.25
33	17.29	51	12.95
34	17.11	52	12.66
53	12.35	70	6.91
54	12.05	71	6.60
55	11.73	72	6.30
56	11.42	73	6.10
57	11.10	74	5.72
58	10.78	75	5.44
59	10.86	76	5.17
60	10.13	77	4.90
61	9.81	78	4.65
62	9.48	79	4.40
63	9.15	80	4.17
64	8.82	81	3.94
65	8.50	82	3.72
66	8.17	83	3.52
67	7.85	84	3.32
68	7.53	85	3.13
69	7.22		

Note.—This Table is based on interest of 5.50 percent and effected from the 1st July, 1971.

Schedule-'C'

Scale of gratuity

(See Rule 14 of Appendix 'A')

Completed six monthly periods of qualifying service	Scale of Gratuity	
1	$\frac{1}{2}$	Months emoluments
2	1	”
3	1 $\frac{1}{2}$	”
4	2	”
5	2 $\frac{1}{2}$	”
6	3	”
7	3 $\frac{1}{2}$	”
8	4	”
9	4 $\frac{3}{8}$	”
10	4 $\frac{3}{4}$	”
11	5 $\frac{1}{8}$	”

12	5 ½	”
13	5 7/8	”
14	6 ¼	”
15	6 5/8	”
16	7	”
17	7 3/8	”
18	7 ¾	”
19	8 1/8	”

ANNEXURE FORM 1

Form of Nomination

(See Rule 1.3 of App. 'A')

When the subscriber has a family and wishes to nominate one member thereof.

I hereby nominate the person mentioned below, who is a member of my family as defined Article 2(d) of this University Retirement Benefit Statutes to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable, has not been paid:—

Name and addresses of the nominee	Relationship with the Subscriber	Age	Contingencies on the happening of which nomination shall become invalid	Name, address & relationship, if any to whom the right of the nominee shall pass in the event of the nominee shall pass in the event of the nominee predeceasing the subscriber	Amount of share of accumulation payable to each
1	2	3	4	5	6

Date This..... day of19.....at.....

(Signature of the subscriber)

(Two witnesses to signature)

1..... Designation.

2..... Department

Counter Signature of Registrar/Principal

FORM 11

Form of Nomination

(See Rule 1.3 of App. 'A')

When the subscriber has a family and wishes to nominate more than one member thereof.

I hereby nominate the persons mentioned below, who are members of my family as defined in Article 14.2(d) of this University Retirement Benefit Statutes, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the amount shall be distributed among the said persons in the manner shown below against their names:-

Name and addresses of the nominee	Relationship with the Subscriber	Age	*Amount or share of accumulation to be paid to each	Contingencies on the happening of which nomination shall become invalid	Name, address & relationship, if any to whom the right of the nominee shall pass in the event of the nominee predeceasing the subscriber	Amount of share of accumulation payable to each
1	2	3	4	5	6	7

Dated This..... day of19.....at.....

(Signature of the subscriber)

(Two witnesses to signature)

1..... Designation.

2..... Department

Counter Signature of Registrar/Principal

FORM 111

Form of Nomination

(See Rule 1.3 of App. 'A')

When the subscriber has no and wishes to nominate one person.

I having no family as has defined in Article 2(d) of to this University Retirement

Benefits Statutes.....hereby nominate the person mentioned below, to amount receive amount that may stand to my credit in the event of my death before that become payable, or having become payable, has not been paid:-

Name and addresses of the nominee	Relationship with the Subscriber	Age	Contingencies on the happening of which nomination shall become invalid	Name, address & relationship, if any to whom the right of the nominee shall pass in the event of the nominee shall pass in the event of the nominee predeceasing the subscriber	Amount of share of accumulation payable to each
1	2	3	4	5	6

Dated This..... day of19.....at.....

(Signature of the subscriber)

(Two witnesses to signature)

1..... Designation.

2..... Department

Counter Signature of Registrar/Principal

FORM IV

Form of Nomination

(See Rule 1.3 of Appendix A)

When the subscriber has no family and wishes to nominate more than one person.

I, having no family as defined in Article 2(d) of this University Retirement Benefit Statutes, hereby nominate the persons mentioned below to receive the that may stand to my credit in the event of my death before that amount has become payable, or having become payable, has not been paid.

Name and addresses of the nominee	Relationship with the Subscriber	Age	Amount of Share payable to each. This column should be filled in, so as to cover the whole amount that stands to credit of the subscriber	Contingen cies on the happening of which nominatio n shall become invalid	Name, address & relationship, if any to whom the right of the nominee shall pass in the event of the nominee shall pass in the event of the nominee
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			to the fund at any time		predeceasing the subscriber
1	2	3	4	5	6

Dated This..... day of19.....at.....

(Signature of the subscriber)

(Two witnesses to signature)

1..... Designation.

2..... Department

Counter Signature of Registrar/Principal

.Note.— Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring of family.

* Note.— This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber to the Fund at any time.

FORM V

Form of Nomination

(See Rule 19 of App. 'A' and Rule 2 of App. 'B')

Nomination for Death-Cum-Retirement Gratuity when the employee has a family and wishes to nominate one member thereof.

I hereby nominate the person mentioned below, who is a member of my family as defined in Rule 22A 2 of Appendix 'A', and confer on him the right to receive any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death any gratuity having become admissible to me on retirement may remain unpaid at my death:

Name and addresses of the nominee	Relationship with the Subscriber	Age	Contingencies on the happening of which nomination shall become invalid	Name, address & relationship, if any to whom the right of the nominee shall pass in the event of the nominee shall pass in the event of the nominee predeceasing the subscriber	Amount of share of accumulation payable to each
1	2	3	4	5	6

The nomination supersedes the nomination made by earlier onwhich stands cancelled.

Dated This..... day of19.....at.....

(Signature of the employee)

(Two witnesses to signature)

1.....

2.....

Note: The last column should be filled in as to cover the whole amount of the gratuity.

Nomination by.....

1 Designation.....

2 Department.....

Dated This..... day of19.....at.....

(Signature of the Subscriber)

1Designation

2.....Department

Counter Signature of Registrar/Principal

FORM VI

Form of Nomination

(See Rule 19 of App. 'A' and Rule 2 of App. 'B')

Nomination for Death cum retirement

When an employee has family and wishes to nominate more than one member thereof.

I hereby nominate the persons mentioned below, who are members of my family as defined in Rule 22A-2 of Appendix 'A', and confer on them the right to receive, to the extent specified below, any gratuity that may be sanctioned by the University in the event of my death, while in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death:-

Name and addresses of the nominee	Relationship with the Subscriber	Age	Amount or share of gratuity payable to each	Contingencies on the happening of which nomination shall become invalid	Name, address & relationship, if any to whom the right of the nominee shall pass in the event of the nominee shall pass in the event of the nominee predeceasing the subscriber	Amount of share of accumulation payable to each
1	2	3	4	5	6	7

This nomination supersedes the nomination made by me earlier onwhich stands cancelled.

N.B.:—The employee shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

Dated this.....day of.....19 at.....

Two witnesses to signature

Signature of Employee

1

2

Note.1.—Fourth column should be filled in so as to cover the amount Of gratuity.

2. The amount/ share of gratuity shown in last column should be the whole amount/share payable to the original nominees.

Nomination by.....Designation.....

Department.....Date.....

Signature of the employee

FORM VII

Form of Nomination

(See Rule 9 of App. 'A' and Rule 2 of App. 'B')

Nomination for Death cum Retirement Gratuity

When the employee has no family and wishes to nominate one person.

I, having no family, as defined in Article 22A-2 of Appendix "A" hereby nominate the person mentioned below and Article 22A-2 of Appendix "A" hereby nominate the person mentioned below and confer on him the right to receive any gratuity that may be sanctioned by the University....in the event of my death while in service and the right to receive on death any gratuity which having become admissible to me on retirement remains unpaid at my death:—

Name and addresses of the nominee	Relationship with the Subscriber	Age	Contingencies on the happening of which nomination shall become invalid	Name, address & relationship, if any to whom the right of the nominee shall pass in the event of the nominee shall pass in the event of the nominee predeceasing the subscriber	Amount of share of accumulation payable to each
1	2	3	4	5	6

This nomination supersedes the nomination made by me earlier on..... which stands cancelled.

Dated this.....day of.....19.....At.....

Two Witnesses signature

1.....

2

(Signature of employee)

Nomination by.....

Designation.....

Department.....

Dated.....

Signature of
Registrar

FORM

Form of Nomination

(See Rule 19 of App. 'A' and Rule 2 of App. 'B')

Nomination for Death-cum-Retirement Gratuity

Where the employee has no family as defined in Rule 22A-2 of the Appendix 'A' and wishes to nominate more than one person. I having no family, nominate the persons mentioned below and confer on them the right to receive to the extent specified below, any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death, to the extent specified below any gratuity which having become admissible to me on retirement may remain unpaid at my death:-

(ii) Rs. 200/- and above	3 month's pay	25 per cent of pay Subject
but below Rs. 800/-	Subject to a	to a maximum of Rs. 150/-
	minimum of	per month and a minimum
	IQs. 800/-	of Rs. 75/-
Below Rs. 200/-	4 month's pay	45 per cent of pay subject to a maximum of
		Rs. 75/and a minimum of Rs. 40/per month.

B-Children

(ii) Pension to motherless child		Monthly pension of each
children		
	If the child is	If the child is not
	motherless.	mother less.
Rs. 800/- and above		
Rs. 250/- and above		Rs. 25/-
but below Rs. 800/-	Rs. 37.50	
Below IQs. 250/-	15 per cent of pay	5 per cent of pay subject to a
		minimum of Rs. 3/-

3. PROCEDURAL INSTRUCTIONS REGARDING SANCTION AND PAYMENT OF RETIREMENT BENEFITS ADMISSIBLE UNDER THE STATUTES FOR THE GRANT OF RETIREMENT BENEFITS TO EMPLOYEES OF THE UNIVERSITIES OF BIHAR (EXCEPT PATNA UNIVERSITY).

[Comments—"Procedural Instructions regarding payment of Retirement Benefits to the employees of the University" were issued by the Bihar Inter-University Board (Vide its Memo No. IUB-374-85 dated the 6th February, 1982)]

It may be found that there are two sets of Procedural Instructions, one applicable for all the Universities (except Patna University) and the other for Patna University. Both sets are by and large same but for very minor changes because of obvious difference between Patna University and the other University of Bihar. However, for the sake of convenience of our readers we are reproducing full text of both sets.]

CHAPTER 1. G.P. FUND

Under the Statutes referred to above, which come into force from 1-4-72-three alternative schemes, viz., General Provident Fund-cum-Pension-cum Gratuity Scheme, Contributory Provident Fund-cum-Gratuity Scheme and Contributory Provident Fund Scheme will be available for option by the University employees who entered the University service before 1-4-78 and had not ceased to be in

University service before 1-4-72. Those who joined the University service on or after

*** Where family pension is admissible to the minor children**

1-4-78 will be governed only by the G.P. Fund cum-Pension-cum-Gratuity Scheme. The eligible employees must exercise their option, send the same to the Registrar through their Principal/ Head of Department concerned, in the form given in Annexure-IX, within 3 months of the date of issue of notification by the University calling for option. Those who do not exercise their option or from whom the option is not received in time will be deemed to have opted for the G.P. Fund-cum-Pensions-cum Gratuity Scheme.

2. Those who opt or are deemed to have opted for the General Provident Fund cum-Pension-cum-Gratuity Scheme or to whom this Scheme is automatically applicable, will inform in writing to the Registrar of the University concerned/ Principals of the constituent colleges concerned, the ratio at which they like to contribute to the G.P. Fund, commencing with their pay bill for April each year. The rate of subscription will not be less than 61/40/0 and not more than maximum of their emoluments as on the 31st March of the preceding year. The rate of

subscription will be in the nearest whole rupee (50 Paise and above to be rounded up to the next higher rupee). The subscribers to the Fund will be entitled to vary the rate of subscription only once during a financial year.

3. The above intimation will be received in the Provident Fund Section of the University Office of the Principal concerned. The Section/Principal will see that the rate of subscription is in accordance with the provisions of the Statutes. Thereafter a General Provident Fund Account Number will be allotted to each subscriber and intimated to the subscriber for quoting it on all future salary bills in which contributions towards G.P. Fund are made.
4. The self drawing staff will enclose to their salary bills a schedule in triplicate, in the proforma enclosed at Annexure-I indicating their Fund Account Number, the amount deducted in the salary bill on account of subscription to the Fund and or refund of advance, if any. In the case of other staff, this Schedule will be prepared by the authority drawing their salary bill.
5. On receipt of the Schedules with the salary bills, the Salary paying Section, will keep one copy of the schedule with the salary bill and pass on the other two copies to the Provident Fund Section indicating the number and date of the cheque and its amount, the number and date of the advice and its amount, through which the amount involved has been remitted to the Bank. This will apply only in respect of cases where salary is paid directly by the University Office.
6. A separate saving account known as General Provident Fund Account in the name of each subscriber will be opened with any Nationalised Banks/Post Office as may be decided by the Vice-Chancellor at different headquarters. These accounts will be operated on the authority issued by the Registrar, Principal or such other officer(s), as may be authorised by the Vice-Chancellor. The subscription made by the employees will be remitted by the salary paying section to the Bank/Post Office concerned along with the Pass Books, as and when the salary bills are paid.
7. The Provident Fund Section office of the Principal will also maintain the General Provident Fund ledger of each subscriber in the proforma enclosed at Annexure-II. This account will be posted from the schedules (Annexure-I) received from the Salary Paying Section. The amount of interest earned by the subscribers will be noted in the P.F. ledger from the credit given by the Bank. The entries made by the Bank/Post Office in the Pass Books shall be compared with the entries in the P.F ledger and discrepancies, if any, shall be set right.
8. If any subscriber desires to invest any part of his balance in the Fund in National Savings Certificates, G.P. Notes of Fixed Deposits in any Nationalised Bank or other approved Trustee securities, his application for purchase of such certificates etc. shall be examined and if found in order, investment shall be allowed with the approval of the Vice-Chancellor/Principal. These certificates etc. will be kept under the custody of the Registrar/Principal. A record of those certificates will be kept in a register over the signature of Registrar/Principal in the form at Annexure III, and a physical stock taking of these will be done in the month of January each year to verify that all the certificates etc. are in existence. The interest earned on these investments will be deposited in the Provident Fund Account of the subscriber concerned and

shown in a separate column in his General Provident Fund ledger account. If a subscriber so desires, he /she may be allowed to draw money from his/ her Provident Fund to pay premium of his/her Life Insurance Policy (LIC), provided that the policy/policies is/are assigned to the Registrar of the University. Such policies will be kept in the register in the form at Annexure-III.

9. Provident Fund Section and also the office of the Principal in case of constituent colleges will keep a record of nominations received from the subscribers. In the month of June every year or soon thereafter not later than September, the subscribers will be furnished a statement of their account upto the end of the preceding financial year by the P.F. Section/office of the Principal concerned and also requested to send nomination forms if not already furnished.
10. Application for temporary advances from the fund will be received by Provident Fund Section/office of the Principal. After necessary verifications advances shall be sanctioned within the limits prescribed under the Statutes, under the orders of the Vice-Chancellor. However, Vice-Chancellor may authorise the principals of the Constituent Colleges for sanctioning advances to the persons working in the colleges and may authorise the Registrar to sanction advances to the Gr. & IV staff working in the P.C. Departments and the University Office. Advances to the Principals, teachers working in the P.G. Departments and the officers of the University shall be sanctioned only under the orders of the Vice-Chancellor. The entry of the advances shall be made in the P.F. ledger. The repayment of the advances will be watched by the salary paying section and the Heads Of the institutions to ensure that recoveries of the advances are regularly effected till liquidation.
11. On receipt of applications for final withdrawal, in the case of subscribers who retire and are alive, the P.F. Account, will be closed after obtaining approval Of the Vice-Chancellor and the amounts and certificates etc. released to the subscriber after such verification as may be considered necessary. The closure of the account etc. will be suitably noted in the relevant registers.

In case of death of the subscriber, either before retirement or after retirement but before release of his/her deposits in the Fund, the P.F. Account and the certificates etc. if any will, after obtaining approval of the Vice-Chancellor, be closed and the amount due and the certificates etc. after such verification as may be considered necessary, shall be released to his/her nominee/nominees, as the case may be on the basis of the latest nomination, made by the deceased on record. If there is no nominee, the amount will be released in accordance with the provisions of the Statutes.

12. As the scheme comes into force with retrospective effect from 1-4-72 the subscriptions already made by the employees, (who opt for G.P. Fund-cum-Pension cum-Gratuity Scheme) to their G.P. Fund will be transferred to their G.P. Fund account along with interest earned thereon upto the date of such transfer. The employee's share of the contribution with interest thereon will be transferred to the Pension & Gratuity Fund. In the case of those who have retired and opt for Provident Fund-Pension-cum-Gratuity, only the employer's share plus interest thereon) of the G.P. Fund will be transferred to the Pension and Gratuity Fund. Their

own contribution plus interest thereon will be payable to them. In case an employee has already received final payment of his/her G.P. Fund accumulation, the employer's share of the contribution (plus interest thereon) shall be deposited by him either in cash or by adjustment from the amount of gratuity or both.)

CHAPTER-II

PENSION AND GRATUITY FUND

1. The University will have a Pension & Gratuity Fund known as University Employees' Pension & Gratuity Fund. The following amounts shall be credited to this fund;
 - (i) Employer's share (plus interest thereon) of the contributions made to the G.P. Fund Account of employees, who joined service on or after 1.7.78 and of employees who joined service before that date and have opted for the G.P. Fund-cum-Pension-cum-Gratuity Scheme.
 - (ii) Employer's share (plus interest thereon) of the contribution made to the G.P. Fund to the extent Of 2% of the emoluments of such of the employees who joined service before 1.4.78 but have opted for the G.P. Fund-cum Gratuity Scheme.
 - (iii) Contribution to the Fund received from State Government from time to time.
2. The University will include in their budget estimates the amount requires by them for payment of pension including commuted value of pensions and Gratuity during the next financial year. These estimates will include (i) 10% of pay of all the employees of the University in the coming financial year irrespective of the scheme by which they are governed and (ii) any additional sum required during the year.
3. Blank.
4. The account for the Fund will be maintained in any of the nationalised banks as may be decided by the Vice-Chancellor. This Fund will be operated by the Registrar and/or such other Officer(s) as may be authorised by the Vice-Chancellor.
5. This fund will be utilised for payment of Pension including commuted value of pension, family pensions and gratuity to the employees of University or their beneficiaries, eligible to these benefits, as the case may be release payments will be authorised through pension payment orders in the form enclosed at Annexure-VI, which will be signed by the Finance Officers and the Registrar.
6. The employees (or their beneficiaries in the case of family pension) will draw their pension as also commuted value of pension and gratuity, as the case may be, from the Banks on which the Pension Payment Order is issued. For this purpose, the employees or their beneficiaries will be required to open single account in his/her name, with the Branch of the Bank from where they want to draw the pension/ gratuity. While the commuted value of pension and or gratuity will be paid in one lump sum, pension will be credited by the Bank in the employees' beneficiaries' account monthly. The Bank will debit all these payments to the Pension and Gratuity Fund of the University and send a monthly account

thereof duly supported by scrolls of disbursements made, Which will quote in each case, the number and date of the Pension Payment Order, on the authority of which the payment is made. The Bank will also indicate the credit received and the balance available in the Fund at the end of every month. These figures will be checked in the Provident Fund Section of the University and a report about the position of the balance in the Fund submitted to the Vice-Chancellor every month. Depending on the quantum of the balance, anticipated receipts and expenditure, the Vice-Chancellor may decide to invest a portion of the amount lying in the Fund in short or long term deposits.

7. The Heads of in the case of non-teaching staff serving in Colleges/ Departments/institutions and the Registrar, in all other cases will draw up a list of persons due for superannuation during the next financial year, by the 1st of August each year. These lists will be drawn in three parts-one of those who have opted for G.P. Fund-cum-Pension-cum-Gratuity Scheme, another for those who have opted for G.P. Fund-cum Gratuity Scheme and the last of those who have opted only for G.P. Fund Scheme. The list of those persons who have opted for G.P. Fund-cum Pension-cum-Gratuity Scheme as also of those who have opted for G.P. Fund-cum Gratuity Scheme, will be sent to the Provident Fund Section, for preparation of the budget estimates for pension and gratuity for the next year. These lists will indicate the length of service of these individuals will have on the date of their retirement and the rate of pay reckonable for pension that they will be drawing during the last ten months of their service. In the case of teaching staff, a copy of the list will be sent by the Registrar to the Heads of Institutions, where they are serving.
8. At least six months before the date of retirement on superannuation of an employee, the Head of the institution and the Registrar in the case of employees in the University office will initiate the proposal for grant of pension and gratuity in the case of persons who have opted for G.P. Fund-cum Pension-cum-Gratuity Scheme and gratuity only in the case of those who have opted for G.P. Fund-cum Gratuity Scheme. An application in the form enclosed at Annexure IV will be prepared by the Head of the Institution/Registrar for this purpose. These applications will be accompanied by two slips on quarter sheet of paper bearing specimen signatures of the applicant and his/her wife/husband and two joint photographs of husband-wife, both duly attested by a gazetted officer or an officer Of the University or Principal of the college concerned. In the case of Pardanashin ladies' joint photographs may not be furnished along with the application. In such cases thumb and finger impressions or specimen signatures in the case of those who are literate and particulars of height and personal marks, shall be required to be furnished in duplicate, on two separate sheets, duly attested by a gazetted officer or an officer of the University or the Principal of the college concerned. The applicant shall also furnish thumb and finger impressions or specimen signatures (if literate) and personal marks of them, spouses, in duplicate on two separate sheets duly attested by a gazetted officer or an officer of the

University or Head of the institution. In addition to the above, the following certificate shall be obtained from the employee and enclosed with the application:

9. "I hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of the service included in this application and in respect of which pension or gratuity is claimed herein nor shall submit an application hereinafter without quoting a reference to this application and to the orders which may be passed thereon".

After completion of the application as above, the Head of the Institution where the employee is serving and the Registrar in the case of employee serving in the University office will forward the applications along with the service record to the Provident Fund Section for processing.

The application for pension and/or gratuity completed as stated above, will be forwarded along with the service record of the employee, to the Provident Fund Section. -That Section will check the application with the service record of the employee concerned to verify the length of service in all cases and also the rate of emoluments in the case of non-teaching staff serving in College/ Departments/ Institutions. If need be, the pay bills for such staff will be obtained for verification from the Colleges/Department/Institutions. The rate of emoluments in other cases will be got verified from the salary paying section. Thereafter the proposed rates of pension and gratuity will be checked and the pension application put up to the Vice-Chancellor, stating specifically the amount of pension/gratuity admissible to the applicant under the rules.

10. On receipt of orders of Vice-Chancellor as above, the Pension & Gratuity Section will ask the applicant to furnish 'No demand certificates' from the various Departments concerned if not already received. When these are received, a pension payment order in the form enclosed at Annexure-VI for payment of pension and / or gratuity, as the case may be, issued by the Pension and Gratuity Section authorising payment of pension and/or gratuity as approved by the Vice-Chancellor.

The payment of pension will commence from the first of the second month following the date of the employee's retirement i.e. a person retiring on 31.3. will be paid his first pension for the month of April, on 1.5. The amount of gratuity, will, however, be payable immediately after retirement.

If due to any reason verification of the records of any employee who has retired and has applied for payment of the pension, gratuity etc. due to him, is delayed beyond one month of the date of retirement of the employee, provisional pension will be paid to the employee to the extent of 90% of the expected pension due to be paid to the employee, and this provisional pension shall start being paid to the retired employee not later than from the second month of the date of retirement of the employee.

Provided further that if the verification etc. of records is not completed even after one month of the date of retirement of the employee, and the pension of the retired employee is not determined on that account for a period Of ten months from the date of retirement of the employee, the provisional pension to the extent of 90% of the expected pension as

being paid as above, shall be suitably raised to 100% of the expected pension, and be finally regarded as the pension to which the employees shall be entitled".

11. Provident Fund Section, will forward to the Bank with whom the Pension & Gratuity Fund is maintained the original copy of the Pension Payment Order, an attested copy of the employ's and his/her spouse's specimen signatures, as well as an attested copy of the joint photograph of the employee and his/her wife/husband, as the case may be. In the case of Pardanasheen ladies personal marks will be sent, instead of joint photographs. The following seal will be embossed on the original copy of the P.P.O.

PENSION PAYMENT ORDER

12. An additional copy (without embossing of the seal mentioned above) of the P.P.O. will be supplied to the Bank, if the employee has chosen to draw his pension/ gratuity from a branch of the bank, other than the one at which the fund Account is maintained. In such a case, the Bank will keep this copy of the P.P.O. for its record and send the signature and joint photograph (and personal marks in the case Of Pardanasheen ladies) to its branch where from the applicant had desired to draw the pension/gratuity.
13. In the case of transfer of an employee from one University to another within Bihar his/her G.P.F/C.P.F. account will be brought upto date and the amount standing to his/her credit including interest on the date of transfer shall be transferred to the University where he/she is transferred.
14. The applicant will present himself/herself for first payment of pension/ gratuity to the concerned branch of the Bank, who on verification of his/her signature and photograph (and personal marks in the case of Pardanasheen ladies) credit the amount to his/her individual account maintained with it.
15. The branch of the Bank, with whom the account of the fund is maintained will furnish by the 15th of every month, statement of pension/ gratuity paid during the preceding month. The statement will be prepared branch-wise and will indicate the date of each payment, the name of the pensioner, the number and date of the relevant P.P.O. and the amount paid. These scrolls will be received in the Provident Fund Section, where these will be checked to verify that payments made by the Bank are in order.
16. The Bank will also furnish to the University, life certificate of the employee twice annually, once in May and next in November each year in the form of Annexure VIII.
17. The Provident Fund Section will maintain the account of the Pension & Gratuity Fund in a Cash Book. On the left hand side, will be entered all receipts to the Fund including interest on investments made from the Fund with the Bank and on the right hand side all payments made therefrom, as reported by the Bank and found to be correct on check by the Pension & Gratuity Section. The Cash Book will be closed monthly and balance in the Fund brought out. The Bank Pass-Book for this Fund will be got completed by the Bank every month and reconciled with the Cash book. Any discrepancies found will be reconciled promptly.

18. Before issuing a P.P.O., the Provident Fund Section will ensure that funds to meet the expenditure are available in the Pension & Gratuity Fund, for this purpose, that Section will take into account the balance of the Fund lying in the Bank Account, interest receivable on the investments made from the Fund, contributions due from the Govt. and the anticipated payments from the Fund.
19. A record of each P.P.O. issued, will be maintained by the Provident Fund Section in a P.P.O. numbering register. Each P.P.O. will bear a serial number starting with number one. Thus the first P.P.O. will be allotted number as "The University P.P.O. No. '1' ". In this register the number allotted to the P.P.O., the person in whose favour it is issued, the amount of pension/gratuity payable, the period for which pension is payable the number and date of any earlier P.P.O. superseded/modified and the date of its issue, will be noted.
20. The P.P.O. embossing seal will be kept in a personal custody of the Officer in-Charge of the Provident Fund Section. The embossing of the P.P.O. with this seal, will be done in his presence so as to ensure that it is not misused.
21. Blank.
22. On the death of a pensioner the family pension will be paid by the Bank to his/her wife/husband at the rate already mentioned in the P.P.O. issued in favour of the deceased pensioner. The family pension will be payable from the date following that of the pensioner, as indicated in the death certificate produced by the pensioner's wife/husband. The Bank will verify the identity of the claimant for family pension from the specimen signatures and joint photograph already forwarded with the deceased pensioner's P.P.O. The claimant for family pension shall open a separate account with the Bank for credit of family pension and the arrears, if any of the deceased pensioner's pension till the date of death. A copy of the death certificate will be forwarded by the Bank to the University along with the scroll of the month, in which the family pension is paid. The Provident Fund Section will keep a note of the date of death of the pensioner and issue of P.P.O. for family pension on the office copy of the P.P.O. of the deceased pensioner and the P.P.O. of the deceased pensioner and the P.P.O. register.
23. Application for family pension will be made in the form given in Annexure V. Where a recipient of family pension is a widow/widower it will be payable to her/him till the date of death or re-marriage, whichever is earlier. On the occurrence of any of these events or in a case where the Pensioner is not survived by a widow/ widower, the pension will be payable in the case of minor son, till the age of 18 years and in the case of unmarried daughter, till she attains the age of 21 years or marriage. The family pension in these cases will be sanctioned to the minor children through their natural guardian till the youngest child attains the age of maturity. In disputed cases, payments will be made through a legal guardian. The natural guardian in the cases of Hindus, Budhists, Jains, Sikhs and Christians is the father and after him, the mother and in the case of Mohammadans, the father. The legal guardian will apply for grant of family pension in the form at Annexure-V on behalf of the minor children with two copies of his/her photograph, duly attested by

a gazetted officer of the University. Applications for grant of family pension and gratuity in the case of employees who die while in service will also be Submitted on this form. These applications, after verification, with the details of family members of the deceased furnished by him under the University Retirement Benefit Statutes, length of his qualifying service and rate of pay last drawn, will be put up to the ViceChancellor for sanction of pension/gratuity to the deceased. The award of pension/ gratuity in these cases, will be notified through P.P.O. as in other cases.

24. Application for grant of invalid pension, will be supported by a medical certificate of incapacity, from a Medical Board constituted by the Vice-Chancellor of the University in the following form.

'Certified that we have carefully examined Shri/Smt son/daughter of Shri appointed as in the University His/her age by his/her own statement is years and by appearance about years. We consider to be completely and permanently incapacitated for further service of any kind in consequence of ...(here state disease or cause).

His/her incapacity does not appear to me to have been caused by irregular or intemperate habits.

Place Date

1. Signature of the Presiding Officer of the Medical Board.
2. Signature of the Member of the Medical Board.
3. Signature of the Member of the Medical Board."

Procedure

25. Commutation of pensions.

Applications for commutation of pension will be submitted by the employees in the form enclosed at Annexure-VII. These applications will be examined in the Provident Fund Section and placed before the Syndicate for orders. If it is decided by the Syndicate or provisionally by the Syndicate or provisionally by the ViceChancellor to sanction the commutation applied for, the employee will be required to appear before a Medical Board to be constituted for the purpose by the ViceChancellor of the University. Appearance before the Medical Board will not be necessary where an employee who has retired on superannuation pension applies for commutation of pension within one year of his retirement. In such cases the commuted value of pension, will be paid on acceptance of his application for commutation by the Syndicate.

(ii) The employee will be required to appear for medical examination within three months of the date of the order.

(iii) An employee may withdraw his application for commutation or reduce the amount of pension to be commuted within two weeks of receipt of the findings of the Medical Board

if the Medical Board decides that his/her age for the purpose Of commutation shall be assumed to be greater than his/her actual age. If the employee does not withdraw in writing his application within the period of two weeks, he shall be assumed to have accepted the recommendation of the Medical Board.

(vi) The payment of the commutation money will be authorised through a fresh P.P.O. issued on the Bank from whom the employee draws his pension. The rate of pension will stand reduced from the date of commutation money is paid to his/her. If the pensioner dies on or after the day following that on which the commutation becomes absolute but before receiving the commutation value, this value shall be paid to wife/husband and in case wife/husband is not alive the amount shall be paid to the heirs.

The commutation shall become absolute, that is, the title to receive the commuted portion of pension shall cease any title to receive the commuted value shall accrue, in the case of an unimpaired life on the date on which the medical authority signs the medical certificate, and in the case of an impaired life on the date of written acceptance of the commutation or the date on which the option of withdrawing the application expires, whichever is earlier.

A commutation once applied for and sanctioned and given effect to, cannot be rescinded i.e., the portion of a pension that is commuted cannot be restored on refund of its capitalized value.

Notwithstanding anything contained in the foregoing paragraph an employee may withdraw his application for commutation of pension at any time before the issue of the commutation P.P.O.

26. Subject to thee provisions of the Retirement Benefit Statutes,

(a) the preceding rules will stand amended in the event of any change(s) to the corresponding provision(s) in the Bihar Pension Rules.

(b) the Bihar Pension Rules, will apply as amended from time to time, in all matters not covered by the preceding Rules so far as procedure regarding grant/payment of pension(s) /gratuity is concerned.

CHAPTER-III C.P. FUND

In case of employees who opt for Scheme 'B' (C.P. Fund-cum-Gratuity Scheme) or Scheme 'C' (C.P. Fund Scheme), the existing procedure/ rules regarding Contributory Provident Fund of the University, will continue to apply, as amended from time to time, subject to the provisions of the Retirement Benefit Statute.

THE.....UNIVERSITY ANNEXURE-I
G.P Fund Schedule for the month of.....

UNIVERSITIES

Name of Subscriber	Designation	G.P. Fund	Rate of Subscri- ption	Amount of Subscription	Amount in refund of advance if any	Total
1	2	3	4	5	6	7

Grand Total (in words & figures)

Date

Signature

(Self drawing Officer/ Head of the College/Deptt.
/Institution/Office in the case of other than Self drawing
Officers) II

To be forwarded in duplicate to the P.F. Section.

The above mentioned amount has been remitted to the Bank through Cheque no date.....for Rs

Advice No.....Date for Rs.....

Sd/-(S.O.)

Salary paying

Section

THE ...UNIVERSITY

Annexure II (Ref. Chapter I, Para 7)

Proforma for Maintenance of G.P. Fund Account

G.P. Fund Ledger

Name of the Subscriber.....

Designation.....

G.P. Fund A/c number.

Statement of the Account of the _____										
Month Open & year ing ba- lance	Subs- Total		Refund cript- of ion advance	Advance	Withdrawal	Net balance	Interest credited by the bank	Particu- lars of investment any, and date of maturity there of	Initials	
1	2	3	4	5	6	7	8	9	10	11

THE ...UNIVERSITY

ANNEXURE III (Chapter 1, Para 8)

Register of Record of Investments from the G.P. Fund of Employees

Name of the employee

G.P. Fund A/c No.

Designation.....

A/c No. with the Bank

College/Department/Institution/Office

Where employed

Date	Particulars of fixed deposit	Amount	Rate of Interest	Date of maturity	Details of Interest received	Initials
1	2	3	4	5	6	7

THE...UNIVERSITY

ANNEXURE-IV (Chapter 11, Para 8)

Application for Pension (Other than Family Pension) (AND/OR/GRATUITY)

1. Name of the employee
2. Father's Name
3. Name of the spouse
4. Religion & Nationality
5. Post held
6. Date of birth
7. Date of beginning of Service
8. Date of confirmation or substantive appointment to the permanent post in the University (specify the post of the college/ Deptt./institution/ Office where held.
9. Date of ending of serving.
10. Interruptions in service, if any;
11. Net completed half years reckonable for pension/ gratuity.
12. Class of pension/ gratuity admissible;
13. (i) Rate of emolument last drawn.
(ii) Average of the emoluments drawn during the last 10 months of service (enclose a statement, showing the month-wise detail of emoluments drawn that will be drawn during the last ten months of service).
14. Proposed pension
15. Proposed gratuity
16. Proposed family pension
17. Place of payment
18. No. of applicant's individual Bank Account to which the pension/ gratuity is to be credited.
19. Signature of the applicant.

Signature of Head of institution/Registrar.

THE...UNIVERSITY

ANNEXURE-V (Chapter 11, Para 23)

**Form of Application for Family Pension (See page 26 of Chapter 2A) By widow/widower
or natural/legal guardian as the case may be.**

Application for family pension for the family of late Shri /Smt (Designation).....Deptt./College/
Institution/ Office of the University.

1. Name of the applicant.
2. Religion and Nationality.
3. Relationship of the applicant to the deceased employee.
4. Date of death of the deceased employee.
5. Date of retirement of the deceased employee, if already retired.
6. No. and date of pension payment order, for grant of pension to deceased employee if he/she was in receipt of pension.
7. If the deceased employee was not in receipt of pension.
 - (i) Date of beginning of his service.
 - (ii) Last appointment held and the College/Deptt./Institution/Office in which held
 - (iii) If holder of a substantive appointment.
 - a. name of the same.
 - b. date of substantive appointment.
 - c. College/Deptt./Institution/Office in which held.
 - d. Rate of pay and CLA, admissible on the date of death.
8. No. and date of the P.P.O. under which family pension was last issued if any member of the family was already in receipt of family pension.
9. If the application is for grant of family pension to minor children, date of
 - (i) death
 - (ii) re-marriage
 - (iii) attaining the age of maturity of the existing receipt of the family pension, as the case may be.
10. Name of the place where payment is desired:
11. No. of the individual Bank A/c. with the branch of the Bank at the place where payment is desired (this account should be with a branch of the Bank in which pension and Gratuity Fund A/c of the University is kept.).
12. Signature or left hand thumb impression (in the case of those who are not literate enough to sign name) of the applicant:
13. Descriptive roll of widow/widower/Guardian of minor child (children)
 - (i) Date of birth (by Christian era)
 - (ii) Height
 - (iii) Personal marks, if any, on hand or face.
14. Full address of the applicant.

Attested by:

(1) (Name, address & date)

Signature of the applicant,

(2) (Name, address & date)

Date and place:

THE.... UNIVERSITY

ANNEXURE-VI (Chapter 11, Para 9)

Pension Payment Order No.

Sanction of the Vice-Chancellor/Syndicate.....University is accorded to the payment of Pension/Gratuity as indicated below:

- (i) Name and address of the pension, to whom pension/gratuity is payable
- (ii) Nature of pension:
- (iii) Rate of pension per month and the date (in words & figures) Of its commencement.
- (iv) (a) Where the P.P.O. is for payment of (in words & figures) commuted value of pension, amount of commuted value of pension to be paid;
(b) the reduced rate at which (in words & figures) will be payable from the date of payment of commuted value or three months from the date, the commutation become absolute i.e. three months from ...whichever is....earlier.
- (v) Amount of gratuity (in words and figures)
- (vi) Branch of the Bank at which pension/gratuity will be paid and the No. of the awardee's individual account with the branch.

2. The following documents are enclosed to this P.P.O.

- i Joint photograph of the employee and his/her spouse or photograph of the natural, legal guardian in the case of award of family Pension.
- ii Specimen signatures of the employee and his/her spouse or; that of the natural/legal guardian in the case of award of family pension.
- iii Thumb & finger marks of the employee and his/her spouses, if not literate, or that of natural/legal guardian in the case of award of family pension.
- iv Personal marks of employee and his/her spouses, or natural/ legal guardian in the case of award of family pension where joint individual photograph is not attached (personal marks are not required in the case of Officers of the University and teaching staff).

Date

Accounts

Officer Finance

Officer Registrar.

Original to: 1. Agent/Manager Bank.....

(through the Principal/ Head of the Deptt/Institution/Registrar under whom last served).

Copy to: 2. Spare copy for Bank if payment is to be made at a branch Office.

3. The applicant

4. Office copy

THE ...UNIVERSITY

ANNEXURE-VII (Chapter 11, Para 25)

Form of Application for Commutation of Pension

I desire to commute a portion of my pension of Rs.....month. I intend to utilise the commuted value on the objects specified on the next page of this application and I am convinced that commutation will be to distinct and permanent advantage of myself and my family. I also certify that I have correctly answered each and all of the questions below.

Date

Place.....

Signature.....

Address.....

Designation.....

Questions

1. What is date of your birth by Christian era?
2. (a) How much of your pension do you wish to commute?
(b) Have you already commuted a portion of your pension? If so, give particulars.
3. Have you any debt or liabilities? Give particulars.
4. Have you a wife/husband? Detail the members of your family/dependent on you with their respective ages.
5. What was your monthly income from all sources during the past year? Give particulars.
6. Do you suffer from any complaints likely to shorten life. If so, state its nature.
7. State
 - (a) the number of your pension payment order.
 - (b) the Bank from which you draw your Pension. .
 - (c) the class of pension drawn (superannuation, retiring, compensation or invalid);

(d) the date of retirement.

8. Without prejudice to the discretion of the sanctioning authority from what date approximately do you wish this commutation to have effect?

Place.....

Signature.....

Date.....

Designation.....

Statement of objects on which the Commutation value will be spent

Note.—The applicant must give full information of his financial position, the need of commutation and advantage to be derived therefrom. If, for example, he/she proposes to purchase or build a house, he/she should state the rent he/she pays for hired building whether he/she has secured a site or negotiated for a building etc. Debt must be detailed with the amount and rate of interest against each and must so far as possible be, supported by a documentary evidence; and the applicant must explain to what extent commutation means a saving in his /her charges on interest and the like. Where a business enterprise is the object, it is necessary to state the capital outlay, working expenses, the prospects of business in the locality, profits anticipated and so on.

Objects	Estimates of cost with full details.
1.	Construction or purchase of a house
2.	Liquidation of debt
3.	Education of Children or dependents
4.	Marriage expenses.
5.	Any other object (to be defined)
Place	Signature
Date	Designation.

THEUNIVERSITY

Commutation of Pension

Medical Examination by the

(here enter the medical authority)

Part I

Statement by the applicant for commutation of a portion of his pension. The applicant must complete this statement prior to his examination by the

(here enter the medical authority) and must sign the declaration appended thereto in the presence of that authority.

1. Name in full (In Block letters)
2. Place of birth:
3. Age and date of birth:
4. Particulars concerning family;

Father's age if living and state of health	Father's age at death and cause of death.	Number of brother and state of health	Number of brothers dead, their ages at death and cause of death
--	---	---------------------------------------	---

Mother's age if living and state of health	Mother's age at death and cause of death	Number of sisters living their ages and state of health	Number of sisters dead, and cause of death.
--	--	---	---

5. Have any of you near relations suffered from tuberculosis (consumption) (Scrofula) cancer, asthma, fits, epilepsy, insanity or any other nervous disease?
6. Have you ever been abroad? Where and for what period and how long since?
7. Have you ever served in the Navy, Army, Air Forces?
8. Have you ever been examined:
 - (a) for life insurance, or/ and
 - (b) by any Govt. Medical Officer of State Medical Board, Civil or Military? If so, state details and with what result?
9. Have you ever been granted leave on medical certificate? If so, state cause of illness?
10. Have you ever-
 - (a) had small pox, intermittent or any other fever enlargement or supperation of glands, spitting of blood, asthma, inflammation of lungs, pleurisy, heart disease, fainting attacks, rheumatism, appendicities, epilepsy, insanity, or other disease of the ear, syphilis, gonorrhoea; or
 - (b) had any other disease or injury which required confinement to bed or medical or surgical treatment; or
 - (c) under gone any surgical operation; or

(d) suffered from any illness, wound or injury sustained while on active service with his Majesty's Force during the World War II?

11. Have you rapture?
12. Have your varicocele, varicose or piles?
13. Is your vision in each eye good?
14. Is your hearing in each ear good?
15. Have you any congenital or required malformation, defect or deformity?
16. When were you last vaccinated?
17. Is there any further matter concerning your health not covered by the above questions such as presence of albumen or sugar in the urine, marked increase or decrease in your weight in the last three years or being under treatment of any doctor within the last three months and the nature of illness for which such treatment was made.

Declaration by applicant

(to be signed in presence of the medical authority)

I declare all the above answers to be the best of my belief, true and correct.

I will reveal to the medical authority all circumstances within my knowledge that concerned my health and fitness.

I am fully aware that by willfully making a false statement or concealing a relevant fact I shall incur the risk of losing the commutation I have applied for and/ or having any pension held or withdrawn.

Signed in presence of

Applicant signature

Signature and Designation of medical authority.

Part II

(To be filled in by the examining authority)

1. Apparent age
2. Height
3. Weight
4. Girth of abdomen at level of umbilicus
5. Pulse rate-
 - (a) sitting (b) standing. What is character of pulse?

Date.....

II-Re-Employment/Non-Reemployment Certificate

I declare that I have been/I have not been/I was re-employed in the office of in the capacity of from to an am/was in receipt of the following emoluments.

Place

(Signature)

Date

Name of the pensioner

P.P.O. No

III-Declaration to be obtained from Widow Recipient

I hereby declare that I have not remarried.

Place.....

Signature.....

Date.....

Name of the.....

P.P.O. No.....

ANNEXURE-IX

Form of Option

[Ref: (Chapter I, Para—1)]

Having fully understood the Comparative Advantages and disadvantages of the different schemes set out in the statutes relating to Retirement Benefits as applicable in my case I..... Deptt. to be governed by..... name..... designation.

- (1) General Provident Fund—cum—Pension Cum—Gratuity scheme.
- (2) Contributory Provident Scheme
- (3) Contributory Provident Fund Scheme

(Score out which is not applicable)

Countersigned

Signature

Date

Principal.....
Of.....

College

Head

of

the

Deptt.

4. PROCEDURAL INSTRUCTION REGARDING SANCTION AND PAYMENT OF RETIREMENT BENEFITS ADMISSIBLE UNDER THE STATUTES FOR THE GRANT OF RETIREMENT BENEFITS TO THE EMPLOYEES OF PATNA UNIVERSITY.

CHAPTER-I

G.P. FUND

1. Under the Statutes referred to above, which come into force from 1.4.72 three alternative schemes viz. General Provident Fund cum-Pension-cum-Gratuity scheme, Contributory Provident Fund-cum-Gratuity Scheme and Contributory Provident Fund scheme will be available for option by the Pama University employees who entered Pama University service before 1.4.78 and had not ceased to be in that University's service before 1.4.72. Those who joined Patna University service on or after 1.4.78 will be governed only by the G.P. Fund-cum-Pension-cum-Gratuity scheme. The eligible employees should exercise their option as provided for in the Retirement Benefit Statutes. Those who do not exercise any option or in whose case the option is not received in time will be deemed to have opted for the G.P. Fund cum-Pension cum-Gratuity Scheme.
2. Those who opt or are deemed to have opted for the General Provident Fund cum-Pension-cum-Gratuity Scheme or to whom this scheme is automatically applicable, will inform in writing to the Registrar of the University/concerned Principals of the constituent colleges (in the case of non-teaching staff), the rate at which they will like to contribute to the G.P. Fund. Till this information is received, the G.P. Fund subscription will be recovered on the same rate at which the employee is contributing to the G.P. Fund. The rate of subscription will not be less than 6.25% and not more than the maximum of their emoluments. The rate of subscription will be in whole rupees; 50 Paise and above to be rounded off to the next higher rupee. The subscribers to the Fund will be entitled to vary the rate of subscription once-only during a financial year.
3. The above intimations will be received in the Provident Fund Section of the University. That Section will see that the rate of subscription is in accordance with the provisions of the Statutes. Thereafter a General Provident Fund Account Number will be allotted to each subscriber and intimated to the subscriber/Principal of the concerned college in the case of non-teaching staff, for quoting it in all future salary bills in which contribution towards G.P. Fund are made. The Provident Fund Section will also have the rate of subscription noted by the Salary Paying Section in the case of the self-drawing staff.
4. The self-drawing staff will enclose to their salary bills a schedule in triplicate in the proforma enclosed at Annexure-I indicating their Fund Account Number, the amount deducted in the

salary bill on account of subscription to the Fund and/ or the refund of advance, if any. In the case of non-teaching staff, this schedule will be prepared by the authority drawing their salary bill.

5. On receipt of the schedules with the salary bills, the salary paying section, will keep one copy of the schedule with the salary bill and pass on the other two copies to the Provident Fund Section indicating the number and date of the cheque and its amount/ the number and date of the advice and its amount, through which the amount involved has been remitted to the Bank.
6. A separate account known as "Patna University Employees General Provident Fund Account" in the name of each subscriber will be opened with any of the scheduled banks at Patna, as may be decided by the Vice-Chancellor. These accounts will be operated by the Registrar or such other officer(s), as may be authorised by the Vice-Chancellor. The subscriptions made by the employees will be remitted by the Salary Paying Section to the Bank concerned, as and when the salary bills are paid. By the 15th of each month, the Provident Fund Section will forward the Bank pass books of all the subscribers to the Bank, for posting to the credit of the subscribers, the deductions made from their pay on account of G.P. Fund upto the end of the preceding calendar month.
7. The Provident Fund Section will also maintain the General Provident Fund Account of each subscriber in the proforma enclosed at Annexure-II. This account will be posted from the schedules received from the salary paying section. The amount of interest earned by the subscribers will be noted by the Provident Fund Section from the credit given by the Bank on that account in their passbooks. At the end of every month, the Provident Fund Section will prepare an abstract of the General Provident Fund Account which will show the opening balance, the credits (subscription) received during the month, the payment (advances and withdrawals) made from the Fund during the month and the net closing balance. This section will periodically compare the entries in the Bank Pass Books with the account maintained by them, and set right in consultation with the Bank, if necessary, any discrepancies found between the two.
8. If any subscriber desires to invest any part of his balance in the Fund in National Savings Certificate, G.P. Notes or Fixed Deposits in any Nationalised Bank or other approved Trustee Societies, his application for purchase of such certificates etc. will be examined by the Provident Fund Section and if found in order approval of the Vice-Chancellor thereto will be obtained and thereafter the Bank be requested over the signature of the officer operating the account, to invest the money as requested by the subscriber. These certificates etc. on receipt from the Bank will be kept under the custody of the Registrar, who may entrust them to the Officer-in-charge of the Provident Fund Section. A record of these certificates will be kept in a register in the form at Annexure-III and a physical stock taking of these will be done in the month of January each year to verify that all the certificates etc. are in existence. A record of this verification will be kept in this register over the signature of the Registrar. The interest earned on these investments will be deposited in the Provident Fund Account of the subscriber

and shown in a separate column in his General Provident Fund Account maintained by the P.F. Section.

If a subscriber so desires, he/she may be allowed to draw money from his/ her Provident Fund to pay premium of his/her Life Insurance Policy (LIC), provided that the policy/policies is/are assigned to the Registrar of the University. Such policies will be kept in the safe custody of the Registrar and their record kept in the register in the form at Annexure III.

9. The Provident Fund Section will also keep a record of nominations received from the subscribers. In the month of June every year, the subscriber will be furnished a statement of their account up to the end of the preceding financial year and also requested to send nomination forms if not already furnished or fresh nominations, if they so desire.
10. Applications for advances and withdrawals from the Fund will be received in the Provident Fund Section. That Section will verify the credit balance lying to the credit of the subscriber, as also the balance of any previous advance(s). It will also verify if any previous withdrawal was made by the subscriber on the same account. The particulars about the salary and length of service in the case of self drawing officers will be got verified from the salary paying section. In the case of others, this verification will be done by the Heads of institution/administrative section concerned. Thereafter, that Section, will submit the application for advance/ withdrawal for orders of the Vice-Chancellor. After the advance/withdrawal is approved by the Vice-Chancellor, the Provident Fund Section will pay the amount to the employee under intimation to the Head of the institution where serving in the case of non-self drawing persons and also Salary Paying Section; in case of advances only. A note of these payments will also be kept by the Provident Fund Section, in the Provident Fund Account ledger of the concerned employee. The repayment Of the advance will be watched by the salary paying section and the Head of the Institution/ office in the case of non-teaching staff. The Provident Fund Section will also watch that the recoveries of the advance are regularly effected till its liquidation.
11. The accounts of subscribers who retire or die will be closed on their retirement/death. On receipt of applications for final withdrawal in the case Of subscribers who retire and are alive, the Provident Fund Account will be closed after obtaining the approval of the Vice-Chancellor and the amounts released to the subscriber. The certificate (s) etc. if any, will also be released in favour of the employee and handed over to him.

In case of death of a subscriber, either before retirement or after retirement, but before release of his/her deposits in the Fund, the Provident Fund Account will be closed and after obtaining the approval of the Vice-Chancellor, the amount due will be released to his/her nominee/nominees, as the case may be, on the basis of the latest Nomination made by the deceased on record in the Provident Fund Section. The certificate(s), if any, will also be similarly released for payment of the amount(s) due to the nominee/nominees, as the case may be, if there is no nominee, the amount will be released in accordance with the provisions of the Statute.

12. As the scheme comes into force with retrospective effect from 1.4.72, the subscriptions already made by the employees, (who opt for G.P. Fund-cum-Pension cum-Gratuity Scheme), to their G.P. Fund will be transferred to their G P. Fund accounts along with interest earned thereon. The employers share of the contribution with interest thereon will be transferred to the Pension and Gratuity Fund. In case of those who have retired and opt for General Provident Fund-cum-Pension-cum Gratuity Scheme, only the employer's share (plus interest thereon) of the G.P. Fund will be transferred to Pension and Gratuity Fund. Their own contribution plus interest there on will be payable to them. In case an employee has already received final payment of his G.P. Fund accumulation the employer's share of the contribution (plus interest thereon) shall be deposited by him either in cash or by adjustment from the amount of gratuity or both.
13. In the event of transfer Of an employee from one University to another, within Bihar his /her G.P. Fund Account will be brought up to date and the amount standing to his/her credit along with interest earned will be transferred to the University whereto he/she is transferred.

CHAPTER-II

PENSIONAND GRATUITY FUND

1. The University will have a Pension and Gratuity Fund known as "Patna University Employees' Pension and Gratuity Fund." The following amounts will be credited to this Fund:-
 - (i) Employer's share (plus interest thereon) of the contributions made to the G.P. Fund account of employees, who joined service on or after 1.4.78 and of employees' who joined service before that date and have opted for the G.P. Fund-cum-Pension-cum-Gratuity scheme.
 - (ii) Employer's share (plus interest thereon) of the contributions made to the G.P. Fund to the extent of 2% of the emoluments of such of the employees who joined service before 1.4.78 but have opted for the G.P. Fund-cum Gratuity Scheme.
 - (iii) Contributions received from the State Government from time to time for the purpose.
2. The Pension and Gratuity Section will give to the Budget Section for inclusion in the Annual Budget Estimates, the requirement of funds needed for meeting the pension and gratuity liability during the next financial year.
3. The account for the Fund will be maintained in one of the scheduled banks at Patna, as may be decided by the Vice-Chancellor. This Fund will be operated by the Registrar and/or such other officer(s) as may authorised by Vice-Chancellor.
4. This Fund will be utilised for payment of pensions including commuted value of pensions, family pensions and gratuities to the employees of the University or their beneficiaries, eligible to these benefits, as the case may be. These payments will be authorised through pension payment orders in the form enclosed at Annexure IV which will be signed by the

Budget and Account Officer and Finance Officer. The Registrar will also sign the Pension Payment Order, where payment of an amount exceeding Rs. 5000/- is involved.

5. The employees (or their beneficiaries in the case of family pension) will draw their pension as also commuted value of pension and gratuity, as the case may be' from the Bank on which the Pension Payment Order is issued, For this purpose' the employees or their beneficiaries, as the case may be, will be required to open single account in his/her name, with the Branch of the Bank from where they want to draw the pension/ gratuity. While commuted value of pension and/or gratuity will be paid in one lump sum pension will be credited by the Bank in the employees'/ beneficiaries account monthly in arrears. The Bank will debit all these payments to the Pension and Gratuity Fund of the University and send a monthly account thereof duly supported by scrolls of disbursements made, which will quote in each case, the number and date of the Pension Payment Order the authority of which payment is made. The Bank will also indicate the credits received and the balance available in the Fund at the end of every month. These figures will be checked in the Pension and Gratuity Section of the University and a report about the position of the balance in the Fund submitted to the Vice-Chancellor every month. Depending on the quantum of the balance, anticipated receipts and expenditure, the Vice-Chancellor may decide to invest a portion of the amount lying in the Fund in short or long term deposits with the Bank.
6. The Heads of Institution in the case of non-teaching staff serving in Colleges/ Departments/institutions and the Registrar, in all other cases will draw up a list Of persons due for superannuation during the next financial year by the 1st of August each year. These lists will be drawn in three parts-one of those who have opted for G.P. Fund-cum-Pension-cum-Gratuity Scheme, another of those who have opted only for G.P. Fund-cum-Gratuity Scheme, and the third of those who have opted only for G.P. Fund Scheme. The list of those persons who have opted for G.P. Fund cum-Pension-cum-Gratuity Scheme as also of those who have opted for G.P. Fund cum-Gratuity Scheme, will be sent to the Pension and Gratuity Section, for their information. These lists will indicate the length of service these individuals will have on the date of their retirement and the rate of emoluments reckonable for pension they will be drawing during the last ten months of their service. A copy of these lists and the list of persons who have opted for G.P. Fund Scheme, will also be sent to the P.F. Section, for their information. In the case of teaching staff, a copy of the list will be sent by the Registrar to the Heads of Institutions, where they are serving.
7. At least six months before the date of retirement on superannuation of an employee, the Head of the Institution and the Registrar in the case of employees in the University Office will initiate the proposal for grant of pension and gratuity in the case of persons who have opted for G.P. Fund-cum-Pension-cum-Gratuity Scheme and gratuity only in the case of those who have opted for G.P. Fund-cum-Gratuity Scheme. An application in the form enclosed at Annexure-V will be prepared by the Head of the Institution/ Registrar for this purpose. These applications will be accompanied by two slips on quarter sheet of paper bearing specimen signatures of the applicant and of his/her wife/husband and two joint photographs of husband

wife, both duly attested by a gazetted officer or an officer of the University. In the case of Pardanasheen ladies, joint photographs may not be furnished along with the application. In such case thumb and finger impressions or specimen signatures in the case of those who are literate, and particulars of height and personal marks, shall be required to be furnished in duplicate on two separate sheets, duly attested by a gazetted officer or an officer of the University or Head of the Institution. The applicants shall also furnish thumb and finger impressions or specimen signatures (if literate) and personal marks of their spouses, in duplicate on two separate sheets duly attested by a gazetted officer or an officer of the University or Head of the Institutions.

In addition to the above, the following certificate shall be obtained from the employee and enclosed to the application.

"I hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of the service included in this application and in respect of which pension or gratuity is claimed herein nor shall I submit an application hereinafter without quoting a reference to this application and to the orders which may be passed thereon."

8. After completion of the application as above, the Head of the institution where the employee is serving and the Registrar in the case of employees serving in the University office will forward the application along with the service record of the employee, to the Pension and Gratuity section. That section will check the application with the service record of the employee concerned to verify the length of service in all cases and also the rate of emoluments in the case of non-teaching staff serving in Colleges/ Department/institution. If need be, the pay bills for such staff will be obtained for verification from the Colleges/ Departments/Institutions. The rate of emoluments in other cases, will be got verified from the salary paying section. Thereafter, the proposed rates of pension and gratuity will be checked and the Pension application put up to the Vice-Chancellor, stating specifically the amount of pension/ gratuity admissible to the applicant under the rules.
9. On receipt of order of the Vice-Chancellor as above, the Pension/ Gratuity Section will ask the applicant to furnish No-demand Certificate from the various Departments concerned if not already received. When these are received a pension payment order in the form enclosed at Annexure IV as the case may be, will be issued by the Pension and Gratuity Section authorising payment of Pension and/or Gratuity as approved by the Vice-Chancellor.

The payment of pension will commence from the first of the 2nd month following the date of the employee's retirement, i.e. a person retiring on 31st March will be paid his first pension for the month of April, on first of May. The amount of gratuity will, however, be payable immediately after retirement.

10. If due to any reason, verification of the records of any employee who has retired and has applied for payment of the pension, gratuity etc. due to him, is delayed beyond one month of the date of retirement of the employee, provisional pension will be paid to the employee to

the extent of 90 per cent of the expected pension due to be paid to the employee, and this provisional pension shall start being paid to the retired employee not later than from the second month of the date of retirement of the employee:

Provided further that if the verification etc. of records is not completed even after one month of the date of retirement of the employee, and the pension Of the retired employee is not determined on that account for a period of ten months from the date of retirement of the employee, the provisional pension to the extent of 90% Of the expected pension as being paid under para above, shall be suitably raised to 100% of the expected pension, and be finally regarded as the pension to which the employee shall be entitled.

11. The Pension and Gratuity Section, will forward to the Bank with whom the Pension and Gratuity Fund is maintained, the original copy of the Pension Payment Order, an attested copy of the employee's and his spouse's signatures, as well as an attested copy of the joint photograph of the employee and his/her wife/husband, as the case may be (in the case of Pardanasheen ladies, personal marks will be sent instead of the joint photograph). The following seal will be embossed on the original copy of the P.P.O.

Pension Payment Order

Patna University

12. An additional copy (without embossing of the seal mentioned above) of the P.P.O. will be supplied to the Bank, if the employee has chosen to draw his pension/ gratuity from a branch of the Bank, other than the one at which the Fund Account is maintained. In such a case, the bank will keep this copy of the P.P.O. for its record and send the original P.P.O. with the attested copy of the signatures and joint photograph (and personal marks in the case of Pardanasheen ladies) to its branch wherefrom the applicant has desired to draw the pension/gratuity.
13. The applicant will present himself/herself for first payment of pension/ gratuity to the concerned branch of the Bank who, on verification of his/her signature and photograph, (personal marks in the case of Pardanasheen ladies) credit the amount of his/her individual account maintained with it.
14. The branch of the bank, with whom the account of the Fund is maintained will furnish by the 15th of every month, statement of pension/gratuity paid during the preceding month. This statement will be prepared branch-wise and will indicate the date of each payment, the name of the pensioner, the number and date of the relevant P.P.O. and the amount paid.
15. The Bank will also furnish to the University, life certificate of the employee twice annually, once in May and next in November each year in the form given in Annexure-VIII. These scrolls will be received in the Pension and Gratuity Section, where these will be checked to verify that payments made by the Bank are in order.
16. The Pension and Gratuity Section will maintain the account of the Pension and Gratuity Fund in a ledger form. On the credit side (left hand side) will be entered all receipts to the Fund

including interest on investments made from the Fund with the Bank, and on the debit side (right hand side) all payments made therefrom, as reported by the Bank and found to be correct on check by the pension and Gratuity Section. The ledger will be closed monthly and balance in the Fund brought out. The Bank Pass book for this Fund will be got completed by the Bank every month and reconciled with the ledger. Any discrepancies found between the ledger and the Bank Pass Book will be reconciled promptly.

17. Before issuing a P.P.O., the Pension and Gratuity Section will ensure that funds to meet the expenditure are available in the Pension and Gratuity Fund. For this purpose, that Section will take into account the balance of the Fund lying in the Bank Account, interest receivable on the investments made from the Fund and contribution due from the Government for credit to this Account.
18. A record of each P.P.O. issued, will be maintained by the Pension and Gratuity Section in a P.P.O. numbering register. Each P.P.O. will bear a serial number starting with number one. Thus the first P.P.O. will be allotted number as "Patna University P.P.O. No. 1". In this register the number allotted to the P.P.O., the person in whose favour it is issued, the amount of pension/ gratuity payable, the period for which pension is payable, the number and date of any earlier P.P.O. superseded/ modified, and the date of its issue, will be noted by the Pension and Gratuity Section.
19. The P.P.O. embossing seal will be kept in the personal custody of the officer in-charge of the Pension and Gratuity Section. The embossing of the P.P.O. with this seal, will be done in his presence so as to ensure that it is not misused.
20. On the death of a pensioner, the family pension will be paid by the Bank to his/her wife/husband at the rate already mentioned in the P.P.O. issued in favour of the deceased pensioner. The family pension will be payable from the date following that of death of the pensioner, as indicated in the death certificate produced by the pensioner's wife/husband. The Bank will verify the identity of the claimant for family pension from the specimen signatures and joint photograph already forwarded with the deceased pensioner's P.P.O. The claimant for family pension shall open a separate individual account with the Bank (if such an account does not already exist) for credit of the family pension and the arrears, if any, on the deceased pensioner's pension upto the date of his/her death. A copy of the death certificate will be forwarded by the Bank to the Pension and Gratuity Section along with the scroll of the month, in which family pension is paid. The Pension and Gratuity Section will keep a note of the date of death of the pensioner and issue of family pension on the office copy of the PRO. of the deceased Pensioner and the P.P.O. register.
21. Where a recipient of family pension is a widow/widower it will be payable to her/him till the date of death or remarriage, whichever is earlier. On the occurrence of any of these events or in a case where the pensioner is not survived by a widow / widower, the pension will be payable in the case of minor son, till the age of 18 years and in the case of unmarried daughter, till she attains the age of 21 years or marries. The family pension in these cases will be sanctioned to the minor children through their natural guardian till the youngest child attains

the age of maturity. In disputed cases, payments will be made through a legal guardian. The natural guardian in the case of Hindus, Budhists, Jains, Sikhs and Christians is the father and after him, the mother, and in the case of Mohammadans, the father. The natural guardian or if there is no natural guardian, the legal guardian will apply for grant of family pension in the form at Annexure VI on behalf of the minor officer children or an with officer two copy of his/her photograph, duly grant attested of family by a gazetted pension and gratuity in the case Of University. Applications for this form. These employees who after dies verification while in service with the will details also of be family submitted members on of the deceased applications, furnished by him vide Rule 26 of Appendix- 'A' of the Statutes, length Of his/her qualifying service and rate of pay last drawn, will be put up to the Vice-Chancellor for sanction of pension/ gratuity to the family of the deceased. The award Of pension/ gratuity in these cases, will be notified through P.P.O.s, as in other cases.

22. Applications for grant of invalid pension will be supported by a medical certificate of incapacity for service from the Medical Board constituted by the Vice- Chancellor, in the following form:

"Certified that we have carefully examined AB son/ daughter Of CD.....appointed as.....in this University, His/her age by his/her own statement Isyears and by appearance about... ..years. We consider him/ her to be completely and permanently incapacitated for further service of any kind in consequence of(here state disease or cause). His/her incapacity does not appear to us to have been caused by irregular or intemperate habits.

1. Signature of the Presiding Officer of the Medical Board.

Place.....

2. Signature of the member of the Medical Board.

Date.....

3. Signature of the member of the Medical Board

23. **Commutations of Pension:-**Applications for commutation of pension will be submitted by the employees in the form enclosed as Annexure-VII. These applications will be examined in the Pension and Gratuity Section and placed before the Syndicate for orders. If it is decided by the Syndicate or provisionally by the Syndicate or provisionally by the Vice-Chancellor to sanction the commutatio11 applied for, the employee will be required to appear before a Medical Board to be constituted by the Vice-Chancellor. Appearance before the Medical Board will not be necessary where an employee who has retired on superannuation pension applies for commutation of pension within one year of his retirement. In such cases the commuted value of pension, will be paid on acceptance of his application for commutation by the Syndicate.

(ii) The employee will be required to appear for medical examination within three months of the date of the order.

(iii)An employee may withdraw his application for commutation or redt1Ce the amount of pension to be commuted within two weeks of receipt of the findings Of the Medical Board if the Medical Board decides that his/her age for the purp0Se of

commutations shall be assumed to be greater than his/her actual age. If the employee does not withdraw in writing his/her application within the period Of two weeks' he/she shall be assumed to have accepted the recommendation of the medical Board. (iv) The payment of the commutation money will be authorised through a fresh P.P.O. issued on the Bank from whom the employee draws his/her pension. The rate of pension will stand reduced from the date the commutation money is paid to him/ her. If the pensioner dies on or after the day following that on which commutation becomes absolute but before receiving the commutation value, this value shall be paid to his/her wife/husband and in case wife/husband is not alive, this amount shall be payable to his/her heirs.

The commutation shall become absolute, that is, title to receive the commuted portion of pension shall cease and title to receive the commuted value shall accrue, in the case of unimpaired life, on the date on which the medical authority signs the medical certificate; and in the case of an impaired life, on the date of written acceptance of the commutation or the date on which the option of withdrawing the application expires, whichever is earlier.

A commutation once applied for and sanctioned and given effect to, cannot be rescinded i.e. the portion of a pension that is commuted cannot be restored on refund of its capitalised value.

(v) Notwithstanding anything contained above, an employee may withdraw his application for commutation of pension, at any time before the issue of the commutation of PRO.

24. Subject to the provisions of the Retirement Benefit Statutes-

(a) the preceding rules will stand amended in event of any change (s) to the corresponding provision(s) in the Bihar Pension Rules,

(b) the Bihar Pension Rules, will apply, as amended from time to time, in all matters not covered by the preceding Rules so far as procedure regarding grant/ payment of pension(s) /gratuity is concerned.

CHAPTER III

G.P. FUND

In case of employees who opt for Scheme 'B' (G.P. Fund-cum-Gratuity Scheme) or Scheme "C" (G.P. Fund Scheme, the existing procedure/rules regarding Provident Fund of the University, will continue to apply, as amended from time to time, subject to the provisions of the Retirement Benefit Statutes.

PATNA UNIVERSITY

(See Para 4, Chapter 1 of Procedural Rules under Triple Benefit Statutes)

G.P. Fund Schedule for the month of-

Name of Subscriber	Designation	G.P Fund A/C	Date of Subscription	Amount of Subscription	Amount paid in refund of Advance if any	Total

Grand total (in words & figures)

Signature

(Self drawing Officer)

Signature

(Head of College/ Deptt. Institution/ office
in the case of other than self drawing
officers)

To be forwarded in duplicate to the P.F. Section

The above mentioned amount has been remitted to the..... Bank, through Cheque
No.....Dated.....for Rs.....advice No. dated for Rs.....

Sd/- (S.O)

Salary Paying
Section

Date

PATNA UNIVERSITY

**(See Para 7 of Chapter 1 of Procedural Rules under Triple Benefits Statutes Proforma for
Maintenance of G.R Fund Account**

G.P. FUND LEDGER

Name of the Subscriber

Designation

G.P. Fund A/C. number

Month & Year	Opening Balance	Subscription	Refund of Advance	Total	Advance	Withdrawal	Net Balance	Interest Credited by Bank	Particulars of investment if any, and maturity thereof	Initials
1	2	3	4	5	6	7	8	9	10	11

PATNA UNIVERSITY

(See Para 8 of Chapter I of Procedural Rules under Triple Benefits Statutes)

Register for keeping a record of investments made by the employees from the

G.P. Fund Accounts.

Name of the employee

G.P. Fund A/C No.

Designation

A/C No. with the Bank

Colleges/Department/Institution/

Office where employed

Date	Particulars of Fixed Deposit	Amount	Rate of Interest	of Date of Maturity	of Details of initials received	Initials
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PATNA UNIVERSITY

Pension Payment Order No.

(See Paras 4 & 9 of Chapter 2 of Procedural Rules under Triple Benefit Statutes)

Sanction of the Vice-Chancellor/Syndicate, University is accorded to the payment of Pension/Gratuity/Commuted value of Pension as indicated below;

- (i) Name and address of the person to whom pension/gratuity is payable.
- (ii) Nature of Pension
- (iii) Rate of Pension per month and the date (in words & figures) of its commencement.
- (iv) (a) Where the P.P.O. is for payment of commuted value of pension, amount of commuted value of pension to be paid (in words and figures)

(b) the reduced rate at which pension (in words & figures) will be payable from the date of payment of commuted value or three months from the date the commutation become absolute i.e. three months from whichever is earlier.

(v) Amount of Gratuity (in words & figures)

(vi) Branch of the Bank at which Pension/ Gratuity will be paid and the No. of the awardees individual account with that Branch.

2. The following documents are enclosed to this P.P.O.

(i) Joint photograph of the employees and his/her spouse or photograph of the natural/ legal guardian in the case of award of family pension.

(ii) Specimen signatures of the employee and his/her spouse or that of the natural/ legal guardian in the case of award of family pension.

(iii) Thumb and finger marks of the employee and his/her spouse, if not literate or that of the natural/ legal guardian, in case of award of family pension.

(iv) Personal marks of employee and his/ her spouse where joint individual or natural/ legal guardian in case of award of family pension, photograph is not attached. (Personal marks are not required in case of Officers of the University and teaching staff.

Date	Budget & Accounts Officer:	Finance Officer	Registrar
Original to	(1)Agent/Manager..... Bank..... through the Principal/ Head of Deptt. Institution/Registrar under whom served.		
	(2)Spare copy for Bank, if payment is to be made at Branch Office		
Office Copy	(3)The Applicant		
	(4)Office Copy		
PU (TBS)-5			

PATNA UNIVERSITY

APPLICATION FOR PENSION (OTHER THAN FAMILY PENSION) AND/OR GRATUITY

(See Para 7 of Chapter 2 of Procedural Rules under Triple Benefit Statutes.)

1. Name of the employee
2. Father's name

3. Name of the Spouse
4. Religion and Nationality.....
5. Post held
6. Date of birth (by Christian era)
7. Date of beginning of service
8. Date of confirmation or substantive appointment to a permanent post in the University (Specify the post & the College/institution/ office where held)
9. Date of ending of service
10. Interruptions in service, if any ...
11. Net completed half years reckonable for pension/ gratuity
12. Class of pension/ gratuity admissible . . .
13. (i) Rate of emoluments last drawn ...
(ii) Average of the emoluments drawn during the last 10 months of service (enclose a statement showing the month wise details of emoluments during the last ten months of service)
14. Proposed Pension
15. Proposed Gratuity ...
16. Proposed family pension .. .
17. Place of payment ...
18. No. of the applicant's individual ... Bank Account to which the pension/gratuity is to be credited
19. Signature of the applicant

Signature of Head of Institution/Registrar

Date.....

Enclosures :

1. Summary of Service Record :
2. Memo of calculation of average emoluments :

3. Memo of calculation of Pension & Family Pension.
4. Memo of calculation of Gratuity.
5. Two copies of pass port size joint photograph with wife/ husband duly attested by the Head of the Institution/office. In the case of widow/ widowers or an unmarried employee, photograph of self (employee) only, must be furnished.
6. Two slips (quarter paper size) bearing specimen signatures, duly attested by the Head of the Institution/Office or in the case of an employee not literate enough to sign his/her name, two slips bearing the left hand thumb, finger impressions duly attested by the Head of the Institution.
7. List of surviving members of the family, indicating date of birth, relationship and date of marriage in case of married daughter duly attested by the Head of the Institution.
8. Declaration by the applicant.
9. Undertaking by the applicant.
10. Invalid certificate in case of retirement or invalid persons.

PU (TBS) 5-(a)

PATNA UNIVERSITY

Summary of Service record to be furnished by the head of the Institution/ Registrar, Patna University, Patna.

1. Name of the employee :—
2. Designation :-
3. Date of appointment Date of retirement/superannuation.....
4. Interruptions in service, if any.
5. Details of service, if any, rendered outside the University.
6. Total length of qualifying service months..... days..... Certified that Sri/Smt.....designation superannuated/ retired (or will superannuate/ retire) on rendered completed half years the Patna University.

Signature.....

Designation.....

Head of the
Institution/Office

PATNA UNIVERSITY

Memo of calculation of average emoluments

Certified that Sri/Smt.....designation.....who retired /superannuate (will retire /superannuate) on has..... /will have drawn the following for last ten months, prior to the date of his/her retirement.

Month	Emoluments		Any Other Amount qualifying for pension
	Basic Pay	D.A Counting for Pension	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Total Rs.			

Average emoluments per months;

Signature

Head of the
Institution/Office

Note:—1. In the case of those on leave, with allowances, emoluments will comprise the amount which the employee would have drawn but for proceeding on leave.

2. In the case of an employee who was on leave or under suspension immediately before his retirement, his/her emoluments will mean the amount (i) which he/she draws immediately before proceeding on such leave/ suspension.

PU (TBS)-5(c)

PATNA UNIVERSITY

Memo of Calculation of Pension and Family Pension:

1. Name of the employee
2. Designation
3. Date of appoin
4. Date of retirement
5. Length of qualifying service
6. Average monthly emoluments
7. Calculation of Pension
8. Pension fixed at Rs. (in figures and word)....per month
9. Calculation of family Pension
10. Family Pension fixed at Rs. (in figures and word)....per month

Signature of Principal/Head of the
Institution/Officer

PU (TBS) 5(d)

PATNA UNIVERSITY

Memo of calculation of Gratuity

1. Name of the Employee
2. Designation
3. Date of appointment
4. Date of retirement
5. Total length of qualifying service ...
6. Emoluments reckonable for gratuity ...
7. Calculation of Gratuity
8. Amount of gratuity (Payable) Rs. ...(in figures and words)

Signature.....

Principal /Head of the institution/Office

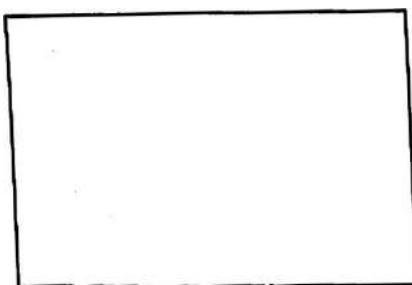
PU (TBS) 5(e)

PATNA UNIVERSITY

PHOTOGRAPH

Joint photographs of Smt. and Shri.....

*or single photographs of Smt/Shri.....duly attested by the Head of the Institution/Officer.



*In the case of Widows/Widower /Unmarried persons

In the case of Pardanashin Lady the following particulars are to be furnished.——.

1. Name of the applicant:
2. Height of the applicant:
3. Personal identification:

Attested by Head of the Institution/

Office PU (TBS)-5 (f)

PATNA UNIVERSITY

Slips bearing Specimen signatures of the applicant and his /her Wife /Husband duly attested by the Head of the Institution/Office.

Specimen Signature of the Applicant Specimen Signature of his/her wife/husband

- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

Signature attested by Head of the
Institution/Office

Thumb and finger impressions in the case of the persons not literate enough to sign his /her name.

Thumb	1st finger	2d finger	3rd finger	4th finger

Thumb & finger impressions of Sri/ Smt.....are attested.

Head of the
Institution/Office

Note : Male will give impressions of left hand fingers and female will give impressions of right hand fingers.

Office PU (TBS)-5 (g)

PATNA UNIVERSITY

List of surviving members of family of Sri/Smt.....

Sl. No.	Name of wife/ husband/sons and daughters	Relationship with the applicant	Age	Married or unmarried along with date of marriage in the case of married daughters.
---------	--	---------------------------------------	-----	---

Place : Signature of the applicant
Date: Designation

PU (TBS)-5 (h)

PATNA UNIVERSITY

DECLARATION OF THE APPLICANT

I hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of the service included in this application and in respect of which pension or gratuity is claimed herein nor shall I submit an application herein after without quoting a reference to this application and to the orders which may be passed thereon.

Place : Signature of the applicant
Date: Designation

PATNA UNIVERSITY

UNDERTAKING

I.....do hereby undertake to refund any portion of full amount of Pension and Gratuity if paid in excess to me due to any error in calculation

Place : Signature of the applicant
Date: Designation

PU (TBS)-5 (I)

PATNA UNIVERSITY

FORM OF MEDICAL CERTIFICATE FOR INCAPACITY

Certified that appointed we have carefully as examined in AB..... son/daughter of CD.....appointment as.....in the Patna University. His/her age by his /her own statement isyears and by appearance aboutyears. We consider him/her to be completely and permanently incapacitated for further service of any kind in consequence of Incapacity (here state disease or cause) His/Her does not appear to us to have been caused by irregular or intemperate habits.

Signature of the Presiding Officer of
the Medical Board

Signature of the Member of the
Medical Board

Place :

Signature of the Member of the
Medical Board

Date :

PU (TBS)-6

PATNA UNIVERSITY

Form of application for Family Pension

(See Para 21 of Chapter-2) To be submitted in duplicate: By widow/widower or natural/legal guardian, as the case may be, Application for family pension for the family of late Shri/Smt of Dept/ College

(Designation)

Institution/Office of Patna University.

1. Name of applicant
2. Religion and Nationality
3. Relationship of the applicant to the deceased employee
4. Date of the death of the deceased employee
5. Date of retirement of the deceased employee, if already retired:-
6. No. and date of the pension payment order for grant of pension to the deceased employee if he/she was in receipt of pension
7. If the deceased employee was not in receipt of

- (i) Date of beginning of his service
 - (ii) Last appointment held and the College/Deptt. Institution/Office in which held;
 - (iii) If holder of a substantive appointment:
 - (a) Name of the same
 - (b) Date of substantive appointment &
 - (c) College/Deptt./Institution/Office in which held
 - (iv) Rate of pay and CLA/DA admissible on the date death.
8. No. and date of the P.P.O. under which family pension was last issued if any member of the family was already in receipt of family pension.
9. If the application is for grant of family pension to minor children, date of
- (i) death
 - (ii) re-marriage
 - (iii) Attaining the age of majority of the existing recipient of the family pension, as the case may be,
10. Name of the place where payment is desired:-
11. No. of the individual Bank A/c with the branch of the Bank, at the place where payment is desired: (This account should be with a Branch of the Bank in which Pension & Gratuity Fund A/c of the University is kept)'
12. Signature or thumb impression (in the case of those who are not literate enough to sign their names) of the applicant:
13. Descriptive roll of.....widow/widower/Guardian of minor child (Children)
- (i) Date of birth (by Christian era)
 - (ii) Height;-
 - (iii) Personal marks, if any, on hand or face;
14. Full address of the applicant:-

Signature of the applicant

Date & Place

Attested by

(1) (Name address & date.)

PATNA UNIVERSITY

Form of application for commutation of Pension (Vide Para 23 of Chapter 2)

I.....desire to commute a of my pension of Rs..... per month. I intend to utilise the commuted value on the objects specified on the next page of this application and I am convinced that communication will be to a distinct and permanent advantage of myself and my family. I also certify that I have correctly answered each and all of the questions below :—

Date:—

Place:—

Address:—

Signature

Designation.

Question

Answers

1. What is the date of your birth by Christian era?
2. (a) How much of your pension do you wish to commute?
(b) Have you already commuted a portion of your pension? If so, give particulars.
3. Have you any debt or liabilities? Give particulars. 4. Have you a wife/husband? Detail the members of your family dependent on you with their respective ages.
5. What was your monthly income from all sources during the past year? Give particulars.
6. Do you suffer from any complaints likely to shorten life? If so, state its nature.
7. State:—
(a) How much of your pension do you wish to commute?
(a) the number of your pension payment order:
(b) the Bank from which you draw your pension: (c) the class of pension drawn (superannuation, retiring, compensation or invalid): (d) the date of retirement.
8. Without prejudice to the discretion of the sanctioning authority from what date approximately do you wish this commutation to

have effect?

Place :
Designation

Signature & Date

PU (TBS)-8

PATNA UNIVERSITY

Life certificate to be submitted by the Pensioner (See Para-150f Chapter II)

Certified that I have seen the pensioner.....holder of Pension payment order No. and that he is alive on this day.

Place.....

For.....Bank

Date.....

Manager

II-Re-employment/Non-re-employment certificate

I declare that I have been/I have not been/I was re-employed in the Office of.....in the capacityfrom.....to and am/was in receipt of the following emoluments.

(Signature)

Name of the Pensioner.....

Date.....

P.P.O. No.....

III-Declaration to be obtained from Widow recipient

I hereby declare that I have not remarried.

Signature

(Signature)

Name of the Pensioner....

Date.....

P.P.O. No...

PU (TBS)-9

PATNA UNIVERSITY

FORMS OF NOMINATION

FORM-I

GENERAL PROVIDENT FUND

(See Rule 1.3 of App. 'A' of Retirement Benefit statute, Patna university).

When the subscriber has a family and wishes to nominate one member thereof.

I hereby nominate the person mentioned below , who is a member of my family as defined in Article 2 (d) of Patna University Retirement Benefit Statutes to receive the amount that may stand to my credit in the Fund, in the event of my death before⁷ that amount has become payable, or having become payable has not been

Name and Address of the nominee	Relationship with Subscriber	Contingencies of the happening of which the nomination shall become invalid	Name, address, relationship and age of person or persons if any to whom the right of the nominee shall pass in the event of the nominee predeceasing the subscriber.

Dated this.....day of 19 at

(Signature of the subscriber)

(Two witnesses to signature)

Designation
Department

PU (TBS)-10

PATNA UNIVERSITY
FORM OF NOMINATION
FORM 11

GENERAL PROVIDENT FUND

(See Rule 1.3 of App. 'A' of Retirement Benefit Statutes) Patna University When the Subscriber has a family and wishes to nominate more than one member thereof.

I hereby nominate the persons mentioned below, who are members of my family as defined in Article 2(d) of Pama University, Retirement Benefit Statutes to receive the amount that may stand

to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount shall be distributed among the said persons in the manner shown below against their names.

Name and Addresses of the nominee	Relationship with subscriber	Age	*Amount or share of accumulation to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, addresses and relationship and age of person , if any to whom the right of the nominee shall pass in the event of the nominee predeceasing the subscriber
1	2	3	4	5	6

Dated this.....day of.....19.....at.....Two witnesses to signature:

1

2

Designation

Note : This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber to the fund at any time.

PU (TES)-11

PATNA UNIVERSITY

FORM OF NOMINATION

FORM 111

GENERAL PROVIDENT FUND

(See Rule 1.3 of App. 'A' of Patna University Retirement Benefit Statutes)

When the subscriber has no family and wished to nominate one person

I having no family as defined in Article 2(d) of Patna..... University Retirement Benefit Statutes hereby nominate the person mentioned below, to receive the amount that may stand to my

credit in the event of my death before that amount has become payable, or having become payable has not been paid:-

Name and Addresses of the nominee	Relationship with subscriber	Age	Contingencies on the happening of which the nomination shall become invalid	Name, addresses and relationship and age of person , if any to whom the right of the nominee shall pass in the event of the nominee predeceasing the subscriber
1	2	3	4	5

Dated this.....day of.....19.....at.....

Two witnesses to signature :

1 (Signature of the subscriber)

2 Designation

Department of

Note : 1. Where a subscriber who has no family makes nomination, he shall specify in the column that the nomination shall become invalid in the event of his subsequently requiring a family.

*2. This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber to the Fund at any time.

PU (TES)-12

PATNA UNIVERSITY

COMMUTATION OF PENSION

Medical Examination By the(here enter the medical authority)

Part-I

Statement by the applicant for commutation of a portion of his pension

The applicant must complete this statement prior to his examination by the (here enter the medical authority) and must sign the declaration appended thereto in the presence of that authority.

1. Name in full (in Block Letters)
2. Place of birth:-
3. Age and date of birth:—
4. Particulars concerning family

Father's age if living and state of health	Father's age at death and cause of death	Number of brother and state of health	Number of brothers dead, their age at death & cause of death
--	--	---------------------------------------	--

Mother's age if living and state of health	Mother's age at death and cause of death	Number of sisters living their ages and state of health	Numbers of sisters dead, their age at death & cause of death
--	--	---	--

5. Have any of your near relations suffered from tuberculosis (consumption), (Scorefula), cancer, asthma, fits, epilepsy, insanity or any other nervous disease ?

6. Have you ever been abroad? where and for what period and how long since?

7. Have you ever served in the Navy Army, AirForce?

8. Have you ever been examined

(a) for life insurance, or/and

(b) by any Government Medical Officer or State Medical Board, Civil or Military? If so, state details and with what result?

9. Have you ever been granted leave on medical certificate? if so, state cause of illness?

10. Have you ever-

(a) Had small-pox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, inflammation of lungs, pleurisy, heart disease, fainting attacks, rheumatism, appendicitis epilepsy, insanity or other disease of the ear, syphilis, gonorrhoea,

(b) had any other disease or injury which required confinement to bed or medical or surgical treatment, or

(c) undergone any surgical operation, or

(d) suffered from any illness, wound or injury sustained while on active service with His Majesty's Force during the World-war-II?

11. Have you rapture?

12. Have you varicocle, varicose veins or piles?

13. Is your vision in each eye good?

14. Is your hearing in each ear good?

15. Have you any congenital or acquired malformation, defect or deformity?

16. When were you last vaccinated?

17. Is there any further matter concerning your health not covered by the above questions such as presence of albumen or sugar in the urine, marked

increase or decrease in your weight in the last three years or being under treatment of any doctor within the last three months and the nature of illness for which such treatment was made?

Declaration by applicant

(to be signed in presence of the medical authority)

I declare all the above answers to be to the best of my belief, true and correct,

I will fully reveal to the medical authority all circumstances within my knowledge that concern my health and fitness.

I am fully aware that by Willfully making a false statement or concealing a relevant fact I shall incur the risk of losing the commutation, have applied for the or having my pension withheld or withdrawn. Signed in presence of signature/ . designation of medical authority.

Applicant's signature

PART -11

(To be filled in by the examining authority)

I. Apparent age :—

2. Height
3. Weight
4. Girth of abdomen at level of umbilicus
5. Pulse rate— (a) sitting,
(b) standing, What is character of pulse?
6. What is condition of arteries?
7. Blood pressure (a) Sustolic,
(b) Diastolic
8. Is there any evidence of disease of main organs— (a) Heart (c)
Liver
(b) Lungs (d) Spleen

9. Does chemical examination of urine show—

(i) albumen, (ii) Sugar? State specific gravity. 10. Has the applicant a rapture/If so, state the kind and if reducible II. Describe any scars of identifying marks.

12. Any additional information.

PART- 111

I/We have carefully examined A.B. and am/are of opinion that:

Either he/she is/is not in good bodily health and has the prospect to a average duration of life/is not a fit subject for commutation or (in the case of an impaired life which is yet considered a fit subject for commutation) as A.B. is suffering from his /her age for the purpose of commutation, i.e. his age next birthday should be taken to be years more than his actual age,

Station— Signature of the Presiding Signature and designation of officer of the Medical Board
examining medical authority. Signature of the Member of the Medical Board. Signature
of the Member of the Medical Board.

PU (TES)-12

PATNA UNIVERSITY

FORM OF NOMINATION FORM V

(See Rule to App. 'A' of Patna University Retirement Benefit Statutes)

Nomination for Death-cum-Retirement Gratuity when the employee has a family wishes to nominate one member thereof.

I hereby nominate the person mentioned below, who is a member of my family as defined that in may Rule be 22A sanctioned of Appendix by the A University and confer in on the him event the of right my death to receive while any gratuity service and the right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid at my death :

Name and Addresses of the nominee	Relationship with subscriber	Age	Contingencies on the happening of which the nomination shall become invalid	Name, addresses and relationship and age of person , if any to whom the right of the nominee shall pass in the event of the nominee predeceasing the subscriber	*Amount or share of accumulation to be paid to each
1	2	3	4	5	6

This nomination supersedes the nomination made by me earlier on....which stands cancelled.

Dated this.....day of....19.....at.....

Two witness to signature.

1

2

(Signature of the employees)

Note :—The last column should be filled in so as to cover the whole amount of the gratuity.

Nomination by

Designation by.....

(Signature of Registrar)

Département/Office

Date

PATNA UNIVERSITY

FORM OF NOMINATION FORM-VI

(See Rule 19 App. 'A' and Rule 2 of the App. 'B' Nomination for Death cum retirement Gratuity.

I hereby nominate the persons mentioned below, who are members of my family as defined in Rule 22A 2 of Appendix A and confer on them the right to receive to the extent specified below, any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death, to the extent specified below any gratuity which having become admissible to me on retirement may remain unpaid at my death.

Name and Addresse s of the nominee	Relationshi p with subscriber	Ag e	*Amount or share of accumulatio n to be paid to each	Contingencie s on the happening of which the nomination shall become invalid	Name, addresses and relationship and age of person , if any to whom the right of the nominee shall pass in the event of the nominee predeceasin g the subscriber	Amount or share of accumulatio n to be paid to each
1	2	3	4	5	6	7

This nomination supersedes the nomination made by me earlier on. which stand cancelled.

N.B. The employee shall drew lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

Dated this.....day of.....19.....at.....

Two witness to signature.....

Signature of the Employee

1

2

Note : 1. Fourth column should be filled in so as to cover the amount of gratuity.

2. The amount/share of gratuity shown in last column should be the whole amount/share payable to the original nominee.

Nomination by.....

Designation.....

Department/Office

Date.....

Signature of the Registrar

PU (TBS)-15

PATNA UNIVERSITY

FORM-VII

(See Rule 19 of Appendix 'A' and Rule 2 of Appendix 'B' of Patna University)

Retirement Benefit Statutes.

Nomination for Death-cum-Retirement Gratuity.

When the employee has no family and wishes to nominate one person.

I..... having no family as defined in Rule 22A-2 of Appendix 'A' hereby nominate the person mentioned below and confer on him the right to receive any gratuity the payment of which may be authorised by Pama University in the event of my death while in service and the right to receive on my death, any gratuity, which having become admissible to me on retirement may remain unpaid at my death :

Name and Addresses of the nominee	Relationship with subscriber	Contingencies on the happening of which the nomination shall become invalid	Name, addresses and relationship and age of person , if any to whom the right of the nominee shall pass in the event of the nominee predeceasing the subscriber	Amount or share of accumulation to be paid to each
1	2	3	4	5

This nomination supersedes the nomination made by the me earlier on..... which stands cancelled.

19 at.....Dated..... this.....day of.....

Two witness to signature:

1

2

Signature of the employee.

Nomination by

Signature of the employee.

Designation

Department/Office

Date

PU (TBS)-16

PATNA UNIVERSITY

FORM-VIII

(See Rule 19 Appendix 'A' & Rule 2 of Appendix 'B' of Patna University)

Retirement Benefit Statutes.

Nomination for Death-cum-Retirement Gratuity.

When the employee has no family and wishes to nominate more than one person.

I having no family as defined in rule 22A-2 of Appendix 'A', hereby nominate the persons mentioned below and confer on them the right to receive' to the extent specified below, any gratuity the payment of which may be authorised by Patna University in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity, which having become admissible to me on retirement, may remain unpaid at my death:

Name and Addresses of the nominee	Relationship with subscriber	Age	*Amount or share of accumulation to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, addresses and relationship and age of person , if any to whom the right of the nominee shall pass in the event of the nominee predeceasing the subscriber	Amount or share of accumulation to be paid to each
-----------------------------------	------------------------------	-----	---	---	---	--

1	2	3	4	5	6	7
---	---	---	---	---	---	---

This nomination supersedes the nomination made by me earlier onwhich stand cancelled.

Note—The employee should draw lines across blank space below the last entry to prevent the insertion of any name after he has signed. Dated..... this day..... of 19..... at

Two witness to signature.

1.

2.

(Signature of the employee)

Nomination by.....

(Signature of Register)

Designation.....

Department/Office.....

Date.....

5. REVISED STATUTES IN RESPECT OF THE QUALIFICATIONS OF TEACHERS OF UNIVERSITY/COLLEGES.

(BSU-25/33-2377-GS(1) dated 12.12.1983).

Subject—Revised statutes in respect of the qualifications of teachers of University/Colleges.

Notwithstanding anything to the contrary as contained in the Statutes, the following shall be the minimum qualification and pay scales for different categories of posts of teachers in the service of the University and colleges affiliated to it, provided that any relaxation in the prescribed qualifications can only be made by the University with the prior approval of the University Grants Commission:-

(1) University Professor :

Pay scale Rs. 1500-60-1800-100-2000-125-2-2500.

Qualification—An eminent scholar with published work of high quality actively engaged in research. About ten years' experience of teaching and/or research. Experience of guiding research at doctoral level.

Or,

An outstanding scholar with established reputation who has made significant contribution to knowledge.

(2) Reader :

Pay scale IQs. 1200-50-1300-60-1900.

Qualification—

Good academic record with a doctoral degree or equivalent published work. Evidence of being actively engaged in (i) research or (ii) innovation in teaching methods or (iii) production of teaching materials.

About five years 'experience of teaching and/or research provided that at least three of these years were as lecturer or in an equivalent position.

This condition may be relaxed in the case of candidate with outstanding record of Teaching/ Research.

Explanation.—For determining "good academic record" the following criteria shall be adopted:-

- (i) A candidate holding a Ph.D. degree should possess at least a Second Class Master's degree, or

- (ii) A candidate without a Ph.D. degree should possess a High Second Class Master's degree and second class in Bachelor's degree; or
 - (iii) A candidate not possessing Ph. D. degree but possessing Second Class Master's degree should have obtained first class in the Bachelor's degree.
- (3) Lecturer—(In all subjects in the above faculties except where otherwise provided under the Statute).

Lecturers in the service of the University.

1[Pay scale Rs. 700-40-1100-50-1600.

2[Qualification :

(a) A Doctorate's degree or research work of an equally high standard; and Scale) Master's degree in a relevant subject from an Indian University or an equivalent degree from a foreign University.

Having regard to the need for the developing inter-disciplinary programmes, the degrees in (a) and (b) above may be in relevant subjects:

Provided that if the Selection Committee/Public Service Commission is of the view that the research work of a candidate as evident either from his thesis or from his published work is of very high standard, it may relax any of the qualifications prescribed in (b) above :

Provided further that if a candidate possessing a Doctor's degree or equivalent research work is not available or is not considered suitable, a person possessing a good academe records (weightage being given to M.Phil, or equivalent degree or research work of quality) may be appointed provided he has done research work for at least two years or has practical experience in a research laboratory/ organisation on the condition that he will have to obtain a Doctor's degree or give evidence of research of high standard within eight years of his appointment, failing which he will not be able to earn future increment until he fulfils these requirements.

Lecturer in the service of admitted college :

(a) An M.Phil. Degree or a recognised degree beyond the Master's level or published work indicating the capacity of a candidate for independent research work, and

(b) Good academic record with at least second class (C in the seven point scale) Master's degree in a relevant subject from an Indian University or equivalent degree from a foreign University.

Provided that if the Selection Committee/College Service Commission is of the view that the research work of a candidate as evident either from his thesis or from his published work is of a very high standard, it may relax any of the qualifications prescribed in (b) above.

1. Pay scales have been revised w.e.f. from 1.1.86. (Please refer to page 152.)

2. Qualifications of Lecturers have been amended from 9.9.1988. (Please refer to pages 126....)

Provided further that if a candidate possessing the qualifications as at (a) above is not available or not-considered suitable, the college on the recommendation of the Selection Committee/ College Service Commission may appoint a person possessing a good academic record on the condition that he will have to obtain an M.Phil, degree or a recognised degree beyond the Master's level within eight years of his appointment failing which he will not be able to earn future increments till he obtains that degree or gives evidence of equivalent published work of high standard. Explanation—I. For determining 'good academic record' the following criteria shall be adopted:— University Lecturers :

- (i) A candidate holding a Ph.D. degree should possess at least Second class Master's degree; or
- (ii) A candidate without a Ph.D. degree should possess a high second class Master's degree; and second class in the Bachelor's degree: or
- (iii) A candidate not possessing Ph.D. degree but possessing second class Master's degree should have obtained first class in the Bachelor's degree.

College Lecturers:

- (i) A candidate holding an M.Phil. degree or a recognised degree beyond the Master's level should possess at least a second class Master's degree; or
- (ii) A candidate not holding an M.Phil. degree or a recognised degree beyond the Master's level should possess a high second Class Master's degree and second class in first degree (B.A/B.Sc./B.Com) Examination; or
- (iii) A candidate not holding an M.Phil. degree ora recognised degree beyond Master's level, but possessing a Second class Masters degree should have obtained a first class in the first degree (B.A./ B.Sc./B.Com.) Examination.

2. Persons having secured marks more than the mid point of the prescribed minimum marks for passing an examination in the second division and the prescribed minimum marks of passing an examination in the first division by a University shall be deemed to have passed that examination in the high secondary class.

(4) Lecturer in Education in University Service.

- (a) A Doctor's degree in Education or Research work of an equally high standard; and
- (b) Good academic record with atleast second class (C in the seven point scale) Master's degree in a relevant subject from an Indian University or an equivalent degree from a foreign university.

Or

- (a) A doctor's degree in any University discipline or research work of an equally high standard; and

(b) Good academic record with an M.Phil. degree in Education (which may be acquired while in service) from an Indian University or an equivalent degree from a foreign University.

Having regard to the need for developing Inter disciplinary programme, one of the degree in (a) and (b) above may be in relevant subject:

Provided that if the Selection Committee/Public Service Commission is of the view that the Research work of a candidate as evident either from his thesis or from his published work is of very high standard it may relax any of the qualifications prescribed in (b) above.

Provided further that if a candidate possessing a Doctor's degree or equivalent research work is not available or is not considered suitable, a person possessing a good academic record (weightage being given to M.Phil. or equivalent degree or research work of quality) may be appointed provided he has done research work for at least two years or has practical experience in research laboratory/ organisation on the condition that he will have to obtain a Doctor's degree or give evidence of research work of equivalent high standard within eight years of his appointment failing which he will not be able to earn future increments until he fulfils these requirements.

Lecturer in the service of admitted college.

(a) An M.Phil. degree or a recognised degree beyond the Master's degree or published work indicating the capacity of a candidate for independent research work; and

(b) Good academic record with atleast second class (C in the seven point scale) Master's degree in Education and also Master's degree in a relevant subject (10 + 2 level) from an Indian University or equivalent degree from foreign University.

Provided that if the Selection Committee/College Service Commission is of the view that the research work of a candidate as evident either from his thesis or from his published work is of very high standard, it may relax any of the qualifications prescribed in (b) above

Provided further that if a candidate possessing the qualifications as at (a) above is not available or not considered suitable the college on the recommendation of the Selection Committee/College Service Commission may appoint a person possessing a good academic record on the condition that he will have to obtain an M.Phil. degree or a recognised degree beyond the Master's level within eight years Of his appointment, failing which he will not be able to earn future increments till he obtains that degree or gives evidence of equivalent published work of high standard.

Explanation—I. For determining "good academic record." the following criteria shall be adopted :— University Lecturers

(i) A candidate holding a Ph.D. degree should possess at least a second class Master's degree; or

(ii) A candidate without a Ph.D. degree should possess a high second class Master's degree and second class in the Bachelor's degree; or

(iii) A candidate not possessing Ph.D. degree but possessing second class Master's degree should have obtained first class in the Bachelor's degree;

College Lecturers

(i) A candidate holding an M.Phil. degree or a recognised degree beyond the Master's level should possess at least a second class Master's degree; or

(ii) A candidate not holding an M.Phil. degree or a recognised degree beyond the Master's level should possess a high second class Master's degree and a second class in first degree (B.A./B.Sc./B.Com.) examination; or

(iii) A candidate not holding an M.Phil. or a recognised degree beyond the Master's level, but possessing a second class Master's degree should have obtained a first class in the first degree (B.A./ B.Sc./B.Com.) Examination.

2. Persons having secured marks more than the mid point of the prescribed minimum marks for passing an examination in the second division and the prescribed minimum marks for passing an examination in the first division by a University shall be deemed to have passed that examination in the high second class.

(5) Lecturers in Journalism and Mass Communication in Universities.

Qualification : Essential:

- (i) Good academic record with at least second class Master's degree in the subject (communication/mass communication/Journalism, etc.) from an Indian University or an equivalent degree from a foreign University.

Or

At least second class (C in the seven point scale) Master's degree in Social

Sciences/Sciences/Humanities with at least a second class Bachelor's degree or Diploma in Journalism from a recognised Indian University/Post-graduate diploma from a recognised National Institute.

Desirable—(i) Teaching experience at College or University level.

(ii) Work experience in any area of Mass communication (Newspaper/

Magazine, News Agency, Public Relations, Advertising, Radio or T.V. Journalism etc.)

Where specialists are to be recruited, Master's degree in Agricultural Journalism,

Creative Writing, Extension, Family Planning Communication, Public Health Communication, Public Relations, Speech Communications and the like (but not straight Anthropology, Psychology, Sociology etc.) may be entertained.

Explanation—For determining "good academic record" the following criteria shall be adopted:-

- (i) A candidate holding a Ph.D. Degree should possess at least a second class Master's degree; or
- (ii) A candidate without a Ph.D. Degree should possess a high Class Master's degree and second Class in the Bachelor's degree; or
- (iii) A candidate not possessing Ph.D. degree but possessing Second Class Master's degree should have obtained first class in the Bachelor's degree.

(6) Lecturer in Music and Fine Arts

In the Service of the University/admitted college:

Qualification : (a) Good academic record with at least second class (C in the seven point scale) Master's degree in a relevant subject or an equivalent degree or diploma recognised by the University; and

(b) Two years research or professional experience or evidence of creative work and achievement in his field of specialisation or a combined research and professional experience of three years in the field as an artist of outstanding talent. or,

A traditional or a professional artist with highly commendable professional achievement in the subject concerned.

Explanation.—For determining "good academic record" the following criteria shall be adopted :-

- (i) A candidate holding a Ph.D. degree should possess at least a second class Master's degree; or
- (ii) A candidate without a Ph.D. degree should possess a high second class Master's degree and second class in the Bachelor's degree; or
- (iii) A candidate not possessing Ph.D. degree but possessing second class Master's degree should have obtained first class in the Bachelor's degree.

(7) Lecturer in Physical Education In the service of the University:

(a) An M.Phil. degree or a recognised degree beyond Master Level or published work indicating the capacity of the candidate for independent research work; and

(b) Good academic record with at least second class (C in the seven point scale) Master's degree in Physical Education from an Indian University or an equivalent degree from foreign University.

Desirable.—Doctor's degree in a relevant subject or research work of an equally high standard;

Provided further that if the Selection Committee/ Public Service Commission is of the view that the research work of a candidate as evident either from his thesis or from his published work is of very high standard, it may relax any of the qualifications prescribed in (b) above :

Provided that if a lecturer in a discipline other than Physical Education is required to be appointed in the faculty of physical education the qualifications prescribed for recruitment to the post of lecturer in the parent discipline may be insisted upon:

Provided further that if a candidate possessing an M.Phil. degree or equivalent research work is not available or is not considered suitable, a person possessing a good academic record may be appointed provided he has done research work for at least one year or has practical experience in a research laboratory organisation on the condition that he will have to obtain M. Phil. degree or recognised degree beyond Master's degree or give evidence of research work of equivalent high standard within eight years of his appointment failing which he will not be able to earn future increments until he fulfils these requirements.

Lecturer in the service of admitted college:

(a) An M.Phil. degree or a recognised degree beyond Master's level or published work indicating the capacity of the candidate for independent research work; and

(b) Good academic record with atleast second class (C in the seven point scale) Master's degree in Physical Education from an Indian University or an equivalent degree from a foreign University:

Provided that if the Selection Committee/College Service Commission is of the view that the research work of a candidate as evident either from his thesis or from his published work is of very high standard, it may relax any of the qualifications prescribed in (b) above:

Provided further that if a lecturer in a discipline other than physical education is required to be appointed in the faculty of Physical Education, the qualification prescribed for recruitment to the post of lecturer in the parent discipline may be insisted upon.

Provided also that if a candidate possessing qualification at (a) above, is not available or is not considered suitable, the college on the recommendation of the Selection Committee/College Service Commission may appoint a person possessing a good academic record on the condition that he will have to obtain an M.Phil. degree or recognised degree beyond the Master's degree within eight years of his appointment, failing which he will not be able to earn future increments till he obtains that degree or gives evidence of equivalent published work of high standard.

Explanation.—1. For determining "good academic record" the following criteria shall be adopted.

University Lecturers

(i) A candidate holding a Ph. D. degree should possess at least a second class Master's degree; or

(ii) A candidate without a Ph.D. degree should possess a high second class Master's degree and second class in the Bachelor's degree; or

(iii) A candidate not possessing Ph.D. degree but possessing second class Master's degree should have obtained first class in the Bachelor's degree. College Lecturer

(i) A candidate holding an M.Phil. degree or a recognised degree beyond the Master's level should possess at least a second Class Master's degree; or

(ii) A candidate not holding an M.Phil degree or a recognised degree beyond the Master's level should possess a high second class Master's degree and second class in first degree (B.A., B.Sc., B.Com.) Examination;

(iii) A candidate not holding an M.Phil, or a recognised degree beyond a Master's level but possessing second class Master's degree should have obtained a first class in the first degree (B.A., B.Sc., B.Com.).examination.

2. Persons having secured marks more than the mid point of the prescribed

minimum marks for passing an examination in the second division and the prescribed minimum marks for passing an examination in the first division by a University shall be deemed to have passed that examination in high second class.

(8) Lecturer in English

In The Service of the University Qualification :

(a) A doctor's degree or research work of an equally high standard; and

(b) Good academic record with atleast second class (C in the seven point scale) Master's degree in a relevant subject from an Indian University or an equivalent degree from a foreign University.

Having regard to the need for developing inter-disciplinary programmes, the degree's in (a) and (b) above may be in relevant subjects:

Provided that if the Selection Committee, Public Service Commission is of the view that the research work of a candidate as evident either from his thesis or from his published work is of a very high standard, it may relax any of qualifications prescribed in (b) above.

Provided further that if a candidate possessing a Doctorate degree or equivalent research work is not available or is not considered suitable, a person possessing a good academic record (weightage being given to M.Phil. or equivalent degree or research work of quality) may be appointed provided he has done research work for at least two years on the condition that he will have to obtain a Doctorate degree or give evidence of research work of equivalent high standard within eight years of his appointment failing which he will not be able to earn future increments until he fulfils these requirements.

In the Service of Admitted College

(a) An M.Phil. degree or a recognised degree or diploma in the teaching of English Studies beyond the Master's level; or published work indicating the capacity of a candidate for independent research work; and Good academic record with atleast second class (C in the seven point scale) Master's degree from an Indian University or an equivalent degree from a foreign University :

Provided that if the Selection Committee/ College Service Commission is of the view that the research work of a candidate as evident either from his thesis or from his published work is of a very high standard, it may relax any of the qualifications prescribed in (b) above:

Provided further that if a candidate possessing the qualifications as stated at (a) above is not available or is not considered suitable, the college on the recommendation of the Selection Committee/ College Service Commission may appoint a person possessing a good academic record on the condition that he will have to obtain an M.Phil. degree or a recognised degree or diploma in the teaching of English/English studies beyond the Master's level within eight years of his appointment, failing which he will not be able to earn future increments till he obtains that degree or give evidence of equivalent published work of high standard.

Explanation.—1. For determining 'good academic record' the following criteria shall be adopted :— University Lecturers

- (i) A candidate holding a Ph.D. degree should possess at least a second class Master's degree; or
- (ii) A candidate without a Ph.D. degree should possess a high second class Masters degree and second class in the Bachelor's degree; or
- (iii) A candidate not possessing Ph.D. degree but possessing second class Masters degree should have obtained first class in the Bachelor's degree.

College Lecturers

- (i) A candidate holding an M.Phil. degree or a recognised degree beyond the Masters level should possess at least a second class Master's degree; or
- (ii) A candidate not holding an M.Phil. degree ora recognised degree beyond the Master's level should possess a high second class Master's degree and a second class in the first degree (B.A./ B.Sc./B.Com.) examination; or
- (iii) A candidate not holding an M.Phil. degree or a recognised degree beyond the Master's level but possessing a second class Master's degree should have obtained a first class in the first degree (B.A./ B.Sc./B.Com.) examination.

2. Persons having secured marks more than the mid point of the prescribed minimum marks for passing an examination in second division and the prescribed minimum marks for passing an examination in the first division by a University shall be deemed to have passed that examination in the high second class.

(9) Lecturer in Foreign Languages

In the Service of the University

- (a) A Doctor's degree or research work of an equally high standard; and
- (b) Good academic record with atleast second class (C in the seven point scale) Master's degree from an Indian University or an equivalent degree from a foreign University.

Having regard to the need for developing inter disciplinary programmes, the degree in (a) and (b) above may be relevant subjects;

Provided that if the Selection Committee/Public Service Commission is of the view that the research work of a candidate as evident either from his thesis or from his published work is of very high standard, it may relax any of qualifications prescribed in (b) above.

provided further that if a candidate possessing a Doctorate degree or equivalent research work is not available or is not considered suitable, a person possessing a good academic record may be adopted provided he has done one year past M.A. diploma course in the teaching of foreign language concerned from a University on the condition that he will have to obtain a Doctorate degree or give evidence of research work equivalent to high standard within eight years of his appointment failing which he will not be able to earn future increments until he fulfils those requirements.

In the Service of Admitted College

- (a) An M.Phil. Degree or a recognised degree/diploma of one year duration in the teaching of the language concerned beyond the Master's level or published work indicating the capacity of a candidate for independent research work; and
- (b) Good academic record with at least second class (C in the seven point scale) Master's degree from an Indian University or an equivalent degree from a foreign University:

Provided that if the selection Committee/College Service Commission is of the view that the research work of a candidate as evident either from his thesis or from his published work is of a very high standard, it may relax any of the qualifications prescribed in (b) above.

Provided further that if a candidate possessing the qualifications as at (a) above is not available or not considered suitable the college, on the recommendation of the Selection Committee/College Service Commission, may appoint a person possessing a good academic record on the condition that he will have to obtain an M.Phil. degree or a recognised degree or Diploma in the teaching of English Studies beyond the Master's level within eight years of his appointment, failing which he will not be able to earn future increments till he obtains that degree or gives evidence of equivalent published work of high standard.

Explanation.—1. For determining good academic record, the following criteria shall be adopted :— University Lecturer

- (i) A candidate holding a Ph.D. degree should possess at least second class Master's degree; or

- (ii) A candidate without a Ph.D. degree should possess a high second class Master's degree and second class in the Bachelor's degree; or
- (iii) A candidate not possessing Ph.D. degree but possessing second class Master's degree should have obtained first class in first Bachelor's degree.

College Lecturer

- (i) A candidate holding an M.Phil. degree or a recognised degree beyond the Master's level should possess at least a second class Master's degree;
- (ii) A candidate not holding an M.Phil. degree or a recognised degree beyond the Master's level should possess (a) a high second class Master's degree and a second class in first degree (B.A./ B.Sc./B.Com.) examination or (b) a second class Master's degree and a first class in the first degree (B.A./ B.Sc./B.Com.) examination.

2. Persons having secured marks more than the mid point of the prescribed minimum marks for passing an examination in the second division and the prescribed minimum marks for passing an examination in the first division by a University shall be deemed to have passed that examination in the high second class.

(10) Lecturer in the Department/Faculty of Management Studies:

A master's degree in Business Administration or M.Tech. in Engineering with first class with the provision that the incumbent would acquire a doctorate degree within a period of eight years.

In the case of allied subjects like Industrial Psychology, Personnel Management, Business Statistics, Cost Accountancy etc. where lecturers are required to be recruited with qualifications other than M.B.A. or M.Tech. the minimum qualification shall be the same as prescribed for the Faculties of Humanities, Social Sciences, including Commerce and Science.

(11) Lecturer in Department/Faculties in Law in the Universities and Admitted Colleges.

L.L.M. Degree with good Academic record.

Note :—These qualifications may not be insisted upon where a University appoints practicing advocate as part-time lecturer.

Explanation.— For determining 'good academic record' the following criteria shall be adopted:-

- (i) A candidate holding a Ph.D. degree should possess at least a second class Master's degree; or
- (ii) A candidate not possessing Ph.D. degree should possess a high second class Master's degree and a second class in the Bachelor's degree.
- (iii) A candidate not possessing a Ph.D. degree but possessing second class Master's degree should have obtained a first class in the Bachelor's degree.

Subject :——Amendment to the revised Statutes in respect of the qualification of teachers of Universities/Colleges.

(BSU-25/83-3038-GS (1) dated 9-9-1988)

I am directed to invite a reference to this Secretariat letter No. BSU-25/83-2377/ GS(I) dated, 12-12-1983 on the above subject and to say that the Chancellor in the light of the guidelines of the University Grants Commission and on the advice of the Bihar Inter University Board and State Government has been pleased to approve the amendment to the Statute as detailed below :——

In the Faculties of Humanities, Social Science, Science, Commerce, Management Studies and Education.

Articles 3 to 11 of the existing Statutes relating to qualification and pay scale of lecturers shall be replaced by the following: Lecturer's Qualifications

(i)The minimum qualification required for appointment to the post of lecturer shall be Masters Degree in the relevant subject with at least 55% marks or its equivalent grade (B+) and uniformly good academic record.

(ii)M.Phil. and Ph.D. degrees in the relevant subject may be considered as an additional qualification.

(iii)The minimum qualification shall not be relaxed even in respect of candidates who have research degree like M.Phil., Ph.D.

Recruitment

Recruitment to the post of lecturers in Universities/Constituent colleges and affiliated colleges shall be on the basis of merit through all India advertisement and selection

2. The amendment to the Statute will have immediate effect.

**6. AMENDMENT TO THE REVISED STATUTES IN
RESPECT OF THE QUALIFICATION OF
TEACHERS OF
UNIVERSITIES/COLLEGES
INTERPRETATION OF
THE QUALIFICATION OF UNIVERSITIES/
COLLEGES-INTERPRETATION OF THE PHRASE
'UNIFORMLY GOOD ACADEMIC RECORDS.'**

(BSU-11 /89-3748/GS(1) dated 15-12-1990)

I am directed to invite a reference to this Secretariat letter No. BSU-25/ 83-2377/ GS(1) dated 12-12-83 and no.3038/GS(1) dated 9-9-88 on the subject noted above and to inform that the Chancellor, Universities of Bihar in exercise of the powers conferred on him us.5(II) of the Inter University Board Act, 1981 and on the advice of the Inter University Board and the State Government has been pleased to approve the amendment to the Statutes defining the phrase 'Uniformly good academic records' as appeared in the qualification of lecturer as detailed below:-

Explanation:-'A candidate, who has secured uniformly at least second division/ class in Secondary, Intermediate and degree examination be considered to possess good academic records.

Provided that if he has secured 3rd division/class in one of the above three examinations but has secured first division/class in at least one of three examinations, he should also be considered to have good academic records. Further action in the matter may be taken accordingly.

7. STATUTES RELATING TO MODE OF APPOINTMENT, PAY SCALES AND QUALIFICATIONS FOR THE POSTS OF TEACHERS OF AFFILIATED DEGREE COLLEGES IN THE FACULTIES OF ARTS, SCIENCE & COMMERCE.

(As approved by the Chancellor vide Letter No. 1223 G.S. (1) dated 24-4-78).

The posts of teachers of affiliated Degree college shall be filled up by open advertisement. The pay scales and qualifications for these posts shall be as follows:—

(1) Lecturer: Pay scale-700-40-1100-50-1300-Assessment-50-1600.

Minimum Qualification

(a) A consistently good academic record with 1st or high 2nd class at the Master's degree in the relevant subject, or an equivalent degree of a foreign University, and (b) a M.Phil. degree or recognised Degree beyond the Master's level published work indicating the capacity of a candidate for independent research work:

Provided that if a candidate possessing the qualification as at (b) above is not available or not considered suitable, the college, on the recommendation of the Commission, may appoint a person possessing a consistently good academic record on the condition that he will have to obtain a M.Phil. degree or a recognised Degree beyond the Master's level within five years of his appointment, failing which he will not be able to earn future increments till he obtains that degree or give evidence of equivalent published work of high standard:

Provided further that the qualification for a lecturer in Music, Home Science and other subjects given below shall be as follows:-

(i) Lecturer in Music: Essential-Degree or Diploma in Hindustani, Karnataka, Western (Vocal or instrumental) music, as may be specified, of a recognised institution of repute.

Desirable

1. Bachelor's degree in any faculty.
2. Experience of giving recitals on Radio and in Music Conferences.
3. Teaching experience.
4. Knowledge of Hindi.

(ii) Lecturer in Home Science : At least second class Master's degree in Home Science or a M.B.B.S. degree or Master's degree in any allied subject plus (1) a degree or diploma in Home

Science of a recognised University or (2) Bachelor's degree with Home Science or Domestic Science as an optional subject.

(iii) Lecturer in Language Subject : in which no University has so far offered any course leading to the Master's degree in the subject. At least a high second class Master's degree in the Faculty of Arts with proficiency in the language concerned, preferably with some publication to his /her credit.

1[Provided that in case candidates belonging to S.C. and S.T. possessing high Second class Degree at Master's stage for the post of Lecturers are not available in sufficient number and if the candidate interviewed are found otherwise suitable, the Selection Committee may recommend to the Chancellor for relaxation of the requirement of his second class Master's Degree and the Chancellor may relax the requirement of high Second Class Master's Degree to bare Second Class Master's Degree for the appointment to the posts of lecturers.]

(2) Principal: Pay scale Rs. 1200-50-1300-60-1900 plus rent free quarters or 10% of salary in lieu thereof.

Minimum Qualification

A first or high second class Master's degree or equivalent degree of foreign University with consistently good academic record and not less than twelve years teaching experience, at least as a lecturer, in a Degree College/ University Department. a stands inserted by letter no. 5318-G.s. (1) dated 25.11.1980.

(3) The existing lecturers in the degree college who have obtained the above scale of pay but do not possess the qualifications laid down above shall be required to obtain the prescribed qualifications within five years from the date of assent of the Statutes. If they are unable to do so during this period they shall not be allowed any future increment till they have satisfied this condition.

8. STATUTES AMENDING THE EXISTING STATUTE RELATING TO MODE OF APPOINTMENTS, PAY- SCALES AND QUALIFICATIONS FOR THE POSTS OF TEACHERS OF UNIVERSITIES / ADMITTED COLLEGES

(Assented to by the Chancellor on 19.11.1980 vide letter no. 5318-G.S.(I) dated 25.11.1980).

1. Reservation of posts—The quota for reservation of posts for different categories of persons belonging to Scheduled Castes, Scheduled Tribes, Backward Classes, Women, Economically Backward Classes and Extremely Backward Classes shall be as follows;-

- | | | |
|-----|-------------------------------|-----|
| (a) | Scheduled Castes | 14% |
| (b) | Scheduled Tribes | |
| (c) | Backward Classes | |
| (d) | Women | |
| (e) | Economically Backward Classes | 3% |
| (f) | Extremely Backward Classes | 12% |

Provided that these reservations shall apply only to the posts of lecturers and not to other categories of posts of teachers.

Note—Definitions to the aforesaid categories for the purpose of "reservation" shall be in accordance with resolution Nos. 755,756 and 757 dated 10.11.78 of the Department of Personnel & Administrative Reforms of Government of Bihar.

2. In order to ensure appointment of lecturers according to the prescribed reservation of posts the following procedure shall be observed :—

- (i) Before the beginning of each academic year the University/College shall determine the number of likely vacancies that may occur during the year for recruitment to the posts of lecturers.
- (ii) Reservation of Posts to the extent prescribed for each category shall be made Faculty-wise by taking into account the total number of vacant posts of lecturers in the Faculty.

(iii) The advertisement for those posts shall indicate the reservations in favour of Scheduled Castes, Scheduled Tribes, Backward Classes, Women, Economically Backward Classes and Extremely Backward Classes candidates who are considered fit. On receipt of applications all candidates belonging to Scheduled Castes, Scheduled Tribes possessing second Class Master's Degree and all other candidates including those belonging to Backward classes, Women, Economically Backward Classes and Extremely Backward Classes who possess High Second Class Degree at the Master's stage shall be invited for interview.

(iv) (a) The candidates belonging to S.C., ST., Backward Classes, Women, Economically Backward Classes and Extremely Backward Classes shall be interviewed separately in the first instance. The candidates belonging to the general category shall then be interviewed.

(b) Panels of names of suitable candidates shall be prepared separately for each category (i.e. Scheduled Castes and Scheduled Tribes etc.) in order of preference. The panel in the general category shall include S.C., S.T., Backward Classes, Women, Economically Backward Classes, and Extremely Backward Classes in order of preference.

(v) Roster for reservation for each lot of one hundred posts shall be as follows :—

(a) Vacancies against serial numbers 2, 8, 15, 22, 29, 36, 44, 52, 58, 65, 72, 79, 86 and 94 shall be reserved for Scheduled Castes.

(b) Vacancies in serial numbers 4, 13, 23, 33, 43, 54, 63, 73, 83 and 93 for Scheduled Tribes.

(c) Vacancies in serial Nos. 6, 14, 30, 35, 45, 59, 70 and 80 for Backward Classes.

(d) Vacancies in serial numbers 21, 42 and 85 for Women.

(e) Vacancies in serial Nos. 20, 41 and 84 for economically Backward Classes.

(f) Vacancies in serial Nos. 3, 12, 25, 34, 51, 55, 61, 66, 75, 87, 95 and 100 for Extremely Backward Classes and the remaining vacancies shall be of the general category.

(vi) In making appointments, it shall be ensured that persons belonging to reserved categories are appointed to the extent of the quota of reservation prescribed for the respective categories and in accordance with the given roster.

Provided that if a sufficient number of candidates suitable in all respects for appointment to the reserved quota of vacancies are not available from the communities for whom reservations have been made in a particular year, the unfilled vacancies should be treated as unreserved and filled by the best available candidates. The number for reserved vacancies thus treated as unreserved will be treated as carried forward vacancies and added as additional quota

to the number that would be reserved in the following year in the normal course; and to the extent to which approved candidates are not available in that year against this additional quota, a corresponding addition should be made to the number of reserved vacancies in the second following year.

(vii) Nothing in these Statutes shall be construed to debar the persons of reserved categories from being appointed on general posts, and the persons so appointed shall not be adjusted against the reserved posts.

(viii) Subject to the provision of Clause (vii) above, appointments to general posts shall be made on the basis of a common merit list of all categories of persons taken together.

(ix) The panel of selected candidates for appointment in different subjects shall lapse at the end of each academic year but the preparation of list Of vacancies according to the given order shall be continuous process.

3. In the existing Statutes relating to mode of appointment, pay-scales and qualifications for the posts of teachers of University/ admitted colleges, the following be deleted:

Note.—"In case of candidates belonging to S.C. /S.T., the requirement of high second Class Degree at the Master's stage for the post of lecturers may be relaxed to be bare Second Class Degree."

And the following be inserted:

"Provided that in case candidates belonging to S.C. and S.T., possessing high Second Class Degree at Master's stage for the post of Lecturers are not available in sufficient number and if the candidates interviewed are found otherwise suitable, the Selection Committee may recommend to the Chancellor for relaxation of the requirement of his second class Master's Degree and the Chancellor may relax the requirement of high Second Class Master's Degree to bare Second Class Master's Degree for the appointment to the posts of lecturers."

9. STATUTES RELATING TO MODE OF APPOINTMENT, PAY-SCALES AND QUALIFICATIONS FOR THE POSTS OF TEACHERS OF THE UNIVERSITY

(As approved by the Chancellor on 1-7-77 vide letter No. BSU-14/77/5561 / GS (1) dated 22-7-77 and amended vide letter No. BSU-14/77-1494/GS (1) dated 85-1979.

The posts of University Professors/Professors/Readers/ Lecturers / Principals shall be filled up by open advertisement. The pay scales and qualifications for these posts shall be as follows:(a)
University Professors

Pay-Scale IQs. 1500-60-1800-100-2000125-2500.

Minimum Qualifications

Teacher of repute possessing high academic qualifications, who has already distinguished himself in the subject concerned by his research and published works of high standard and who possesses a doctorate degree and has at least ten years Postgraduate teaching experience and also considerable experience of successful guidance of research work:

Provided that in case of the Faculty Of Education, in addition to the above qualification, he shall possess at least a first or high second class Master's Degree in the faculty of Arts, Science or Commerce or equivalent qualification recognised by the University.

(b) Professor/Reader Minimum Qualification

Pay-Scale

Rs. 1200-50-1300-60-1900. 1. A first or high second class Master's Degree or equivalent degree of a foreign University in the subject concerned, with consistently good academic record, followed by a doctor's degree and

2. With at least 5 years teaching experience in Postgraduate classes, or 7 years teaching experience in Honours and Postgraduate classes taken together or 12 years teaching experience in degree classes:

1[Provided that the requirement of a first or high second class Master's Degree for appointment to the post of Reader/ Professor may be relaxed to bare second class in the case of teacher who, apart from obtaining his own Ph.D. Degree, has successfully guided research work leading to the award of Doctorate degree or has published considerable research work in standard journals beyond what he did for the Doctorate Degree, and has put in at least eight years of teaching experience in the Post Graduate classes or ten years of teaching experience in the Honours or Honours and Postgraduate Classes taken together or fifteen years of teaching experience in degree classes •.1

Provided further that in case of the Faculty of Education, in addition to the above qualifications, he shall possess at least a first or high second class Master's degree in the Faculty of Arts, Science or Commerce or equivalent qualification recognised by the University.

(c)	Lecturer	Minimum Qualifications
	Pay-Scale	
	Rs. 700-40-1100-50-1600	A first or high second class Master's degree or equivalent degree of a Foreign University in the subject concerned, with consistently good academic record followed by a Ph.D. or M.Phil. Degree:
found	Pay-Scale-pay of University	Provided that in case a candidate with Ph.D.
	Professor / Reader Plus an	or M.Phil. degree is not available or not
	allowance of Rs. 156/-P.M.	suitable, preference shall be given to a
	plus rent free house or 10%	candidate having consistently good
	of the salary in lieu thereof.	academic record, but such a candidate, shall have to obtain Ph.D./ M. Phil. degree within five years of the date of his appointment, failing which he shall cease to earn any future increment until he fulfils the requirements :
		Provided also that in case of Faculty of Education, in addition to the above qualifications, he shall possess at least a first or high second class Master Degree in the Faculty of Arts, Science or Commerce or equivalent qualification recognised by the University :
		Provided further that the qualification for a Lecturer in Music, Home Science and other subjects given below shall be as follows :—

Essential

(i) Lecturer in Music

Degree or Diploma in Hindustani/Karnataka /Western (Vocal or instrumental) Music, as may be specialised, of a recognised institution of repute.

Desirable:

1. Bachelor's degree in any Faculty.
2. Experience of giving recitals on Radio and in Music conference.
3. Teaching experience.
4. Knowledge of Hindi.

(ii)Lecturer in Home Science:

At least a second class Master's Degree in Home Science or an M.B.B.S. degree or a Master Degree in an allied subject plus(1) a degree or diploma in Home Science of a recognised University or (2) Bachelor's degree with Home Science or Domestic Science as an optional subject, with two years teaching experience in a college.

(iii)Lecturer in Language subject in which no university has so far offered any course leading to the Master's degree in the subject-

At least a high second class Master's degree in the Faculty of Arts with proficiency in the language concerned, preferably with some publication to his/her credit.

Note : I—In case of a candidate belonging to Scheduled Caste, Scheduled Tribe, the requirement of high second class degree at the Master's stage for the post Of lecturer may be relaxed to bare second class decree.

2. If any special qualifications are to be incorporated for any post of University Professor/Reader/ Lecturer, the Vice-Chancellor in consultation with the Dean of the Faculty concerned and such other experts including teacher/teachers of the University, as he deems fit, shall determine the specialised qualifications to be laid down for the particular post, in addition to the qualifications already prescribed in

(d) Principal

Minimum Qualifications

A first or high second class Master or equivalent Degree of a foreign University with consistently good academic record and not less than twelve years teaching experience, at least as a lecturer in a Degree College/ University department:

Provided that the scale of pay of University Professor shall be admissible only to those who

possess the qualification of a University Professor and have decided suitable for appointment in that scale by the Public Service Commission or who are already University Professor on the recommendation of the Commission at the of appointment:

Provided further that, for the purpose of teaching experience 15 years of experience in a Degree college as Principal will satisfy the requirement in respect of 10 years teaching experience in Post Graduate Classes.

**AMENDMENT TO STATUTES RELATING TO MODE OF APPOINTMENT,
PAY SCALES & QUALIFICATIONS FOR THE POST OF TEACHERS OF THE
UNIVERSITIES OF THE STATE**

[Governor's Secretariat, Bihar, No.B.S.U. 14/77-1494/G.S. (1) dated the 8th May, 1979.]

From, Shri H.N. Sinha, Deputy Secretary to the Governor, Bihar. To, The Vice-Chancellor, Patna University, Patna/Bihar University, Muzaffarpur/Ranchi University, Ranchi/Bhagalpur University, Bhagalpur/Magadh University, Bodh Gaya/Mithila University, Darbhanga.

Sub : Statutes relating to mode of appointment, pay scales and qualifications for the posts of teachers of the Universities of the State-Amendment thereto.

In continuation to this Secretariat letter No.B.S.U.-14/77-5561 /G.S.(I) dated 22.7.77 on the above subject, I am directed to say that the Chancellor has been pleased to approve the following amendment to the statutes on 8.5.79 under Section 5(2) of the Bihar Inter-University Board Ordinance, 1979 and the same be added after clause (b)(2) of the statutes in respect of Professor/Reader :

"Provided that the requirement of a first or high second class Master's Degree for appointment to the post of Reader/ Professor may be relaxed to bare second class in the case of a teacher who, apart from obtaining his own Ph.D. Degree, has successfully guided research work leading to the award of Doctorate degree or has published considerable research work in standard journals beyond what he did for the Doctorate Degree, and has put in at least eight years of teaching experience in the post Graduate Classes or ten years of teaching experience in the Bachelor of Honours and Post Graduate Classes taken together or fifteen years of teaching experience in degree classes."

Necessary action may please be taken accordingly.

[Note.—incorporated in the relevant clause of the Statute given above.]

10. STATUTES REGARDING QUALIFICATION, PAY SCALES ETC. OF UNIVERSITY LIBRARIAN, DEPUTY LIBRARIAN, ASSISTANT LIBRARIAN OR COLLEGE LIBRARIAN.

(Assented to by the Chancellor vide his O.S.D.s' letter no. B.S.U. 12/86-1682 G.s. (1) dated the 15th July, 1986).

1. The following shall be the minimum qualifications, for the posts Of the

University Librarian, Deputy Librarian, Assistant Librarian and College Librarian: I University Librarian.

Qualification : (i) First or second class Master's Degree in Library Science; or M.A./M.Sc./M.Com plus a first or second class Bachelor's Degree in Library Science; or M.A./M.Sc/M.Com.plus a Diploma in Library Science:]

(ii) Ph.D. degree or equivalent research work in the field relevant to the profession; and

(iii) At least ten year's experience as Librarian or in a responsible professional capacity not below the rank of Deputy Librarian in a University/ Library.

(iv) Training in Computerization/Information Technology/Specialised Areas may, if the University so decides, be also taken into consideration.

(b) Deputy Librarian.

Qualifications : (i) First or second class Master's degree in Library Science or M.A./M.Sc./M.Com. plus a first or second class Bachelor's degree in Library science or Diploma in Library Science:

(ii) Ph.D. degree or equivalent research work in the field relevant to the profession; and

(iii) At least seven year's experience as Librarian or in a responsible profession capacity in a University Library.

(iv) Training in Computerization/ Information Technology/Specialised Areas may, if the University so decides, be also taken into consideration.

(c) Assistant Librarian or College Librarian.

Qualifications : (i) Good academic record with at least a high second class

Master's degree in a subject other than Library Science, and

(ii) A first or high second class Master's degree in Library Science

2. The existing incumbents of posts noted above, who hold the qualification^{011S} as prescribed by the University before this Statute came into force (i.e. before 15th July' 1986) shall be deemed to be qualified for the posts they are holding.

11. STATUTES FOR PROMOTION OF DEMONSTRATORS TO THE POST OF LECTURERS

(As approved by the Chancellor vide letter no. 5250/GS (1) dated 18.11.1980 together with amendments vide letter no. BSU-50/80-2442-GS(1) dated and no. BSU-3984/GS (1) dated 22.12.1986),

1. Subs. by Letter no. BSU-12/86-3993/GS. (1) dated, 22.12.1986.

1. Notwithstanding anything to the contrary as contained in the statutes it is hereby provided that the cases of Demonstrators, if any working in the service of the University or the College concerned, as the case may be, shall be considered for promotion to the post of Lecturer subject to the following conditions:

¹[(a) that he holds the qualifications as prescribed for the post of Lecturer under the Statutes which were in force at the time of his appointment as

Demonstrator;

(b) that he has put in at least 7 years of continuous service as Demonstrator in the University or the College concerned:

²[Provided that a person, who has put in at least twelve years of continuous service as Demonstrator in the University or the College concerned shall be deemed to be eligible for promotion as Lecturer under these Statutes if he holds at least a second class Master's Degree and fulfils the other conditions prescribed in the Statute].

(c) that he holds substantive appointment on the post of Demonstrator:

(d) that his work as Demonstrator has been found to be satisfactory.

Such a promotion shall be deemed to be a personal promotion and shall be done by upgrading the post which he is holding but the upgraded post shall cease to exist when the promote ceases to be a lecturer by reason of his retirement, resignation, death or otherwise.

²[Explanation.—A Demonstrator will be eligible for the promotion to the post of lecturer in the subject in which he holds Master's Degree irrespective of the subject in which he has been working as a Demonstrator, provided that the subject in which he holds Master's Degree and the subject in which he is working as Demonstrator are assigned to the same Faculty and he fulfils all other conditions as prescribed in this Chapter.

2. The Registrar, with the approval of the Vice-Chancellor in cases of those who are in the service of the University, or the Principal of the College concerned, with the approval of the Secretary, in case of admitted colleges, as the case may be, shall refer the cases of Demonstrators who fulfil the above conditions to the University Selection Committee/College Service Commission along with all the relevant information about them and C.C. Rolls for its recommendation.

3.The recommendation of the University Selection Committee / College Service Commission shall be placed before the Syndicate/ Governing Body for orders.

4. The Promotion shall depend on consideration of seniority, service records and C.C. Rolls provided that where C.C. Rolls have not been maintained before implementation of these Statutes, a certificate from the Principal of the College or the Head of the University/ Department about the satisfactory service rendered by the Demonstrator concerned shall serve the purpose of C.C. Rolls.

5. A Demonstrator shall not be promoted to the post of Lecturer unless his name has been recommended for the purpose by University Selection Committee or the College Service Commission, as the case may be.

1. Subs. by letter no. BSU 3984-GS (1) dated 22.12.1986.

2. Ins. by letter no. BSI-J 50/80/2442 GS (1) dated 15.9.1981.

6. Demonstrator who is promoted as Lecturer shall; from the date of promotion, draw his pay in the Lecturer's scale which shall not be less than the amount he is already drawing as Demonstrator, but if his pay in the Demonstrator's scale does not fit in the Lecturer's scale his pay in the Lecturer's scale shall be fixed at the stage next above the amount of his pay in Demonstrator's scale but his date of increment shall remain the same as that in the Demonstrator's scale of pay.

7. This Statute shall come into force with effect from November 14, 1980.

12. STATUTE REGARDING REGULARISATION OF THE SERVICES OF PURELY TEMPORARY LECTURERS, AS APPROVED BY THE CHANCELLOR

Vide No. 5240 G.S. (1) dated 18.11.1980.

With effect from the date (14.11.1980) of the order of the Chancellor under Section 5(2) of the Bihar Inter University Board (1980) the undermentioned criteria shall be followed for absorption of purely temporary lecturers in the regular service of the University or of a college admitted to the University (other than a college managed and maintained by the State Govt.).

1. A purely temporary lecturer who is in the service of the University or of a college admitted to it as a lecturer shall be appointed by the Syndicate or the Governing Body, as the case may be, in the regular service of the University or the college concerned, if he fulfils the following conditions:-

(a) he is in the service of the University or the college concerned as a lecturer on the date of implementation of these criteria;

(b) he has completed or will complete a total period of at least 24 months of service as a lecturer on 31-12-1980 in the University or in the colleges where he is working during two or more academic sessions taken together;

(c) the post on which the lecturer concerned is working is duly sanctioned by the competent authority or where the question of sanction of the post is under consideration of Govt. in the Education Department;

N.B.—If the question of creation of post has been referred to by the University and has been under the consideration of Education Department, such persons will be entitled to regularisation, if the posts held by them are subsequently sanctioned by the Education Department•

(d) the post/posts on which he has completed or will complete 24 months Of service on 31-12-1980 was/were duly sanctioned;

(e) before completing 24 months of the service on 31-12-80 his appointment has been made in any University Deptt. /Constituent College/ Affiliated College against a duly sanctioned post and on the basis of

(i) advertisement in Indian Nation, Searchlight, Aryavarta, Pradeep or in a leading daily news-papers of India, and

(ii) from a panel recommended by a Selection Committee constituted by the University/College for the purpose, assisted by an expert or experts.

(f) he possesses the qualifications for the post of lecturer as prescribed in the Statutes at the time of his first appointment;

(g) his work has been found to be satisfactory; and

(h) that the Chancellor, on the recommendation of a Committee constituted by him consisting of (i) the Vice-Chancellor/the Pro-Vice-Chancellor of the University (ii) an officer nominated by the State Govt. and (iii) two experts nominated by the Chancellor, is satisfied that he fulfils the conditions laid down above:

Provided that the Chancellor, may in the case of individual hardship in respect of any teacher appointed at the time of the starting of the college against the first post in the department, relax any of the conditions prescribed in clause (e) above.

N.B.-The conditions prescribed under clause(e) above shall be deemed to be fulfilled even if the name of the lecturer concerned had ever been recommended by the Bihar Public/ University Service Commission for appointment to the post of a lecturer or if at least one of his appointments as lecturer had been made on the basis of advertisement and selection as required above.

2. The Committee constituted under Sub-Clause (h) above shall meet from time to time on such dates as may be fixed by the Vice-Chancellor and finalise its recommendation in respect of all purely temporary lecturers within a period of four months from the date of implementation of these criteria.

3. The Registrar, shall, as early as possible, prepare a statement of all temporary lecturers in the service of the University who fulfil the prescribed conditions for consideration by the Committee. In case of admitted colleges the Principal of the college concerned shall prepare a statement in respect of the temporary lecturers of his college and send the same along with all the relevant papers to the Registrar for consideration by the Committee. The recommendation of the Committee shall be submitted to the Chancellor for his approval.

4. Lecturers absorbed in the regular service under the above provision shall draw their first increment in the prescribed scale on the date of absorption or on 1st January, 1981 whichever is earlier and they shall draw the next increment after completion of one year service from that date.

5. The seniority of lecturers absorbed in regular service under the above provision shall be determined from the dates of their absorption which shall be so fixed that their inter se seniority, as it existed before their absorption in the service of the University or the college, as the case may be remains unaffected.

6. Henceforth the University shall not make any appointment of lecturer or of any other category of teacher without the recommendation of the University Selection Committee.

7. These criteria shall not be applicable to the temporary lecturers appointed on or after 1st January, 1979.

8. Notwithstanding anything contained above, purely temporary lecturers who completed 18 months of actual service on 30.6.1977 and were on the post on 19.11.1977, shall be absorbed in the regular service of the University or the college concerned if the Chancellor is satisfied that they fulfil the conditions prescribed under the Statutes regarding regularisation of service of purely temporary lecturers in force immediately before the implementation of these criteria.

13. STATUTES FOR REGULARISATION OF THE SERVICE OF PURELY TEMPORARY LECTURERS APPOINTED ON OR BEFORE THE 28TH FEBRUARY, 1982.

(As approved by the Chancellor vide letter no. BSU-25 / 85-283-GS(I) dated 29-1-1986)

With effect from the date of the order of the Chancellor under Section 5(2) of the Bihar Inter University Board Act, 1981 the undermentioned criteria shall be followed for absorption of purely temporary lecturers in the regular service of the University or of a college admitted to the University (other than a college managed and maintained by the State Government).

1. A purely temporary lecturer, who is in the service of the University or of a college admitted to it as a lecturer shall be appointed by the Syndicate or the Governing Body as the case may be, in the regular service of the University or the College concerned, if he fulfils the following conditions;

(a) That, he had been appointed as a lecturer in the service of the University or the college concerned on purely temporary basis on or before the 28th February, 1982 and has been since then continuing in the service of the University / College as such; that, he possesses at least a second class Master Degree in the subject]

(c) That, the post on which, the lecturer concerned had been appointed was duly sanctioned by the competent authority;

2[or the proposal for sanction of the post had been submitted by the University /College to the State Government in the Education Deptt. on or before 28.2.1982 which was subsequently approved by State Govt. or the said proposal is still under consideration of the State Govt.]

(d) that, the appointment had been made on the basis of advertisement Of the post in the Indian Nation, Searchlight, Aryavarta, Pradeep or in any other daily newspaper of Bihar State or in a leading newspaper Of India and from the panel recommended by a Selection Committee constituted by the University/ College for the purposes, assisted by an expert or experts; that, his work has been found to be satisfactory; and

(f) that, the Chancellor, on the recommendation of a Committee constituted by him consisting of (i) the Vice-Chancellor / Pro-Vice-Chancellor of the University, (ii) an Officer nominated by the State Government and (iii) two experts nominated by the Chancellor, is satisfied that the candidate fulfils the conditions laid down above:

1. Subs. by BSU-25/85-3103/GS(1) dated 17.2.1987.

2. Added by ibid.

Provided that the Chancellor, may in the case of individual hardship in respect of any lecturer appointed at the time of the starting of the college against the first post in the department, relax any of the conditions prescribed in clause (d) above.

N.B.-The conditions prescribed under clause(d) above shall be deemed to be fulfilled if the name of the lecturer concerned had ever been recommended by Bihar Public/University Service Commission for appointment to the post of lecturer or if his appointment as lecturer had ever been made in the post on the basis of advertisement and selection as required above.

2. The committee constituted under clause (f) above shall meet from time to time on such dates as may be fixed by the Vice-Chancellor and finalise its recommendation in respect of all purely temporary lecturers within a period of four months from the date of implementation of these Statutes.

3. The Registrar, shall, as early as possible, prepare a statement Of all temporary lecturers in the service of the University who fulfil the prescribed conditions for consideration by the Committee. In case of admitted colleges, the Principal of the college concerned shall prepare a statement in respect of the temporary lecturers of his college and send the same along with all the relevant papers to the Registrar for consideration by the Committee. The recommendation of the committee shall be submitted to the Chancellor for his approval.

4. Subject to the conditions prescribed in the Statutes relating to qualifications of teachers regarding stoppage of increments, lecturers absorbed in the regular service under the above provisions shall draw their first increment in the prescribed scale on completion of one year of service from the dates of their appointments from which they have been continuing in service without any break.

5. The seniority of lecturers absorbed in regular service under the above provisions shall be determined from the dates of their absorption which shall be so fixed that their inter-se seniority; as it existed before their absorption in the service of the University or the college, as the case may be, remains unaffected.

6. These Statutes shall not be applicable to the temporary lecturers appointed after 28-2-1982.

14. REGULARISATION OF THE SERVICES OF PURELY TEMPORARY LECTURERS PROFORMAS FOR SUBMITTING

(BIO-DATA)

1. Name of the Lecturer

2. Home Address

3. Present Address

4. Date of Birth

5. Date of Joining Service

6. Please give particulars of all examinations passed (From Matriculation onwards) with a tested copy of certificates of marks)

Examination Passed	Board/Univ.	Divi/Class	Subjects Taken (Specific Hons/distinction)	Year	Percentage of Marks
1	2	3	4	5	6

7. Research experience

8. Please give particulars of all previous employment

(with attested copy of Notification)

Nature of Post	Whether Permanent/Temporary	Date of Joining	Date of Leaving	Salary	Name of College
1	2	3	4	5	6

9. Were you ever recommended by the Bihar Public Service Commission/ University Selection Committee for appointment to the post of a Lecturer. (If so please state the number and date of Commission's/ University Selection Committee's letter and the name of the post and Advertisement No.

I certify that the information given by me above is true to the best of my knowledge and belief.

Signature of the candidate with date

Verified and found correct

15. STATUTES REGARDING REGULARISATION OF SERVICE OF PURELY TEMPORARY LECTURERS.

(As approved by the Chancellor on 1-12-1978 vide his Deputy Secretary's letter no. 3666/GS
(1) 16-11-1978)

(1) विश्वविद्यालय सेवा में नियुक्त ऐसे अस्थायी व्याख्याता जिन्होंने बिहार राज्य के किसी विश्वविद्यालय / विभाग अथवा एक या एक से अधिक अंगीभूत अथवा संबद्धन प्राप्त महाविद्यालय में दो या दो से अधिक शैक्षणिक सत्रों में तिथि 30.6.77 को कुल मिलाकर 18 माह की वास्तविक सेवा की है और अस्थायी नियुक्ति में कुलाधिपति की राय में अधोलिखित शर्तें पूरी होती हैं, तो कुलपति विश्वविद्यालय सेवा में उनकी नियुक्ति पर, अधिनियम के अनुसार अनुशंसा करने के लिए बिहार लोक विश्वविद्यालय द्वारा नियुक्ति हेतु अनुशंसा कर सकता है:-

(क) जिस पद पर तत्काल सम्बन्धित व्याख्याता कार्यरत हैं वह पद विधिवत सृजित हो।

(ख) जिन पदों पर की गयी नियुक्तियों को मिलाकर तिथि 30.7.77 को कम-से-कम 18 माह की वास्तविक सेवा पूरी होती है वे सभी पद नियुक्ति के समय विधिवत सृजित थे।

(ग) दिनांक 30.6.77 को 18 माह की वास्तविक सेवा के पूर्व उनकी नियुक्ति किसी विश्वविद्यालय / अंगीभूत महाविद्यालय में विधिवत स्वीकृत व्याख्याता पद पर राज्य सरकार द्वारा विज्ञापन के लिये मान्यता प्राप्त पटना से निकलने वाले दैनिक समाचार पत्र जैसे इंडियन नेशन, सर्चलाइट, प्रदीप, आर्यावर्त या भारत के किसी प्रमुख दैनिक समाचार-पत्र में विज्ञापित हुआ था तथा विश्वविद्यालय द्वारा गठित चयन समिति की अनुशंसा पर की गयी थी और चयन समिति द्वारा चयन करने में किसी विशेषज्ञ या विशेषज्ञों की सहायता ली गयी थी तथा समिति द्वारा परिनियम में विहित अर्हता के आधार पर चयन सूची तैयार की गयी थी।

(घ) उनका कार्य संतोषप्रद रहा हो।

(2) ऐसे व्याख्याता की वरीयता की गणना राज्य के लोक सेवा के लोक सेवा आयोग की अनुशंसा की तिथि से की जायेगी तथा उन्हें वार्षिक वेतन वृद्धि भी उस तिथि के आधार पर अनुमन्य की जायेगी।

(3) ऐसे अस्थायी शिक्षक जिनकी वास्तविक सेवा अवधि दिनांक 30.6.77 को विधिवत स्वीकृत पद पर 18 महीने से कम परन्तु 6 माह से अधिक की रही है और वे 19 नवम्बर, 1977 को किसी विधिवत स्थायी स्वीकृत पद पर कार्यरत रहे हैं और उनकी नियुक्ति में उपयुक्त उप-कंडिका (1) में विहित सभी शर्तें पूरी होती हैं तो उन्हें उनके पद के विज्ञापन पर आयोजित अन्तर्वीक्षा में शामिल होने के लिए उसी अर्हता के आधार पर आयोग बुला सकेगा जो उसकी स्थायी नियुक्ति के समय सम्बन्धित विश्वविद्यालय के परिनियम में विहित थी।

(4) संबद्धन प्राप्त कॉलेजों में नियुक्त अस्थायी व्याख्याताओं के मामले के विश्वविद्यालय से वा आयोग के विचारार्थ कुलपति द्वारा अपनी अनुशंसा के साथ भेजने में उन्हीं शर्तों एवं प्रक्रिया का पालन किया जायेगा जो विश्वविद्यालय सेवा में नियुक्त अस्थायी व्याख्याताओं के संबंध में उपयुक्त उप-कंडिका में विहित है।

नोट-(1) इस परिनियम में उल्लिखित “प्राध्यापक” एवं “व्याख्याता” दोनों शब्दों का अर्थ एक ही है, यथा “लेक्चरर”।

(2) इस अनुच्छेद में उद्धृत परिनियम कुलाधिपति द्वारा दिनांक 1.11.1978 को अनुमोदित हुआ, जिसे उनके उप-सचिव ने पत्रांक 3666 जी०एस० (1) दिनांक 16 नवम्बर, 1978 द्वारा परिचारित किया।

16. STATUTES FOR PROMOTION OF LECTURERS TO
THE POST OF READERS AS APPROVED BY THE
CHANCELLOR VIDE LETTER NO. 5260 G.S. (1) DATED
18.11.80.

1. Notwithstanding anything to the contrary as contained in the Statutes it is hereby provided that a lecturer, serving in a University department or in a degree college, managed and maintained by the University shall, on the recommendation of University Selection Committee be promoted to the post of Reader, subject to the following conditions:-

(a) If he holds a doctorate degree, (e.g. Ph.D., D.Litt. or D.Sc.), he has completed at least thirteen (13) years of continuous service as a lecturer in one or more Universities; or

It he does not hold a doctorate degree, he has completed at least eighteen years of continuous service as a lecturer in one or more Universities: Provided that the period of teaching experience below degree standard shall not be included, and

(b) he holds substantive appointment on the post of lecturer.

2. Such a promotion shall be deemed to be a personal promotion. It shall not be automatic but shall be made on the recommendation of the University Selection Committee on consideration of academic achievement and C.C. Rolls of the lecturer concerned:

Provided that where C.C. Rolls have not been maintained before implementation of these Statutes, the cases of lecturers who are eligible for promotion on the date of implementation of this Statute, shall be considered by the University Selection Committee on the basis of academic achievements and the certificate from the Heads of University Department or the Principal of colleges concerned in regard to the satisfactory service of the lecturers, after the same has been screened by a Committee appointed by the Vice-Chancellor for the purpose :

Provided further that hereafter C.C. Rolls shall be regularly maintained in respect of each teacher according to the procedure and in the form to be approved by the Chancellor for the purpose.

3. Promotion to the post of Readers under the above clause shall be admissible only in the faculties in which the Fifth Plan U.G.C. scale of pay have been implemented by the University, but a lecturer who did not opt for the U.G.C. scale of pay shall also be eligible to be considered for promotion to the post of Reader under these Statutes in the U.G.C. scale of pay (i.e. Rs. 1200-1900), retaining at the same time his privilege to continue in service upto the age of 62.

4. Where a lecturer is promoted to the post of Reader, such take effect from the date on which the lecturer entered 14th or 19th year of qualifying service, as the case may be, or from the date of implementation of these statutes, whichever is later.

5. The case of a lecturer, who is not recommended by the University selection Committee for promotion, may again be considered for promotion after a period of one year has elapsed since his name was last considered. The promotion in such a case shall take effect from the date of the recommendation of the University selection Committee.

6. The post of the lecturer who is promoted to the post of Reader, shall be deemed to be upgraded with effect from the date of such promotion and shall remain upgraded as such till the incumbent continues to hold the post, but the same shall be converted into the post of lecturer in the event of his appointment to a higher post or when the post falls vacant due to his retirement, resignation, death or otherwise. Nothing in these statutes shall be construed to have created any vacancy on the post of lecturer on promotion of the lecturer to the post of Reader.

7. The upgraded post shall be deemed to be a substantive post till the promotee holds it, but any temporary vacancy on the post, on account of the promotee being on leave or on foreign service or officiating on or holding another post on temporary basis, shall be that of lecturer.

8. A lecturer who is promoted as Reader, shall from the date of promotion, draw his pay in the Reader's scale which shall be equal to the amount of his pay in the lecturer's scale but if his pay in the lecturer's scale does not fit in the Reader's scale, his pay in the Reader's scale shall be fixed at the stage next above the amount of his pay in the lecturer's scale. The date of increment in the Reader's scale shall be the same as that in the lecturer's scale.

9. The seniority on the post of Reader shall be determined from the date of promotion but the inter se seniority of the lecturers promoted as Readers on the same date shall be the same as they had on their post as lecturers.

10. Appointment to the posts higher than of Reader and other posts of teachers including duly created posts of Readers shall continue to be made only on the basis of the prescribed qualifications and in the manner prescribed in the Act and the

Statutes:

provided that a person who was appointed as a Reader against a duly sanctioned post of Reader and whose appointment has earlier been concurred in at least once by the Bihar Public Service Commission, may be appointed to that post on substantive basis with the approval of the University Selection Committee on the basis of his academic achievements and satisfactory services subject to the condition that the post against which he is working is a duly sanctioned substantive post and that he holds the qualifications for the post of Reader as prescribed in the statutes at the time of his previous appointment as Reader and his appointment on substantive basis shall take effect from the date of his first appointment as Reader.

11. The Registrar of the University with the approval of the Vice-Chancellor shall place a list of eligible candidates giving required information about them along with all the relevant papers including service records and / or C.C. Rolls before the Screening Committee to be appointed by

the Vice-Chancellor for scrutiny. The recommendation of the Screening Committee along with all the relevant papers shall be placed before the University Selection Committee and the recommendation of the University Selection Committee shall be placed before the Syndicate at its next meeting for orders.

12. These statutes shall come into force with effect from the date of Chancellor's approval i.e. 14-11-80.

17. STATUTE FOR TIME BOUND PROMOTION OF LECTURERS TO THE POSTS OF READERS AND FOR READERS TO THE POSTS OF UNIVERSITY PROFESSORS.

(As approved by the Chancellor vide letter no. (BSU-27/85-4032 GS (1) dated 24.12.1986)

Subject:—Statute for time bound promotion of Lecturers to the posts Of University Professors.

I am directed to invite a reference on the above subject and to say that the Chancellor on the recommendation of Bihar Inter University Board and the State Government has been pleased to approve the following Statutes under section 5 (2) of the Bihar Inter University Board Act, 1981 for implementation in your University.

1. Notwithstanding anything to the contrary as contained in the Statutes, it is hereby provided that:-

(1) A lecturer, serving in a University department or in a degree college managed and maintained by the University shall on the recommendation of the Bihar State University (Constituent Colleges) Service Commission, be promoted on the basis of time bound Scheme; to the post of Reader, subject to the following conditions :

(a) That, he holds the qualification as prescribed for the post of Lecturer under the Statute enforced at the time of his appointment as lecturer and has fulfilled the conditions, if any attached thereto as laid down in the Statute:

(b) That, he holds substantive appointment on the post of a Lecturer; and (c) That, he has completed at least ten years of continuous Service as lecturer in one or more Universities:

Provided that the service rendered in a degree college during the period the college was not affiliated in the subject concerned even up to the Intermediate standard, shall not be taken into account for the purpose of this Statutes:

Provided further that the service rendered in more than one University shall be deemed to be continuous if the period elapsed between leaving the service of a University and joining the service of another University does not exceed the normal joining time as prescribed in the service Statute.

2["Provided that the qualifications prescribed for the appointment of Lecturers mentioned above may be relaxed in case of such teachers who were absorbed in the services of the University under the Statutes in force from time to time and also in case of Demonstrators promoted to the post of Lecturers under the Statute framed for that purpose. "

Further action in the matter may be taken accordingly.

(2) A Reader, serving in a University Department or in a degree college, managed and maintained by the University and has completed at least twenty five years of continuous service as teacher not below the rank of lecturer in one or more universities shall on the recommendation of the Bihar State University (Constituent Colleges) Service Commission, be promoted on the basis of Mme bound scheme to the post of University Professor subject to the condition given in provisos to clause (I) above.

1. "Note" deleted vide No. BSI-J-25/89-3128 (1)

(3) ¹[A Reader possessing the qualification of a University Professor prescribed by the University Grants Commission serving in a University Department or in a degree college, managed and maintained by the University and who has completed at least 16 years of continuous service as lecturer/ Reader in one or more Universities, shall on recommendation of the Bihar State University (Constituent colleges) Service Commission be promoted to the post of University Professor, other conditions remaining the same.

2. Such promotion shall be deemed to be personal promotion. It shall not be automatic but shall be made on the recommendation of the Bihar State University (Constituent Colleges) Service Commission on consideration of experience and C.C. Roll of the teacher concerned.

Provided that where C.C. Rolls have not been maintained before implementation of these statutes, the cases of teachers who are eligible for promotion as Reader or University Professor on the date of implementation of this Statute, shall be considered by the said Commission on the basis of experience and certificates from the Heads of University Departments or Principals of Colleges concerned in regards to the satisfactory service of the teachers after the same have been screened by a committee consisting of the Vice-Chancellor. The Dean of the Faculty concerned, the Head of the University Department concerned and two experts appointed by the Vice-Chancellor from the panel prepared by the Bihar Inter University Board.

Provided further that, the report of the committee in each case shall be referred to the Bihar State University (Constituent Colleges) Service Commission for its recommendation but where in the opinion of the committee a teacher fulfills the prescribed conditions and is found fit to be promoted, the Syndicate may, on the recommendation of the Vice-Chancellor pass orders for promotion of such a teacher on a temporary basis till final decision is taken on the recommendation of the said Commission, but in case the Commission does not recommend for promotion, the temporary promotion given to such a teacher shall cease to be effective immediately.

Also provided that hereafter C.C. Rolls shall be regularly maintained in respect of each teacher according to the procedure and in the form to be approved by the Chancellor for the purpose.

3. Promotion under the above clauses shall be admissible only in the faculties in which the fifth plan U.G.C. scale of pay have been implemented by the University, but a teacher who did not opt for the U.G.C. scale of pay shall also be eligible to be considered for promotion to the post of Reader or University Professor, as the case may be, under this Statute in the old scale of pay.

4. Where a teacher is promoted to the post of Reader or University Professor, as the case may be, such a promotion shall take effect from the date on which the lecturer entered the 11th year of his qualifying service or the Reader entered the 26th year of this qualifying service as the case may be, or from the 1st February 1985 whichever is later.

1. Added by BSU-26/85-4099/G.s. (1) dated 20.11.1987.

5. The case of teacher, who is not recommended by the said Commission for promotion as Reader or University Professor may again be considered for promotion after a period of one year has elapsed since his name was last considered. The promotion in such a case shall effect from the date of the recommendation of the

Commission.

6. The Post held by the Lecturer or Reader who is promoted to the post of Reader or University Professor shall be deemed to be upgraded with effect from the date of such promotion and shall remain upgraded as such till the incumbent continues to hold the post, but the same shall be converted in to the post of Lecturer or Reader, as the case may be in the event of retirement, resignation, death or otherwise provided that if the post of Reader or Lecturer was itself an upgraded post which was further upgraded as that of Reader or University Professor, the same shall be converted into the Lecturer's post in the event of vacancy.

7. The upgraded post shall be deemed to be a substantive post till the promotee hold it but any temporary vacancy on the post on account of promotee being on leave or on foreign service or officiating in or holding another post on temporary basis shall be that of lecturer or Reader (not being as upgraded post), as the case may be.

8. The lecturer who is promoted as Reader or the Reader who is promoted as University Professor shall from the date of promotion draw his pay in the higher scale which shall be fixed under the relevant provision of the service statute of the University.

9. The inter-se seniority of the teachers will not be adversely affected by time bound promotion.

10. Appointment to the duly created post of Readers or University Professors as also promotion under the Merit Promotion Scheme for Readers shall continue to be made on the basis of the prescribed qualifications and in the manner prescribed in the Act and the Statutes.

11. The Registrar of the University with the approval of the Vice-Chancellor shall place a list of eligible candidates giving all the required information about each of them along with all the relevant papers including service records and C.C. Rolls before the screening Committee to be appointed by the Vice-Chancellor for scrutiny. The recommendation of the Screening Committee along with all the relevant papers shall be submitted to the Bihar State University (Constituent Colleges) Service Commission and the recommendation of the said Commission shall be placed before the Syndicate at the next meeting for orders.

12. This Statute shall come into force with effect from the first February, 1985 in supersession of the Statute approved by the Chancellor on 24.10.81 vide Governor's Secretariat letter NO. BSI-J 51/81-2779-GS (1) dated 14.11.81 but all actions taken under the said statute before the date of implementation of this statute shall be deemed to be valid.

Note : (1) No teacher shall be allowed more than two such promotions during the entire period of his service. As such a Demonstrator who was promoted as Lecturer may be further promoted as Reader under this statute but not as University Professor.

(2) The word's Lecturer, Reader, University Professor shall include equivalent posts having different nomenclatures in the various faculties."

Governor's Secretariat, Bihar No.BSU-25/89-3128/GS (1) Dated 12.10.90

Subject.—Statute for time bound promotion of Lecturer to the Post of Header and Promotion of Reader to the Post of University Professor.

I am directed to invite a reference on the subject noted above and to inform that the Chancellor, Universities of Bihar on the recommendation of the Bihar Inter University Board and the State Government has been pleased to approve the following amendment to statute assented earlier by the Chancellor communicated vide Governor's Secretariat letter no.4032/GS(1) dated 24.12.1986 under section 5(2) Of the Bihar Inter University Board Act, 1981 for implementation in your University.

"(i) Delete Note portion of para (1) of letter no. BSI-I-27/85-4032 GS (1) dated 24.12.86

(ii) Addfollowing portion after para (1)

"Provided that the qualifications prescribed for the appointment of Lecturers mentioned above may be relaxed in case of such teachers who were absorbed in the services of the University under the statutes inforce from time to time and also in case of Demonstrators promoted to the post of Lecturers under the Statute framed for that purpose. "

Further action in the matter may be taken accordingly.

18. REVISED STATUTE FOR PROMOTION OF LECTURERS TO THE POST OF READERS

(As approved by the Chancellor vide letter no. BSU-41 /81-2779 GS(I) dated

14.11.1981 along with amendments vide letter no. BSU-26/86-3813/GS(1) dated 28.11.1986.)

1. Notwithstanding anything to the contrary as contained in the Statutes it is hereby provided that a Lecturer, serving in University department or in a degree college managed and maintained by the University shall on the recommendation of the University Selection Committee be promoted to the post of Reader, subject to the following conditions :-

(a) If he hold the doctorate degree (e.g., Ph.D., D.Litt., D.Sc.), he has completed at least thirteen (13) years of continuous service as a Lecturer, l[in one or more University], or

If he does not hold a doctorate degree, he has completed at least eighteen years of continuous service as a Lecturer, l[in one or more University;] Provided that the period of teaching experience below degree standard shall not be included * *

(b) He holds substantive appointment on the post of Lecturer.

1. subs. by letter no. BSU-26/86-3813-GS(1) dated 28.11.1986.

2. Deleted by *ibid*.

2. Such a promotion shall be deemed to be a personal promotion. It shall not be automatic but shall be made on the recommendation of the University Selection Committee on consideration of academic achievement and C.C. Rolls of the lecturer concerned:

Provided that where C.C. Rolls have not been maintained before implementation of these statutes the cases of lecturers who are eligible for promotion on the date of implementation of this Statute, shall be considered by the University Selection Committee on the basis of academic and the certificate from the Head of University Department or the Principal of college concerned in regard to the satisfactory service of the lecturers after the same has been screened by a Committee appointed by the Vice-Chancellor for the purpose:

Provided further that hereafter C.C. Rolls shall be regularly maintained in respect of each teacher according to the procedure and in the form to be approved by the Chancellor for the purpose.

3. Promotion to the post of Readers under the above clause shall be admissible only in the faculties in which the fifth Plan U.G.C. scale of pay have been implemented by the University, but a lecturer who did not opt for the UGC scale of pay shall also be eligible to be considered for promotion to the post of Reader under these Statutes in the old scale of pay i.e., Rs. 850-1250.

4. Where a lecturer is promoted to the post of a Reader, such a promotion shall take effect from the date on which the lecturer entered 14th or 19th year of qualifying service as the case may be, or from the date of implementation of these Statutes, whichever is later.

5. The case of a Lecturer, who is not recommended by the University Selection Committee for promotion may again be considered for promotion after a period Of one year has elapsed since his name was last considered. The promotion in such a case shall take effect from the date of the recommendation of the University Selection

6. The post of the lecturer, who is promoted to the post of Reader, shall be deemed to be upgraded with effect from the date of such promotion and shall remain upgraded as such till the incumbent continues to hold the post, but the same shall be converted in to the post of Lecturer in the event of his appointment to a higher post or when the post falls vacant due to his retirement, resignation, death or otherwise. Nothing in these Statutes shall be construed to have created any vacancy on the post of Lecturer on promotion of the lecturer to the post of Reader.

7. The upgraded post shall be deemed to be a substantive post fill the promotee holds it, but any temporary vacancy on the post on account of the being on leave or on foreign service or officiating or holding another post on temporary basis,

8. A Lecturer who is promoted as Reader, shall from the date of promoti011' draw his pay in the Reader's scale which shall be equal to the amount of his pay in the Lecturer's scale but if his pay in the scale does not fit in the Reader's scale, his pay in the Readers scale shall be fixed at the stage next above the amount of his pay in the Lecturer's scale. The date of increment in the Readers shall be the

9. The seniority on the post of Reader shall be determined from the date of promotion but the inter-se seniority of the lecturers promoted as Readers on the same date shall be the same as they had on their posts as Lecturers.

10. Appointment to posts higher than that of Reader and other post of teachers including duly created posts of Readers shall continue to be made only on the basis of the prescribed qualification and in the manner prescribed in the Act and the statutes.

Provided that a person who was appointed as Reader against a duly sanctioned post without obtaining the recommendation of the Bihar Public Service Commission and has been continuing as such on the post, may be appointed to that post on substantive basis with the approval of the University Selection Committee on the basis of his academic achievements and satisfactory service subject to the condition that:-

- (i) the post on which he is working is a duly sanctioned post, and
- (ii) he holds the qualifications for the post of Reader as prescribed in the Statutes at the time of his previous appointment as Reader.

The substantive appointment of such a person as Reader shall take effect from the 14th November 1980 but he shall be senior to those who are promoted as Reader under these Statutes. The existing inter-se seniority amongst Readers who were appointed without reference to the Bihar Public Service Commission shall not be affected.

11. The Registrar of the University with the approval of the Vice-Chancellor shall place a list of eligible candidates giving required information about them along with all the relevant papers including service records and /or C.C. Rolls before the Screening Committee to be appointed by the Vice-Chancellor for scrutiny. The recommendation of the Screening Committee along with all the relevant papers shall be placed before the University Selection Committee and the recommendation of the University Selection Committee shall be placed before the Syndicate at its next meeting for orders.

12. These Statutes shall come into force with effect from the 24th of October, 1981.

19. STATUTES FOR TIME BOUND PROMOTION OF LECTURERS To THE POST OF READERS AND PROMOTION OF READERS TO THE POSTS OF UNIVERSITY PROFESSORS OF AFFILIATED COLLEGES INCLUDING RELIGIOUS AND LINGUISTIC MINORITY COLLEGES.

(As approved by the Chancellor vide no. BSU-20/92-2280/GS(I)-dated 14.9.92)

The Chancellor on the recommendation of the Bihar Inter University Board and the State Government has been pleased to approve the following Statute on 7.9.92 under Section 5(2) of the Bihar Inter University Board Act, 1981 for implementation in your University :-

Statute for Time Bound Promotion of Lecturers to the posts of Readers and for Readers to the post of University Professors.

Notwithstanding anything to the contrary as contained in the statutes, it is hereby provided that :—

(1) A lecturer, serving in an affiliated college (which includes colleges established and managed by religious and linguistic minority) managed and maintained by the Governing Body, shall on the recommendation of the Bihar Colleges Service Commission be promoted on the basis of Time Bound Scheme to the post of Reader, subject to the following conditions :—

(a) That, he holds the qualification as prescribed for the post of Lecturer under the Statute enforced at the time of his appointment as Lecturer and has fulfilled the conditions, if any attached thereto as laid down in the

Statute;

(b) That, he holds substantive appointment on the post of Lecturer; and

(c) That, he has completed at least ten years of continuous service as lecturer in one or more Universities within the State of Bihar: Provided that the service rendered in a degree college during the period the college was not affiliated in the subject concerned even up to the Intermediate standard, shall not be taken into account for the purpose of this Statute.

Provided further that the service rendered in more than one University within the State of Bihar shall be deemed to be continuous if the period elapsed between leaving the service of a University and joining the service of another University does not exceed the normal joining time as prescribed in the service statute.

(d) That deficit grant will be paid by the State Govt. only to the lecturer working against posts sanctioned on or before 19 Oct. 1982 the colleges affiliated to the university on or before 19.10.82.

(2) A Reader serving in an affiliated college managed and maintained by the Governing body and had completed at least twenty five years of continuous service as teacher, not below the rank of lecturer, in one or more Universities within the State of Bihar, shall on the recommendation of the Bihar College Service Commission be promoted on the basis of time bound scheme as to the post of University Professor subject to the conditions given in proviso to Clause (1) above.

(3) "A Reader possessing the qualification of a University Professor prescribed by the University Grants Commission serving in a University Department or in a affiliated degree college, managed and maintained by the Governing Body and who has completed atleast 16 years of continuous service as Lecturer /Reader, in one or more Universities within the State of Bihar shall on recommendation of the Bihar College Service Commission be promoted to the post of University Professor, other conditions remaining the same."

2. Such promotion shall be deemed to be personal promotion, it shall not be automatic but shall be made on the recommendation of the Bihar College Service Commission on consideration of experience & C.C. Roll of the teacher concerned.

Provided that where C.C. Roll have not been maintained before implementation of these statutes, the cases of teachers who are eligible for Promotion as Reader or University Professor on the date of implementation of this statutes, shall be considered by the said Commission on the basis of experience and certificates from the Head of the Institution or Principals of Colleges concerned in regard to the satisfactory service of the teachers, after the same have been screened by a committee consisting of the Vice-Chancellor, the Dean of the Faculty concerned, the Head of the University Department concerned and two experts appointed by the Vice-Chancellor from the panel prepared by the Bihar Inter University Board.

Provided further that the report of the Committee in each case shall be referred to the Bihar College Service Commission for its recommendation but where in the opinion of Committee a teacher fulfils the prescribed conditions and is found fit to be promoted, the Governing Body, may on the recommendation of the Vice-Chancellor pass orders for promotion of such a teacher on a temporary basis till final decision is taken on the recommendation of the said Commission, but in case the Commission does not recommend for promotion, the temporary promotion given to such teacher shall cease to be effective immediately.

Also provided that hereafter C.C. Rolls shall be regularly maintained in respect of each teacher according to the procedure and in the form to be approved by the Chancellor for the purpose.

3. Promotion under the above clause shall be admissible only in the faculties in which the fifth plan U.G.C. scale of pay have been implemented by the G.B. and University but a teacher who did not opt for the U.G.C. scale of pay shall also be eligible to be considered for promotion to the post of Reader or University Professor, as the case may be, under this Statute in the old scale of pay.

4. Where a teacher is promoted to the post of Reader or University Professor, as the case may be, such a promotion shall take effect from the date on which the lecturer entered the 11th year of his qualifying service or the Reader entered the 26th year of his qualifying service, as the case may be, or from the 1st February, 1985, whichever is later.
5. The case of teacher, who is not recommended by the said Commission for promotion as Reader or University Professor may again be considered for promotion after a period of one year has elapsed since his name was last considered. The promotion in such a case shall take effect from the date of the recommendation of the Commission.
6. The post held by the Lecturer or Reader who is promoted to the post of Reader or University Professor shall be deemed to be upgraded with effect from the date of such promotion and shall remain upgraded as such till the incumbent continues to hold the post, but the same shall be converted into the post of Lecturer or Reader, as the case may be, in the event of retirement, resignation, death or otherwise provided that if the post of Reader or Lecturer was itself an upgraded post which was further upgraded as that of Reader or University Professor, the same shall be converted into the Lecturer's post in the event of vacancy.
7. The upgraded post shall be deemed to be a substantive post till the promotee holds it, but any temporary vacancy on the post on account of the promotee being on leave or on foreign service or officiating in or hold another post on temporary basis, shall be that of Lecturer or Reader (not being as upgraded post), as the case may be.
8. The lecturer who is promoted as Reader or the Reader who is promoted as University Professor shall from the date of promotion draw his pay in the higher scale which shall be fixed under the relevant provision of the service statute of the University.
9. The Inter-se seniority of the teachers will not be adversely affected by time bound promotion.
10. Appointment to the duly created posts of Readers or University Professors as also promotion under the Merit Promotion scheme for Readers shall continue to be made on the basis of the prescribed qualifications and in the manner prescribed in the Act and the Statutes.
11. The Principal of the College with the approval of the Governing Body shall place a list of eligible candidates giving all the required information about each of them alongwith all the relevant papers including service records and C.C. Rolls before the screening committee to be appointed by the Vice-Chancellor for scrutiny. The recommendation of the Screening Committee alongwith all the relevant papers shall be submitted to the Bihar College Service Commission and the recommendation of the said Commission shall be placed before the Governing body of the college at the next meeting for orders.
12. This Statute shall come into force with effect from the 1st February, 1985

"Provided that the above statutes will not be applicable in case of teachers of subjects affiliated upto Intermediate standard only."

Note : (1) No teacher shall be allowed more than two such promotions during the entire period of his service. As such a Demonstrator who was promoted as Lecturer may be further promoted as Reader under this Statute but not as University

(2) The words 'Lecturer, Reader, University Professor shall include equivalent posts having different nomenclatures in the various faculties. "

20. STATUTES REGARDING MERIT PROMOTION OF LECTURERS AS READERS

(As approved by the Chancellor vide letter No. BSU-G/86-3975 /G S (1) dated the 22nd December, 1986).

1. Notwithstanding anything to the contrary as contained in the Statutes of the University, Lecturers in the University engaged in advanced teaching and research and whose contribution and achievements are such as to merit recognition; may be considered for merit promotion after completing at least eight years of continuous service as Lecturer of which at least four years should be in the department where he/she is being considered for such assessment and promotion.

2. The basic objective of such promotion shall be:-

- (i) to recognise outstanding work by the University teachers in the areas of
- (ii) to subject such work to objective evaluation by experts in the subject/
- (iii) to provide for reasonable opportunities for professional advancement to such teachers, who merit academic recognition on a competitive basis

3. The procedure for promotion under this Statutes shall be as follows:(a) Not more than one-third of the number of total permanent position of lecturers within a department may hold such merit promotion as Readers, provided that if in calculating the number of positions for purposes of merit promotion wherever more than point five (0.5) fraction arises, it will be rounded up as one (1.0) for giving such promotion:

Provided further that in case there is only one permanent position of lecturer in any department the case of the teacher holding that post may be considered for merit promotion if he fulfils all other conditions prescribed under these Statutes for such promotion.

Note :—Permanent position of lecturers in any department shall include the permanent posts of lecturers duly sanctioned & created plus the posts being held by promotee lecturers in that department.

(b) Such promotion shall be deemed to be personal promotion. The main criteria for such promotion would be the merit or work and not the seniority of teachers.

(c) The post of lecturer who is promoted as Reader shall be deemed to be upgraded with effect from the date of such promotion and shall remain upgraded as such till the incumbent continues to hold the post, but the same shall be converted to the post of lecturers in the event of the incumbent's appointment to a higher post or when the post falls vacant due to his/her retirement, resignation, death or otherwise. Nothing in these Statutes shall construe to have created any vacancy on the post of Lecturer which has been upgraded as that of Reader.

(d) The upgraded post shall be deemed to be a substantive post till the promotee holds it but any temporary vacancy on the post on account of the promotee being on leave or on foreign service or officiating or holding any other post on temporary basis, shall be that of lecturer.

(e) A lecturer who is promoted as Reader shall from the date of such promotion, draw his pay in the Reader's scale, which shall be equal to the amount of his pay in the Lecturer's scale, but if his pay in the Lecturer's scale does not fit in the higher scale, his pay in the higher scale shall be fixed at the stage next above the amount of his pay in the lower scale. The date of increment in the higher scale shall be the same as that in the lower scale.

(f) The seniority of teachers promoted under these statutes shall be determined from the date of promotion, but the inter-se seniority of teachers promoted on the same date shall be the same as they had on their lower post.

4. The promotion will depend on consideration and assessment of the work done by the teacher, such as research, publications, book's reviews, curriculum development, teaching aids, innovation in teaching methods, equipment developed, etc. presented by the individual teachers which shall be referred to at least two referees in the subject/discipline concerned.

5. The referees shall be selected by the Vice-Chancellor out of a panel prepared by the Inter University Board for nomination of experts for the Bihar State University (Constituent Colleges) Service Commission.

6. The evaluation reports submitted by the referees shall be kept confidential.

7. The entire papers submitted by the teacher concerned along with the reports made by the referees shall be referred to the Bihar State University (Constituent Colleges) Service Commission for its recommendation. The Commission shall give due consideration to the opinion of the referees. There shall be at least two outside experts to assist the Commission in making recommendation.

8. The appointment shall be made by the Syndicate in accordance with the recommendation of the said Commission: Provided that if in the opinion of both the referees, a lecturer fulfills the conditions prescribed under these Statutes and is fit to be promoted as Reader, the Syndicate may, on the recommendation of the Vice-Chancellor, pass orders for promotion of such lecturer on a temporary basis till final decision is taken on the recommendation of the Bihar State University (Constituent Colleges) Service Commission, but in case the Commission does not recommend his case for promotion, temporary promotion given to him shall cease to be effective immediately:

Provided further that if the two referees do not agree, in such a case the papers of the candidate concerned shall be submitted to a third referee selected by the Vice-Chancellor out of the panel of experts prepared by the Inter University Board under Article 5 above.

9. Any teacher who has been considered and not selected for merit promotion in the initial presentation will be eligible to submit his work again only after a lapse of one year.

10. Teachers interested in such assessment and considerations of merit promotion shall be required to present their work to the Registrar of the University, through the head of the department concerned, latest by the 31st December, each year or a date to be fixed by the Vice-Chancellor. The University will generally take a decision before the beginning of the next academic year so that such promotions take effect from the date of the beginning of the next academic session.

11. The University shall furnish to the University Grants Commission necessary particulars each year of the persons promoted under the scheme along with the reports of the referees, the recommendations of the Commission and the order of the Syndicate.

21. STATUTES REGARDING MERIT PROMOTION OF READERS AS UNIVERSITY PROFESSORS

(As approved by the Chancellor vide No. 359/GS(1) dated 22.2.1984 and amendments vide letter no. 164 dated 27.12.1984 and no. BSU-09 /85-3742-G.S. (1) dated 24.11.1986.)

Notwithstanding anything to the contrary as contained in the Statutes of the

Readers in the University engaged in advanced teaching and research University, and whose contribution and achievements are such as to merit recognition may be considered for merit promotion after completing at least eight years of continuous service as Readers 1 [of which at least four years should be in the University where he/she is being considered for such assessment and promotion.]

2. The basic objective of such promotion shall be-

- (i) to recognise outstanding work by the University teachers in the areas of teaching and research;
- (ii) subject such work to objective evaluation by experts in the subject/areas concerned; and
- (iii) to provide for reasonable opportunities for professional advancement to such teachers, who merit academic recognition, on a competitive basis.

3. The procedure for promotion under this Statutes shall be as follows(a) Not more than one-third of the number of a total permanent position of

Readers within a department may hold such merit promotion as University Professors provided that if in calculating the number of positions for purposes of merit promotion wherever more than point five (0.5) fraction arises, it will be rounded up as one (1.0) for giving such promotion.

Provided further that in case there is only one permanent position of Reader in any department, the case of the teacher holding that post may be considered for merit promotion, if he fulfils all other conditions prescribed under these statutes for such promotion.

Note : "Permanent posts of Readers in any department shall include the permanent posts of Readers duly sanctioned and created plus the posts being held by promotee Readers in that department."

(b) Such promotion shall be deemed to be personal promotion. The main criteria for such promotion would be the merit of work and not the seniority of teachers.

(c) The post of the Reader who is promoted as University Professor shall be deemed to be upgraded with effect from the date of such promotion and shall remain upgraded as such till the incumbent continues to hold the post, but the same shall be converted to the post of Reader, in the event of the incumbent's appointment to a higher post or when the post falls vacant due to his/her

retirement, resignation, death or otherwise. Nothing in these Statutes shall construe to have created any vacancy on the post of Reader which has been upgraded as that of University Professor.

(d) The upgraded post shall be deemed to be a substantive post till the promotee holds it but any temporary vacancy on the post on account of the promotee being on leave or on foreign service or officiating or holding any other post on temporary basis, shall be that of Readers.

(e) A Reader who is promoted as University Professor shall from the date of such promotion, draw his pay in the University Professor's scale, which shall be equal to the amount of his pay in the Reader's scale, but if his pay in the Reader's scale does not fit in the higher scale, his pay in the higher scale shall be fixed at the stage next above the amount of his pay in the lower scale. The date of increment in the higher scale shall be the same as that in the lower scale.

Subs. should be in the department)" vide letter No.BSU-09/853742-GS(I) dated 24-11-1986.

(f) The seniority of teachers promoted under these statutes shall be determined from the date of promotion, but the inter se seniority of teachers promoted on the same date shall be the same as they had on their lower post.

4. The promotion will depend on consideration and assessment of the work done by the teacher, such as research, publications, books reviews, curriculum development, teaching aids, innovation in teaching methods, equipment developed etc., presented by the individual teachers which shall be referred to at least two referees in the subject/discipline concerned.

5. The referees shall be selected by the Vice-Chancellor out of a panel prepared by the Inter University Board for nomination of experts for the Bihar Public Service Commission.

6. The evaluation reports submitted by the referees shall be kept confidential.

7. The entire papers submitted by the teacher concerned along with the reports made by the Referees shall be referred to the Bihar Public Service Commission for its recommendation. The Commission shall give due consideration to the opinion Of the referees. There shall be at least three outside experts to assist the Commission in making its recommendation.

8. The appointment shall be made by the Syndicate in accordance with the recommendation of the Bihar Public Service Commission.

1[Provided that if in the opinion of both the referees, a Reader fulfils the conditions prescribed under these statutes and is fit to be promoted as University Professor, the Syndicate may, on the recommendation of the Vice-Chancellor, pass orders for promotion of such a Reader on a temporary basis till final decision is taken on the recommendation of the Bihar Public Service Commission, but in case the Commission does not recommend his case for promotion, the temporary promotion given to him shall cease to be effective immediately:

Provided further that if the two referees do not agree in such a case, the papers of the candidate concerned shall be submitted to a third referee selected by the Vice Chancellor from out of the panel of experts prepared by the Inter University Board under article 5 above]

9. Any teacher who has been considered and not selected for merit promotion in the initial presentation will be eligible to submit his work again only after a lapse

10. Teachers interested in such assessment and consideration of merit promotion shall be required to present their work to the Registrar of the University' through the head of department concerned, latest by the 31st December each year or a date to be fixed by the Vice-Chancellor. The University will generally take a decision before the beginning of the next academic year so that such promotions take effect from the date of the beginning of the next academic session.

1. Ins. by Memo No. BSU-33/83-1640 OSD/GS (I) dated 27.12.84.

11. The University shall furnish to the University Grants Commission necessary particulars each year of the persons promoted under the scheme along with the reports, of the referees, the recommendation of the Commission and the order of the Syndicate.

Designation	Existing scale of pay	Revised scales of pay introduced w.e.f. 1.1.86
1. University Professor	1500-2500	4500-150-5700-200-7300/3700-125-4950-150-5700/-
2. Reader	1200-1900	2200-75-2800-100-4000/-
3. Lecturer	700-1600	3000-100-3500-125-5000/3700-125-4960-150-5700/3700-125-4950-150-5700/1740-60-2700-EB-3000/7600/-(fixed)
4. Lecturer (Senior scale) (Selection grade)	Not existing	
	Not existing	
5. Lecturer (Selection grade)	1200-1900	
6. Principals of College	1500-2500 500-900	
7. Demonstrators	3000 (fixed)	
(Existing incumbent only)		
8. Vice-Chancellors		

3. The State Government have also decided that for purposes of fixation of pay the revised scales of pay will be deemed to have been introduced w.e.f. 1.1.1986, but the actual payment shall commence from the salary of August, 1989. Decision on mode of payment of arrears shall be taken later.

4. The revised scales of pay are not applicable to Medical, Engineering, Agriculture, Veterinary, Government Teachers Training Colleges.

22. REVISION OF PAY-SCALE OF UNIVERSITY AND DEGREE COLLEGE TEACHERS

(No. 14/1) 2-09/871-IRD 1044 dated 7-8-1989)

I am directed to say that the Government of India vide their letter no. F 1-21/87 U.I dated 17.6.87 and dated 2.7.88 requested the State Government to consider the question of implementation of revised pay scales of pay for the University and College teachers of the State as recommended by the University Grants Commission as a 'Composite Scheme' as envisaged in the letters under reference.

2. The State Government have decided to introduce the revised scales of pay for teachers of the Universities and degree colleges and also for Vice Chancellors of the Universities as recommended by the University Grants Commission as detailed below with effect from 1.1.1986, subject to the conditions laid down in Annexure I:—

FOR TEACHERS OF THE UNIVERSITY & COLLEGES

Designation	Existing scale of pay	Revised scales of pay introduced w.e.f. 1.1.86
1. University Professor	1500-2500	4500-150-5700-200-
2. Reader	1200-1900	7300/3700-125-4950-150-5700/-
3. Lecturer	700-1600	2200-75-2800-100-4000/-
4. Lecturer (Senior scale)	Not existing	3000-100-3500-125-
(Selection grade)	Not existing	5000/3700-125-4960-150-
5. Lecturer	1200-1900	5700/3700-125-4950-150-
(Selection grade)	1500-2500 500-	5700/1740-60-2700-EB-
6. Principals of College	900	3000/7600/-(fixed)
7. Demonstrators	3000 (fixed)	
(Existing incumbent only)		
8. Vice-Chancellors		

3. The State Government have also decided that for purposes of fixation of pay the revised scales of pay will be deemed to have been introduced w.e.f.1.1.1986, but the actual payment shall commence from the salary of August, 1989. Decision on mode of payment of arrears shall be taken later.

4. The revised scales of pay are not applicable to Medical, Engineering, Agriculture, Veterinary, Government Teachers Training Colleges.
5. The pay in the revised scales shall be fixed according to rule and formula laid down in Annexure II. Pay fixation on promotion to next higher scale shall be made on the basis of the criteria laid down by the U.G.C.
6. The revised scales of pay will be applicable to all teachers who were in position against posts sanctioned on 1.1.86. The revised scales of pay to teachers appointed against posts sanctioned after 1.1.1986 will be applicable from the date of sanction of their posts.
7. The State Government have, by Government Order No. 1216 dated the 18th Sept 1975 decided that neither any post of Demonstrator shall be created nor any appointment to the existing posts of Demonstrators shall be made thereafter, and as such Demonstrators appointed on or before the 18th Sept. 1975 only, shall be eligible to get the revised scales of pay.
8. The revised scales of pay are inclusive of the basic pay the D.A, Additional/ Adhoc D.A. and Interim Relief if any admissible to teacher as on 1.1.1986. As far as Dearness Allowance is concerned, the teachers will be paid at the rates admissible to and accruing to State Government employees after 1.1.1986.
9. Teachers serving on sanctioned posts may exercise an option in accordance with para 20 of Appendix I, within 90 days from the issue of this order in the proforma given in Annexure III.
10. The Universities and Colleges are authorised to fix pay in the revised scales provisionally, according to the instructions and to start payment in the revised scale of pay w.e.f. pay for the months of August, 1989 after obtaining a written undertaking in the proforma of Annexure IV from each teachers that if on final fixation of pay by the Government it is found that provisional payment has been made in excess of the amount admissible and approved by the State Government the amount so paid in excess would be deducted from his future pay in one or more instalments.
11. Promotion effected or due to teachers on or before 1.3.89 will not be reopened. However in such cases their pay will be revised from the date of their promotion.
12. The benefits of revised UGC pay scales will be available to deficit grant affiliated colleges including such minority colleges.
13. The University after due checking shall send copies of the pay fixation statement in the form as prescribed for approval of the State Government.
14. The colleges shall prefer their demands for grant on this account to the University concerned giving details in the prescribed proforma (Annexure V).

The University shall send consolidated demand to the State Government in the proforma for each University Department and College separately.

15. The University shall maintain two separate accounts, one in respect of the posts sanctioned before 1st Jan. 1986 and by whom UGC pay scale has been introduced on the basis of 'Composite Scheme' of the Government of India and the Other in respect of the posts sanctioned after 1.1.1986 and appointment made thereafter including those allowed relaxation given under paras 9 and 11 above.

16. The Provisions contained in Appendix and Annexures to this order shall apply in all matters of which no specific mention is made in this order.

17. The Director (Higher Education), Bihar and the Accounts Officer, Human Resource Development Department have been informed.

APPENDIX-I

Coverage

1. This scheme applies to teachers in all Universities (excluding Agricultural Universities) and Colleges (excluding Agricultural, Medical and Veterinary Science Colleges) admitted the privileges of the Universities unless they specifically exercise an option in writing to remain out of this scheme as provided in para 20 hereafter. All teachers appointed after the date from which the scheme has been given effect will be governed by the provision of the composite scheme of the U.G.C.

Date of effect

2. The revised scales of pay will be effective from Jan. 1, 1986.

Pay Scales

3. The revised scales of pay effected from 1.1.1986 are given in Annexure 1.

4. The reused scales of pay are inclusive of the basic pay, the dearness allowance, additional dearness allowance, and the interim relief, if any admissible to teacher on 1.1.1986.

5. The revised scale of pay of Demonstrators is for the existing incumbents of these positions in the Universities and Colleges. There shall be no fresh recruitment to this category.

6. The Principals of Colleges shall be placed in the scale of pay of Reader or professor on the basis of criteria to be laid down by the State Government.

7. The revised pay for Vice-Chancellors indicated in Annexure-I shall be applicable to all Universities.

Recruitment and Qualifications

8. Recruitment to the posts of Lecturers, Readers and Professors in Universities and Colleges shall be on the basis of merit through all India advertisement and selection, provided that lecturers who fulfill the criteria prescribed in this scheme will be eligible for promotion to the posts of Readers.

9. The minimum qualifications required for appointment to the post of Lecturers, Readers and Professors will be those prescribed by the U.G.C. from time to time. Generally, the minimum qualification for appointment to the post of Lecturer in the scale of pay of Rupees 2200-4000 shall be Master's degree in the relevant subject with at least 55% marks or its equivalent grade, and good academic record.

10. Only those candidates who, besides fulfilling the minimum academic qualifications prescribed for the post of lecturer, have qualified in a comprehensive test, to be specially conducted for the purpose, will be eligible for appointment as lecturer. The detailed scheme for conducting the test including its design the agencies to be employed in the conduct of tests, contents, administration, etc., will be worked out on the guidelines given by the U.G.C.

11. In order to encourage research, in continuation of post graduate studies, candidates who at the time of their recruitment as Lecturers, possess Ph.D. or M.Phil. degree, will be sanctioned three and one advance increments respectively in the scale Rs.2200-4000 alongwith the benefit of corresponding years of service for the purpose of promotion. The existing Lecturers without research degree, and those similarly situated recruited in future will be eligible for a similar benefit in service for the purpose of promotion as and when they acquire research degrees, but will be eligible for advance increments. Existing lecturers, with research degrees will also be eligible for a similar benefit.

Career Advancement

12. Every Lecturer will be placed in a senior scale of Rupees 3000-5000 if he/ she has:

- (a) completed 8 years of service after regular appointment with relaxation as provided in para 11 above;
- (b) participated in two refresher course/ summer institutes each of approximately 4 weeks duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified by the U.G.C.
- (c) consistently satisfactory performance appraisal reports. Explanation

All lecturers in the existing scale of Rs. 700-1600, who have completed 8 years of service on 1.1.1986, will be placed through a process of screening/selection as indicated in para 21 below, in the scale of Rs. 3000-5000. The benefit of service provided in para 22 will be available for the initial placement also.

13. Every Lecturer in the senior scale will be eligible for promotion to the post of Reader in the scale of pay of Rs. 3700-5700 if he/she has:

- (a) completed 8 years of service in the senior scale provided that the requirement of 8 years will be relaxed if the total service of the Lecturer is not less than 16 years.
- (b) obtained a Ph.D. degree or an equivalent published work:
- (c) made some mark in the areas of scholarship and research as evidenced by self-assessment, reports of referees, quality of publication, contribution to educational renovation, design of new courses and curricular etc;
- (d) participated in two refresher courses/summer institute of approximately 4 weeks duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified by the UGC, after placement in the senior scale; and
- (e) consistently good performance appraisal reports.

14. Promotion to the post of Reader will be through a process of selection by a Selection committee to be set up under the Statutes/ ordinances of the University concerned or other similar committees set up by the appointing authorities in accordance with the guidelines to be laid down by the U.G.C. Posts of Reader will be created for this purpose by upgrading number of posts of lecturers in the Universities and colleges.

15. Those lecturers in the Senior scale who do not have Ph.D. degree or equivalent published work and who do not meet the scholarship and research standards of a Reader but fulfil the other criteria mentioned in para 13 and have a good record in teaching and/or participation in extension activities, will be placed in the grade of Rs. 3700-5700 subject to the recommendations of the committee mentioned in Para 14 above. They will be designated as Lecturers in the Selection Grade. In the Selection Grade will be created for this purpose by upgrading the posts held by them. They could offer themselves for a fresh assessment after obtaining Ph.D. and or fulfilling other requirements for promotion as reader, and if found suitable, could be given the designation of Reader.

16. Lecturers in the existing selection Grade of Rs. 1200-1900 in the colleges will be placed at the appropriate stage in the revised selection Grade of Rs. 3700-5700 in accordance with the pay fixation formula under this scheme, existing Lecturers, who have completed or will complete, a total period of sixteen years of service on 1.1.1986 or thereafter will be eligible for promotion to the post of Reader or placement in the selection Grade in accordance with the provisions in paras 13, 14 and 15. They will also be entitled to the relaxation in the years of service by 3 years and 1 year respectively if they hold Ph.D. or M.Phil. degrees as mentioned in para 11.

17. More posts of Professors and Readers will be created in the Universities and Colleges to broaden the channel of open selection. The U.G.C would evolve suitable criteria for this purpose. The requirements of qualifications and experience for posts to be filled up through open selection

will be prescribed by the UGC from time to time. Universities will have the freedom, to seek out brilliant people, independent of their seniority from within the Universities and colleges, or outside, and provide them opportunities for joining the teaching profession at appropriate levels.

18. The promotions made or due under any existing scheme before 1.3.89 will not be reopened. However in such cases the benefit of revision will be available to teachers only from the date of their promotion.

19. The existing teachers in Universities and colleges where the merit promotion scheme formulated by the UGC in 1983 or any other promotion schemes formulated by the State Govt. are in operation will have an option to continue to be governed by the provisions of those promotion schemes provided that they exercise their option in writing prior to their pay fixation under this scheme. They will also be entitled to the designations envisaged for various categories of teachers in those schemes, but the scales of pay will be as follows:-

- | | |
|----------------------|-----------------|
| (i) Lecturer | Rs. 2200-40007 |
| (ii) Reader/Lecturer | Rs. 3000-50007- |
| (Selection Grade) | |
| (iii) Professor | Rs. 4500-57007- |

Continuing education and appraisal of performance:

20. Participation of teachers at regular intervals in appropriate continuing education programmes is envisaged as an integral part of the professional development of teachers. The University Grants Commission, the Indira Gandhi National Open University, the State Governments and other appropriate agencies will be advised to take steps to introduce programmes of continuing education for this purpose through a variety of means while there cannot and need not be any rigid requirement of participation in formal programmes, evidence of commitment to continuing education of any recognised means as may be specified by the U.G.C. will be an essential requirement for career advancement. Pending the organisation of such programmes on the quality and scale required for giving effect to the implementations of the measures envisaged in paras 12 to 16 of this scheme relaxation Hon from the requirement of participation in such programmes or specific & periods and for specific categories of posts will be granted by the University concerned in accordance with guidelines to be laid down by the UCC.

21. Regular and systematic appraisal of performance of teachers is to be an essential element in the management of education and this has been taken into account in the design to formulate the guidelines for the evaluation of performance of teachers, taking into account the statement contained in the National policy on Education 1986. Such a system should become operational with effect from academic year 1988-89. Till it becomes operational the existing screening mechanism/ selection procedures or those prescribed on a provisional basis by the

University/State Government concerned will apply to all placements/promotions referred to in paras 12 to 16.

Other conditions of services:

Probation

22. The period of probation of a teacher shall not exceed a period of 24 months. A lecturer appointed on probation should ordinarily be confirmed only after he/she has completed an appropriate short term orientation programmes and his/her performance appraisal reports are satisfactory. The U.G.C. shall make arrangements to ensure that facilities are available for organising orientation programmes to cover all lecturers appointed in and after 1986-89.

Superannuation and re-employment :

23. The age of superannuation for teachers should be 60 years and thereafter no extension in service should be given. However, it will be open to a University or college to re-employ a superannuated teacher according to the Statute to be framed on the guidelines provided by the U.G.C. up to the age of 65 years.

Grievance Redressal Mechanism :

24. Appropriate mechanism for the redressal of teacher's grievances will be established in all Universities and colleges in respect of which guidelines will be issued separately.

Code of Professional Ethics :

25. The U.G.C. will prepare a Code of professional ethics for teachers in consultation with the representatives of national levels associations of teachers. All concerned should see to the observance of the Code.

Pay Fixation formula :

26. The pay of teachers in the revised scale of 1.1.1986 will be fixed in accordance with the formula given in

Anomalies

27. Anomalies, if any, in the implementations of the scheme may be brought to the notice of the department of Human Resource Development Government of Bihar.

ANNEXURE-I

SCALES OF PAY OF TEACHERS IN UNIVERSITIES AND COLLEGES

No.	Designation	Existing scales of pay	Revised scales of pay
1	2	3	4
1.	Lecturers.	700-1600	2200-75-2300-100-4000
2.	Lecturers (Senior Scale)	Not Existing	3000-1 00-3500-1 25-5000
3.	Lecturers (Selection Grade)	1200-1900	3700-1 25-4950-1 50-5700
4.	Reader	1200-1900	3700-1 25-4950-1 50-5700
5.	Professor	1500-2500	4500-1 50-5700-200-7300
6.	Principals of Colleges.	(i) 1200-1900 (ii) 1500-2500	(i) 3700-1 25-4950-1 50-5700 (ii) 4500-1 50-5700-200-7300
7.	Vice-Chancellors	3000 (Fixed)	7600 (Fixed)
8.	Tutors/ Demonstrators	500-900	1740-50-2700-3000

ANNEXURE-II

FORMULA FOR FIXATION OF PAY IN THE REVISED SCALES:

I, Pay in the revised scales should be fixed under this scheme only after (a) every teacher has had an opportunity to decide whether he/she will opt for the earlier scheme (Paras 17-18): and

(b) the University or colleges concerned has made necessary changes in their statutes, ordinances, rules, regulations, etc. to incorporate the provisions of this scheme.

II. The pay of teachers in Universities and colleges may be fixed in the revised scale of pay in the following manner :-

(i) An amount representing 20% of basic pay in the existing scale shall be added to the existing emoluments.

(ii) After the existing emoluments have been so increased the pay shall be fixed in the revised scale at the stage next above the amount thus computed: Provided that:

(a) if the minimum of the revised scale is more than the amount so arrived at, the pay shall be fixed at the minimum of the revised scale:

Q)) if the amount so arrived at is more than the maximum of the revised scale, the pay shall be fixed at the maximum of the scale.

Explanation

(i) The "existing emoluments" of a teacher on 1.1.1986 shall include;

(a) basic pay in the existing scale ;

(b) dearness allowance, additional dearness allowance and adhoc dearness allowance appropriate to the basic pay admissible, if any; and

(c) Interim relief, if any;

(ii) For the purpose of adding 20% to the existing emoluments;

(a) the basic pay shall be the pay on 1.1.1986, the basic pay may be reckoned notionally in the 1973 UGC scales for the purpose of fixation of pay; and Note :—Where in the fixation of pay under clause (ii) the pay of a teacher drawing pay at more than five consecutive stages in an existing scale gets bunched, that is to say, gets fixed in the revised scale at the same stage, the pay in the revised scale of such of the teachers who are drawing pay beyond the first five consecutive stages in existing scale shall be stepped up to the stage where such bunching occurs, as under, by the grant of increments(s) in the revised scale in the following manner, namely:—

(a) For teachers drawing pay from the 6th upto the 10th stage in the existing scale-by one increment.

(b) For teachers drawing pay from the 11th up to the 15th stage in the existing scale, if there is bunching beyond the 10th stage-by-three increments.

(c) For teachers drawing pay from the 16th up to 20th stage in the existing scale if there is bunching beyond the 11 th stage-by three increments.

If by stepping up of the pay as above, the pay of a teacher gets fixed at a stage in the revised scale which is higher than the stage in the revised scale at which the pay of a teacher who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of that of the former.

III The next increment of a teacher whose pay has been fixed in the revised scale in accordance with Rule II shall be granted on the date he would have drawn his increment, had he continued in the existing scale :

Provided that in cases where the pay of a teacher is stepped up in terms of the Note under Rule-II, the next increment shall be granted on the completion of qualifying service of 12 months from the date of stepping up of the pay in the revised scale :

Provided further that in the case of persons who had been drawing maximum of the existing scale for more than a year as on 1.1.1986, the next increment in the revised scale shall be allowed on 1.1.1986.

IV. A few illustrations indicating the manner in which the pay of teachers should be fixed under Rule-I are given below (Figures may be taken as hypothetical):—

Illustration - 1

- | | |
|---|------------------------------|
| 1. Existing scale of pay | Rs. 700-40-1100-50-1600 |
| 2. Proposed scale of pay | Rs. 2200-75-2800-EB-100-4000 |
| 3. Existing basic pay | Rs. 700/- |
| 4. DA/ADA on 1.1.1986 | Rs. 1053/- |
| 5. Two instalments of interim relief. | Rs. 140/- |
| 6. Existing emoluments | Rs. 1893/- |
| 7. Add 20% of basic pay IQs. 140/Pay to be fixed in revised scale = | Rs. 2200/ |

Illustration - 2

- | | |
|--------------------------|-----------------|
| 1. Existing scale of pay | Rs. 700-1600/- |
| 2. Proposed scale of pay | Rs. 2200-4000/- |
| 3. Existing basic pay | Rs. 980/- |

4. DA/ADA on 1.1.1986	Rs. 1428/-
5. Two instalments of interim relief.	Rs. 168/-
6. Existing emoluments	Rs. 2576/-
7. Add 20% of basic pay	
Pay to be fixed in the revised scale	Rs. 2800/Illustration - 3
1. Existing scale of pay	Rs. 1200-1900
2. Proposed scale of pay	Rs. 3700-125-4700-150-5300
3. Existing basic pay	Rs. 1480/-
4. DA/ ADA on 1.1.1986	Rs. 4450/-
5. Two instalments of interim relief	Rs. 218/-
6. Existing emoluments	Rs. 3148/-
7. Add 20% of basic pay	Rs. 296/-
Pay to be fixed in the revised scale =	Rs. 3700/
Illustration - 4	
1. Existing scale of pay	Rs. 1500-2500
2. Proposed scale of pay	Rs. 4500-150-5700-200-7300
3. Existing basic pay	Rs. 2300/-
4. DA/ADA on 1.1.1986	Rs. 2325/-
5. Two instalments in interim relief.	Rs. 350/-
6. Existing emoluments	Rs. 5175/-
7. Add 20% of basic pay	Rs. 460/-
Pay to be fixed in the revised scale	Rs3700/-

Note :—The amount of DA/ADA and interim relief mentioned in the above illustrations are those applicable to Central Government employees. The corresponding actual amount admissible in each State on this account will have to be taken into account in computing the total existing emolument and fixing the pay in the revised scale at the appropriate stage.

Pay Fixation Proforma of Teachers of Colleges/Deptts/Institutions

1. Name of the teacher.

2. Post held & name of Deptt. /College/Inst.
3. Date of increment in the present post.
4. Date of promotion on the present post.
5. Scale of pay of the existing post.
6. (i) Basis pay as on 1.1.86
(ii) D.A. & Addl. D.A./ad-hoc-as on 1.1.86
(iii) Interim relief as on 1.1.86
7. Total emoluments of Sl. 6 on 1.1.86 in the existing scale.
8. Add. 20% of the basic pay of the existing pay on 1.1.86
9. Total of serial 7 & 8
10. Pay fixed in the revised scale of pay on 1.1.86/ on date of promotion/option.
11. Date of next increment.
12. In the case a teacher is drawing pay at the Max. Stage in the existing scale the date from which he has been drawing maximum be mentioned.

Countersigned by the Head of the
Deptt./Principal/Director.

Signature of the Teacher.

Note :—Option and undertaking etc. may be enclosed.

(ii) In case of promotion in the scale Of pay of Reader/Professor a copy of the fixation statement be attached.

ANNEXURE -111

FORM OF OPTION UNDER PARA 20 OF GOVERNMENT OF INDIA LETTER NO. F 1-21/87 OF U.I. DATED 22ND JULY, 1988.

I..... Lecturer/Reader / Professor in the Department of..... /
College..... do hereby exercise my option to continue to be governed by the
provisions of the existing promotion scheme with all the conditions attached thereto.

Full signature of the teacher & Designation.

Countersigned.

Principal
Head of the Deptt.

Vice or Pro-V.C. or President of the G.B. in
cases of Principal of Affiliated Colleges

ANNEXURE-IV

Form of Undertaking

I hereby undertake that it, on final fixation of pay in the Revised Scale by the State Government it is found that the provisional payment has been made in excess of the amount admissible and approved by the State Govt. the amount so paid in excess to me would be deducted from my future pay in one or more instalments.

Signature of the teacher.

ANNEXURE-V

1. Name of the University.
2. Name of the Post-Graduate Department/College.

No. of Post sanctioned on 1.1.1986 (Giving details of G.O. Nos./ allowance/university order....Uni-prof, reader, lecturer, demonstrator)	Pay and Special allowance/dearness allowance/ admissible on 1.1.86 in existing scale	Pay Admissible on 1.1.86 in the revised scale	Difference of column 2 and 3
1	2	3	4

Note.—For teachers after 1.1.86 and old one who is allowed new pay scales of pay till 1.3.89, separate information shall be furnished in this very proforma.

23. STATUTES FOR GRANTING PROFESSOR'S PAY SCALE TO SENIOR PRINCIPALS

(As approved by the Chancellor vide letter no. BSU-44/87/1215-GS (1) dated 21487)

I am directed to say that the Chancellor on the recommendation of the Bihar Inter University Board and the State Government has been pleased to approve the following statute under section 5(2) of the Bihar Inter University Board Act, 1981 for implementation in your University.

Notwithstanding anything to the contrary as contained in the Patna University Act, 1976 or the Bihar State University Act, 1976 and the Statutes made thereunder, it is hereby provided as follows:-

1. That, the following shall be the scale of pay for the posts of Principals of Colleges managed and maintained by the University:

(i) IRS. 1200-50-1300-60-1900; and

(ii) IRS. 1500-60-1800-100-2000-125-2500

Plus an allowance of Rs. 150/-p.m. and rent free house or 10% of salary in lieu thereof in either scale.

2. A Principal of college, who has been duly appointed as such in accordance with the provisions of the University Act and the Statutes in force at the time of such appointment, may on completion of ten years of continuous service as Principal on or after the 1st January, 1973 may, with effect from the date following the completion of ten years of continuous service as Principal, be placed in the higher scale subject to the condition that no arrear, if any, on account of fixation of his pay in the said higher scale, prior to 1st April, 1986 shall be admissible.

3. The above provisions will be applicable to the colleges affiliated to the University mutatis mutandis.

Further action in the matter may be taken accordingly.

24. REVISED STATUTES REGARDING APPOINTMENT OF DEANS OF FACULTIES

(Assented to by the Chancellor on 23.3.1982 vide letter no. BSU-8/82-731 G.S.(I) dated 27-3-82)

1. (a) For the purpose of appointment of Deans of Faculties, the Registrar shall maintain a register of those teachers (including Principals of Colleges) who are duly appointed as University Professors or in the rank of University Professor faculty wise-arranged in order of seniority and the appointment of Deans in the Faculty concerned shall be made accordingly by rotation.

(b) In a Faculty in which there is no University Professor or Principal in the rank of University Professor, the Registrar shall maintain a list of Heads of University Department in the rank of Reader in the Faculty concerned in order of seniority and the appointment of Dean, in that faculty shall be made accordingly by rotation.

(c) In the faculty in which there is even no University Department the Registrar shall maintain a list of Principals of colleges who are below the rank of University Professor, in order of seniority and the appointment of Dean in that faculty shall be made accordingly by rotation.

2. For the purpose of Article(I) (a), (b) (c) above the seniority shall be reckoned with effect from the date of appointment as or in the rank of University Professor, or as Reader or Principal as the case may be :

Provided that :—

(i) amongst two or more such teachers appointed in the same rank whose inter-seniority cannot be decided by relevant provisions of the statutes, the order of rotation shall be according to the year of establishment of the Department and/ or the college as the case may be;

(ii) If more than one such departments/colleges were established in the same year the order of rotation shall be according to the names of the departments/colleges arranged in alphabetical order in Hindi (Devnagari script).

25. STATUTES REGARDING COLLEGE DEVELOPMENT COUNCIL (AS APPROVED BY THE BOARD ON 17.12.81.)

(No. BSU-32/82-716 G.s. (1) dated 27 March, 1982)

1. There shall be a College Development Council for ensuring proper planning and integrated development of colleges (constituent as well as affiliated) and to provide the necessary help and guidance for the all round development of standards of education.

2. The College Development Council shall serve as a vital link between the U.G.C. University authorities, College and the State Education Department.

3. The College Development Council shall serve as an academic guide to the college on one hand and on the other hand to ensure inter-action between the academic facilities in the University Departments to the teachers in colleges. To fulfil this objective the College Development Council may take in consultation with the University or other bodies concerned, all such steps as it may think fit for the promotion, co-ordination and raising standard of education in colleges.

For the purpose of performing its function, it may

(a) Function at a policy making body in regard to proper planning and integrated development of colleges.

(b) Conduct surveys of all the colleges, district-wise, with a view to preparing and maintaining an up-to-date profile on each colleges under the University, reviewing existing facilities and identifying the needs and gap that need to be filled for the development of colleges and make such information available to the U.G.C. and other concerned bodies.

(c) Advise the University on all matters relating to development of Colleges, such as provision of adequate facilities academic and physical for raising the standard of learning, teaching and research and its periodic evaluation for enabling the University to maintain reasonable continuity of policy in regard to development of colleges.

(d) Prepare a perspective plan for the development and opening of new college to enable the University and State Education Authorities to take long term decisions on the planning and development of colleges and may advise the University on matters relating to different disciplines taught in colleges at different levels of University education.

(e) Advise University in regard to rationalisation and implementation of University's policy on affiliation of colleges.

(f) Keep close contact with the colleges with a view to helping them in their proper development, selection of teachers, student amenities, proper utilisation of grants etc. efficient implementation of U.G.C. approved projects and reforms viz. examination reform, course COSIP,

COSHIR restructuring of course to make them more relevant and significant, not only to students, but also to the region as a whole by assisting social transformation and regional development.

(g) Review the facilities for post-graduate department of colleges in terms of the norms prescribed by the U.G.C. and assist those having the potential of coming up to the norms within a few years.

(h) Help in the selective development of some colleges to remove regional imbalances, and also assist the colleges, to realise their potential in identification of colleges for autonomous status.

(i) Evaluate and assess the impact of U.G.C. grants utilised by the Colleges for the implementation of various development projects.

(j) Ensure that the U.G.C. grant released to University for disbursement to Colleges are not held/ locked up or utilised by the University for its own purposes, and also ensure these grants are properly and expeditiously disbursed to colleges for specified purposes according to the guidelines laid down by the commission.

(k) Obtain from the Colleges and furnish to the Commission utilisation certificates and completion documents in respect of U.G.C. grants released/dispensed to colleges through the University, and help in monitoring the U.G.C. programmes implemented by the affiliated colleges.

(l) Ensure close and continued contact and interaction between the academic faculties at the University teaching departments and the colleges.

(m) Review the inspection reports of the colleges and suggest remedies for the defects and irregularities reported.

(n) Perform such other functions as may be prescribed or as may be deemed necessary by the University for advancing the cause of collegiate education as may be incidental or conducive to the discharge of the above functions.

4. The College Development Council shall meet at regular interval at least twice in an academic year to review the implementation of various programmes and activities.

5. The College Development Council shall be responsible to the Vice-Chancellor and send periodic reports to U.G.C. and State Government about the impact of programmes.

6. Composition of College Development Council—

1. Vice-Chancellor (Chairman)

2. Co-ordinator (Member-Secretary)

Members :—

- (i)
- | | |
|----|------------------------|
| 3. | Pro-Vice-Chancellor |
| 4. | Financial Advisor |
| 5. | Dean-Student's Welfare |
| 6. | Proctor |
| 7. | Registrar |
| 8. | Development Officer |
- (Ex-officio).

- (ii)
- | | |
|-----|---------------------------------|
| 9. | |
| 10. | University Professors (Science) |
| 11. | |

- | | | |
|---------|---|--|
| 12. | 2 University Professors (Arts) | |
| 13. | | |
| 14. | University Professor (Commerce) | (To be nominated by the Vice-Chancellor) |
| 15.-19. | Five Principals in such a manner so as to give fair territorial representation. | |
| 20. | 4 members (2 teachers, 2 non-teachers). | |
| 21. | | |
| 22. | to be assigned by the Vice-Chancellor. | |
| 23. | | |
| 24. | One representative of the Syndicate. | |
| 25. | | |
| 26. | 3 representatives of the Academic Council. | |
| 27. | | |
| 28. | one representative of the State | |
| 29. | | |
| 30. | 3 members to be co-opted by the College | |
| 31. | Development Council. | |

The tenure of members (other than ex-officio members) shall be five years from the date of notification.

7. Functions of Co-ordinator, College Development Council :—

1. The Co-ordinator shall be the Member-secretary of the College Development Council.
2. The Co-ordinator shall convene the meeting of the College Development Council and shall keep the records of its proceedings.
3. The Co-ordinator shall take all necessary steps for the implementation of the functions and decisions of the College Development Council.
4. The Co-ordinator shall perform such other functions as may be assigned to him by the Vice-Chancellor, the Syndicate and the U.G.C. from time to time.
5. "The pay of Co-ordinator, shall be fixed by adding the amount equal to three increments to his existing pay as Reader or University Professor as the case may be, to be rounded to the next hundred rupees, subject to a minimum of Rs. 2000 and maximum of Rs. 2500 plus other allowances as admissible to officers of the University, provided that his pay on reversion to his original post shall be fixed on the basis of the pay which he was drawing before his appointment as Co-ordinator."

26. STATUTE RELATING TO RESERVATION OF POSTS OF OFFICERS AND NON-TEACHING STAFF OF THE UNIVERSITY AND COLLEGES

(As Approved vide Governor's Secretariat Letter No. BSU-40/81-723 G.S. (I) dated 27.3.1982)

1. Reservation of posts:-The quota for reservation of posts for different categories Of persons belonging to Scheduled Castes, Scheduled Tribes, Backward Classes, Women, Economically Backward Classes and Extremely Backward Classes shall be as follows :—

- (a) Scheduled Castes14%
- (b) Scheduled Tribes.....10%
- (c) Backward Classes.....8%
- (d) Women3%
- (e) Economically Backward Classes.....3%
- (f) Extremely Backward Classes.....12%

Note.—Definitions of the aforesaid categories, for the purpose of 'reservation' shall be in accordance with resolutions Nos. 755, 756 and 757 dated 10.11.78 of the Department of Personnel & A.R. of Government of Bihar,

2. For the purpose of reservation of posts for different categories of persons according to the quota prescribed above, the University office and its allied offices shall be treated as one unit, all post-graduate departments taken together shall be treated as a separate unit and each college (constituent or affiliated) shall be treated as a separate unit and the roster for reservation of posts unit-wise as above, shall be treated as a separate unit and the roster for reservation of posts unit-wise as above' shall apply to different categories of posts by grouping them together as under

Group (i) All posts of officers other than that of the Registrar, the Inspector of Colleges, Finance Officer, the Controller of Examinations and such posts in which the number is not more than one; Group (ii) All posts of Class III employees; and

Group (iii) All posts of Class IV employees.

3. These reservations shall apply only in the cases of direct recruitments; provided that in case of candidates belonging to Scheduled Castes and Scheduled tribes, the reservation shall also apply in cases of promotions as applicable in the State Government service.

4. In order to ensure appointment to different categories of posts according to the prescribed reservation the following procedure shall be observed

- (i) Whenever a vacancy occurs a new post is created in any of the groups and if it is decided to fill up the said vacancy or post by direct recruitment, an entry of the same shall be made in a register to be maintained unit wise, and group-wise in serial order under the signature of the Registrar or the Principal of the college, as the case may be.
- (ii) Reservation of posts to the extent prescribed for each category shall be made unit-wise and group-wise by taking into account the total number of vacant posts in a particular unit and group.
- (iii) The advertisement of posts shall indicate the reservations in favour of Scheduled Castes, Scheduled Tribes, Backward Classes, Women, Economically Backward Classes and Extremely Backward Classes candidates who are considered fit. On receipt of applications all candidates belonging to Scheduled Castes, Scheduled Tribes, Backward Classes, Women, Economically Backward Classes and Extremely Backward Classes who possess the requisite qualifications prescribed for the post shall be invited and interviewed separately in the first instance. The candidates belonging to the general category shall then be interviewed.
- (iv) Panels of names of suitable candidates of each class for whom reservation is made shall be prepared unit-wise separately for each category (i.e. Scheduled Castes and Scheduled Tribes etc.) in order of preference. The panel in the general category shall include the persons of all categories including Scheduled Castes, Scheduled Tribes, Backward Classes, Women, Economically Backward Classes and Extremely Backward Classes in order of preference.
- (v) Roster for reservation for each lot of one hundred posts shall be as follows :—
 - (a) Vacancies against serial numbers 2, 8, 15, 22, 29, 36, 44, 52, 58, 65, 72, 79, 86 and 94 shall be reserved for Scheduled Castes.
 - (b) Vacancies in serial numbers 4, 13, 23, 33, 43, 54, 63, 73, 83 and 93 for Scheduled Tribes.
 - (c) Vacancies in serial numbers 6, 14, 30, 35, 45, 59, 70 and 80 for Backward Classes.
 - (d) Vacancies in serial numbers 21, 42 and 85 for Women.
 - (e) Vacancies in serial numbers 20, 41 and 84 for Economically Backward Classes.
 - (f) Vacancies in serial numbers 3, 12, 25, 34, 51, 55, 61, 66, 75, 87, 95 and 100 for Extremely Backward Classes and the remaining vacancies shall be of the general category.
- (vi) In making appointments, it shall be ensured that persons belonging to reserved categories are appointed to the extent of the quota of reservation prescribed for the respective categories and in accordance with the given roster:

Provided that if sufficient number of candidates suitable in all respects for appointment to the reserved quota of vacancies are not available from the communities for whom reservations have

been made in a particular year, such vacancies will be treated as carried forward vacancies and added as additional quota to the number that would be reserved in the following year in the normal course and to the extent to which approved candidates are not available in that year against this additional quota, a corresponding addition should be made to the number of reserved vacancies in the second following year.

(vii) The panel of selected candidates for appointment in different subjects shall lapse at end of each academic year but the preparation of list of vacancies according to the given order shall be continuous process.

5. Any other provision of the statute for reservation of posts for any of the above categories of employees which was in force immediately before the implementation of these statutes shall be deemed to have been deleted.

27. DUTIES, POWERS AND FUNCTIONS OF THE PROCTOR

(As approved by Chancellor vide letter no. G.S. (1) dated 31.5.1985)

1. Subject to the provisions of the Act and Statutes and general supervision and control of the Vice-Chancellor, the Proctor shall exercise the powers and perform duties as under:-

(a) The Proctor shall be responsible for maintenance of discipline amongst students in the University, office, departments for and that institute he shall exercise and college such in and around the University campus and powers as may be delegated to him by the Vice-Chancellor to from him time to time. He shall perform such other duties as may be assigned Vice-Chancellor from time to time.

(b) All complaints relating to students' indiscipline brought to the notice Of the Proctor shall be investigated by him and he shall make necessary recommendations to the authorities concerned.

(c) Without prejudice to the powers vested in the Vice-Chancellor or the Principal of a college or the Head of University Department or Institute but subject to approval of the Vice-Chancellor, the Proctor shall have powers to (i) fine a student for breach of discipline, (ii) suspend a student and prohibit him from entering the premises of the Department or college or institution or hostel or other places of residence extending up to period of one month, or (iii) order legal action to be taken against a student:

Provided that before taking any such action against a student the Proctor shall make such enquiry as he may consider necessary and satisfy himself about the gravity of the offence and involvement of the student concerned and recommend to the authority considered, for award of proper punishment. The Principal of the college concerned, the Head Of the University Department or Institute or the Superintendent of the Hostel concerned shall implement the order and send compliance report to the Proctor within the time stipulated.

(d) The Proctor shall be entitled to visit any University Department or Institute or college or Hostel or any other place or student's residence or any other place where the occurrence of breach of discipline on the part of student or students has taken place or is likely to take place and he shall have the authority to interrogate any student on relevant matters and the student shall furnish all information required of him:

Provided that Proctor shall visit any such place only with the prior permission of the Vice-Chancellor except that in case of emergency' he may visit such a place on his own accord and inform the Vice-Chancellor thereafter as soon as possible.

(e) Heads of the University Departments or Institutes or Principals of Colleges shall report to the Proctor every case of students indiscipline brought to their notice and action taken by them or recommended to be taken against the student concerned in the matter.

(f) The Proctor shall maintain a register of all cases of indiscipline on the part of students stating therein the name and other details of the student concerned and action taken against him either by the Head of the Department or Institute or Principal of college or by any other authority.

28. DUTIES, POWERS AND FUNCTIONS OF DEAN, STUDENT'S WELFARE

(As approved by the Chancellor vide letter no. BSU 15/83-660 G.S. (1) dated 31.5.85)

1. Subject to the provisions of the Act, the statutes and general supervision and control of the Vice-Chancellor, the Dean, Student's Welfare shall exercise powers and perform duties as under

(a) To supervise and generally guide the activities of the Executive Council of Students' Union of the University and Colleges.

(b) To promote and encourage cultural, social and literary activities with a view to fostering health, corporate life in the student community.

(c) To establish and direct programme of students guidance and counselling.

(d) To act as a liaison between the Government of India, State Government, the University other Universities and national and cultural organisations on the one hand and the students executive council, University Departments, colleges and institutions on the other, for purposes of planning and executing different scheme, programmes and activities relating to students welfare.

(e) To take initiative for the institution and award of scholarships, free studentship and half-free studentships and be responsible for timely disbursement of all types of scholarships to students of the University and Colleges and to administer the funds and operate the accounts sanctioned for the purpose. Also to correspond with the State Government, Central Government, U.G.C. and such other bodies and persons from whom the grants for scholarships are to be received.

(f) to take steps to provide for proper amenities in the hostels attached to the University including the working of the messes, canteens consumer's cooperative stores and to exercise general supervision in respect of the hostels attached to colleges.

(g) To take proper steps in respect of the grievances of students regarding the facilities available to them in the libraries, hostel's common rooms and health centres.

(h) To perform such other duties as maybe assigned to him from time to time by Vice-Chancellor.

(i) To promote extra-curricular activities such as games, sports, N.C.C. etc. 2. The Dean, Students' Welfare shall submit a detailed report about the activities of the Executive Council of Students Union of the University and Colleges during the academic year along with Auditors' report to the Syndicate on or before 31st May, following the close of the financial year.

29. STATUTE RELATING TO ADMISSION AND EXCLUSION OF COLLEGES OTHER THAN THOSE MANAGED AND MAINTAINED BY THE UNIVERSITY

(As approved by the Chancellor vide letter No. BSU-16 / 86-1098-G.S.(I) dated 19.4.1986)

1. Admission of institutions.—Subject to the provisions of the Act, educational institutions within the territorial jurisdiction of the University, may be admitted as

2. Application for admission.—An application for admission of an educational institution as a college shall be—

(a) made by an officer authorised by Govt. for the purpose in the case Of an institution owned and maintained by Government and by the Governing Body, or Managing Committee in the case of any other institution;

(b) countersigned by two members of the Senate;

(c) addressed through the Registrar to the Syndicate;

(d) submitted not later than 15th September in the case of an educational institution seeking admission for the first time or for extension or continuation of admission of an admitted college, Of the year preceding the academic session from which such admission is sought.

3. Contents of application.—(1) An application for the admission Of an educational institution as a college shall state the course Of instruction which it is proposed that the institution will undertake, and the standard up to which it is proposed to teach in each such course as shown in a time-table of work attached shall contain sufficient information to satisfy the Syndicate.

(a) that there is genuine need of such a college in the locality and the admission of the college would adversely affect the existence Of an already admitted College nearby;

(b) that the college shall be under the management of a regularly constituted Governing Body;

(c) the College shall abide by the Acts, Statutes, Ordinances, Regulation and Rules made by the University from time to time;

(d) the College shall not start Intermediate classes in the premises of the college;

(e) that no student has been, or shall be admitted to the subjects for the admission Of which the application is being made' the admission prayed for has been granted by the University;

(f) that the institution owns and possesses at least 10 acres of land college buildings, hostels, quarters and play grounds if situated in area or 5 acres in urban area, in not more than two blocks provided in case the college building is not ready, the institution has a separate building—Reserve

Fund which is deemed to be sufficient by the for putting up suitable buildings within such time as may be fixed Syndicate; and that the institution has at its disposal a building' to approved by the Syndicate, for holding the classes regularly and efficiently till the construction of its own buildings is complete;

(g) that the institution has built up space duly furnished and sufficient for running the lecture and tutorial classes and for housing the Office, Library, Staff Common Room and for the Laboratory and Museum where so required in each subject in which practical course is prescribed;

(h) that there is in the buildings of the institution a sufficient number of class rooms for lectures, tutorials and practical and that the floor space and cubic space in each class room are adequate;

(i) that the institution has or shall have within such time as the Syndicate may fix, suitable playground of its own for football, other outdoor games and/sports;

(j) that adequate provision has been made, in conformity with the Statutes and Ordinances, for the residence of the students, not residing with their parents or guardians, in suitable hostels and that the institution owns and possesses one or more buildings of its own to provide residence for at least 20% of its students and that in case the hostel buildings are not ready, the institution has a Hostel Building, Reserve Fund which is deemed to be sufficient by the Syndicate for putting up such building within such time as may be fixed by the Syndicate; and that the institution has at iG disposal a building, or buildings to be approved by the Syndicate, for residence of students till the construction of its own hostel building is complete:

Provided that in case of colleges for women provision for more housing facilities for teachers and students may be insisted upon by the Syndicate:

Provided further that colleges for women shall be located as close to the city as possible from the security point of view and the land acquired for the college should be in one plot;

(k) that suitable provision shall be made for the general supervision and physical welfare of the students;

(i) that the following sums have been set apart for books and periodicals for the library of the college—for admission upto Bachelor Standard in the Faculties of Humanities and Social Sciences (to be counted as one) or Science or Commerce or any other faculty Rupees fifty thousand, and an additional sum of rupees ten thousand, for admission to each Honours subject;

Provided that in case of an institution located in a tribal area the amount of reserve fund to be deposited in the University shall be reduced by twenty five percent;

(m) Where admission is sought in any branch of experimental Science it would be essential to ensure—

(i) that arrangements have been, or will be made, for which the institution has necessary funds at its disposal, for imparting instruction in that branch of Science in a properly equipped laboratory and, where necessary, a museum;

(ii) that the gas and water supply, the apparatus, the chemicals, and the design and general fitting of the laboratory, lecture rooms and museums shall conform to such requirements as the Syndicate may from time to time prescribe;

(iii) that the Institution has a separate Laboratory—Reserve fund of not less than Rupees thirty thousand in case of affiliation in Science or in any branch of experimental science and an additional sum of rupees ten thousand for each Honours subject in which practical course is prescribed;

(n) that due provision will be made for the residence of the Principal of the institution in its compound and of at least 20 per cent of the members of the teaching staff in or near building of the institution or in the place provided for the residence of the students, within such time as may be fixed by the Syndicate;

(o) that the institution has a Reserve Fund deposited with the University' besides the college and hostel building, library and laboratory funds to be disbursed only after obtaining the previous sanction of the Syndicate' the following amounts;

(i) rupees two lacs and fifty thousand for admission to the Bachelor standard in one Faculty (Humanities & Social Science to be counted as one);

(ii) sum of rupees one lac and fifty thousand for admission in each additional (Faculty of Humanities and Social Sciences to be counted as one), Science, or Commerce or any other faculty;

(p) that the institution has sufficient financial resources and fund for meeting recurring expenditure on library, laboratories, furniture, repairs to buildings and the maintenance of the college as whole for at least five years.

(1) that the fees, if any, payable by the students shall be fixed in accordance with the provisions of the Ordinances.

(2) An institution applying for imparting education in Pharmacy or in any other branch of learning except Physical Education for which the separate statutes are to be framed, shall provide adequate building space, floor area laboratory equipment's etc. and staff as may be laid down by the Syndicate from time to time•

(3) The Institution applying for admission shall pay along with the application in the case of an application seeking admission to any faculty for the first time' and inspection fee of Rs. 1,000/- and in case of an application for admission to any new subject or for extension for admission a fee of Rs. 500/- The fees so paid shall not be refunded.

(4) The institution shall also send along with the application certified copies Of all Trust deeds or Title deeds executed in favour of, or for the benefit of the institution along with a non encumbrance certificate from the Registry Office in respect Of the land/building acquired for/ owned by the institution and up to date land revenue receipts relating thereto. An affidavit duly sworn in a court of Law shall also be required to be submitted by the sponsors/Managing Committee/ Governing Body Of the institution in respect of the fulfilment of the condition prescribed in Art. 3 of this Chapter and also indicating that the funds reserved for Building, Library & Laboratories shall not be withdrawn and spent on any other purpose.

4. (1) On receipt of an application for admission the Syndicate if it is satisfied on the basis of the materials supplied in the application, or otherwise that the college proposed to be established has nearly fulfilled, or is likely to fulfil all the conditions required by the law of the University and is likely to be run efficiently, shall cause a local enquiry to be made as regards the matters specified in Article 3 of this Chapter by such persons as may be authorised in this behalf, or it may, if not so satisfied, reject the application mentioning the reasons thereof.

(2) On the completion of such enquiry, or any further enquiries which may be considered necessary, the Syndicate shall forward a copy of its resolution to the Academic Council for suggestions concerning the academic aspects and shall, on receipt of the suggestions of the Academic Council, if any, recommend to the Senate as to whether the application should be granted with, or without, modifications on a permanent basis, or provisionally for a limited period or should be rejected. All connected papers shall be placed before the Senate along with the recommendation of the Syndicate.

5. On receipt of the recommendation of the Syndicate the Senate may allow the application, with or without modification, either on a permanent basis or provisionally for a limited period, or reject it. If the application, or any part thereof is rejected the grounds of such rejection shall be stated.

6. (1) The decision of the Senate shall be communicated to the institution concerned, specifying the courses of the instruction in which the institution is admitted and the standard up to which admission is granted, together with the condition and limitations imposed. The institution shall duly report to the Syndicate regarding the fulfilment of the various conditions imposed.

(2) No admission shall be made in the college unless the Syndicate is satisfied that conditions necessary for starting classes have been fulfilled.

(4) No appointment of the Principal or any lecturer of the college shall be made except on the recommendation of the College Service Commission:

Provided that in case of emergency, the college may appoint a Principal/

Lecturers on temporary basis only on the basis of All India Advertisement and on the recommendation of a Selection Committee consisting of at least five members of whom at least three shall be the experts in the subject concerned not below the rank of Readers in the active service of the University.

provided further that in the case of appointment of Principal these experts shall be University Professor and/or Principals not below the rank of University Professors.

7. (1) In case the conditions are substantially fulfilled and provisional admission

for a fixed period is granted but all the conditions are not fulfilled by the end of the said period, the may apply within the prescribed time, showing sufficient cause for non-fulfilment of the conditions and for continuance of the admission and the Syndicate may, after such enquiry as it may think proper recommend to the Senate for the continuance of the provisional admission for another fixed period either in whole or in part, but in no case the extension shall exceed two years at a time and four years in all.

(2) If all the conditions are fulfilled the Syndicate may, at the end of the period, recommend to the Senate to grant the admission on a permanent basis either in whole or in part, as the case may be.

8. Admission in additional course.—(1) When a college desires to add to the courses of instruction, an application for permission to make such additions shall be made by the college not later than the date prescribed for the purpose.

(2) The application shall contain sufficient information to satisfy the Syndicate that, so far as the additional courses of instruction are concerned adequate provision has been made in respect of matters specified in Article 3 of this Chapter.

(3) Every such application shall be dealt with in the manner prescribed by Articles 4 to 6 of this Chapter.

9. Withdrawal of application.—An application for admission may be withdrawn at any time before an Order has been passed on the application.

10. Exclusion of Colleges from privileges.—An admitted college may, at any time, on the motion of the Syndicate, be deprived by the Senate, in whole or in part, of the privileges granted to it under Statutes of this Chapter, if the conditions of admission are not fulfilled or observed, or for gross mismanagement of it or for any other reason the Syndicate is of opinion that the college should be deprived Of such privileges either in whole or in part.

11. Action by the Syndicate on motion for exclusion.—(1) The Syndicate shall, before bringing any such proposal before the Senate under Article 10 of this Chapter, send a copy of it, stating the grounds and reasons for the same, to the Secretary of the Governing Body of the College concerned or the officer of the Government authorised to apply for admission in case of

Government colleges, together with an intimation that any representation in writing on behalf of the college submitted within the period to be specified in such intimation will be considered by the Syndicate:

Provided that the Syndicate may, from time to time, extend the period so specified not exceeding three months in all.

(2) On receipt of the representation of the college concerned, or if no such representation of the college is received on the expiration of the period or any extension thereof allowed under sub-clause (1), the Syndicate may order such inspection or enquiry to be made as it considers necessary.

(3) After consideration of the representation, if any, the college concerned, and the results of such inspection or enquiry, if any, the Syndicate may drop the proposal or place before the next meeting of the Senate their recommendations together with all connected papers.

12. Decision by the Senate.—On receipt of the recommendation of the Syndicate the Senate shall decide whether to accept the recommendations with or without modifications, or to reject the same. If the Senate accepts the recommendations with or without modification, the college shall be deprived of such of its privileges from the ensuing session or from such date as the Senate may specify. When a decision is made depriving a college, whether in whole or in part, of its privileges, the grounds of such decisions shall be stated. The decision of the Senate shall be communicated to the College concerned.

13. Suspension of instruction and lapse of privileges.—It shall be open to a college, after obtaining the previous approval of the Syndicate to suspend instruction from the beginning of an academic year in any subject or subjects or courses of study in which the college is admitted, for want of students, or on any other grounds. The classes in the subject or subjects suspended shall not be restored without obtaining the previous sanction of the Syndicate, and if the work is not resumed at the end of a period of four years the admission previously granted shall be regarded as having lapsed.

14. Non-opening of classes and lapse of privileges.—If for any reason, a college is unable to open classes and impart instruction in any of the subjects in which the college is admitted, for a period of three years, the admission previously given in such subjects shall be regarded as having lapsed.

15. (I) An Evening College may be started for the benefit of office employees and other wages earners at such places as may be defined by the Syndicate.

(2) The provisions of the above articles regarding grant of affiliation may be relaxed in the following matters in the case of the Evening College :— (a) The security deposit may be reduced up to 50%

(b) An Evening College may be allowed to function in the buildings of an existing college or a Secondary School or any other suitable building.

(c) An Evening College should be given affiliation in a subject requiring attendance at practical classes only if it arranges for the use of the laboratory of the institution in which it is functioning, provided that adequate requisite facilities exist.

(d) No additional provision for library need be made if the institution in which the college is functioning has a suitable library, the use of which is permitted to the staff and students of the Evening College.

(c) An Evening college maybe allowed to have part-time teachers including retired hands, provided they are otherwise qualified.

16. The University shall fix the maximum number of students to be admitted in each class of each college depending upon the facilities available in the college. The number of seats in the Honours class of a subject in which no practical course is prescribed shall not ordinarily exceed 75 and in a subject having a practical course the number of seats in the Honours class shall not exceed 32.

30. STATUTES ON FORMATION OF STANDING COMMITTEES

[Governor's Secretariat, Bihar No. BSU 25/84-3965-GS(I) the 20th Dec.,1986]

From,

Sri P.K. Chatterji, Deputy Secretary to the Governor, Bihar.

To

The Vice-Chancellor, Patna University, Patna; Bihar University, Muzaffarpur; Bhagalpur University, Bhagalpur; Magadh University, Bodh Gaya; Ranchi University, Ranchi; L.N. Mithila University, Darbhanga; K.S.D. Sanskrit University, Darbhanga.

Subject :—Statutes regarding constitution of Committees in the Universities.

I am directed to invite a reference on the above subject and to say that the Chancellor, on the advice of the Inter-University Board and State Government, has been pleased to approve the following Statute under Section 5(2) of the Bihar Inter University Board Act, 1981 for implementation in your University Statute regarding formation of Committees

There shall be the following Standing Committees in the University

- (a) Affiliation and new teaching programme Committee
- (b) Post creation, absorption and confirmation Committee (for teachers and officers)
- (c) Approval, seniority and pay fixation Committee
- (d) Promotion Committee (Officer & non-teaching staff)
- (e) Students' residence and Welfare Committee
- (f) Scholarship and Stipend Committee
- (g) Study Leave Committee
- (h) Equivalence Committee
- (i) Statutes Committee
- (j) Library Committee
- (k) Building Committee
- (l) Purchase and Sales Committee
- (m) Press Committee

- (n) Discipline Committee
- (o) Admission Committee
- (p) Students Discipline Committee
- (q) Academic Calendar Committee
- (r) Sports Committee

2. The composition, powers and functions of these Committees shall be as follows :—

(a) Affiliation & new teaching programme Committee

The Committee may consist of the following

- (1) The Vice-Chancellor-Chairman
- (2) Deans of Faculties concerned
- (3) Two representatives of the Syndicate
- (4) Two representatives of the Academic Council
- (5) The Co-ordinator, College Development Council
- (6) The Senior Inspector of Colleges-Member Secretary

The following shall be the powers and functions of the Committee :—

- (i) To scrutinise the applications for grant of fresh affiliation or extension of affiliation to colleges and to make its recommendations.
- (ii) To scrutinise the applications for starting new teaching programmes in Constituent Colleges or P.G. Departments and to make its recommendations.
- (iii) To recommend the names of Inspectors for inspection of the colleges and the departments for the above purposes.

(b) Post creation, absorption and confirmation Committee

The Committee shall consist of the following :—

- 1. The Vice-Chancellor-Chairman
- 2. The Pro-Vice-Chancellor
- 3. One senior Principal to be nominated by the Vice-Chancellor
- 4. One senior Head of the University department to be nominated by the Vice-Chancellor
- 5. The Director, Higher Education, Government of Bihar, Patna

6. Two members to be nominated by the Syndicate

7. The Secretary

The following shall be the powers and functions of the Committee:—

(i) To consider the need for creation of new posts of teachers and officers and to make its recommendations.

(ii) To consider the cases of absorption of temporary teachers and officers (other than the purely temporary lecturers) for absorption in permanent service of the University and to make its recommendation.

(iii) To consider the cases of teachers and officers and to make its recommendations for their confirmation.

(c) Approval, seniority and pay fixation Committee

The Committee shall consist of the following:—

1. The Vice-Chancellor-Chairman

2. The Pro-Vice-Chancellor

3. Three members to be nominated by the Vice-Chancellor

4. Two senior teachers to be nominated by the Vice-Chancellor

5. One member to be nominated by the Finance Committee

6. The Registrar-Member Secretary.

The following shall be the powers and functions of the Committee:—

(i) To consider the cases and to make its recommendations for approval of appointments made in affiliated colleges.

(ii) To consider representations and to make its recommendation in regard to seniority in respect of teachers and officers of the University.

(iii) To consider the cases and to make its recommendation for fixation of pay of teachers, officers and other employees of the University.

(d) Promotion Committee

The Committee shall consist of the following:—

1. The Vice-Chancellor-Chairman

2. The Pro-Vice-Chancellor

3. Two members to be nominated by the Syndicate
4. The Registrar-Member Secretary

The Committee shall consider the cases and make its recommendations for promotion of officers and other non-teaching staff of the University.

(e) Student's Residence and Welfare Committee

The Committee shall consist of the following:—

1. The Vice-Chancellor-Chairman
2. Four Deans of Faculties to be nominated by the Vice-Chancellor
3. Two senior Principals to be nominated by the Vice-Chancellor
4. The seniormost Warden
5. Two members to be nominated by the Syndicate
6. The Dean, Student's Welfare-Member Secretary

The Committee shall look after the management and maintenance of Students' residence and make its recommendations for their proper up keep including the appointments of Warden, Superintendents, Assistant Superintendents and other staff. The Committee may also look after the other welfare activities of students.

(f) Scholarship and Stipend Committee

The Committee shall consist of the following:—

1. The Vice-Chancellor-Chairman
2. The Pro-Vice-Chancellor
3. The seniormost Dean of Faculty
4. One seniormost Principal
5. A senior teacher to be nominated by the Vice-Chancellor

The Committee shall examine the cases of Students for award of scholarships and stipends by the University and take such steps as may be necessary for timely disbursement of scholarships and stipends.

(g) Study Leave Committee

The Committee shall consist of the following:— 1, The Vice-Chancellor-Chairman

2. Deans of the Faculties of Humanities, Social Sciences and Commerce

3. Two members to be nominated by the Syndicate
4. Two members to be nominated by the Academic Council
5. The Registrar-Member Secretary

The Committee shall consider the applications of teachers and make its recommendations for grant of Study Leave.

(h) Equivalence Committee

The Committee may consist of the following:-

1. The Vice-Chancellor-Chairman
2. The Pro-Vice-Chancellor
3. Two Deans of Faculties
4. Two Heads of University Department (as are not Deans of Faculties) to be nominated by the Vice-Chancellor
5. The Registrar-Member Secretary

The Committee shall scrutinise the cases for giving equivalence to the examinations conducted by other Universities/autonomous Institutions and make its recommendation for consideration of the Academic Council.

(i) Statutes Committee

The Committee shall consist of the following:—

1. The Vice-Chancellor-Chairman
2. Two members to be nominated by the Vice-Chancellor
3. Three teachers to be nominated by the Vice-Chancellor
4. The Registrar-Member Secretary

The Committee shall prepare draft Statutes, Ordinances, Regulations and Rules of the University and amendments relating thereto, take steps for printing of University Calendar containing laws of the University and consider proposals for making amendments in the Statutes, Ordinances, Regulations and Rules of the University and make its recommendations.

(j) Library Committee

The Committee shall consist of the following:—

1. The Vice-Chancellor-Chairman

2. All Deans of Faculties
3. Two Senior University Professors to be nominated by the Vice-Chancellor
4. The University Librarian-Member Secretary

The Committee may look after the proper maintenance and management of the University Library including purchase of books, periodicals, journals etc. (k) Building Committee

The Committee shall consist of the following :—

1. The Vice-Chancellor-Chairman
2. The Financial Adviser
3. The Superintending Engineer, P.W.D.
4. One member to be nominated by the Syndicate
5. One member to be nominated by the Finance Committee
6. The Co-ordinator, College Development Council
7. The Registrar
8. The University Engineer-Member Secretary.

The committee shall consider all matters relating to location and construction

of new buildings shall in also University consider and tenders Colleges received and repair for such and construction maintenance repairs of existing buildings. It make its recommendations.

(l) Purchase and Sales Committee

The committee shall consist of the following :—

1. Vice-Chancellor-Chairman
2. The Financial Adviser
3. Three members to be nominated by the Syndicate
4. The Finance Officer-Member Secretary

The Committee shall consider annual requirements of University's stores including Examination stores, shall open and consider tenders and the samples and makes its recommendations for purchases to be made from time to time.

The Committee shall conduct auction and make arrangement for the sale of saleable articles or for settlement of land, orchards etc. of the University Estate.

(m) Press Committee

The Committee shall consist of the following :—

1. The Vice-Chancellor-Chairman
2. Two members to be nominated by the Syndicate
3. Three senior teachers to be nominated by the Vice-Chancellor
4. The Superintendent of the Government Press, Pat-ta or local, if there be one.
5. The University Press Superintendent/Manager-Member Secretary

The Committee shall look after the management, maintenance and functions of the University Press including purchases to be made for the Press.

(n) Discipline Committee (for teachers, officers and other staff of the University).

The Committee shall consist of the following :— 1. The Vice-Chancellor-Chairman

2. The Pro-Vice-Chancellor
3. Three members to be nominated by the Syndicate
4. One seniormost teacher amongst the Deans of Faculties
5. The Proctor
6. The Registrar-Member Secretary

The Committee shall consider all cases of indiscipline on the part of teachers, officers and other staff of the University and make its recommendations for decision by the authorities concerned.

(o) Admission Committee

The Committee shall consist of the following :—

1. The Vice-Chancellor-Chairman
2. The Pro-Vice-Chancellor
3. Three senior Deans of Faculties to be nominated by the Vice-Chancellor
4. Two Heads of University Departments to be nominated 'by the Vice-Chancellor
5. Two Principals of Colleges nominated by the Vice-Chancellor
6. The Dean, Students' Welfare-Member Secretary

The Committee shall consider the cases for admission of students in the University Departments and Colleges, consider amendments to the Rules of admission and take such steps as may be necessary to ensure admission according to rules on general and reserved seats.

(p) Students Discipline Committee

The Committee shall consist of the following :—

1. The Vice-Chancellor
2. The Pro-Vice-Chancellor
3. The senior most Dean of Faculty
4. The seniormost Warden
5. The Heads of University Department nominated by the Vice-Chancellor
6. Once Principal of the College located at the University head-quarters nominated by the Vice-Chancellor
7. The Dean Students Welfare
8. The Proctor-Members Secretary

The Committee shall examine and consider all cases of indiscipline on the part of students and make its recommendations.

(q) Academic Calendar Committee

The Committee shall consist of the following:—

1. The Vice-Chancellor
2. All Deans of Faculties
3. Two Heads of University Departments to be nominated by the Vice-chancellor
4. Two senior Principals to be nominated by the Vice-Chancellor
5. The Dean, Student's Welfare-Member Secretary

The Committee shall prepare University Academic Calendar each year for the full duration of the course in respect of the students to be admitted in following academic session. The academic calendar should contain the date of starting the teaching, the courses to be covered in each area of each academic year and the dates of University examinations.

(r) Sports Committee

The Committee shall consist of the following :—

1. The Vice-Chancellor
2. The Pro-Vice-Chancellor
3. The Director Prof-in-Charge of Sports
4. Two Heads of University Departments to be nominated by the Vice-Chancellor
5. Two Principals of colleges Of whom one Principal of a Women's College' to be nominated by the Vice-Chancellor.

The Committee shall look after all the works relating to development and holding of games or sports in the University and Colleges.

The term of membership of the Committee other than ex-officio members may be three years from the date of their nomination provided that a member nominated as a representative of any body, shall be deemed to vacate office with effect from the date on which he ceases to be the member of that body.

(i) The Vice-Chancellor may, if he so desires, authorise the Pro-Vice-Chancellor or a Senior Dean of a Faculty to preside over any meeting of any Committee, as and when so needed.

(ii) The Registrar may, if he so desires, authorise any other officer of the University to act as Member Secretary of any meeting of any of the Committees in which he is the Member Secretary.

Note.—The provision of the Committee mentioned in (a) will not apply to Patna University and in the Committee mentioned in (k), the words "The Coordinator College Development Council" shall be deemed to be omitted. Further action in the matter may be taken accordingly.

31. STATUTES CONCERNING BIFURCATION Oh FACULTY OF ARTS

(Vide letter No.BU-64/79-3005-GS (1) dated 28.12.1981)

Notwithstanding anything to the contrary as contained in the Statutes of the University it is hereby provided that :—

(a) There shall be the following Faculties in the University in place of the
Faculty of Arts—

- (i) Faculty of Humanities, &
- (ii) Faculty of Social Sciences

(b) The total number of members of these faculties shall not exceed the figures as given below:

		Total No.	Teacher-members of the Senate	Non-Teacher Member of the Senate	Experts
1	Faculty of Humanities	35	20	7	8
2	Faculty of Social Science	40	25	7	8

(c) All language subjects and philosophy shall be assigned to the Faculty of Humanities and the remaining subjects of the erstwhile Faculty of Arts shall be assigned to the Faculty of Social Sciences.

(d) The degrees in the subjects assigned to the Faculties of Humanities and Social Sciences shall be awarded in the Faculty of Arts.

32. STATUTES REGARDING GOVERNING BODY

Management and constitution of Governing Body r/w sec.60

1. There shall be a Governing Body constituted for management and administration of every admitted college other than college owned and maintained by the State Government or College established and administered by religious linguistic minorities or admitted as Technical or Medical colleges which shall consist of the following members:—

- (i) Principal of the College-Ex-officio.
- (ii) One teacher elected from and by the teachers of the College.
- (iii) One representative of the University nominated by the Syndicate.
- (iv) One Government Officer of the State Government not below the rank of the Sub-divisional Magistrate posted in the district nominated by the Syndicate.
- (v) One member elected from amongst themselves by Donors who have donated not less than Rs. 25.000/- to the college.
- (vi) One member either of Parliament or the State Legislature residing in the district preferably of the locality where the college is situated nominated by the Syndicate.
- (vii) One member co-opted by the Governing Body from amongst the educationist or persons noted for their academic interest residing in the district where the college is situated;

Provided that in the case of colleges owned and maintained by the Government, the Governing Body consisting of seven members shall be constituted by the Syndicate in consultation with the State Government:

Provided further that in the case of colleges established and administered by minorities based on religion or language or Medical/ Engineering colleges other than those maintained by the Government the Governing Body shall be constituted by the Syndicate after considering the advice of the sponsors authorities of the college concerned. But where however the Syndicate is not able to satisfy itself about the bonafides of sponsors authorities of any such college or for any other reason it may constitute an Ad-hoc committee consisting of not more than 5 members.

(2) (i) If for any reason the Governing Body of an admitted college is not constituted, the Syndicate shall constitute an Ad-hoc committee of not more than five members until the Governing Body is consulted. The President and the Secretary of the Ad-hoc committee shall be nominated by the Vice-Chancellor.

(ii) If any difficulty arises in the formation or the filling up of any seat in the Governing Body of any admitted college for any reason what-so-ever, the Syndicate shall on its own initiative or on reference to it shall decide the issue. If anybody, however, is dissatisfied with the decision of the

Syndicate, he shall have the right of appeal to the Chancellor within thirty days of the decision whose decision thereon shall be final and binding on the persons concerned.

¹ The old Statutes relating to Governing bodies of the affiliated colleges covering all the Universities except Patna University were amended and assented to by the Chancellor vide letter no. MLU - 30/80-450 G.s. (1) dated 12.2.1982.

2. (i) Every admitted college shall maintain a separate register in which names and addresses of such persons as have donated not less than Rs. 25,000 to the college shall be entered. The register so maintained shall be kept upto-date by endorsing, from time to time, all additions or corrections thereto.

(ii) The list of donors who have donated Rs. 25,000 or more shall be prepared by the principal and scrutinised by the University Auditor and approved by the Syndicate.

(iii) The list of donors containing names of all such donors from whom donations have been received up to 31st July shall be published every year by 31st August and put up on college and University Notice Boards and intimation thereof shall be notified in a newspaper.

(iv) Every objection relating to inclusion or non-inclusion of the name of any person in the list of donors shall be filed before the Registrar within 15 days of the publication of the Notice in the Newspapers and the Syndicate, after considering the objections, if any, shall decide the matter.

(v) The list of donors, as finally approved by the Syndicate shall form the basis for election, if any, to be held before the publication of the next list.

Terms of membership

3. (i) The terms of office of the members of the Governing Body other than teacher-member and University Representative shall be for a period of 3 years from the date of their election, nomination or Corporation, as the case may be, and shall include any further periods not exceeding 3 months that may elapse between the expiry of their terms and the next election, nomination or co-option. The term of officer of the University Representative and teacher member shall be for a period of one academic session:

Provided that term of office of any member other than ex-officio member may be terminated, any time, by the Syndicate on the recommendation of the Vice-Chancellor if the continuance Of the member is not in the interest of the college.

(ii) The Principal shall within 21 days Of the election or nomination of the members under clauses (ii) to (vi) of sub-section (1) of section 60 of the Act, as the case may be, convene a meeting to co-opt a member as required under clause (vii) of this sub-section.

(iii) The Principal shall report the name of the member co-opted to the Registrar within seven days of the co-option.

I(iv) The Principal shall, with the approval of the Vice-Chancellor and within 21 days of the co-option of member under article 3 above shall call a meeting of the Governing Body. The Governing Body at its meeting shall elect the following office bearers from amongst its member.

(a) President

(b) Secretary:

Provided that in the case of colleges owned and maintained by Government, the term of office and the manner of election of the office bearers shall be determined by the Government:

1. Earlier clauses deleted vide Chancellor Memo. No. MU/26/77-5741/GS (1) dated 25.8.1977.

Provided further that in the case of college established and administered by the minorities based on religion or language or Medical/Engineering college other than those maintained by the Government the term of office and manner of selection of the Office-bearers shall be determined by the Syndicate after considering the advice of the sponsors authorities of the college concerned.

(v) Notwithstanding anything contained in the foregoing provisions persons prosecuted or convicted under the D.I.R. or M.I.S.A. or any other such law shall not be eligible to be or to continue as a member of the Governing Body or Ad-hoc committee.

(vi) 4 members of the Governing Body shall form a quorum for the meeting of the Governing Body.

l[provided that more than half of the total strength of the Members of the Governing Body of the College will form quoram for the meeting of the Governing Body.]

(vii) Any member except an ex-officio member who fails to attend four consecutive meetings of the Governing Body of the college of which he is a member without obtaining leave may be declared by the Syndicate to have vacated his seat in the Governing Body and all such vacancies shall be filled up in the manner prescribed.

(viii) The Governing Body of every admitted college shall meet at least 4 times in a year and not more than 4 months shall elapse between two meetings.

(ix) A true copy of the proceedings of all meetings of the Governing Body with a copy of the agenda shall be forwarded to the University within a fortnight of the meeting.

(x) No act or proceedings of the Governing Body Of a college be invalidated merely by reason of the existence of a vacancy or vacancies among its members.

4. The Governing Body of every admitted college shall adopt the model rules of business framed that the by modifications the Syndicate with so made such shall modification not be effective as may be unless deemed approved necessary by provided the Syndicate.

Functions of Governing Body

5. Except in the case of colleges owned and maintained by the Government, the

Governing Body of an admitted college shall:—

- (a) pass with or without modification the annual accounts and annual budget estimates prepared by the Principal.
- (b) make appointment against sanctioned posts of teachers subject to the provisions of the Act.
- (c) make appointment of non-teaching staff, other than inferior staff within the budget provision against sanctioned posts.
- (d) on the application being recommended or forwarded by the Principal grant all kinds of leave except casual and quarantine leave, which will be granted by the Secretary.
- (e) constitute selection committee/ committees for appointment of various categories of staff excluding inferior staff.
- (f) be responsible for compliance with orders and directions of the University.
- (g) be responsible for the enforcement and observance of the laws and directions of the University.
- (h) consider, examine and sanction all proposals of scheme for improvement and expansion of the college.
- (i) exercise general supervision over all financial and administrative matters relating to the college.

President

6. The President shall be the head of the Governing Body and

- (a) shall preside at the meetings of the Governing Body and either record the proceedings of the meeting of the Governing Body himself or get them recorded and sign the same, provided that in the absence of the President the members present at the meeting may elect a chairman for the meeting from amongst themselves.
- (b) may when he considers it necessary in the interest of the college direct the Secretary to convene a meeting of the Governing Body and the Secretary shall comply with the same.
- (c) may direct the Secretary and or the Principal to comply with the directions of the Governing Body and implement the decisions of the Governing Body within a date fixed by him and ask for a compliance report thereof•
- (d) may inspect the college, its office, buildings, laboratories, workshops, equipment's, store and records and shall have a right of making an inquiry in respect of any matter connected with

college and submit a report to the Governing Body with such suggestions as he may deem necessary and shall send a copy of the same to the Vice-Chancellor.

(e) shall see that the proceedings of the Governing Body are carried on in accordance with the provisions of the Act, Statutes, Ordinance' Regulations and Rules of the University and report to the Vice-Chancellor every proceedings which are not in conformity with such provisions•

Secretary

7. The Secretary of the Governing Body of every admitted college shall be agent and executive officer of the Governing Body and shall:—

(a) convene meetings of the Governing Body, prepare agenda thereof including items suggested by the Principal and the President.

[provided that if the Secretary of the Governing Body does not convene a meeting of the Governing Body according to the provision made in Article 3(8) of the Chapter "Governing Body" of the Statutes, the Vice-Chancellor may direct that the meeting of the Governing Body may be held within a fortnight from the date of receipt of the Communication from the University of this affect and if the Secretary fails to comply with the direction, the meeting shall be convened by the university representative on the said Governing Body on such date as may be fixed by him in consultation with the president of the said Governing Body and he shall prepare agenda for that meeting in consultation with the principal and the president.]

(b) carry on correspondence with the University and the Government and others with regard to the decisions of the Governing Body and give effect to the decisions of the Governing Body.

(c) on applications being forwarded or recommended by the Principal grant all other kinds of leave to the staff according to the laws of the University in anticipation of the sanction of the Governing Body, where sanction is needed.

(d) be responsible for taking such action on behalf of the Governing Body as he may be authorised to take or which may become necessary in view of any decision of the Governing Body.

(e) grant to the Principal, casual or quarantine leave or permission to leave the station.

(f) be responsible for the compliance of the orders and directions of all lawful authorities.

(g) be responsible for the enforcement and observance of all the laws and direction of the University.

(h) inspect the college, its buildings, laboratories, workshops, equipment store and records and have access to all records any time and power to sign the entries made therein.

(i) may with the approval of the President seal and seize any record of the college for specific period and give a receipt to the Principal of the records seized or taken in his possession provided

that when any action is taken under this clause report shall be sent to the Vice-Chancellor along with records seized and justification for seizure.

[provided that, if for any reason, the post of Secretary of the Governing Body falls vacant, the University representative of the Governing Body shall function as Secretary till election of the new Secretary. This proviso shall cover Article 22(1) of the Chapter "Governing Body" of the Statutes.] Principal

8. In every admitted college, the Principal shall be the head of the college and shall:—

- (a) assign duties (Teaching, administrative & extra-curricular) to the staff of the college and supervise the performance of these duties by them;
- (b) be responsible for the maintenance of discipline in all its aspects in the college and for that purpose shall have power to take such action as may be necessary subject to the laws of the University;
- (c) have powers to make appointment of inferior staff against sanctioned posts within the budget provisions;
- (d) grant casual or quarantine leave or permission to leave the station to the members of the staff of the college;
- (e) be the custodian of all records of the college;
- (f) carry on all correspondence, except those mentioned in clause (b) of Article 7;
- (g) subject to the control and direction of the Syndicate and the Academic Council, have powers to make rules not inconsistent with the laws of the University, relating to departments, Clubs, Societies, Staff and Students Union of the college, and submit copy thereof to the Governing Body and the University for information;
- (h) be responsible for the enforcement and observance of the laws and directions of the University;
- (i) be responsible for compliance of the orders and direction of all lawful authorities including the Governing Body of the college;
- (j) report to the Vice-Chancellor every proceeding of the Governing Body which is not in conformity with the provisions of the Act, Statutes, Ordinance, Regulation and the Rules of the University or Rules of the college.

9. In case of any difference between the Principal and the Secretary of an admitted college on any matter concerning the college either of them may refer the matter to the Governing Body, and in case of any difference between the Principal and the Governing Body on any matter

covering the college, the matter may be referred to the Vice-Chancellor by the Principal or the Secretary whose decision thereon shall be final.

10. If the Vice-Chancellor is satisfied that due to gross mismanagement or financial irregularities a situation has arisen where the continuation of the President or the Secretary of the Governing Body is not in the interest of the College or the University, he may move the Syndicate to remove the President or the Secretary provided that the Vice-Chancellor will give reasonable opportunity to the President or the Secretary as the case may be, to show cause why he should not be removed from office. The decision of the Syndicate shall be final.

Submission of returns and reports

11. (1) Every admitted college must maintain such registers & records as may be prescribed by the Syndicate.

(2) Every admitted college shall submit in the form prescribed by the Syndicate, annual and quarterly returns regarding (a) academic matters (b) administrative matters (c) financial position and such reports as are required to be submitted under the laws of the University or as may from time to time be required to be submitted by the authorities and officers of the University;

(3) Every admitted college shall, in accordance with the Regulations, provide sufficient facilities for lecturers, tutorial and practical work for its students and keep a record of such work and shall, every six months, submit statements in forms prescribed by the Academic Council, showing the number of lecturers, tutorial and practical classes during the period.

Inspection

12. Every admitted college with its accounts, registers proceeding of meetings, and other records, must be open at all times for inspection by the President, the Secretary of the Governing Body and any officer or officers of the University appointed for the purpose or authorised by the Syndicate or the Academic Council or the Vice-Chancellor to conduct any inspection or inquiry.

Games and Physical Training

13. (1) Every admitted college shall provide adequate and suitable space for outdoor and indoor games and physical exercises and shall have on its staff a trained physical instructor of the qualification prescribed by the University.

(2) Every admitted college shall provide for facilities for Organisation of N.C.C. or N.S.S. or other military drill or training recommended by Government and approved the Syndicate.

Medical

14. (1) Every admitted college must have one or more Medical officers of the qualification prescribed by the University.

(2) Every admitted college must arrange for medical examination in the manner prescribed by the Syndicate of all its students at regular intervals and for the medical aid of students residing in college hostels or approved messes.

(3) For the above purpose the college shall be entitled to levy an annual charge from each student.

Fees and Annual Charges

15. Every admitted college shall charge from students such fees as may be prescribed by the Ordinance and annual charges as may be fixed by the Governing Body and communicated to the University:

Provided that the Governing Body shall comply with any direction issued by the Syndicate regarding any change proposed to the levies by the Governing Body Other than those prescribed by the Ordinance. Library

16. Every admitted college shall adopt the model library rules to be framed by the Academic Council with such modifications as may be deemed necessary, but the modifications shall become effective only when approved by the Academic Council. Committee for free studentship

17. (1) There shall be a committee in every admitted college for the purpose of granting free-studentship to students, consisting of the Principal, the Secretary and the teachers representative on the Governing Body and two other persons nominated by the Governing Body of whom one shall be a teacher and the other a representative of the students of the particular class, the cases of which for grant of free-studentship are to be considered by the Committee. The student representative will be associated with the committee only at the time of consideration of the application of students of his class. The term of office of the members shall be for one academic year.

(2) Every admitted college shall grant free-studentship every year to 12/1 / 2% or such other percentage as may be prescribed by the Syndicate from time to time of the total strength of students (excluding the scheduled caste and scheduled tribe students) admitted in the college. The Principal shall call for applications and get a list of deserving applicants prepared, which shall be placed before the sub-committee for award of free studentship. A report of grant of the studentship shall be submitted to the University by the 31st December of every year.

(3) All other kinds of help and aid may be given from time to time by the Principal.

Vacation & Holidays

18. (I) The maximum number of holidays during a calendar year in any

admitted college shall not exceed 166 days inclusive of Sundays and total holidays. All colleges except Technical and Professional Colleges shall adopt the list of holidays laid down by the University.

(2) No additional holidays in honour of visit of personality shall exceed one day, except when granted by the President of India, Governor or Chancellor;

Provided that the total of such holidays in a year shall not exceed seven days.

Professor-in-Charge of the college

19. (1) The Principal of an admitted college, except of college owned and maintained by Government, shall, when leaving the station during the working days either on duty or on leave, take from the Secretary or in his absence from the President of the Governing Body permission to leave the station, and shall nominate the senior most teacher available in-charge of the college during his absence.

(2) If the principal of an admitted college, except of a college owned and maintained by Government is not detained during a vacation and intends to go out of the station, he shall nominate a teacher whom he thinks fit to be incharge of the college for the period of his absence and shall get it approved, before the vacation begins, by the Secretary or in his absence by the President of the Governing Body.

Stock taking

20. (1) Stock taking of the college library books, furniture, apparatus, chemicals, athletic and medicinal stores and hostel and common room equipment's of every admitted college shall be done once a year by a member or members of the teaching staff, other than the teachers incharge, nominated by the Principal for the purpose and the report or reports on such stock-taking shall be placed before the Governing Body for consideration at its meeting.

(2) The report or reports of such annual stock-taking with the resolution of the Governing Body thereon and the result of any action taken in pursuance thereof, shall be open for perusal by University Inspector or Auditors.

Grant-in-aid

21. All applications for grant-in-aid shall be made by the Governing Body of an admitted college in the manner prescribed by rules made by the Syndicate.

College fund & accounts

22. (1) Save as otherwise directed by the Syndicate the different funds of every admitted colleges shall be kept separately in a Scheduled Bank, Post office, Saving Bank or Banks approved by the Syndicate in the name of the college; and (a) the General Fund shall be operated and administered jointly by the Principal and the Secretary in accordance with the sanction and budget, (b) the Students Fund shall be operated by the Principal of the college and (c) the Trust Fund, the Reserve Fund, the Building Fund and other Funds shall be operated jointly by the Secretary and the Principal in accordance with the directions of the Governing Body :

Provided that the Principal shall obtain the previous approval of the Governing Body of the college concerned for all orders to be placed, or all contracts to be entered into, relating to non-recurring items of expenditure included in the budget and exceeding rupees one thousand :

Provided further that in absence of the Secretary, the Vice-Chancellor may authorise the operation and administration of the funds noted in (a) and (c) jointly by the Principal and such Other member of the Governing Body as the Vice-Chancellor may deem fit, if the Vice-Chancellor is satisfied that the operation of funds cannot be stayed without deferment to the interest of the college.

(2) Every admitted college shall maintain its accounts in such manner and in such account books as may be prescribed by rules made by the Syndicate.

(3) All account books and connected vouchers etc. shall be open to examination by any officer entitled to visit the college or by any person appointed by the Governing Body or the Syndicate to examine or audit the accounts.

(4) Every admitted college shall maintain Provident Fund and Gratuity Fund accounts in such manner as may be prescribed by rules made by the Syndicate.

College Buildings & Furniture

23. (1) All buildings for holding classes and for residence of the Students and staff of every admitted college shall be constructed after the plans and estimates have been approved by the Syndicate.

(2) In the case of any existing building the Syndicate may, from time to time direct necessary alterations to be made within a special period.

(3) Every admitted college, except those maintained by Government or whose buildings are maintained by the P.W.D. shall set apart and transfer to a Depreciation Fund a minimum of one percent of its gross annual income, out of which expenses on maintenance, repairs and alterations of buildings and also repairs and replacement of electric fittings and furniture's shall be met.

College Staff

24. (1) Subject to the provisions of the Statute made in that behalf, teachers of every admitted college shall be appointed within the budget provision and may be suspended, dismissed or discharged by the Governing Body in accordance with the provisions laid down in the Ordinance and the Statutes.

(2) The non-teaching and ministerial staff of every admitted college shall be appointed on sanctioned posts and within the budget provision and may be suspended, dismissed or discharged by the Governing Body.

The non-teaching staff shall have the right of appeal to the Syndicate within thirty days of receipt of any such order.

(3) The inferior staff of every admitted college shall be appointed on sanctioned posts and within the budget provision and may be suspended, dismissed or discharged by the Principal, subject to a right of appeal by the aggrieved person to the Governing Body of the college within 30 days of receipt of any such order.

Co-ordination of facilities available in different colleges.

25. (1) The Syndicate may, in consultation with the Academic Council or the motion of the Academic Council direct, in selected areas, making of arrangement for delivery of lectures jointly to the students of two or more Colleges of University Department or Institutes on subjects of courses of instruction common to them.

(2) The Syndicate may, in consultation with the Academic Council or on the motion of the Academic Council, also arrange, in selected areas, courses of lectures to be delivered in any college, Institute or University department attached to it, by qualified teachers of another College, Institute or University Department in the area on a subject or subjects which form part of courses of instruction in the College, Institute or University Department.

(3) Attendance of students at courses of lecturers under clauses (1) & (2) of this Article shall, for the purposes of attendance certificate be deemed to be attendance put in the College or Institute or University Department to which they belong.

(4) The Syndicate may also make arrangement in selected areas for the use of the library, laboratory, museum and other facilities available in one College or Institute or University Department to the students of another College or Institute or University Department in that area.

Restriction on enrolment of students

26. The Syndicate may, in consultation with the Academic Council and for reasons to be stated require any admitted college either permanently or for specified period to in restrict a college the number to be confined of students only in to any some class particular or subject subject. or require Any such the teaching direction or order of the Syndicate shall be given effect from the ensuing academic year after the direction or order is received.

Abolition or suspension of college subjects or classes

27. (1) No admitted college, or any of its faculties, subjects or classes in which teaching has been started shall be suspended or abolished by the Governing Body Of any college without obtaining the previous approval of the Syndicate.

(2) In cases where any such suspension or abolition is approved by the Syndicate, the same shall be immediately notified and shall take effect from the ensuing academic year.

(3) If any admitted college, which has received grant in-aid is suspended or abolished or has otherwise ceased to function or any of its faculties or classes are suspended or abolished or has otherwise ceased to function, the University may claim refund of a fair and reasonable proportion

of its assets or savings from Governing Body of the College. If they fail to reach any agreement the matter shall be referred to the Chancellor, whose decision shall be final.

Suspension or dissolution of Governing Body or cancellation of grant-in-aid.

28. (1) The Syndicate may on its own motion or at the instance of the Vice-

Chancellor (i) suspend the Governing Body for a specific period or (ii) dissolve a Governing Body and order its re-constitution, or (iii) cancel grant-in-aid to the college concerned, if in the opinion of the Syndicate any such action is necessary to be taken for any one or more of the following reasons :

(a) that the college has failed to comply with the directions issued by the

Syndicate under the laws of the University within a specific time'

O That the college has failed to observe the provisions of the laws Of the University,

(c) That the accounts of the grants made to the college have been improperly utilised, and

(d) That the affairs of the college in the opinion of the Syndicate have been grossly mismanaged :

Provided however, that the before ordering suspension; or dissolution Of the Governing Body or before passing any other order indicated above the Syndicate shall give a reasonable opportunity to the Governing Body to show cause against such action.

(2) The Syndicate shall' in case any order for suspension or dissolution of a Governing Body is passed, appoint an Ad-hoc committee to exercise the powers and perform the duties of the Governing Body until expiry of the period of suspension or the re-constitution of the Governing Body, as the case may be,

Staff Council

29. Every admitted college shall have a staff council constituted under the rules framed by the Syndicate in this behalf, of the teachers of the College, which shall function purely as an advisory body to advise the Principal on all academic matters and extra curricular activities. On its own initiative or on reference by the Principal, the Staff Council shall meet at least twice during an academic year.

30. All actions taken for the formation and constitution of the Governing Bodies of admitted colleges before these statues came into force and all actions taken by such Governing Bodies shall be deemed to be valid for the purpose of these Statues unless there is anything repugnant to the provision of these Statutes.

31. Where the services of an employee of an admitted college are required by the University, the employee concerned shall have a lien on his post in the admitted college for such period as the Syndicate may decide.

33. STATUTES FOR PLACEMENT OF LECTURERS TO THE POST OF LECTURERS IN THE SENIOR PAY SCALE AND STATUTE FOR PROMOTION OF LECTURERS IN THE SENIOR PAY SCALE TO THE POST OF READERS AND FOR PLACEMENT OF THE LECTURERS IN THE SENIOR PAY SCALE TO THE POST OF LECTURERS IN THE SELECTION GRADE UNDER CAREER ADVANCEMENT SCHEME.

(As approved by the Chancellor vide letter No. BSU 20/95-2132/GS(1) dated, the 23 September, 1995.)

I am directed to invite a reference on the above subject and to say that the

Chancellor on the recommendation of the Bihar Inter University Board and the State Government has been pleased to approve the following Statutes under Section 5(2) Of the Bihar Inter University Board Act, 1981 for implementation in your University: Statute for placement of lecturers in the senior pay scale (Rs. 3000-5000) under career advancement scheme.

I Notwithstanding anything to the contrary as contained in the Statutes, it is hereby provided that:

A Lecturer, serving in a University Department or in a Degree College managed and maintained by the University shall, on the recommendation of the Bihar State University (Constituent College) Service Commission will be placed in a senior scale Of Rs.3000-5000 under revised pay scale of University and Degree College teachers introduced by the State Government (vide No. 14/P2-05/87 HRD 1044 dated 7.8.1989) subject to the following conditions:

- (a) That he holds the qualification as prescribed for the post of Lecturer under the Statute enforced at the time of his appointment as Lecturer and has fulfilled the conditions, if any attached thereto, as laid down in the Statute.
- (b) That, he holds substantive appointment on the post of Lecturer and his appointment has been made as per provisions of the Act and Statutes existing at that time.
- (c) That, he has completed eight years of continuous service after regular appointment against a sanctioned post with the relaxation that a candidate who, at the time of his recruitment as Lecturer, possesses Ph.D. or M.Phil degree will be sanctioned three and one advance increments respectively in the scale of Rs.2200-4000 along with the benefit of corresponding years of service for the purposes of this placement and further promotion. The existing Lecturers without research degree, and those similarly situated and recruited in future will be eligible for a similar benefit in

service for the purpose of subsequent promotion as and when they acquire research degree, but will not be eligible for advance increments. Existing Lecturers with research degrees will also be eligible for a similar benefit.

Provided that, in case of a Degree College, the service rendered during the period the College was not affiliated in the subject concerned shall not be taken into account for the purpose of this Statute; provided further that, the service rendered in more than one University shall be deemed to be continuous if the period elapsed between leaving the service of a University and joining the service of another University does not exceed the normal joining time as prescribed in the service Statute.

Provided further that if a teacher appointed by the University as per proper procedure through open advertisement but placed in a Degree College even not imparting teaching in the subject concerned upto Degree level will be eligible for the above benefits.

Provided further, that the total period of experience in a Degree College managed and maintained by the University shall be taken into account but only 2/3rd of the total period in an affiliated Degree College prior to its conversion into a Constituent Unit shall be considered.

(d) That he has participated in two Refresher Courses/Summer Institutes' each of approximately 4 weeks' duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified by the U.G.C.

(e) That, he possesses satisfactory performance appraisal reports.

2. The placement in the Senior pay Scale shall not be automatic but shall be made on the recommendation of the Bihar State University (Constituent Colleges) Service Commission on consideration of experience and performance appraisal reports.

3. The Registrar of the University with the approval of the Vice-Chancellor shall place a list of eligible candidates giving all the required information about each of them along with all the relevant papers including service and performance appraisal records before the Screening Committee to be appointed by the Vice-Chancellor for scrutiny.

The Screening Committee shall consist of the Vice-Chancellor, the Dean Of the Faculty concerned, the Head of the University Department concerned as Internal

Expert and two External Experts in the subject concerned appointed by the Vice-Chancellor from the panel prepared by the Bihar Inter University Board.

Provided that the recommendation of the Screening Committee shall become invalid if any one of the two External Experts appointed by the Vice-Chancellor is from outside the panel prepared by the Bihar Inter University Board.

Provided further that the report of the Screening Committee in each case shall be referred to the Bihar State University (Constituent Colleges) Service Commission within a period of one month for its recommendations.

Provided that the Bihar State University (Constituent Colleges) Service Commission shall send its recommendation within six months.

4. The recommendation of the Bihar State University (Constituent Colleges) Service Commission shall be placed before the Syndicate at the next meeting for orders.

5. Also provided that hereafter performance appraisal records shall be regularly maintained in respect of each teacher according to the procedure and in the form to be approved by the Chancellor for the purpose.

6. The seniority of teachers promoted under this Statute shall be determined from the date of promotion, but the inter-se-seniority of teachers promoted from the same date shall be the same as they had on their lower post.

7. Placement under the above clauses shall be admissible only in the faculties in which U.G.C. scale of pay effective from 1.1.1986 have been implemented by the University.

8. The case of the teacher, who is not recommended by the said Commission for placement in the senior pay scale may again be considered after one year has elapsed since his name was last considered. The placement in such a case shall take effect from the date of the recommendation of the Commission.

9. The Inter-se seniority of the teachers will not be adversely affected by placement in the senior pay scale.

34. STATUTE FOR PROMOTION OF LECTURERS IN THE SENIOR PAY SCALE (RS.3000-5000) TO THE POSTS OF READERS IN THE PAY SCALE OF 3700-5700 AND PLACEMENT OF LECTURERS IN

THE SENIOR SCALE OF PAY TO THE POST OF LECTURERS IN THE SELECTION GRADE (3700-5700)

1. Notwithstanding anything to the contrary, as contained in the Statutes of the University, every Lecturer in the senior scale will be eligible for promotion to the

Bihar post of State Reader University in the scale (Constituent of pay of Colleges) Rs.3700-5700 Service on the Commission recommendation subject to of the following conditions :

(a) That, he has completed eight years of service in the senior scale; provided that the requirement of eight years Will be relaxed if the total service of the Lecturer is not less than sixteen years.

(b) That, he holds a Ph. D. degree, or an equivalent published work which will be judged on the basis of publication in standard Indian/Foreign Journal, citation index, international abstracting and inclusion in the relevant current contents where applicable.

(c) That, he has made some mark in the areas of Scholarship and Research as evidenced by self-assessment, quality of publications, contribution to educational innovation, design of new courses and curricula, platform presentation of research papers in national/international seminars and symposia.

(d) That, he has participated in two refresher course/summer institutes each of approximately 4 weeks's duration or engaged in other appropriate continuing educational programmes of comparable quality specified by the U.G.C., after placement in the senior scale.

(e) That, he possesses consistently good performance appraisal reports•

2. Such promotions shall be deemed to be personal promotion. They shall not be automatic but shall be made on the recommendations of the Bihar State University (Constituent Colleges) Service Commission on consideration of experience, records and papers pertaining to the conditions laid down in Clause 1 above.

Provided that initial selection for promotion to the post of Reader will be made by a Screening Committee of the University Department as Internal Expert and TWO External Experts appointed by the Vice-Chancellor from the panel prepared by the Bihar Inter University Board.

Provided that the recommendation of the Screening Committee shall become invalid if any one of the two External Experts appointed by the Vice-Chancellor is from outside the panel prepared by the Bihar Inter University Board.

Provided further that the report of the Screening Committee in each case shall be referred to the Bihar State University (Constituent Colleges) Service Commission for its recommendation. The Commission shall give due consideration for the report of the Screening Committee. There shall be at least two, outside Experts to be nominated by the Vice-Chancellor from the panel prepared by the Inter University Board who will assist the Commission in making its recommendations. Orders for promotion shall be passed by the Syndicate after taking final decision on the recommendation of the said Commission.

Provided further that the report of the Screening Committee with all relevant records and papers shall have to be sent to the Commission by the University within a period of one month from the date of Screening otherwise it shall cease to be operative after a lapse of one month from the date of screening.

Provided further that the Bihar State University (Constituent Colleges) service Commission shall send its recommendations within six months.

3. Posts of Readers will be created for this purpose by upgrading corresponding number of posts of Lecturers in the University and the Colleges. The upgraded posts shall take effect from the date of such promotions and shall remain upgraded as such till the holder continues to hold the post, but the same shall be converted into the post of Lecturer in the event of retirement, resignation, death or otherwise.

4. The upgraded post shall be deemed to be substantive post till the promotee holds it, but any temporary vacancy on the post on account of promotee being on leave or on foreign service, or officiating or holding another post on temporary basis shall be that of Lecturer.

5. The date of promotion of the Lecturer in senior scale to the post of Reader shall take effect from the date recommended by the Bihar State University (Constituent Colleges) Service Commission and the pay of the promotee shall be fixed from the same date in the higher scale under the relevant provisions of the Service Statutes of the University.

6. Those Lecturers in the Senior Scale who do not have Ph.D. degree or equivalent published work as defined in Clause 1 (b) above or who do not meet the scholarship and research standards of a Reader, but fulfil the other criteria laid down in Clause 1 above, and have a good record in teaching and/or participation in extension activities, shall be placed in the Selection Grade of Rs. 3700-5700 subject to the recommendations of the Screening Committee and the Bihar State University (Constituent Colleges) Service Commission as mentioned in clause 2. These Lecturers in senior pay scale shall be designated as Lecturers in the Selection Grade for which posts shall be created by upgrading the posts held by them subject to the conditions laid down for the Readers in Clauses 3, 4, 5 and 6 above. The Lecturers in the Selection Grade could offer themselves for a

fresh assessment after obtaining Ph.D. degree and/or fulfilling other requirements for promotion as Reader, and if found suitable by the Screening Committee and the Bihar State University (Constituent Colleges) Service Commission, shall be given the designation of Reader.

7. Duly created and sanctioned posts of Readers shall be filled in by open advertisement.

8. The Statute for placement of Lecturers in the senior pay scale and also the Statute for promotion of Lecturers in the senior pay scale to the post of Reader and placement of lecturers in the senior pay scale to the post of Lecturers in the selection Grade shall come into force in supersession of the Statutes approved by the Chancellor on 24.12.1986 (BSU-27/85-4032-GS (1) and amended on 20.11.1987 (BSI-J-27/854099-GS (1) and 28.11.1987 (BSU-27/85-4213-GS(1).

35. STATUTE REGARDING MERIT PROMOTION OF LECTURERS AS READERS AND STATUTE REGARDING MERIT PROMOTION OF READERS AS PROFESSORS APPLICABLE TO THOSE EXISTING

TEACHERS OPTING FOR MERIT PROMOTION IN RESPONSE TO HUMAN RESOURCE DEVELOPMENT DEPARTMENT LETTER NO. 1044, DATED 7.8.1989.

(As approved by the Chancellor vide letter No.BSU-20/95-2133/GS (1) dated, the 23 September, 1995.)

I am directed to invite a reference on the above subject and to say that the Chancellor on the recommendation of the Bihar Inter University Board and the State Government has been pleased to approve the following Statutes under Section 5(2) of the Bihar Inter University Board Act, 1981 for implementation in your University:

Statute regarding Merit Promotion of Lecturers as Readers applicable to those existing Teachers opting for Merit Promotion in response to Human Resource Development Department letter No. 1044, dated 7.8.1989.

Notwithstanding anything to the contrary as contained in the Statutes of the University Lecturers serving in a University Department or in a Degree College managed and maintained by the University, engaged in advanced teaching and research and whose contributions and achievements are such as to merit recognition shall be eligible for promotion as Readers on the recommendation of the Bihar State University (Constituent Colleges) Service Commission under Merit Promotion Scheme provided they give their prior option in writing for consideration under this Scheme. Accordingly, their pay fixation will be done under the 'Composite Scheme' of the U.G.C. subject to the following conditions:—

- (a) That, he holds the qualification as prescribed for the post of Lecturer under the Statute enforced at the time of his appointment as Lecturer and has fulfilled the conditions, if any, attached thereto, as laid down in the Statute;
- (b) That, he holds substantive appointment on the post of Lecturer;
- (c) That, he has completed eight years of continuous service after regular appointment against a sanctioned post, of which at least four years should be in the Department of College/ University where he is being considered for such assessment and promotion.

Provided that, in case of a Degree College, the service rendered during the period the College was not affiliated in the subject concerned shall not be taken into account for the purpose of this Statute.

Provided further that if a teacher appointed by the University as per proper procedure through open advertisement but placed in a Degree College even not imparting teaching in the subject concerned upto Degree level will be eligible for the above benefits, but only 2/3rd of the total period in an affiliated Degree College prior to its conversion into a Constituent Unit shall be considered.

Provided further that, the service rendered in more than one University shall be deemed to be continuous if the period elapsed between leaving the service of a University and joining the service of another University does not exceed the normal joining time as prescribed in the service Statute.

2. The basic objective of such promotion shall be-

- (i) to recognise outstanding work by the College/University teachers in the areas of teaching and research;
- (ii) to subject such work to objective evaluation by Experts in the subject/ areas concerned; and
- (iii) to provide for reasonable opportunities for promotional advancement to such teachers, who merit academic recognition on a competitive basis

3. The procedure for promotion under this Statute shall be as follows

(a) Not more than one-third of the number of total permanent position of lecturers in a subject in the Colleges and University Department taken together may hold such merit promotion as Readers.

Provided that if in calculating the number of positions for purposes of merit promotion wherever more than point five (0.5) fraction arises, it will be rounded up as on (1.0) for giving such promotion.

Provided further that in case there is only one permanent position of lecturer in any subject the case of the teacher holding that post may be considered for merit promotion if he fulfils all other conditions prescribed under these Statutes for such promotion.

Note.—Permanent position of lecturers in any subject shall include the permanent post of lecturers duly sanctioned and created.

(b) Such promotion shall be deemed to be personal promotion. The main criteria for such promotion would be the merit of work and not the seniority of teachers.

(c) The post of lecturer who is promoted as Reader shall be deemed to be upgraded with effect from the date of such promotion and shall remain upgraded as such till the incumbent continues to hold the post, but the same shall be converted to the post of Lecturer in the event of the incumbent's appointment to a higher post or when the post falls vacant due to his retirement,

resignation, death or otherwise. Nothing in these Statutes shall construe to have any vacancy on the post of Lecturer which has been upgraded as that of Reader.

(d) The upgraded post shall be deemed to be a substantive post till the promotee holds it but any temporary vacancy on the post on account of the promotee being on leave or on foreign service or officiating or holding any other post on temporary basis, shall be that of Lecturer.

(e) A lecturer who is promoted as Reader shall from the date of such promotion draw his pay in the Reader's scale (Rs.3000-5000) as admissible to teachers opting for Merit Promotion Scheme under Composite Scheme' of the U.G.C.

Provided that the fixation of pay in the Readers' scale shall be done with effect from the date of promotion. Payment in that scale shall be made with effect from the date of such promotion.

(f) The seniority of teachers promoted under these Statutes shall be determined from the date of promotion, but the inter se seniority of teachers promoted on the same date shall be the same as they had on their lower post.

4. The promotion will depend on consideration and assessment of the work done by the teacher, such as publication of research papers, books, reviews and curriculum development, teaching aids, innovation in teaching methods, equipment development etc. presented by the individual teacher which shall be referred to at least two referees in the subject/ discipline concerned.

5. The referees shall be selected by the Vice-Chancellor out of a panel prepared by the Inter University Board. The evaluation report of the referees shall become invalid if any of the two referees selected by the Vice-Chancellor are from outside the panel prepared by the Bihar Inter University Board.

Provided that, if the two referees do not agree, in such a case the papers of the candidate concerned shall be submitted to a third referee selected by the Vice_ Chancellor out of the panel Of Experts prepared by the Inter University Board.

6. The evaluation reports submitted by the referees shall be kept confidential.

7. The entire papers submitted by the teacher concerned along with the reports made by the referees who have found him fit, shall be referred by the University to the Bihar State University (Constituent Colleges) Service Commission for its recommendations. The Commission shall give due consideration to the opinion of the referees. There shall be at least two outside Experts to be nominated by the Vice-Chancellor from the panel prepared by the Inter University Board who will assist the Commission in making its recommendation.

Provided that the evaluation report of the referees with all relevant records and papers shall have to be sent to the Commission by the University within a period of one month from the date of the receipt of the report from 2nd/3rd referee otherwise it shall cease to be operative.

Provided further that the Bihar State University (Constituent Colleges) Service Commission shall send its recommendation within six months from the date of the receipt of concerned papers from the University.

8. The appointment shall be made by the Syndicate in accordance with the recommendation of the said Commission.

9. Any teacher who has been considered and not selected for merit promotion in the initial presentation will be eligible to submit his work again only after a lapse of one year.

10. Teachers interested in such assessment and consideration for merit promotion shall be required to present their work to the Registrar of the University, through the Head of the Department concerned, latest by the 31st December each year or a date to be fixed by the Vice-Chancellor. The University will generally take a decision before the beginning of the next academic year.

11. The University shall furnish to the University Grants Commission necessary particulars each year of the persons promoted under the Scheme along with the reports of the referees, the recommendations of the Commission and the order of the Syndicate.

12. The Statute shall come into force in supersession of the Statute approved by the Chancellor on 22.12.1986 vide letter no. BSU-6/86-3975/GS (1).

36. STATUTE REGARDING MERIT PROMOTION OF READERS AS PROFESSORS APPLICABLE TO THOSE EXISTING TEACHERS OPTING FOR MERIT PROMOTION IN RESPONSE TO HUMAN RESOURCES

DEVELOPMENT DEPARTMENT LETTER NO. 1044, DATED 7.8.1989.

1. Notwithstanding anything to the contrary as contained in the Statutes of the University, Readers serving in a University Department or in a Degree College managed and maintained by the University and engaged in advanced teaching and research and whose contribution and achievements are such as to merit recognition may be considered for merit promotion as Professors after completing atleast eight years of continued service as Readers (of which atleast four years should be in the College/University, Department where he is being considered for such assessment and promotion) on the recommendation of the Bihar State University (Constituent Colleges) Service Commission under Merit Promotion Scheme, provided they exercise their prior option in writing for consideration under this Scheme. Accordingly, their pay fixation will be done under the 'Composite Scheme' of the U.G.C.

2. The basic objective of such promotion shall be-

- (i) to recognise outstanding work by the University teachers in the areas of teaching and research;
- (ii) to subject such work to objective evaluation by Experts in the subject/ areas concerned; and
- (iii) to provide reasonable opportunities for professional advancement to such teachers, who merit academic recognition on the competitive basis.

3. The procedure for promotion under this Statute shall be as follows :-

- (a) Not more than one third of the number of a total permanent position of Readers in a subject in the College and the University Department taken together, may hold such merit promotion as Professors provided that if in calculating the number of position for purposes of merit promotion wherever more than point five (0.5) fraction arises, it will be rounded up as one (1.0) for giving such promotion.

Provided further that in case there is only one permanent position of Reader in any subject, the case of the teacher holding that post may be considered for merit promotion, if he fulfills all other conditions prescribed under these Statutes for such promotion,

Note.—Permanent position of Readers in any subject shall include the permanent posts of Readers duly sanctioned and created."

(b) Such promotion shall be deemed to be personal promotion. The main criteria for such promotion would be the merit of work and not the seniority of teachers.

(c) The post of the reader who is promoted as Professor shall be deemed to be upgraded with effect from the date of such promotion and shall remain upgraded as such till the incumbent continues to hold the post but the same shall be converted to the post of Reader in the event of the incumbent's appointment to a higher post or when the post falls vacant due to his retirement, resignation, death or otherwise. Nothing in these Statutes shall construe to have created any vacancy or the post of Reader which has been upgraded as that of Professor.

(d) The upgraded post shall be deemed to be a substantive post till the promotee holds it but any temporary vacancy on the post on account of the promotee being on leave or on foreign service or officiating or holding any other post on temporary basis, shall be that of Readers.

(e) A Reader who is promoted as Professor shall, from the date of such promotion, draw his pay in the Professors' scale of Rs. 4500-5700 as admissible to the teachers opting for Merit Promotion Scheme under the 'Composite Scheme' of the U.G.C.

Provided that the fixation of pay in the Professors' scale shall be done with effect from the date of promotion and payment in that scale shall be made with effect from the date of such promotion.

(f) The seniority of teachers promoted under these Statutes shall be determined from the date of promotion, but the inter-se seniority of teachers promotee on the same date shall be the same as they had on their lower post.

4. The promotion will depend on consideration and assessment of the work done by the teachers, such as publication of research papers, book, reviews and curriculum development, teaching aids, innovation in teaching methods, equipment development etc., presented by the individual teacher which shall be referred to atleast two referees in the subject/ discipline concerned.

5. The referees shall be selected by the Vice-Chancellor out of a panel prepared by the Inter University Board. The evaluation report of the referee shall be invalid if any of the two referees selected by the Vice-Chancellor are from outside the panel prepared by the Inter University Board:

Provided that if the two referees do not agree, in such a case the papers of the candidate concerned shall be submitted to a third referee selected by the Vice-Chancellor out of the panel of Experts prepared by the Inter University Board.

6. The evaluation reports submitted by the referees shall be kept confidential:

7. The entire papers submitted by the teacher concerned along with the reports made by the referees, who have found him fit, shall be referred by the University to the Bihar State University (Constituent Colleges) Service Commission for its recommendation. The Commission shall give due consideration to the opinion of the referees. There shall be atleast three outside Experts to be

nominated by the Vice-Chancellor from the panel prepared by the Inter University Board who will assist the Commission in making its recommendation.

Provided that the evaluation report of the referees with all relevant records and papers shall have to be sent to the Commission by the University within a period Of one month from the date of receipt of the report from the 2nd/3rd referees otherwise it shall cease to be operative.

Provided further that the Bihar State University (Constituent Colleges) Service Commission shall send its recommendation within six months from the date of the receipt of the concerned papers from the University.

8. The appointment shall be made by the Syndicate in accordance with the recommendation of the Bihar State University (Constituent Colleges) Service Commission.

9. Any teacher who has been considered and not selected from merit promotion in the initial presentation will be eligible to submit his work again only after a lapse of one year.

10. Teachers interested in such assessment and consideration for merit promotion shall be required to present their work to the Registrar of the University, through the Head of Department concerned' latest by the 31st December each year or a date to be fixed by the Vice-Chancellor. The University will generally take a decision before the beginning of the next academic year.

11. The University shall furnish to the University Grants Commission necessary particulars each year of the person promoted under the Scheme along with the reports of the referees, the recommendation of the Commission and the order of the Syndicate.

12. The Statute shall come into force in supersession of the Statutes approved by the Chancellor on 22.2.1984, vide Memo No. 359 and amendments, vide letter no. 164, dated 27.12.1984 and No. BSU-09/85-3742-GS (1), dated 24.11.1986.

37. STATUTE REGARDING FUNCTIONING OF SENATE. SYNDICATE & ACADEMIC COUNCIL

(Governor's Secretariat, Bihar No. BSU-2044/GS (1) dated-23.9.94)

It has come to the notice of the Chancellor that in various Universities Senate, Syndicate and the Academic Council are not functioning according to the provisions of Universities Acts. It may be noted that the Senate, Syndicate and the Academic Council are the authorities of the Universities established under the Acts and the constitutions and functioning of these authorities are mandatory.

Although under Section 10 (13) of the Bihar State Universities Act, and Section 11 (11), of the Patna University Act it shall be the duty of the Vice Chancellor to see whether the proceedings of the University are carried on in accordance with the provisions of the Act, Statutes, Ordinance, Regulations and the Rules or not, the Vice-Chancellor in some cases might have misconstrued the provisions of the Act in not acting in conformity with Section 75 A of the Bihar State Universities Act and Section 76A of the Patna University Act wherein it has been provided that if for any reason the Senate or Syndicate or the Academic Council is not constituted, then till its constitution for the purpose of carrying out the business under the Act, the Exofficio and nominated members will be competent to exercise the powers and discharge the duties of those bodies. The relevant extract of the decision of the Hon'ble High Court by a Division Bench in CWJC No. 5855 of 1993 decided in regard to Nawada Vidhi Mahavidyalaya, Nawada and others vs. State of Bihar and others [reported in 1993(2) PLJR 6531 is as follows :

23. "Sections 18, 22 and 24 provides the constitution of the Senate, Syndicate and Academic Council. A reference to these provisions shows that the statutory bodies have to be comprised of ex-officio Members, nominated Members as also elected Members. The Syndicate and the Senate of the Universities established under the Act had been dissolved with enforcement of the Bihar State Universities (3rd Amendment) Ordinance, 1986 with effect from 17.12.1986 by incorporating the following section in the Act.

"Section 79A—The present Syndicate and Senate shall cease to exist with effect from the date of the Bihar State Universities (3rd Amendment) Ordinance, 1986 comes into force. The powers and duties of the Senate and Syndicate, as the case may be, shall be discharged by the Vice-Chancellor so long the new Senate/ Syndicate is not constituted."

24. That above said proviso was kept alive through the process of repromulgation Act of the 1990 Ordinances, (Act 3 of 1990) till the which enactment came into of the force Bihar on 30th State January Universities1990. (Amendment)

The Legislature did not approve the retention of the above noticed provision on the Statute book. The result was that since the enforcement of the aforesaid amending Act, the Vice-Chancellor

ceased to have any power to discharge the functions of the Senate and the Syndicate. But I cannot just stop here.

25. By the aforesaid amending Act, amendments were made in Sections 18, 122 and 24 of the Act touching upon the constitution of the authorities of the University referred to in Section 17 of the Act. It has been said at the Bar that so far no effort has been made to reconstitute the said bodies in accordance with the amended provisions. Even if be so, the Legislature by incorporating Section 75A in the Act, has provided an answer to it. This provision reads as under :

“75 क विश्वविद्यालय निकायों के गठित न होने पर कार्य व्यवस्था:—यदि किसी कारणवश विश्वविद्यालय की सिनेट, अभिषद, विद्वत परिषद अथवा अन्य किन्हीं निकाय का गठन न हो सके तो जब तक इन निकायों का गठन नहीं हो जाए, तब तक अधिनियम के उपबंधों को कार्यान्वित करने के प्रयोजनार्थ, पदेन एवं नाम निर्देशित सदस्य मिलकर संबंधित निकाय की किन्हीं शक्तियां का प्रयोग तथा किन्हीं कर्तव्यों का पालन कर सकेंगे।

(2) किसी विश्वविद्यालय द्वारा रिक्तियों रहने के कारण उनके चुनाव अवैध नहीं होगा।

25A. In view of the aforesaid provisions, if for any reason, the Senate or Syndicate or the Academic Council is not constituted, then till its constitution for the purpose of carrying out the business under the Act the ex-officio and nominated members will be competent to exercise the powers and discharge the duties of those bodies. No doubt under Section 10 (12) of the Act, some emergency powers have been vested in the Vice-Chancellor to be exercised for taking some immediate action, but it is subject to the limitation prescribed therein. In any case, these cannot extend to making of delegated Legislation. In any view of the matter, if the Vice-Chancellor feels that there is any immediate necessity of calling of the meeting of any body constituted under the Act for discharging of its functions, he has been amply empowered in this regard under sub-section (7) of section 10 of the Act."

In view of the aforesaid legal position it is bounden duty of the Vice-Chancellor to ensure that the Authorities under the Acts function properly and call the meetings of the Senate, its Committees and Sub-Committees, Syndicate, its Committees and sub-committees as well as the Academic Council and other authorities under the Acts within the provisions of Section 10 (7) of the Bihar State Universities Act 1976 and Section 11 (7) of the Patna University Act.

Under the circumstance referred to above, the Hon'ble Chancellor has been pleased to direct the Vice-Chancellor of all the Universities to discharge the duties cast the functioning upon them under of the aforesaid the Act to bodies, help the without Universities delay to even run only smoothly with the by activating Ex-officio members.

This maybe treated as most urgent.

38. REGULATION RELATING TO RE-APPEARANCE IN EXAMINATION TO IMPROVE CLASS.

(No. BSI-J - 43/86-3928/GS (1) dated 15.12.86)

The Chancellor in consultation with the Bihar Inter University Board, Pama and the State Government has been pleased to approve the following regulation under section 5(2) of the Bihar Inter-University Board Act, 1981.

PROVISION FOR RE-APPEARANCE IN EXAMINATION TO IMPROVE CLASS

1. A candidate, who has passed the Masters or Honours examination in the faculty of Humanities, Social Science, Commerce, Acharya or Shastri Prastistha (excluding Professional examination), may, if he so desire, be allowed to re-appear in one or more of the theory papers, not exceeding three papers in all, of the said examination with a view to improving his previous performance, only, at the immediately succeeding examination held by the University subsequent to the one at which he last appeared and passed.
2. Such a candidate shall not be permitted to re-appear in the examination of practical course or in the viva-voce examination nor shall be permitted to submit fresh dissertation/ project report/ wherever prescribed.
3. In order to re-appear at the examination, a candidate shall be required to submit the prescribed examination form duly filled in and indicating therein the names of the paper/s in which he wishes to re-appear along with the prescribed fee through the Principal of the College/Head of the University Department from where he last appeared, on or before that date fixed for the purpose. After submission of Examination Form no addition/deletion in respect of papers of re-appearance shall be permitted.
4. For determining the result of a candidate who re-appears in the examination, his better performance in the concerned paper/s shall be taken into account and for that if he secures higher marks in any of the paper/s in which he has reappeared, the same shall replace the marks obtained by him in the paper or papers concerned at the previous examination and his result shall be modified accordingly, but no charge shall be made in the merit list.

39. STATUTES REGARDING GUIDELINE FOR TRANSFER OF TEACHERS AND PRINCIPALS OF THE COLLEGES AND TEACHERS OF THE POSTGRADUATE DEPARTMENTS OF THE UNIVERSITIES.

(No. 269/ GS (C) dated 22.7.1982.)

(I) Transfer on academic grounds University (i) Generally all transfers better should teaching, be research made in and the Other academic academic interest activities of the i.e. for ensuring

(ii) Transfer to P.C. Departments should be made on the basis of academic records, research work and publications, teaching experience and over all reputation as a subject specialist.

(iii) Transfer to College should also be done keeping in view the requirement of the Institution and the relative qualification and merit of the teacher to be transferred there, so that a more qualified and senior teacher should be considered for posting in a relatively more important colleges from the point of view of teaching and other facilities, available in the Institution.

(iv) Transfer to the post of Head of Department should be generally done on the basis of seniority and academic distinction.

(v) No transfer of permanent teacher shall be allowed against a temporary post and vice-versa. The question of transfer against an unsanctioned post should never arise.

(vi) Generally transfer should be made at a time which will ensure least dislocation to the teaching programme in the College and University.

(II) Transfer on compassionate grounds

On an extreme compassionate ground transfer could take place. These ground could be:

(a) In order to facilitate the husband and wife to live together, in case both are employed either in the University or in separate establishment one being in the University, and

(b) Any other ground of extreme compassion which shall not include looking after parents or relations, being at or near home town, looking after family property etc.

(III) Transfer on administrative grounds

There can be transfers on purely administrative reasons. Such transfers may include disciplinary and other cases, in which the University may consider shifting of certain teachers necessary for better academic discipline and atmosphere. In ordering transfers under such categories, the University need not specify the reason for such transfer. In such cases it shall be incumbent on the part of the concerned teachers to carry out the orders first. If they feel aggrieved by such transfers, they could represent subsequently. In such matters the decision of the Chancellor shall be final and no appeal thereafter shall lie.

40. STATUTES OF THE RAJENDRA AGRICULTURAL UNIVERSITY

CHAPTER 1

1.1. Short Title.—These Statutes, which have been framed as specified in Section 35 of Rajendra Agricultural University Act, 1971, shall be called the Rajendra Agricultural University Statutes, 1976.

1.2. Commencement.—These Statutes shall come into force with effect from the date of their publication in the Bihar Government Gazette, i.e. 12th July, 1976.

1.3. Definitions.—In these Statutes unless there is anything repugnant to the subject or context—

(i) (a) 'Act' means Rajendra Agricultural University Act of 1971 and as amended thereafter.

(b) 'Clause' means a subdivision of the Statutes.

(c) 'Section' means a section of the Act.

(ii) 'Emolument' means pay, leave salary or subsistent grant and will include any allowances or remuneration classed as pay.

(iii) 'Employees' means whole-time employees other than part-time employees, honorary employees or those paid from contingencies.

(iv) 'Government' means the Government of Bihar.

(v) All other words and expressions used but not defined in the Statutes shall have the meaning respectively assigned to them in the Act.

CHAPTER II

Authorities of the University-Constitution, Powers, Duties, Procedure for the meetings there of and Committees for specific purposes

2.1. Authorities of the University.—In addition to those specified in Sections 9

(1), (2) and (3) of the Act, the following shall be the authorities of the University:—

(1) the Research Council; and

(2) the Extension Education Council.

2.2. Powers of the Syndicate.—In addition to the powers laid down in Section II (A) of the Act, the Syndicate in consultation with the Academic Council— (1) may establish a new Faculty, amalgamate two or more Faculties into a single Faculty, sub-divide or abolish a Faculty or reconstitute any or all existing Faculties; and

(2) may establish a new department, abolish or sub-divide or otherwise reconstitute an existing department or departments.

In case of additional financial liability, prior approval of the State Government will be necessary.

2.3. Nominations to the Academic Council and its powers and functions.—(1) In accordance with clause (vi) of sub-section (2) of Section 13 of the Act, the ViceChancellor shall nominate three teachers for a period of two years, provided that the teachers thus nominated have at least five years of teaching/ research experience.

(2) In accordance with clause (vii) of sub-section (2) of Section 13 of the Act, all the 5 teachers to be nominated from the Universities mentioned in this clause by the respective Vice-Chancellors, would be such persons as have at least 5 years of teaching experience and they shall have a term of two years.

(3) In addition to its powers and functions as specified in Section 14 of the Act, the Academic Council shall have the powers—

(a) to initiate measures for improving the quality of teaching and teachers, student evaluation and student advisory service;

(b) to assess the examination of the courses Of studies and degree of other Universities and to recommend to the Senate for their recognition;

(c) to recommend from time to time measures for the integration of (i) inter Faculty teaching programmes and (ii) teaching, research and extension education in each Faculty, for the most effective utilisation of available resources;

1. As amended by the Syndicate in its meeting dated 23rd June, 1977.

(d) to recommend to the Senate candidates for University certificates, diplomas, degrees and other academic distinctions:

(e) to recommend regulations for (i) the award of scholarships, fellowships, medals and other prizes; (ii) the conduct of convocations, and (iii) maintenance and improvement of discipline amongst the students; and (f) to consider any other academic matter.

2.4. Faculties and their functions.—(1) In accordance with sub-section (2) of Section 15 of the Act, the Faculties will have departments as to be decided by the Syndicate on the recommendations of the Academic Council.

(2) In accordance with sub-section (3) of Section 15 of the Act, each Faculty shall consist of—

(a) Chairman—Dean of the concerned Faculty;

(b) Members—

(i) all Directors;

- (ii) all Associate Deans of the Faculty;
- (iii) all University Professors;
- (iv) two Associate Professors, two Assistant Professors and two Lecturers of each College of the Faculty to be nominated on rotation by the Vice-Chancellor;
- (v) Regional Director, Agricultural Research Institute, Patna; Director, Sugarcane Research Institute, Pusa for Faculty of Agriculture, and Director, Livestock Research Station, Patna for Faculty of Animal Husbandry;
- (vi) one Specialist and one Assistant Specialist Officer from each of the Research Institutes at Patna and Pusa to be nominated on rotation by the Vice-Chancellor;
- (vii) one member not concerned with the University as the Vice-Chancellor may nominate;
- (vii) one member for each of the other Faculties as the Vice-Chancellor may nominate.
- (c) Member-Secretary—Registrar.

(3) The functions of each Faculty shall be as follows :—

- (a) to review the teaching, research and extension work and suggest improvements;
- (b) to recommend to the Academic Council details of conditions to be prescribed for admission of students to various courses of study in the Faculty;
- (c) to formulate for approval of the Academic Council standards for the evaluation of the progress and attainment of the studies;
- (d) to evaluate the performance of teaching, research and extension programmes;
- (e) each Faculty shall draw up a College Organisation Plan which provides for such departments as deemed best and shall define the scope of the work to be done by the College and the various departments comprised in each such Faculty. A proposal of a Faculty shall be considered by the Academic Council and if approved by the Council, shall be forwarded to the Syndicate for its consideration. Any change desired by the Council and/or Syndicate shall be referred to the Faculty; and
- (f) to perform such other functions as may be assigned to it by the Academic Council or the Syndicate.

2.5. The Board of studies and its functions.—(1) In accordance with subsection (4) of Section 15 of the Act, Board of Studies of each Faculty shall consist of—

- (a) Chairman—The Dean of the concerned Faculty.
- (b) Members—

- (i) all Associate Deans of the Faculty;
- (ii) all University Professors, all Associate Professors and one Assistant Professor of each College of the Faculty to be nominated by the concerned Associate Dean;
- (iii) two experts in the subject from outside the University to be nominated by the Academic Council;
- (iv) one member of each of the other Faculties nominated by the concerned Dean;
- (c) Member-Secretary—A teacher nominated by the Dean.

(2) The functions of the Board of Studies shall be as follows

- (a) to propose to the Faculty concerned the course of study for the various programmes of instructions offered by that Faculty;
- (b) to propose to the Faculty curricula of the courses to be offered;
- (c) to exercise such other powers and perform such other duties as directed by the Faculty.

2.6. The Finance Committee.—(1) In accordance with clauses (i), (ii), (iii) and (iv) of sub-section (1) of Section 33 of the Act, the Finance Committee shall consist of—

- (i) the Vice-Chancellor as Chairman;
- (ii) a representative of Agriculture Department not below the rank of Deputy Secretary; (iii) A representative of Finance Department not below the rank of Deputy Secretary;
- (iv) a Dean or a Director to be nominated by the Vice-Chancellor who will have a term of one year;
- (v) one Chairman of a University Department to be nominated by the Vice-Chancellor who will have a term of one year:

Provided that persons nominated under items (iv) and (v) above shall not be renominated until all eligible persons have been nominated by rotation;

- (vi) one nominee of the Syndicate who should be non-official member of the Syndicate.

(2) The Comptroller of Rajendra Agricultural University will be the Secretary of the Finance Committee.

2.7. The Research Council and its functions.—(1) There shall be a Research Council consisting of—

- (a) Chairman—the Vice-Chancellor;

Members—

- (i) the Director of Agriculture, Bihar;
- (ii) the Director of Animal Husbandry, Bihar;
- (iii) all Directors, Deans and Associate Deans of the University, Regional Director of Agricultural Research Institute, Pusa, Director of Sugarcane Research Institute, Pusa and Director of Live-stock Research;
- (iv) all University Professors and Senior Research Specialists;
- (v) two Scientists of eminence from the University or outside to be nominated for particular meeting by the Vice-Chancellor for their specialised knowledge of a subject or subjects on the agenda of the meetings; and
- (vi) three progressive farmers specialised in general Agriculture, Horticulture and Animal Husbandry to be nominated by the Vice-Chancellor for their specialised knowledge and experience.

(c) Member-Secretary-Director of Research

(2) The Research Council shall consider and make recommendations in respect of—

- (a) research programmes and projects undertaken or to be undertaken by various University units in the State in the fields of Agriculture, Animal Husbandry, Veterinary Science and allied Sciences with a view to promoting effective co-ordination;
- (b) physical and fiscal administrative facilities required for implementing research projects;
- (c) orienting research to meet farmers' needs;
- (d) integration of research, extension education and teaching and participation of research workers in teaching and extension education;
- (e) any other matter pertaining to Agriculture/Animal Husbandry research programmes which may be referred to it by the Vice-Chancellor or the Senate/Syndicate or any other authority of the University.

2.8. Constitution of the Extension Education There shall be an Extension Education Council consisting of—

(a) Chairman—The Vice-Chancellor.

(b) Members—

(i) the Agricultural Production Commissioner, Bihar; (ii) the Director of Agriculture, Bihar;

1. Subs, by the Syndicate in its meeting dated 23rd June, 1977.

(iii) the Director of Animal Husbandry, Bihar;

- (iv) the Director of Research of the University;
 - (v) all Deans and Associate Deans, Regional Director, Agricultural Research Institute, Patna; Director, Sugarcane Research Institute, Pusa and Director of Livestock Research Station;
 - (vi) University Professors to be nominated by the Vice-Chancellor for particular meetings according to the requirements of the agenda;
 - (vii) one representative from each of the under-mentioned organisations, as per request of Vice-Chancellor—
 - (a) Irrigation Department of the Government;
 - (b) Minor Irrigation Department of the Government;
 - (c) Community Development Department of the Government;
 - (d) Revenue Department of the Government;
 - (e) Planning Department of the Government;
 - (f) Co-operative Department of the Government;
 - (g) any other concerned Department of the Government;
 - (h) Bihar State Agro-Industries Development Corporation;
 - (i) Dairy Development Corporation of the Government;
 - (j) Bihar State Electricity Board;
 - (k) Fertilizer Corporation of India;
 - (l) National SEEDS Corporation; and
 - (m) any other Agro-industries of Agro-Service Organisation;
 - (viii) two eminent persons in the field of Extension Education from the University or outside, nominated by the Vice-Chancellor for any particular meeting in accordance with the of the agenda; (ix) Director, Agricultural Education, Bihar;
 - (x) three progressive farmers specialising in general Agriculture, Horticulture and Animal Husbandry to be nominated by the Vice-Chancellor for their specialised knowledge and experience; (c) Member-Secretary—The Director of Extension Education.
- (2) The Extension Education Council shall consider and make recommendations in respect of—
- (a) co-operative extension educational programmes and projects of the University;
 - (b) co-ordination of co-operative extension educational activities of various agencies for improvement of agriculture and animal husbandry and for the development of rural communities.

Officer of the University—Their Functions and Duties

3.1. Officers of the University as declared under Section 18 (g) of the Act.—In addition to those mentioned in items (a), (b), (c), (d), (e), and (f) Of Section 18 of the

I. Subs, by Syndicate in its meeting dated 23rd June, 1977.

Act, the following shall be officers of the University as hereby declared under item (g) of the said section :-

- (1) The University Librarian.
- (2) The University Chief Engineer,
- (3) The University Chief Architect,
- (4) The Adviser to the Vice-Chancellor, and
- (5) The Director, Administration.

3.2. Powers and duties of officers and employees of the University.—Under Section 35 (3) read with Section 24 (5) of the Act, duties as defined hereunder are assigned to the various officers and employees of the University:

(1) The Registrar shall be responsible to the Vice-Chancellor and shall in addition to the duties specified in sub-section (5) of Section 24 of the Act, perform the following duties and functions:-

(a) he shall be responsible for the preparation of the annual report of the

University for approval of the Vice-Chancellor and the Senate;

(b) he shall be the custodian of the records of the University;

(c) he shall administer the prescribed provisions for admission, registration and enrolment of students and the continuance of their enrolment and maintenance of student's records;

(d) he shall be responsible for the maintenance of registers of all degrees and diplomas conferred by the University;

(e) he shall carry out other duties assigned to him by the Vice-Chancellor;

(f) he shall assist the Vice-Chancellor in all matters of general administration, and

(g) he shall be the officer to sue and be sued on behalf of the University.

(2) The Controller.—In addition to the duties specified in sub-section (2) of Section 24 of the Act, his duties shall be as follows :—

- (a) he shall be the custodian of the movable and immovable properties of the University, including valuable securities, title deeds and cash and other liquid assets of the University and shall maintain a complete record of all such properties;
- (b) subject to the administrative control of the Vice-Chancellor, he shall regulate all finance accounts and internal audit establishments of the University and at all its campuses;
- (c) subject to the assignment by the Vice-Chancellor, he shall communicate to the officers authorised to incur expenditure on behalf of the University, their annual and supplementary allotments from the budget allocations under the respective heads of accounts;
- (d) he shall ensure that the collection of dues of the University and the incurring of expenditure are well defined and strictly observed;
- (e) he shall bring to the notice of the Vice-Chancellor financial irregularities, if any, observed in the University;

shall consolidate the monthly, half-yearly and annual accounts of the University and all its various constituent units; be responsible for presenting the annual accounts and balance to the Statutory Auditors of the University for examinations and certification by them; perform such other functions and duties as assigned to him by the Vice-Chancellor.

Faculties.—In addition to the duties specified in sub-clause (3) of the Act, the duties of the Dean of a Faculty shall be as follows exercise overall control and be responsible for the conduct of teaching, research and extension work of the Department comprised in the faculty; he shall be Chief Executive Officer of the Faculty and be responsible for its administration; serve as a medium of communication for all official business of the Faculty with other authorities of the University, the students and the formulate and present policies to the Faculty for its consideration regarding matters relating to the Faculty; develop close co-operation, collaboration and co-ordination with Director Research/Extension regarding development of programmes of research and extension for Faculty vis-a-vis other University units;

- (f) he shall be responsible for the due observance of the statutes and other regulations relating to the Faculty; shall formulate and present policies to the Board of Studies for its consideration on matters relating to the Faculty;
- (h) he shall discharge such other functions and duties as assigned by the Vice-Chancellor.

Research.—In addition to the duties specified in clause (a) of sub24 of the Act, his duties shall be as follows :— research in the University, to promote team work and interdisciplinary collaboration to link up research by students with the research programmes of the University for the State and to co-operate and collaborate with the Director of Extension Education in extending results of researches to the fields; to prepare the annual budget estimates of the research programmes of

University and to supervise their implementations; to organise inter-faculty co-ordination in research programmes; to promote the compilation and publication Of the research findings; and to promote the integration of research with teaching and extension education.

(5) Director of Extension Education.—In addition to the duties specified in clause (b) of subsection (4) of Section 24 of the Act, the duties Of the Director of Extension

Education shall be as follows :—

- (a) to develop extension education in the University;
- (b) to prepare budget estimates for extension education and to draw up programme of extension education of the University and to supervise its implementation;
- (c) to organise inter-faculty co-ordination in extension education programmes;
- (d) to develop mass communication and media and to direct the preparation and distribution of materials such as publications and films;
- (e) to provide supplementary service to farmers in the testing of soil, seeds and implements and in plant protection services;
- (f) to provide integration of extension education with research and teaching; and
- (g) to organise and supervise the University's public relations and information services.

(6) Director of Resident Instructions.—The duties of the Director of Resident Instructions shall be as follows :—

- (a) to co-ordinate inter-campus and inter-faculty programmes and standards of teaching an evaluation of students' progress at all levels of undergraduate and post-graduate teaching and to endeavour constantly to raise the standard of teaching and students' attainments; and
- (b) to perform such other duties as may be entrusted to him by the Vice-Chancellor.

(7) Director of Students Welfare.—The duties of Director of Students Welfare shall be as follows:

- (a) to plan and organise students' extra-curricular activities e.g., sports, cultural and other recreational activities, National Cadet Corps and other allied activities in the University;
- (b) to supervise and co-ordinate management of students' hostels, cafeteria and mess arrangements;
- (c) to look after all schemes relating to scholarship and stipends, part-time employment, free-ships and such other financial assistance to deserving and /or needy students and travel facilities for the study tours of students; (d) to promote discipline among students of the University;
- (e) to plan and direct a programme of counselling and advisement of students; and

(f) to enlist the co-operation of prospective employers and employment agencies and to assist in the placement of graduates and students of the University;

(8) Director, Administration.—The Director, Administration shall be responsible for all matters allotted to the establishment of the University, e.g., recruitment, promotion, deputation, leave, maintenance of service records, disciplinary action, etc. of all the employees of the University.

(9) University Librarian.—The duties of the University Librarian shall be as follows :—

(a) to maintain and manage the University Library;

(b) to guide and co-ordinate the working in the Libraries of the various constituent units of the University, and

(c) to prepare the annual statement of operational and developmental requirements of all the various libraries of the University for incorporation in the budget estimates, co-ordinating the recommendations of the Chairman, Heads of Departments, Associate Deans, Deans and Directors for the purchase of books, journals, etc. and improvement of library facilities.

(10) (1) The duties and function of the Director, Works and Plants shall be as follows:—

(a) to exercise control over the construction, maintenance and repair of the buildings, roads, and estimates of the University;

(b) to organise services relating to water, electricity and communication; to supervise the installation and maintenance of such machinery as may be assigned to his control by the Vice-Chancellor.

(d) to get designs, plans and estimates prepared for such projects for construction and/or alterations of University buildings and grounds as may be ordered by the Vice-Chancellor;

(e) to maintain records of allotment of buildings of the University for various purposes; and

(f) any other work assigned to him from time to time.

(2) The status, rank, pay-scale and other emoluments of the post will be determined according to scale of work load adopted by the State Public Works Department for the purpose.

(11) Chairman of University Departments and Heads of College Departments.—The duties of the Chairman of University Departments and Heads of College Departments shall be such as may be prescribed by the Vice-Chancellor in consultation with Academic Council.

(12) Other officers and employees.—The duties of other officers and employees other than those referred to in clauses (I) to (ii) above shall be as may be prescribed by the Vice-Chancellor.

3.3. General.—(1) Each officer and employee of the University shall be responsible for use of property, equipment, stores, vehicles, etc., belonging to the University with reasonable care and

he shall in his dealing with University accounts, act with prudence, promptitude, accuracy and in conformity with rules and general orders.

(2) Besides the duties enumerated in Chapter 3. such other duties as may be assigned to any officer or employee or employees, individually or collectively, by the Act, Statutes, Regulations or Rules or by the Vice-Chancellor or the immediate superior officer or officers, employee or employees shall be duly carried out by the person or persons to whom such duty/ duties/is/are assigned.

CHAPTER IV

Medium of Instruction and Academic Year

4.1. Medium of instruction.—instruction for the various courses of study in the University shall be in the language or languages approved by the Syndicate on the recommendations of the Academic Council.

4.2. Academic Year.—The Academic Year of the University shall comprise two semesters or three trimesters and it will not have less than 230 working days.

CHAPTER V

Admission and enrolment of students and performance required

5.1. Condition for Admission.—No students shall be admitted to a regular course or study unless he possesses the prescribed qualifications for admission.

5.2. Condition for conferment of degree.—No student shall be conferred a degree unless he has complied with the conditions prescribed and has completed the courses of study and earned the required credits and grade point average.

CHAPTER VI

Institution, Award and withdrawal of Degrees, Honorary Degrees, Diplomas,

Certificates and Prize, Convocations for Award of Degrees

6.1. Degrees of University.—(1) The University shall institute the undermentioned degrees,—

(a) Degree of Bachelor of Science;

O Degree of Master of Science; (c) Degree of Doctor of Philosophy; (d) Degree of Doctor of Science.

(2) The Bachelor's and Master's degrees shall be designated faculty-wise. The Master's degree may be further designated discipline or department-wise in such manner as the Academic Council may approve on recommendation of the Boards Of Studies.

6.2. Registration for Ph.D. and D.Sc. degrees.—The candidates shall be registered for Ph. D. and D.Sc. degrees as prescribed in the regulations on the recommendations of the Academic Council.

6.3 Eligibility requirements for degrees.—Eligibility requirements for various degrees shall be prescribed in the regulations on the recommendations of the Academic Council.

6.4. Honorary degrees and other Academic Distinctions.—(1) The Honorary degree of Doctor of Philosophy or Doctor of Science shall be conferred upon a person on the ground that he is, by reason of eminent position and attainments or by virtue of his contribution to learning or eminent services to the cause of Agricultural Education, Research and Development, a fit and proper person to receive such a degree.

(2) The Senate/Syndicate shall, subject to prior approval by the Chancellor, have powers to confer the Honorary Degree and other academic distinctions on the recommendations of the Academic Council.

(3) The Honorary Degree shall be conferred at a convocation, or at a special convocation, and may, be taken in person or in absentia.

(4) The presentation of persons at the convocation, on whom the Honorary Degree is to be conferred, shall be made by the Vice-Chancellor.

6.5. Diploma and Certificates.—(1) Courses for training of Technicians in Agricultural, Veterinary and other allied sciences, and for farmers, may be provided by the University. Detailed schemes for such courses, providing for award of diplomas and certificates, shall be drawn up by the Board of Studies and submitted for approval to the Vice-Chancellor through the Academic Council.

(2) Orientation courses for Agricultural and Veterinary scientists and for scientists and technologists in other allied sciences may be provided, from time to time, by the University.

6.6. Medals, certificate of Honour and Prizes.—A student who, in fulfilling the University requirement for a degree, diploma or certificate, has at his credit an outstanding performance, may be awarded— (i) a medal, or

(ii) a certificate of honour, or

(iii) a prize, as per provision in the regulation.

6.7. Convocations.—A convocation for the purpose of conferring degree may be held on a date and at a place to be fixed by the Chancellor in consultation with the Vice-Chancellor. The proceedings of the convocation shall be conducted in accordance with the regulations.

CHAPTER VII

Library Services

7.1 Libraries.—The University shall maintain a net-work of libraries as follows:—

(a) the University Library at the headquarter of the University;

(b) the Campus Libraries—one at each college;

- (c) Libraries for Research Stations situated away from the campuses - one at each such station.

CHAPTER VIII

Scholarships and Financial aid to Students from other Agencies, Residence, Counselling and Advisement

8.1. Scholarships and financial aid to students.—Scholarships and financial aid to students and gifts to the University shall be accepted only after approval of the Syndicate.

8.2. (I) An enrolled student of the University shall ordinarily reside in one of the hostels of the University unless exempted by the Dean or Associate Dean.

(2) Each University Hostel and attached mess and cafeteria shall be under constant supervision as regards living conditions, price and quality of food and punctuality of meal service, power and water supply, sanitary conditions, reading room, recreational facilities and medical attendance.

8.3. Counselling and Advisement.—A Counselling and Advisement Service shall be organised and maintained at each campus so as to provide each student with suitable guidance.

CHAPTER IX

Maintenance and Improvement of Discipline amongst Students of the University

9.1. Regulations for discipline.—Regulations for the maintenance and improvement of discipline among the students shall be approved and notified by the Syndicate on the recommendations of the Academic Council.

CHAPTER X

Funds, Accounts and Audit

10.1. Regulation to prescribe procedure for collection of funds, incurring expenses and maintenance of accounts.—As specified in Sections 29 and 34 of the Act—

(1) the procedure for collection of dues of the University, bringing the collections to accounts, for regulating the incurring of expenditure on behalf of the University, the maintenance of accounts of income and expenditure of all the various funds Of the University, the accounts of stores, farms, works and property of the University, shall be as prescribed in regulations approved and notified by the Finance Committee' which may be supplemented by such rules and circulars as may be promulgated from time to time by the Vice-Chancellor in consultation with the Comptroller' wherever necessary;

(2) in all matters involving financial implications, prior consultation with the Comptroller shall be necessary except in cases where the decision to be taken is fully within the duly delegated

powers of the officer of the University and the financial commitment involved is within the budget allocation and prima facie no financial impropriety is involved;

(3) the statutory audit prescribed in Section 34 of the Act shall be supplemented by an internal audit organisation under the supervision of such an officer as the Vice-Chancellor may designate and officers and employees of the University shall render all assistance and co-operation to the internal and the statutory audit organisation, so as to ensure speedy conclusion of the Annual Audit and Certification Accounts.

CHAPTER XI

Powers, Emoluments and Conditions of Service of the Vice-Chancellor

11.1. Power of Vice-Chancellor to create and fill up certain posts and transfer employees.—In addition to the powers and duties of the Vice-Chancellor as prescribed in sub-sections 1 to 12 of Section 21 of the Act, the Vice-Chancellor shall exercise the powers—

- (i) to fill up sanctioned posts up to the rank of Senior Class II of State Service and equivalent on the recommendation of duly constituted Selection
- (ii) to fill up posts up to the rank of Reader for a period not exceeding six months and report the action taken in the next meeting of the Syndicate.

In case extension beyond that period is necessary the approval of the Syndicate will be obtained. But in no case more than one extension should be given;

(iii) to transfer employees from one post to another in the interest of the University without adversely affecting their emoluments, status and service conditions.

11.2. Emoluments of the Vice-Chancellor.—The Vice-Chancellor shall receive such salary as may be prescribed by the State Government.

11.3. Other conditions of service of the Vice-Chancellor.—(1) Provident Fund.—In respect of Provident Fund and retirement benefits, the Vice-Chancellor will be governed by rules prescribed by State Government.

(2) Leave.—The Vice-Chancellor shall be entitled to casual and other leaves in accordance with the provisions in Bihar Service Code which will be sanctioned by the Chancellor.

(3) Travelling Allowance.—The Vice-Chancellor will get travelling allowance and daily allowance as prescribed for the officers of State Government of similar pay scale.

(4) Medical facilities.—He shall receive medical treatment at the University dispensaries or hospitals or re-imbursement of expenditure on medical treatment elsewhere, in accordance with rules prescribed in this regard for employees of the State Government.

11.4. Vice-Chancellor on deputation from Government Service or other organisation.—The emoluments, terms and other conditions in the case of Vice-Chancellor, who happens to be a permanent employee of Government or autonomous organisation on deputation with the University, shall be regulated in accordance with the terms and conditions of the deputation.

CHAPTER XII

Scale of Pay and other emoluments of Employees of the University

12.1. Scale of pay of employees.—The scale of pay of employees of the University other than the Vice-Chancellor, shall be as prescribed by the Syndicate with prior approval of the State Government and various financing agencies involved.

12.2. Increments.—(1) An increment shall ordinarily be allowed on the due date, as a matter of course, unless withheld for unsatisfactory work or conduct by specific order of the appointing authority recorded before the date on which the increment is due.

Service during the period of deputation to a lower scale of pay will not count towards increment.

(2) Extraordinary leave taken for higher studies or on medical grounds should count for increment as admissible under the rules of the State Government.

(3) An increment due at the efficiency-bar stage shall be allowed to a University employee on efficiency the appointing bar. Case authority's not covered written by declaration the rules of that University, the employee shall be fit to cross the governed by relevant rules of State Government.

12.3. Allowances and other benefits.—Cost of living allowance, city allowance, house rent allowance, reimbursement of medical treatment allowances for education of children and travelling allowance shall be allowed to employees in accordance with the general rules and orders of the State Government regulating these allowances. Medical reimbursement shall be made as per Government rules.

CHAPTER XIII

Leave and other Service Conditions of Employees of the University

13.1. Leave.—Subject to the University framing its own leave rules in due course, the leave rules of Government of Bihar will be applicable to the University employees for the present.

13.2. Resignation of service by an employee.—An employee who wishes to resign from University service shall give notice in writing to the University as specified hereunder:— a temporary employee;

(b) three month's notice, if he is a permanent employee;

Note.—(i) If an employee fails to give notice as required above the University shall be entitled to recover from him, his salary for the period by which the notice falls short of in lieu of such notice or of the deficiency in the notice as actually given;

(ii) In case of bonded persons, the resignation will be accepted only after considering the provisions in the bond.

(c) each such case of resignation will be considered by the University for acceptance or otherwise on its own merit.

13.3. Termination of service of an employee by the University, superannuation and compulsory retirement.—(1) The University may terminate the service Of an employee in any of the under-mentioned circumstances :—

(i) On grounds of physical and/or mental unfitness for service, as certified by the Medical Board, in which case the employee may represent against

the whose order decision of termination on the basis of of his the employment recommendation to an of appellate the Medical authorityBoard to which the employee's case shall have been referred, shall be final;

(ii) on ground of indiscipline, misconduct, moral turpitude or subversive activities on the part of the employee in which case proceedings as enunciated in Statute 13.9 shall be held before orders Of termination Of service are issued.

(iii) As a measure of retrenchment ordered by the University in which case the appointing authority may issue orders of termination of service' provided the employee happens to be the junior-most in his sub-cadre and if there is no sub-cadre in his cadre giving him notice of one month if he holds in a temporary post or one month's pay in lieu thereof; and

(iv) on the employee attaining the age of superannuation or being

(2) Each University employee shall retire on superannuation on attaining the age of 58 years. However the University may re-employ deserving employee up to 60 years of age after screening by the Evaluation Committee.

Note.—(i) This does not apply to technical or scientific personnel appointed for a specific period under a contract.

(ii) This does not apply also to teachers and research scientists of national or international repute invited by the University as visiting or Emeritus Professors.

(3) The Syndicate, on the recommendation of the Vice-Chancellor, may rehire a University employee who has attained the age of 50 years or has completed 25 years of service whichever is earlier in public Interest.

13.4. Re-employment.—(1) If an employee applies for re-employment on superannuation, he may be re-employed in the University's interest, subject to the under-mentioned conditions :—

- (a) no such employee shall be re-employed without the previous approval of the Syndicate;
- (b) the person to be re-employed must be in reasonably good health for performing the duties he would be required to perform;
- (c) the pay of employee on his re-employment shall not exceed the limit of reemployment pay according to rules of Bihar Government; and
- (d) re-employment in each case shall be limited to a period of one year at a time, if he is found suitable by the Evaluation Committee.

13.5. Transfer of charge on termination of appointment etc.—(1) A University employee, under orders of termination of service or transfer to another post proceeding on leave other than casual leave, shall before leaving his post, hand over the charge of his post to such other University employee as may be duly authorised to receive the charge, return to the University all books, apparatus, furniture's, etc. issued to him for his personal use, and pay to the University in full, all charges due, such as municipal taxes, water and electricity charges, rent for occupation of University residential quarters and on his failure to do so, the controlling officer shall recover the amount due from the employee's last pay if his services have terminated, or from the University Contributions to his Provident Fund.

(2) A University employee, who is in the occupation of residential accommodation of the University, shall vacate the quarter on transfer to another post or on proceeding on leave or on superannuation or on leaving the University service. In case of non-compliance, disciplinary or other suitable action shall be taken against him.

13.6 Tests and examinations-Tests and examinations to improve efficiency.— An employee of the University may be required to pass such tests as may be prescribed by the Syndicate. The order prescribing the tests shall specify the penalties

for failure to pass, the tests in time, and/or the benefits or advantages accruing from passing the tests. The tests and penalties should be specified in advance by the Syndicate.

13.7. Restriction on engagement in trade or business outside the University and participation in political work.—(1) All University employees, except those specifically appointed on a part-time basis, shall be whole-time, employees and shall not, without express permission of the Vice-Chancellor, engage directly or indirectly in any trade or business or political work whatsoever or undertake any other work outside the University.

Note.—This restriction shall not apply to any work or undertaking in connection with examinations outside the University, provided they do not exceed three examinations in a calendar year.

(2) No employee shall undertake any private tuition.

13.8. Royalties, patent rights for inventions and discoveries and honoraria for testing work in the University laboratories, etc.—(1) The University shall have the sole right in respect of any invention or discovery of any process made in the University Laboratories, farms or workshops and may move for securing the patent right for invention or process from the Government after obtaining from the requisite assignment. The University will bear the cost of securing the patent right and receive all royalties, remuneration or income accruing from the sale or commercial exploitation of such grant or patent.

(2) The University shall pay to the employee concerned such amount as may be determined by the Syndicate as reward provided that in cases where the expenditure incurred by the university on such invention or process is high, the entire expenditure may be deducted by the University at its discretion from the amount of the reward fixed by the Syndicate before it is paid to the employee.

(3) In case the University decides not to apply for the patent rights, the employee concerned may, if he so desires, apply for a patent solely in his own name on payment of 10 percent of royalty to the University.

(4) Testing or research work on behalf of any organisation for which a fee is offered to the University may be accepted by the Vice-Chancellor in consultation with the Chairman or the Head of the Department concerned. Vice-Chancellor shall determine and sanction the honoraria to be paid to the employee concerned for such work, taking into account all expenditure incurred and to be incurred by the University on the said research or testing work.

13.9. Conduct, discipline, enquiry, punishment and Any one or more of the penalties specified in clause (2) given below may, for good and sufficient reasons, such as misconduct, moral turpitude, neglect of duty, violation of term or condition of service, inefficiency, indiscipline, criminal conviction, be imposed upon an employee.

Note.—The 'misconduct' for this purpose means—

- (i) wilful disobedience or wilful omission or negligence in executing any lawful orders or instructions, or
- (ii) wilful breach of trust and duty, or
- (iii) demand, acceptance or receipt by the employee, in the discharge of his duties, any gift, gratuity, reward, or remuneration except in accordance with the University rules or orders, or express permission of the Vice-Chancellor;
- (iv) indulging in unlawful activity or in political preaching among the students or employees of the University.

(v) doing anything which undermines or is likely to undermine the prestige of the University or is detrimental to its interest or disturbs or is likely to disturb the harmony and cohesion of the University's corporate life, or

(vi) communicating any document or information, which has come into his possession in the course of discharge of his duties, whether from official sources or otherwise, without general or special permission or authorisation directly or indirectly, to any person who is not entitled to receive such information or document.

(2) The following are the minor and major penalties which may be imposed upon a University employee :— (a) Minor Penalties

(i) censure;

(ii) withholding of increments including stoppage at an efficiency-bar; (iii) recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders or any other act of commissions or omissions;

(b) Major penalties

(iv) reduction to a lower post or to a lower stage in a time-scale of pay;

(v) removal from University service which does not ordinarily disqualify for any other employment in the University;

(vi) compulsory retirement;

(vii) dismissal from University service which ordinarily disqualifies from further employment in the University and involves ordinarily loss of all accrued financial benefits.

(3) The appointing authorities shall be competent to impose any of the punishments mentioned in clause (2), provided that no order shall be passed imposing any major penalty on University employees, unless he has been given an adequate opportunity of making any representation that he may desire to make, and such a representation has been duly taken into consideration.

Note.—In a case in which a University employee has been convicted for an offence involving moral turpitude and the order of conviction has become final, order for dismissal shall be issued forthwith.

(4) The grounds on which it is proposed to impose any major punishment shall be communicated in writing to the University servant concerned and he shall be required to state within a reasonable time—

(a) whether he admits the truth of all or any of the charges, (b) what explanation or defence if any, he has to offer; and (c) whether he desires to be heard in person.

(5) If the appointing authority is satisfied that a prima-facie case against the defaulting employee is established, an enquiry shall be instituted by appointing an Enquiry Officer or Committee.

(6) At the enquiry all evidences, oral or documentary, shall be adduced in respect of such of the charges as are not admitted, or in respect of extenuating circumstances, if any, which are pleaded in defence. The person charged shall be entitled to cross-examine the witness and to have such witness called as he may wish provided that the Officer or Committee conducting the enquiry for special and sufficient reasons, to be recorded in writing refuse to call any witness. The proceedings shall contain sufficient records of the evidence and a statement of the finding and the grounds thereof.

(7) The Enquiry Officer or Committee may entertain or reject for reasons to be recorded, any request from the accused employee, to be represented by a counsel at the enquiry.

(8) After the enquiry against a person has been completed and the punishing authority has arrived at a provisional finding and has proposed punishment, the University employee shall, if the penalty proposed is dismissal, removal, compulsory retirement or reduction in the rank, be supplied with a copy of the report of the Enquiry Officer or Committee and be called upon to show cause within a reasonable time which shall not be less than two weeks and not more than one month against the particular penalty proposed to be inflicted upon him. Reply to the show-cause, if any, submitted by the accused employee shall be taken into consideration before final orders are passed.

(9) (a) An employee shall be suspended if in a criminal prosecution, the charge against him is such that on being found guilty of it, he is likely to be sentenced to a term of imprisonment or for which he would be dismissed or removed from service in a departmental enquiry, or if he has been refused bail by the Court and committed to prisons.

(b) In a case of gross misconduct, bribery or corruption if, adequate prima-facie evidence is available, the employee may be suspended. The suspension order may also be passed in cases which, on preliminary investigation, merit an enquiry or where suspension of any employee appears necessary for the proper conduct of an enquiry.

(c) In a case where there are reasons to believe that the employee, if allowed to continue on duty might attempt to tamper with the evidence, he shall be required to proceed on such leave as may, be due to him, or if there be no leave to his credit, on extraordinary leave, if he refuses to proceed on leave, he may be suspended.

(d) (i) An employee under suspension may be paid a subsistence allowance at an amount equal to the leave salary and allowance (if any) which an employee would have drawn if he had been on leave on half pay;

(ii) If the period of suspension exceeds twelve months the appointing authority may reduce or increase up to 50 percent of subsistence allowance if the said authority finds that the period of suspension has been prolonged for reasons (to be recorded in writing) directly or indirectly, as the case may be attributable to the suspended employee or employer; and

(iii) Payment of subsistence allowance every month shall be made on production by the suspended employee a certificate to this effect that he is not engaged in any other employment, business, profession or vocation;

(e) On reinstatement, an employee under suspension shall get his arrear pay in accordance with Bihar Service Code.

(10) (a) An employee shall have the right of appeal against any order of punishment imposed on him by the officer or authority next higher to the one that ordered the punishment.

(b) He shall have the right of a second appeal over the orders of first appellate authority to the next higher officer or authority, provided that in a case where the first appeal lies with the Chancellor under sub-clause (a), there shall be no such second appeal against the Chancellor's orders on the first appeal.

(c) The orders of the second appellate officer or authority, or of the Chancellor, on the first appeal, shall be final.

(d) Appeals should be disposed of within ninety days of filing of the same.

13.10. Seniority.—Inter se seniority of the employees in the same grade or rank will be determined in accordance with the respective dates of commencement of continued officiation in the concerned grade or rank, subject to the following :— (i) When certain employees have been appointed on basis of single merit list prepared by a competent authority the candidates appointed on basis of such merit list shall continue to hold their relative seniority;

(ii) When certain employees have been appointed on the particular date by promotion from a lower grade, they shall maintain their relative seniority as in the lower grade.

If on a particular occasion a decision is taken to fill up certain number of posts by promotion and direct recruitment the persons promoted shall take precedence over the persons directly recruited.

(iii) Inter se seniority between employees on deputation from the State Government and other organisations shall continue to be the same as in their parent department.

(iv) When an employee from the University and a candidate from outside University are appointed to the particular post on the same date the employee of the University will be deemed senior to the candidate coming from outside the University.

(v) The Syndicate shall have an ultimate say in determining inter se seniority in between employees of the three aforesaid categories, and also to take such decisions as it is necessary for removal of anomalies.

13.11. Advance.—Advance for purpose of conveyance (bicycles, motorcycles/ scooters or motor cars) and for construction or purchase of or repair or construction or purchase of or repair of residential houses and marriage loans may be granted to University employees on terms and conditions to be prescribed in the regulations.

13.12. Medical aid.—In the various campuses of the University facilities to provide medical aid to the employees and their family members shall be extended as prescribed in the regulations.

13.13. Compassionate grant.—If an employee other than a re-employed person who has served the University efficiently and faithfully dies while in service, the Syndicate may sanction on the merits of each individual case, a suitable compassionate grant to the children, widow and other dependants of the deceased.

13.14. Lien.—University employees permanent or quasi-permanent permitted to go on deputation to posts outside the University may be permitted to retain lien on their posts in the University service, ordinarily not exceeding three years.

13.15. Any matter regarding conditions of service not covered by the provisions of the statutes may be decided in accordance with the provisions of the corresponding rules of the State-Government. In case, there is no such Government rules, approval of the Syndicate should be obtained.

13.16. In all such cases of misconduct, offence, crime, etc., that cannot be dealt with under provisions of these statutes, the existing rules of the State Government shall apply.

CHAPTER XIV

Appointment to University Posts and Certain Essential Procedure to be Observed

14.1. Technical posts to be filled by direct recruitment and promotions.—All posts of the rank of University Professors and other equivalent posts shall be filled by direct recruitment for which the University employees will also be allowed to compete. The posts of Directors and Deans may be filled by promotion, but in case suitable candidate is not available, this may be filled by direct recruitment. The other posts up to the rank of Associate Professors/ College Professors, Assistant Professors and their equivalent shall be filled by promotion and direct recruitment on 50:50 basis. The mode and procedure for selection to such posts have been shown in Chapter XVII of the Statute.

14.2. Certain posts to be filled by deputation or direct recruitment.—Posts of the Registrar, Comptroller, Director, Administration shall be filled up by direct recruitment or by obtaining the services of suitable officers on deputation from the State or Central Government or I.C.A.R. or

Universities. The post of Deputy and Assistant Registrars, Deputy and Assistant Comptrollers may be filled up either by direct recruitment or by promotion of officers of lower rank within the University or transfer from equivalent rank.

14.3. Syndicate to decide procedure for filling non-technical posts.—The procedure for appointment to non-technical posts will be as decided by the Syndicate.

14.4. Certain posts may be filled by the Vice-Chancellor negotiating with suitable persons.—In rare cases where the Selection Committee is not able to select a suitable candidate, the Vice-Chancellor may, in exceptional circumstances, negotiate with suitable persons available in the country in consultation with the Selection Committee and Syndicate. Such negotiations are also permissible if the University desires the services of a very eminent person for improving certain department or establishing a certain school of research.

14.5. Ad hoc arrangements pending regular appointment.—Pending regular appointment the appointing authority may make interim arrangements for carrying on urgent work but such an ad hoc arrangement will not entitle the holder of the post for a regular appointment. Such an appointment shall not exceed a period Of six months unless extension to this period has been approved by the Syndicate Syndicate can allow such extension of only one term of six months.

14.6. Medical Examination.—Each appointee on his first appointment to a post shall produce a medical certificate of fitness by a Medical authority in accordance with the rules of the State Government for comparable posts. University will request Health Department for constitution of Medical Board as and when necessary.

14.7. A person appointed in regular manner to a post likely to continue or to be made permanent or on a permanent post, as the case may be, shall ordinarily be on probation for a period of two years unless the person concerned is appointed on a tenure basis.

14.8. Reservation for Scheduled Castes & Scheduled Tribes.—The rules and orders framed by the Government from time to time for reservation of posts for Scheduled Castes and Scheduled Tribes shall be observed for all appointments under the University provided persons belonging to the aforesaid classes fulfil the minimum qualification laid down for the posts.

14.9. Maximum age limit for recruitment.—The maximum age limit for entry into the service of the University shall be 27 years relaxable according to the status Of the post by the Syndicate. There will be no age restriction for employees of the University seeking higher posts, under direct recruitment procedures. For Scheduled Castes and Scheduled Tribes the upper age limit shall be 32 years.

CHAPTER XV

Record of Service of University Employees

15.1. Personal file, character roll, service book and leave account book of employees.—(1) There shall be a personal file for all papers relating to each of the employees. All papers relating to his recruitment, date of birth, verification of his antecedents and service, leave, promotions, disciplinary action and retirement, shall be duly placed in this file. If an employee acquires any academic qualification or other distinction while in service, papers relating to these shall be duly placed in this file.

(2) A personal confidential file or character roll shall be maintained for each employee. Adverse remarks recorded in the course of periodical or occasional assessment of an employee shall be duly communicated to him to give him an opportunity to make representation, if any, against these remarks.

(3) A service book giving a history of his service shall also be maintained in respect of each University employee. The service books shall record entries of each incident in his service, e.g., the date and nature of each of his appointments and or termination of each appointment in University service, the date of his confirmation, increment, promotion, rewards, and citations earned by him, the dates of his proceeding on leave and return from leave.

(4) A leave account shall be maintained in the proforma prescribed by State Government for the purpose for each University employee showing a complete account of all leaves (except casual leave) taken by him.

CHAPTER XVI

General Provident Fund and Contributory Provident Fund

16.1. provident Fund.—In accordance with item number (10) of Section 35 of the Act the scheme for Provident Fund for the benefit of officers, teachers and other employees of the University shall be as mentioned in this Chapter.

16.2. Amount of contribution to Provident Fund.—Every employee of the University, excepting the transferred Government servants, appointed permanently or on probation or temporary incumbents to a substantive post, after completing one year of service, shall, as a condition of service, subscribe to the Provident Fund an amount in whole rupees not less than 8 1/3% per cent of his emoluments; such subscription shall be deducted from the emoluments every month, fractions of half a rupee or above counting as one rupee and fractions less than half a rupee being omitted.

16.3. Contribution to the Fund by University.—The University shall contribute to the fund of the subscriber an amount equal to that subscribed by the employee but not exceeding 8 1/3% percent of his emoluments.

16.4. Deposit of fund.—The amount of deduction made from the emoluments of an employee under Statute 16.2. and the amount of contribution made by the University under Statute 16.3. shall be deposited in a Nationalised Bank in an individual account in accordance with the direction

of the Syndicate, under the head "Provident Fund" as early as practicable or at any rate within seven days of the date on which the payment of the emoluments is made.

16.5. (1) On a written application from a subscriber to the Provident Fund and with the approval of the Vice-Chancellor, the University may allow premia on the Life Insurance Policy of the subscriber to be paid out of the subscriber's account in his Provident Fund.

(2) In all such cases, the Life Insurance Policy for which the premia are so paid, shall be assigned in favour of the University and the Policy shall, on the retirement of the subscriber from the service of the University, be re-assigned to him by the University. In case of maturity of the Policy during the service of the subscriber in the University, the full amount of the Policy shall be credited to the Provident Fund of the subscriber and in the case of the death of the subscriber during the service, the full amount of the Policy shall be paid to the nominee of the employee or in the absence of nomination, to his legal heir or heirs.

16.6. Persons to whom money in Fund to be paid.—The amount at the credit of any subscriber shall become payable to him—

(a) On his ceasing to be in the service of the University :

Provided that if any subscriber resigns his appointment before putting in four years of service, the University may, for reasons to be recorded in writing withdraw the contribution allotted to him, together with the interest thereon, and pay to the subscriber only the balance at his credit without such contribution, or the interest on or profit from such contribution.

(b) On the death of the subscriber, to the person or persons nominated by him, or when no such nomination is made, to his legal heir or heirs:

Provided that if at the time of the nomination a subscriber has a family, the nomination shall not be in favour of any person other than the member of his family.

16.7. Dues of University not to be recovered from employee's subscription to the Fund.—The University shall not be entitled to recover from the subscription paid by the employee in the Provident Fund Account, including interest on or profit from the subscription paid, any sum of account of any loss or damage sustained by the University through the misconduct or negligence of the subscriber or any other sum due to the University from him.

16.8. Advances from the Fund.—(i) In case of urgent necessity, which in the opinion of the Vice-Chancellor or officers vested with such powers in this behalf may appear justified, the subscriber may be allowed an advance of a sum not exceeding his emoluments for three months or half of the amount standing to his credit whichever is less, out of the amount subscribed by him with interest thereon.

(ii) The advance shall be recovered in such number of equal monthly instalments, not exceeding twenty-four as the Vice-Chancellor may fix, and shall be recovered by deduction from

the salary payable by the University to the subscriber. The amount of such instalment shall be fixed in whole rupees, the amount of advance being raised or reduced, if necessary to admit of the fixation of such instalments. The deductions shall commence from the first payment of a full month's salary after such advance has been made.

(iii) Notwithstanding anything in clause (i), if an advance is required for the purpose of building or purchasing a house or land for constructing a house the maximum limit of the advance may be equal to twelve months salary of the subscriber, to be repaid in such number of monthly instalments not exceeding sixty, as the Vice-Chancellor may determine.

(iv) A subscriber may at his option repay at any time more than one instalment.

(v) If a subscriber, who has completed twenty years of qualifying service or is to retire within five years, needs an advance for building or purchasing a house or land for constructing a house, or daughter's marriage, he may be granted a nonrefundable advance to the extent of 75 percent of the amount standing to his credit in his Provident Fund Account.

(vi) Notwithstanding anything in the clauses mentioned above the Vice-Chancellor shall have the right to relax the rule contained in clause (i) under special circumstances.

16.9. Contribution to the Fund by employees on leave.—An employee, who is on leave on full pay, shall continue to subscribe to the Provident Fund and may do so at his option if he is on leave other than full pay.

16.10. Account of employees subscribing to the Fund to be kept in Form separate account in Form "A" shall be kept in the office of the University on account of every employee subscribing to the Provident Fund, and a copy of the account shall be furnished to every such employee at the end of each financial year and on his ceasing to be in service of the University.

FORM 'A'

Provident Fund, Rajendra Agricultural University Deposit Account for the year ending the 31st March, 19.....

Name of Subscriber.....

Apportionment number of Account.....

Deposit.....

Name	Opening balance.	Deduction from salary.	Contribution by the University.	Withdrawal.	Closing balance.	Interest added at the end of the year.	Total at credit.	Remarks.
1	2	3	4	5	6	7	8	9

		IQs.		IQs.	IQs.	IQs.	IQs.	

16.11. Accounts posted in Ledger in Form 'B'.—Accounts credited or debited to the Provident Fund shall on the same day be posted to the Provident Fund Ledger in Form 'B' given below. The figures for column 6 in the ledger will be calculated yearly as also the net balance of each account entered in columns 7 and 10.

FORM 'B'

No. of account	No. of Subject	Opening Balance	Deduction from salary April to March		Contribution by the University	
1	2	3	4		5	
		IQs.	IQs.			
Interest.	Total.	Withdrawal.	Repayment.		Closing.	Remarks.
6	7	8	9		10	11
IQs.			IQs.			IQs.

16.12. Closure of account on death or termination of service.—If a subscriber dies or his services otherwise terminated his account shall be closed, and the sum due to him shall not bear interest or carry any profit after the expiry of the month in which his death or termination of his services occur.

16.13. On closure of account unclaimed sum to be transferred to Deposit Account.—When an account is closed, any sum remaining unclaimed shall be removed from the Provident Fund Ledger and transferred to a Deposit Account at the end of the year to be dealt with like any ordinary deposit.

16.14. Declaration and nomination.—(i) Every subscriber shall be required to sign a written declaration that he has read these statutes and he agrees to abide by them and hand over for registration in the University Office the name of the person to whom he wishes the balance at his credit to be paid in the event of his death.

(ii) When nominating more than one person, he may state the proportion in which the said balance may be paid to each of them respectively. In case the nominee or any of the nominees is a minor, he should state the date of birth of minor nominees and the payment shall be made to the next-of-kin of the nominee or the guardian who may be authorised by law to receive payment on his behalf while he is a minor.

(iii) The subscriber may, from time to time, add to or change his nominee or nominees and the promotion in which the balance at credit is to be distributed, by written application to the University.

(iv) A record of nominees shall be kept in the University Office in Form 'C' given below:—

FORM 'C'

Name and Subscriber.	Name and address of nominee with date of birth and name of guardian if he is a minor.	Signature of the Subscriber	Signature of the Cashier of the University.
1	2	3	4

16.15. Benefit of Contributory Provident Fund not available in certain cases.— Notwithstanding anything contained in the statutes, no employee of the University shall be entitled to the benefit of the Contributory Provident Fund if he is otherwise entitled to a pension of the University or contributes towards his pension or he has been appointed by the University on a consolidated salary on special terms.

Chapter XVII

Table Showing Qualifications, Composition of Selection Committees, Appointing Authority, etc., for Recruitment to Technical, Non-technical and Administrative Posts of the University.

17.1. The qualifications for appointment to technical, non-technical and administrative posts of the University, the composition of Selection Committees and the Appointing Authorities shall be as given in the following Tables :—

1	2	3	4	5
Sl. No.	Name of the post.	Qualifications.	Constitution of Selection Committee.	Appointing Authority.
1.	Registrar	A Second Class Master's Degree with at least 10 years' administrative or academic experience. (Persons with post-graduate degree in any field of specialisation in Agricultural Science shall be given preference). Or An officer from the I.A.S. or a Senior Officer from the Cadre of State Service.	(a) Vice-Chancellor— <i>Chairman</i> (b) One of the <i>Ex-Officio</i> Members of the Syndicate nominated by the Syndicate— <i>Member</i> . (c) One Expert from outside the University nominated by the Syndicate from a panel of not less than three names prepared by the Vice-Chancellor— <i>Member</i> . (d) One representative of the State Government (Agriculture Department)	Vice-Chancellor with the approval of the Syndicate.
	Comptroller	(a) B.Com. or equivalent degree (b) Experience as a Chartered Accountant or Cost and Works Accountant or should have	(a) Vice-Chancellor— <i>Chairman</i> . (b) Secretary to the Government of Bihar, Finance Department— <i>Member</i> .	Vice-Chancellor with the approval of the Syndicate.

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3.	Director of Resident Instruction/ Deans.	passed Subordinate Accounts Service Examinations of any State or Central Government or an equivalent or higher examination and have had experience of service in Government or quasi-Government for a minimum of ten years. <i>Essential</i> —(i) Doctorate in any branch of Agricultural Science, Veterinary Science, And Animal Husbandry Sciences (relaxable to high second class M.Sc. degree or equivalent post-graduate qualifications in the case of candidates with exceptionally distinguished record of productive research and teaching). (ii) Ten years' experience of teaching and/or research of which five years should have been in a position of responsibility. <i>Desirable</i> .—Evidence of leadership and outstanding achievements in teaching and organising teaching.	(c) One Expert from outside the University nominated by the Syndicate from a panel of not less than three names prepared by the Vice-Chancellor. (a) Vice-Chancellor— <i>Chairman</i> . (b) Three Scientists or educationists with experience of working in scientific, educational or administrative capacity from outside the University nominated by the Syndicate from a panel of not less than six names prepared by the Vice-Chancellor— <i>Member</i> . (c) A representative of the State Government (Agriculture/Animal Husbandry Department).	Vice-Chancellor with the approval of the Syndicate.

1	2	3	4	5
4.	Director of Research	(iv) Experience in managing an Agricultural and Animal Husbandry College preferably offering undergraduate and Post-graduate education. <i>Essential</i>—(i) Doctorate degree in any branch of Agricultural Sciences or Animal Husbandry and Veterinary Science (relaxable to high second class M.Sc. degree or equivalent post-graduate qualification in case of candidate with exceptionally distinguished record of productive research and responsible leadership of productive research in the relevant fields). (ii) 10 years' experience in teaching and/or research work as evidenced by published work in standard research journals of which at least 5 years' experience should have been in a position of responsibility in an institution in which research holds an important place (iii) Evidence of leadership outstanding achievement in research and organising research.	(a) Vice-Chancellor—<i>Chairman</i>. (b) Three experts from outside the University with experience of working as Heads of Institutions of repute nominated by the Syndicate from a panel of not less than six names prepared by the Vice-Chancellor—<i>Member</i>. (c) A representative of the State Government (Agriculture/Animal Husbandry Department).	Vice-Chancellor with the approval of the Syndicate.

1	2	3	4	5
5.	Director of Extension Education.	<i>Essential</i>—(i) Bachelor's degree in Agriculture/Veterinary Science and Animal Husbandry Sciences. (ii) Doctorate in Extension (relaxable to high Second Class M.Sc. degree or equivalent postgraduate qualification in the case of candidates with exceptionally distinguished records of productive research or extension). (iii) 10 years' experience of teaching, research or field extension of which 5 years should have been in a position of responsibility. <i>Desirable</i>—(iv) Evidence of leadership and outstanding achievement in extension and organising extension.	(a) Vice-Chancellor—<i>Chairman</i>. (b) Three Experts from outside the University with experience of working as heads of Institutions of repute nominated by the Syndicate from a panel of not less than six names prepared by the Vice-Chancellor—<i>Member</i>. (c) A representative of the State Government (Agriculture/Animal Husbandry Department).	Vice-Chancellor with the approval of the Syndicate.
6.	Associate Dean/Principal in the Faculty of Agriculture and Animal Husbandry.	<i>Essential</i>—(i) Doctorate in any of the major branches of Agriculture or Veterinary Science and Animal Husbandry (relaxable to high second class M.Sc. degree or equivalent to post graduate qualification in case of candidate with exceptionally	(a) Vice-Chancellor—<i>Chairman</i>. (b) Three experts from outside the University in the concerned field nominated by the Syndicate from a panel of not less than six names prepared by the Vice-Chancellor—<i>Member</i>.	Vice-Chancellor with the approval of Syndicate.

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		distinguished record of productive research).	(c) Dean of the Faculty, one of the Directors of Resident Instruction or Director of Research or Director of Extension Education as nominated by the Syndicate on the recommendation of the Vice-Chancellor— <i>Member</i> .	
		(ii) 10 years' experience of teaching and/or research.	(d) A representative of the State Government (Agriculture/Animal Husbandry Department).	
		<i>Desirable</i> —(iii) Evidence of leadership, outstanding achievement as head of the Department.		
7.	University Professor and technical posts of equivalent ranks.	<i>Essential</i>—(i) Doctorate in the subject concerned (relaxable to high second class M.Sc. degree or its equivalent post-graduate qualifications in case of candidates with exceptionally distinguished records of productive research). (ii) 10 years' experience of teaching and/or research in the subject concerned. <i>Desirable</i>—(iii) Good research experience as evidenced by published papers.	(a) Vice-Chancellor—<i>Chairman</i>. (b) Two Experts from outside the University in the concerned field nominated by the Syndicate from a panel of not less than four names prepared by the Vice-Chancellor—<i>Member</i>. (c) Dean of Faculty. (d) Director of Resident Instruction/Director of Research/Director of Extension Education. One of	Vice-Chancellor with the approval of Syndicate.

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Note.—Requirement of professional degree or diploma shall be deemed as essential qualification for certain posts, e.g. Agronomy, Veterinary Medicine' etc.

these officers mentioned in (d) as nominated by the Vice-Chancellor depending upon the nature of post to be filled up.

(e) A representative of the State Government (Agriculture/Animal Husbandry Department).

8. Associate/College Professor and technical posts of equivalent ranks.

(i) doctorate in the subject concerned (relaxable to high second class M.Sc. or its equivalent post-graduate qualification in cases of candidates with exceptionally distinguished record of productive research).

(ii) 7 years' experience of teaching and/or research in the subject concerned.

Note.—Requirements of professional degree shall be deemed as essential qualification for certain posts i.e. Agronomy, Veterinary Medicines etc.

(a) Vice-Chancellor—*Chairman*,

(b) Two Experts from outside the University in the concerned field nominated by the Syndicate from a panel of not less than four names prepared by the Vice-Chancellor—*Member*.

(c) Dean of the Faculty.

(d) Director of Resident Instruction/Director of Research/Director of Extension Education. One of the officers mentioned in (d) as nominated by the Vice-Chancellor depending upon the nature of post to be filled up.

Vice-Chancellor with the approval of the Syndicate.

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9.	Assistant Professor and Technical Posts of equivalent rank.	(i) High Second Class Master's degree or its equivalent post-graduate qualification in the subject concerned. (ii) At least 2 years' experience of teaching/ research.	(e) A representative of the State Government (Agriculture/Animal Husbandry Department). (a) Dean of the Faculty/ Director of Resident Instruction/Director of Research—<i>Chairman</i>. The Chairman will be nominated by the Vice-Chancellor depending upon the nature of the post to be filled up. (b) Two Scientists or educationists from outside the University nominated by the Syndicate from a panel of not less than four names prepared by the Vice-Chancellor—<i>Members</i> (c) A University Professor or technical officer of equivalent rank nominated by the Vice-Chancellor. (d) A representative of the State Government Agriculture/Animal Husbandry Department).	Vice-Chancellor

1	2	3	4	5
10.	Lecturer / Assistant lecturer / Assistant Research officers Instructors / Demonstrators / All other categories of technical posts of equivalent ranks.	(i) High Second Class Master's degree or its equivalent in the subject concerned.	(a) Dean of the Faculty / Director of Research— <i>Chairman</i> . The Chairman will be nominated by the Vice-Chancellor depending upon the nature of post to be filled up. (b) A University Professor / Specialist of equivalent rank in the concerned subject nominated by the Vice-Chancellor— <i>Member</i> . (c) Two experts from outside the University nominated by the Syndicate from a panel of four names prepared by the Vice-Chancellor— <i>Members</i> .	Vice-Chancellor.
11.	Director of Students Welfare.	<i>Essential</i> —(i) Master's degree in any branch of Agricultural Science / Animal Husbandry and Veterinary Science / Basic Science or Education. (ii) 10 years' experience of teaching in a College of Agriculture / Animal Husbandry and Veterinary Science / Basic	(a) Vice-Chancellor— <i>Chairman</i> (b) Registrar— <i>Member</i> . (c) One of the Deans or Directors nominated by the Vice-Chancellor— <i>Member</i> . (d) Two Experts from outside the University nominated by the Syndicate	Vice-Chancellor with the approval of the Syndicate.

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		Science or Education in the capacity of a College Professor / Associate Professor. (iii) Adequate experience of organisation of sports, games, dramas and other students' welfare activities. <i>Desirable</i> —(iv) Evidence of leadership and capacity in organising and teaching students' Welfare activities.	from a panel of not less than six names prepared by the Vice-Chancellor— <i>Member</i> . (e) A representative of the State Government (Agriculture / Animal Husbandry Department.	
12.	Chief Medical Officer.	(i) A degree in Medical Science of a recognized University. (ii) Experience as a registered medical practitioner for a period of not less than five years. (iii) Experience of working in an educational institution for a period of not less than three years shall be a preferential qualification.	(a) Vice-Chancellor— <i>Chairman</i> . (b) Two senior officers not below the rank of Regional Director of Health Services nominated by the Director of Health Services, Bihar— <i>Member</i> . (c) A Dean or a Director.	Vice-Chancellor with the approval of the Syndicate.
13.	University Librarian.	<i>Essential</i> —(i) Master's degree in Library Science or Bachelor's degree in Library Science followed by a postgraduate diploma in Library Service.	(a) Vice-Chancellor— <i>Chairman</i> . (b) Two Deans / Directors nominated by the Vice-Chancellor— <i>Member</i> .	Vice-Chancellor with the approval of the Syndicate.

1	2	3	4	5
		(ii) 10 years' experience in a library of repute and full knowledge of the modern methods of library system including, cataloguing, indexing and use of microfilms.	(c) Two Experts in Library Science from outside the University nominated by the Syndicate from a panel of three names prepared by the Vice-Chancellor— <i>Member</i> .	
		<i>Desirable</i> —(iii) Knowledge of Hindi, foreign language, viz., Russian, German and French.	(d) A representative of the State Government.	
14. Associate Librarian.		<i>Essential</i> —(i) Master's degree in Library Science or Bachelor's degree in Library Science followed by a Post-Graduate diploma in Library Science.	(a) Vice-Chancellor— <i>Chairman</i> .	Vice Chancellor with the approval of the Syndicate.
		(ii) 7 years' experience in a library of repute and full knowledge of the modern method of library systems including cataloguing, indexing and use of microfilms.	(b) Two Deans/Associate Deans nominated by the Vice-Chancellor— <i>Member</i> .	
		<i>Desirable</i> —(iii) Knowledge of Hindi, Foreign languages, viz., Russian, German and French.	(c) One expert in Library Science from outside the University nominated by the Syndicate from a panel of three names prepared by the Vice-Chancellor— <i>Member</i> .	
		(i) Bachelor's degree in Agricultural Science/Animal Husbandry and Veterinary Science or Diploma in Veterinary Science.	(d) A representative of the State Government.	
15. Information-cum-Publication officer.			(a) Vice-Chancellor— <i>Chairman</i> .	Vice-Chancellor with the approval of the Syndicate.
			(b) Two Experts from outside the University	

1	2	3	4	5
		(ii) High Second Class Master's Degree in any branch of Agricultural Science or Animal Husbandry and Veterinary Science.	nominated by the Syndicate from a panel of not less than six names prepared by the Vice-Chancellor— <i>Members</i> .	
		(iii) A degree or diploma in Journalism.	(c) A representative of the State Government (Agriculture/Animal Husbandry Department).	
		(iv) At least 5 years' experience of field extension, literature, organisation of farmers' fairs, field days, knowledge of other means of communication for carrying out the message of advanced agricultural and animal husbandry technology.		
16. Deputy Registrar/Assistant Registrar.		(i) A degree in Agriculture/Animal Husbandry or in a related field with atleast five years of administrative or academe experience.	(a) Vice-Chancellor— <i>Chairman</i> .	Vice-Chancellor with the approval of the Syndicate.
		(ii) Persons with Postgraduate degree in any field of specialization in Agriculture/Animal Husbandry Science shall be given preference.	(b) Registrar— <i>Member</i> .	
		(iii) A good knowledge of the educational systems prevalent in the country/ world.	(c) One of the Deans/Directors nominated by the Vice-Chancellor— <i>Member</i> .	
			(d) Two Experts from outside the University nominated by the Syndicate from a panel of not less than six names prepared by the Vice-Chancellor— <i>Member</i> .	

1	2	3	4	5
	(iv) Administrative experience in a University organisation shall be preferential qualification.	(e) A representative of the State Government (Agriculture/Animal Husbandry Department).		
17.	Posts with a minimum pay not exceeding Rs. 500/-	(a) <i>Technical Posts</i> —As may be prescribed by the Syndicate from time to time. (b) <i>Non-Technical Posts</i> —As may be prescribed by the Syndicate from time to time.	(a) One Dean nominated by the Vice-Chancellor— <i>Chairman</i> . (b) Two Heads of Departments nominated by the Vice-Chancellor— <i>Member</i> . (a) One of the Deans nominated by the Vice-Chancellor— <i>Chairman</i> . (b) Registrar— <i>Member</i> . (c) One Head of the Department nominated by the Vice-Chancellor— <i>Member</i> .	Vice-Chancellor. Vice-Chancellor.

Note—(i) The Selection Committee shall recommend names arranged in order of preference to the appointing authority through proper channel.

(2) The Selection Committee's Recommendation shall be valid for a period of one year from the date on which it is drawn up by the Selection Committee.

17.2. Procedure of Selection.—In the event of or in anticipation of a vacancy, the Vice-Chancellor shall, on the basis of available record and the approved percentage against specified categories of posts decided to be filled up by direct recruitment or by promotion, arrange the constitution of Selection Committee:— (a) Procedure of Selection by An Evaluation Committee shall consider the names of all officers and employees of the University who possess the requisite qualifications and experience and/or are in the opinion of the Committee suitable for the post specially in view of their service record and recommend a panel in order of merit of not more than three such names for the approval of the appointing authority. For this purpose the Evaluation Committee shall carefully review the past records, merit, professional attainment and experience of the candidate.

(ii) If in the opinion of the Evaluation Committee no candidate amongst the employees of the University is found suitable the post may be filled up by direct recruitment.

b) Procedure for direct recruitment.—For direct recruitment, the ViceChancellor, or through such an officer as he may so designate, arrange to advertise the post in newspapers and invite applications from suitable candidate within the last date so prescribed.

On expiry of the last date for receipt Of applications all the applications so received shall be complied and placed before a Screening Committee of concerned Senior Officers constituted for the purpose by the Vice-Chancellor. The Screening Committee after tabulating the applications and comparing the qualifications of the applicants shall prepare a list of names of eligible

candidates who should be called for interview and place it before the Vice-Chancellor for his approval.

The eligible candidates may be called for interview to appear before the specified Selection Committee constituted as per Statute, on a specified date.

The Selection Committee shall interview the candidates and furnish a panel of suitable candidates arranged in order of merit in respect of each post.

The Selection Committee may recommend for specified reasons in writing a higher starting salary in the scale of pay for any of the candidate included in the panel for consideration by the appointing authority.

The period of validity of any panel prepared by the Selection Committee shall be one year from the date of its recommendation.

(c) Procedure for appointment—The panel prepared by the Selection Committee in order of merit will be forwarded by the Chairman of the Selection Committee. Director Administration of the University who shall in turn check up the latest vacancy position and forward the panel to the appointing authority without any delay.

CHAPTER XVIII

Terms and Conditions of Service of Government Servants Transferred to The University

18.1. Terms and conditions of service of Government Servants transferred to the terms and of transferred employees as also specified under Section 39(4) Of the Act shall be as follows:

(1) (a) All permanent employees of the College, Research Institutes and other offices and institutions of the Département of Agriculture and Animal Husbandry whose services have been transferred to the University, or such other permanent employees whose services are transferred by the State Government to the University from time to time, will be deemed to the "transferred" employees of the Government. These employees shall retain their lien on the permanent posts that they held in Government service on a substantive basis and their service conditions will be subject to the provisions of the Bihar Service Code and other Government Rules, Regulations and orders in force or that may be framed or issued by the State Government from time to time.

(b) All such Government employees of the Colleges, Research Institute, etc. of the Agriculture and Animal Husbandry Department who did not, on the eve of transfer to the University, hold any permanent post on a substantive basis under Government or such other temporary employees whose services are transferred to the University by the State Government from time to time, shall be deemed to have been appointed by University and they shall cease to be Government servants; provided that— (i) they shall give a written notice to the State Government within two years from the date of publication of the University Statutes in the Bihar Gazette that they may be permitted to revert to the Government service and thereupon they shall

be permitted to revert to the service of Government to the extent of suitable vacancies available failing which their services may be liable to be dispensed with;

(ii) the service rendered by them in the regular establishment under the State Government should be taken into account in calculating their pension and gratuity in case they are appointed to the pensionable establishment of the University.

Every such individual who has been employed by the University shall be subject to the provisions of Rajendra Agricultural University Act and the enactment and statutes made.

(c) Individual cases of hardship of such temporary employees who had no special claim to permanent appointment prior to the transfer may be considered by Government provided there are permanent vacancies in the cadre concerned on the date of transfer. When the University converts any existing temporary post to a permanent one, it will give due consideration to the case of permanent absorption of such temporary employees as have put in two years of service and have been originally appointed by the State Government. Also if such Government servant is serving against a permanent post the University will likewise give due consideration to the permanent absorption of such employees who have put in two years of service.

(d) The University shall not make permanent appointment against any post in which another Government servant holds lien, or would hold lien had his lien not been suspended, without prior approval of the State Government.

(2) The University shall be bound to arrange for payment of the substantive pay and allowances and other pay and allowances to which a transferred Government servant may be entitled on account of the service rendered by him, under the rules applicable to his service under the State Government.

(3) (a) The transferred officers of Agriculture/Animal Husbandry Departments shall remain in the cadre of their service on posts held by them on substantive capacity until their death, retirement, resignation or promotion to a higher post.

(b) Whenever a transferred officer is promoted by the University to a post corresponding to a cadre post of Agriculture/Animal Husbandry Department he will be granted a corresponding promotion by the Government, provided that a vacancy exists in such cadre posts. If the promotion by the University is to a post equivalent to Class I but not corresponding to a I cadre post under the Government or if such promotion is to a post higher than Class I such promotion by the University shall not imply any promotion in the cadre of Agriculture/Animal Husbandry Departments and will not affect the calculations for the purpose of pension and leave salary.

(c) No transferred officers shall be relieved by the University for appointment elsewhere without the consent of Government, except in the case of State Scholars, the applications of transferred officers for posts elsewhere may be forwarded by the University direct under intimation to the State Government. The applications of officers who had been State Scholars, for

post elsewhere, should during the period of their contract be forwarded through Government and after obtaining prior specific approval of the State Government.

(d) If a transferred Government servant accepts appointment on loan basis under any foreign employer, he will have to revert to Government who will determine the terms of foreign employment.

(4) When a transferred employee has to be confirmed in a post against a cadre post under the Government the University shall not put into effect any order of such confirmation without obtaining the orders of the Government, regarding the confirmation in accordance with the prescribed procedure for the confirmation Of Government employees of that category.

(5) The standard for the crossing of efficiency bars will be laid down by the University. The University will consider and ease of ever.) transferred employee regarding crossing of efficiency bars on the basis of that standard and will formulate its proposal in that connection. The University will communicate its proposal along with the records to the Government who will issue formal orders regarding the crossing of efficiency bar on the basis of the proposal of the university•

(6) A transferred employee, if appointed to officiate in a post in Government service, will draw pay calculated on the basis of the pay of the post in Government service on which he holds a lien or would hold a lien had his lien not been suspended and that the post in which he officiates his pay under the University will not be taken into account in fixing his pay.

(7) The transferred Government servants may not accept pension or gratuity from the University unless they have been permanently absorbed in the services of the University with the concurrence of the State Government.

(8) The transferred Government servants will be granted leave by the University (on the Accountant-General's certificate regarding eligibility for leave in the case of gazetted officers) but their leave rules will be the leave rules of the State Government in force from time to time in the corresponding classes of Government servants.

(9) A transferred employee reverting to Government service will revert on the date on which he takes charge of his post in Government service, provided that if he takes leave on the conclusion of foreign service before rejoining his post, his reversion shall take effect from such date as the State Government may decide.

(10) (a) The University will not be required to pay to Government any contribution on account of pension of transferred employees. Pension of such transferred employees will continue to be the liability of the State Government and will be paid only from treasuries as in the case of other classes of Government servants of the Bihar Government.

(b) Orders sanctioning pension and gratuity and all orders relating to these matters will continue to be passed by appropriate authorities of the State Government hitherto, in respect of the transferred Government servants both gazetted and non-gazetted.

(11) (a) The University will not be required to pay to Government any Contribution on account of leave salary of the transferred employees.

(b) In the case of gazetted officers the report of eligibility for leave will have to be obtained before hand by the University, from the Accountant General, Bihar through the appropriate authorities of Government and after leave so certified is sanctioned by Government authorities, the leave-salary to be paid will be that authorised by the Accountant General Bihar with reference to the pay admissible to the officers on the Government scales of pay applicable in each case. Appropriate Government authorities will notify the grant of leave as in the case of other gazetted officers of the Bihar Government.

(c) In the case of grant of leave to non-gazetted transferred Government servants, the University will maintain their leave account and sanction the leave on that basis. A copy of the order sanctioning the leave will, however, be sent to Government for ill formation.

(d) The leave salaries of both gazetted officers and non-gazetted officers will be paid by the University out of its own funds.

(12) The transferred Government servants shall draw pay and allowances from the University from the date their services are lent to the University. It will not be necessary for Government to be consulted in respect of the payment of any additional emoluments by the University to the transferred Government servants provided that such additional emoluments are not unduly excessive. Promotions to higher posts under the University will also be made by the University.

(13) If the University decides to alter the scales of pay and allowances, such alterations will not have the affect of reducing the scales of pay and allowances of the transferred Government servants and will not affect or increase the liability of the State Government regarding the transferred employees.

(14) Transit pay and allowances to a transferred employee at the time of joining University service or reverting to Government service shall be borne by the University.

(15) (a) In the case of transferred employees employed by the University in the University Departments in subjects in which there were corresponding Departments in the Government Colleges at the time of the establishment of the University, the seniority and emoluments of such employees vis-avis those of the rest shall be determined in consultation with the Government.

(b) The University will take steps to consider the case of eligible transferred employees at the time of making appointments thereto. The employees of the Agriculture/ Animal Husbandry Departments appointed to these posts will not have a status or scale of pay lower than the post held by them under the Government at the time of the establishment of the University.

(c) So far as the appointment to any posts in the post-graduate department corresponding to a Class I cadre post under the Government is concerned, the records of eligible transferred officers shall be considered first as required in sub-para (c) of Statute 18.1 (1) of these terms.

(16) Such Government servants who choose to resign Government service and enter the service of the University shall be considered for compensation/ proportionate pension, provided that no such compensation/proportionate pension shall be allowed to any employee, who resign in spite of being required by Government to serve on some other post, under the Government carrying emoluments not less than his pay at the time of such resignation.

(17) A transferred employee shall retire from Government service on such day as applies to other Government servants. He shall not be given extension of service without the concurrence of the State Government. In the matter of re-employment by the University up to the age of 60 years, the transferred Government employees shall be treated on the same footing as the employees of the University in other colleges and shall be subject to the same terms and conditions as will be applicable to others, with the concurrence of the State Government. If the University decides to re-employ such retired officers such re-employment will be like any other fresh employment in the University service and will not affect the pension and leave account Of the employee with the Government, such an employee on re-employment should draw the initial pay of the post in which he is re-employed unless the University sanctions advance increments provided always that the sum total of the pay plus pension and equivalent to D.C.R. Gratuity does not exceed the pay last drawn before retirement• In special cases in which a Government servant is re-employed in posts involving the assumption of duties and responsibilities of greater importance than those attached to the post which he was holding on the date of retirement, the pay on reemployment Plus pension may be allowed to exceed his last pay only with the prior consultation and concurrence of the State Government.

(18) A transferred employee will be allowed by the University to request the Government for recall to the Government service to any specific post of vacancy available for being filled up. In the event of no vacancy, the Government servant concerned will be liable to be discharged on payment of Compensation Pension.

(19) Notwithstanding the loan of the services of the Government officers under the relevant sections of the Act, it will be open to the State Government to recall any such officer to Government service without assigning any reasons therefor.

(20) The facilities for medical treatment available to Government servants shall continue to be enjoyed by the Government servants transferred to the University and they shall continue to be governed by rules made by the Government for Government servants of the corresponding classes from time to time in this behalf.

(21) Any transferred Government servant may, at any time after the transfer of his service, request Government through the University for permission to resign from Government service in

order to join University service on any terms as may be fixed between him and the University provided that Government may not grant such permission if they wish to recall such officer to Government service or if the services of such officer are required in public interest.

(22) Government reserve the right to alter any of these terms or introduce any new terms if such alteration or introduction of new terms becomes necessary in public interest. Every time that such a change takes place the consent of the transferred Government servants affected, to continue to be on loan to the University under the changed terms will be taken.

18.2. Age of retirement and re-employment of transferred Government servants.—(i) The transferred Government servants will continue in the service of the University till they complete the age of 58 years. Before they become due to retirement their cases will be submitted to an Evaluation Committee for evaluating for continuation on re-employment of service for a further period of two years. The composition of the Evaluation Committee will be the same as of the Selection Committee for the post held, at the time of superannuation. The Evaluation Committee will take into account the past records and suitability for service in the University of the employee concerned and make specific recommendations recording reasons therefor.

(ii) The Evaluation Committee shall meet twice every year to consider cases of such persons as are due to attain the age of superannuation within the next six months.

(iii) The recommendations made by the Evaluation Committee shall be put up before the Syndicate for its final approval.

18.3. Medical Board and its composition.—The physical fitness of the University employees for continuation on extension/re-employment of service should be examined by a Medical Board constituted by the Health Department.

CHAPTER XIX

Procedure of Election and Nominations to Senate and Syndicate.

19.1. Electoral Roll of the Senate.—The Registrar shall maintain in such form as the Syndicate from time to time prescribe separate rolls of persons eligible to vote at an election under Section 10 of the Rajendra Agricultural University Act, 7, 1971.

These electoral rolls shall be revised once in every year in the month of August: Provided that for the purpose of election to the first Senate to be formed under the provisions of the Act mentioned above, the Electoral Rolls shall be prepared by such date, as the Vice-Chancellor may fix.

19.2. Resignation of office by Members.—Any member, other than ex-officio members, may, by a letter addressed to the Vice-Chancellor resign his office.

19.3. Register of commencement and termination of office by Members.— The Registrar shall keep a register showing the date on which a member takes office, the date on which his period of office will expire by efflux of time and the date on which he ceases to be a member.

19.4. Reporting of vacancies by the Registrar.—(i) The Registrar shall report to the Vice-Chancellor every vacancy which is likely to occur or which has occurred, in the office of a Representative or Nominated Member.

(ii) Such report shall be made—

(a) in the case of vacancy which will occur by efflux of time; not less than nine weeks before the date on which such vacancy is likely to occur, and

(b) in the case of a vacancy occurring otherwise than by efflux of time' within one month after the vacancy has occurred.

19.5. When any vacancy occurs, or is about to occur, in the office Of a Representative or Nominated Member, the Vice-Chancellor shall take necessary steps to ensure that such vacancy is duly filled as soon as possible but in any case within four months from the date of such vacancy.

19.6. Consequence of termination of office of Representative members•— Whenever any member of the Senate ceases to be a member of the Senate due to any cause whatsoever, he shall vacate all University offices or appointments held by him in his capacity as member of the Senate, and if he again becomes a member Of the Senate, he shall not again hold any such office or appointment unless he is duly appointed thereto.

19.7. Notice of Election.—(1) For election of teachers representative in the

Senate the Registrar shall give at least thirty clear days' notice to the Principals Of Colleges to send a duly elected representative of the teaching staff of the college in such manner as may be prescribed under rules framed by the Vice-Chancellor

(2) The Registrar shall send notice of the date of election at least thirty clear days' in advance in case of a vacancy to every person qualified to vote at the election.

(3) The Registrar shall give at least thirty clear days' notice to the Secretary Of the Bihar Legislative Assembly or the Legislative Council as the case may be in case.

19.8. Eligibility to vote and to stand for election.—No person entered shall on the be qua Electoral roll

19.9. Nomination of Every person qualified to vote at an election shall be entitled to nominate for each vacancy, the name of a person for election as member of senate.

(2) (a) In the case of an election to the Syndicate every nomination shall be sent to the Registrar so as to reach him twenty-one clear days before the date of the election.

(b) The Registrar shall prepare a list of the nomination received and send it to every person qualified to vote at the election, fifteen clear days before the date fixed for the election.

19.10. Voting.—Every person qualified to vote at an election held shall have only one vote for each vacancy to be filled.

19.11.—The first election shall be conducted in such manner as the Vice-Chancellor may decide. The subsequent elections under the above sub-heads shall be conducted in the manner to be prescribed in these Statutes.

19.12. Election by majority.—(a) The candidate or in the case of more than one vacancy, the candidates obtaining the largest number of votes shall be declared to be elected.

(b) In the case of equality of votes between any two or more of such candidates, the election of one or more of such candidates to fill the vacancy or vacancies, as the case may be, shall be determined by lot.

19.13. Disputes.—(a) If any dispute arises with regard to the election of any person to be a member of the Senate, a written notice Of objection, specifying the grounds upon which the validity Of the election is questioned, shall be sent to the Registrar within seven days of the declaration of the result of the election.

(b) The Registrar shall submit the notice to the Vice-Chancellor who shall thereupon report on the dispute to the Chancellor, whose decision in the matter shall be final.

The Vice-Chancellor may give an opportunity to the petitioner to be heard before reporting to the Chancellor.

19.14. Senate meetings.—There shall be two ordinary meetings of the Senate in a year usually in April and November. The meeting held in April shall be the Annual Meeting.

19.15. Election of teachers to Senate.—The Registrar shall give at least 30 clear days' notice to all the Principals of Colleges and Research Institutes attached to Colleges and to Director (Sugarcane), Sugarcane Research Institute, Pusa and Regional Director, Agricultural Research Institute, Patna to send a duly elected representative of the teachers as required in the Rajendra Agricultural University Act for representation in the Senate to be elected in the manner prescribed hereunder:—

(1) On receipt of the notice of the Registrar the Principals will prepare Electoral Roll of the teachers, discipline-wise, consisting of two groups within a week of the receipt of such notice :-

(a) Teachers in Class II and above shall form one group.

(b) Teachers as defined in the Act in Class III (Lecturers and Assistant Research Officers and Junior Research Officers or equivalent rank) shall be placed in another group.

(2) similar list shall also be prepared by Regional Director, Agricultural Research Institute, Patna, and Director, Sugarcane Research Institute, Pusa.

(3) The Electoral Roll shall be hung on the Notice Board and objection, if any, shall be invited within one week of the display of the notice. Any omission of name shall be brought to the notice of the Principal by the staff concerned and the Principal, if satisfied, will correct the Electoral Roll and the list after expiry of one week from the date of publication shall be treated as final and no objection shall be entertained after that date.

(4) The Principal, within a week of the finalisation of the Electoral Roll, shall fix a date for election of representatives of teachers of both groups from his college. In the case of Agricultural Research Institute, Patna and Sugarcane Research Institute, Pusa the election shall be held at the respective campuses and the names of the two elected representatives from each group and each discipline will be sent to the Principal, Bihar Agricultural College, Sabour and Tirhut College of Agriculture, Dholi, respectively.

(5) Then on the date fixed by the Principal of each college the teachers of groups A and B shall elect by secret ballot two representatives from each discipline.

(6) After the selection of representatives of both groups the Principal will invite nominations from intending candidates within two days of the election of the representatives. After scrutiny the final list of intending candidates will be hung up on the Notice Board.

(7) These representatives of each discipline shall in turn elect one teacher representative from the intending candidates (teachers) from each college by secret ballot within two days of the display of notice for representation in the Senate.

19.16. Nomination of a student sportsman to Senate.—The Vice-Chancellor shall nominate one student having good records of sports and co-curricular activities for representation in the Senate in the manner prescribed below:—

The Principal of each college shall forward a panel of two names to the Registrar recommended by a Committee consisting of the Principal of the College, head of Department and Officer-in-Charge, N.S.S. and Co-curricular activities within ten days of the notice to this effect by the Registrar.

On receipt of such names along with details of activities Of sports and cocurricular activities of the students the Registrar shall compile the recommendati011S and place it before a Committee at Headquarters consisting Of (a) Director, Students' welfare, (b) Dean of the Faculties, Agriculture / Veterinary and Animal Husbandry/ Home Science and (c) the Registrar, who in turn shall evaluate the recommendations in order of merit and place it before the Vice-Chancellor giving full details of their sports and co-curricular activities. The Vice-Chancellor shall then nominate the best

19.17. Nomination of a student to student studying in M.Sc. courses having brilliant academic record shall be nominated by the Vice-Chancellor in rotation from the faculties of Agriculture/ Veterinary and Animal Husbandry/ Home Science after examining the marks obtained by the student at the final Bachelor's degree examination.

The nomination shall be in the following order:—

Agriculture, Veterinary and Animal Husbandry, Home Science and shall be repeated in the same sequence. In case of vacancy occurring due to obtaining of the M.Sc. degree, shall be filled up by the best student of the other faculty in the sequence mentioned above.

19.18. Nomination of Deans/Directors to Syndicate.—(i) The rotation of Deans and Directors shall be as follows :— Dean—

- (a) Agriculture
- (b) Veterinary
- (c) Home Science
- (d) Basic Science

Director—

- (a) Director, Research
- (b) Director, Extension Education
- (c) Director, Resident Instructions

The Deans and Directors shall rotate annually in the order noted above alternating between Dean/ Director every year.

(ii) University Professors shall rotate annually from each of the 4 Faculties noted below as per alphabetical order of the University Department in the Faculty:— Faculty :

Agriculture

Basic Science

Home Science

Veterinary Science

CHAPTER XX

Delegation of Powers to the Authorities and employee of The University

20.1. Powers of authorities and employees of the University not covered by the Act & Statutes.—The powers of the authorities and employees of the University, not covered by the Act and Statutes, shall be as prescribed in the regulations.

CHAPTER Agreements and Contracts

21.1 Agreements and Contracts.—Under Section 35(33) of the Act, the following officers shall sign contracts and agreements on behalf of the University

Documents. Officers authorized to sign on behalf of the University.

(1) Agreements regarding Appointing authority (provided that the appointments, training Registrar shall sign for the University in and other deputations, cases where the Syndicate or the Vice study leave. Chancellor is the appointing authority).

(2) Agreement in respect of Director of Resident Instructions. scholarship, stipends or fellowships.

(3) Agreements in respect of (a) Chief Engineer /Superintending works. Engineer in respect of all works involving an estimated cost above IQs. 50,000.

(b) Executive Engineer in respect of all works involving an estimated cost up to IQs. 50,000.

(c) Assistant Engineer in respect of all works involving an estimated cost up to IQs. 5,000.

(4) Other agreements and contracts. Officers nominated by the Vice-Chancellor.

21.2. Officers responsible for various works.—The responsibilities of Officers for different types of works shall be as follows :— (a) Construction and Maintenance. Chief Engineer.

(b) Student's Welfare. Director, Students' Welfare.

21.3 Law Officer & conduct of cases.—The University may appoint a Legal Adviser on such terms and conditions as approved by the Syndicate, whose advice will be sought whenever required.

As and when the University is required to prosecute or defend a case in a Court of Law, the case may be referred to the Legal Adviser to defend the same on behalf Of the University. The University may also appoint additional legal experts, if necessary, depending upon the nature of the case. An officer of the University shall be placed specially in administrative charges of the case on behalf of the University so that timely action is taken at every stage with his consultation.

CHAPTER XXII

Travelling Allowance for Non-Official Members.

22.1. Rate of travelling allowance for non-official members.—For attending the meeting Of the Senate/ Syndicate and Committee formed by the Syndicate as well as meetings connected with

University affairs, the non-official members of the senate/Syndicate of the Rajendra Agricultural University shall be entitled to traveling allowance at the following rates :—

- (1) Daily Allowance @ IQs. 20.00
- (2) For journey performed by rail 11/2 tickets of 1st class
- (3) For journey performed by road. As prescribed by the State

Government for Grade I Officer.

22.2. Travel by Service Plane.—The non-official members may travel by plane under special circumstances for which they will be entitled to travelling allowance in accordance with the Travelling Allowance Rules of the State Government of Bihar.

22.3. Daily allowance for the big cities.—They will, however, be entitled to draw daily allowance for Delhi, Calcutta, Bombay and Madras at double the usual daily allowance.

41. STATUTES RELATING TO THE FORMATION OF BOARDS OF COURSES AND STUDIES

(Vide section 30 (d) of the Patna University Act, 1961)

(Assented to by the Chancellor vide Memo No. P.U.-225/ 62-6035/ GS.(I), dated the 28th November, 1962.)

1. The Faculties shall constitute the Boards of Courses and Studies in the subjects taught in the Department assigned to them.

2. (i) Appointment of Boards of Courses and Studies—Boards of Courses in the following subjects and Studies shall be appointed by the Faculties noted against them.

1.	Hindi	
2.	Sanskrit	
3.	English	
4.	Bengali	
5.	Urdu	
6.	Maithili	
7.	Arabic	
8.	Persian	
9.	History	
10.	Ancient Indian History and Archaeology	Faculty of Arts
11.	Economics	
12.	Labour and Social Welfare	
13.	Sociology	
14.	Political Science	
15.	Philosophy	
16.	Psychology	
17.	Geography	
18.	Music	
19.	Home Science	

1. Mathematics
2. Physics
3. Chemistry
4. Botany
5. Zoology
6. Geology
7. Statistics

Faculty of Science

1. Medicine
2. Surgery
3. Obstetrics and Gynaecology
4. Ophthalmology and Otorhinolaryngology
5. Pathology
6. Pharmacology
7. Physiology
8. Anatomy

Faculty of Medicine.

Education

Faculty of Education.

Law

Faculty of Law.

Commerce

Faculty of Commerce.

Engineering

Faculty of Engineering.

2. (ii) The functions of the Boards of Courses and Studies with respect to the following subjects shall be performed by the Boards of Courses and Studies noted against them.

- | | |
|--------------------------------|---|
| 1. French and German | Board of Courses and Studies in English. |
| 2. Pali | Board of Courses and Studies in Sanskrit. |
| 3. Nepali | Board of Courses and Studies in Hindi. |
| 4. Oriya | Board of Courses and Studies in Bengali. |
| 5. International Relations and | Boards of Courses and Studies |

Public Administration in Political Science.

- | | | |
|-----|--------------------------------|---|
| 6. | Anaesthesia | Board of Courses and Studies in Surgery. |
| 7. | Orthopaedic Surgery | Board of Courses and Studies in Surgery. |
| 8. | Paediatrics | Board of Courses and Studies in Medicine. |
| 9. | Social and Preventive Medicine | Board of Courses and Studies in Medicine. |
| 10. | Forensic Medicine | Board of Courses and Studies in Pathology. |
| 11. | Bio-Chemistry | Board of Courses and Studies in Physiology. |

3. (i) Constitution of Boards of Courses and Studies—Each Board of Courses and Studies in the Faculties of Arts, Science and Medicine shall consist of— (a) the Head of the University Department Chairman-ex-ficio.

(b) not more than two external experts appointed by the Faculty,

(c) not more than seven teachers of the subject in the University to be elected by the Faculty.

Provided That—

(1) In the Board of Courses and Studies in English there shall be two additional members one of whom will be an expert in French and the other an expert in German.

(2) In the Board of Courses and Studies in Hindi there shall be one additional member, who will be an expert in Nepali.

(3) In the Board of Courses and Studies in Surgery there shall be two additional members, one of whom will be an expert in Anaesthesia and the other an expert in orthopaedic Surgery, both to be appointed by the Faculty.

(4) In the Board of Courses and Studies in Medicine, there shall be two additional members one of whom will be an expert in paediatrics and the other an expert in Social and Preventive Medicine, both to be appointed by the Faculty.

(5) In the Board of Courses and Studies in Pathology there shall be one additional member who will be an expert in Forensic Medicine to be appointed by the Faculty.

(6) In the Board of Courses and Studies in Physiology there shall be an additional member who will be an expert in Bio-Chemistry to be appointed by the Faculty.

(7) In the cases of subjects in which there is no University Department the Chairman of the Board shall be the Dean, if he is the member of the Board and in all other cases the senior most teacher of the University, shall act as the Chairman.

3. (ii) Board of Courses and Studies in the Faculty of Commerce shall consist of—

- (a) Head of the University Department of Applied Economics and Commerce as Chairman-ex-officio,
- (b) Three members to be elected by the Faculty of Commerce from amongst teachers of the subject in the University.'
- (c) One member to be appointed by the Faculty of Commerce from amongst the members of any other Faculty.
- (d) Two external experts to be appointed by the Faculty of Commerce.

3. (iii) Board of Courses and Studies in the Faculty of Engineering shall consist of—

- (a) Dean of the Faculty of Engineering as Chairman-ex-officio.
- (b) Not more than four external experts to be elected by the Faculty one from each branch (Civil, Electrical, Mechanical and Mathematics.)
- (c) Not more than fourteen teachers of the University to be elected by the Faculty.

3. (iv) Board of Courses and Studies in the Faculty of Education shall consist of—

- (a) The Head of the University Department of Education, O Principal, Pama Training College,
- (c) Principal, Women's Training College,
- (d) One external expert to be appointed by the Faculty,
- (e) Five members of the Faculty to be elected from amongst its own members or from outside.

The Dean of the Faculty of Education shall be the ex-officio Chairman of the Board.

3. (v) Board of Courses and Studies in the Faculty of Law shall consist of— (a) Head of the University Department of Law,

- (b) Principal, Patna Law College,
- (c) Two external experts to be appointed by the Faculty,
- (d) Six members to be elected by the Faculty of whom at least four must be teachers of the subject in the University.

The Dean of the Faculty of Law shall be the ex-officio Chairman of the Board.

3. (vi) A member of the Board shall hold office from the date of his election or appointment for a period of one year.

3. (vii) No person shall be a member of more than three Boards.

4. Election of members—(i) The election of members of a Boards shall take place at the first meeting of the Faculty concerned after the Annual meeting of the Senate.

(ii) At the said meeting each member of the Faculty shall be entitled to propose for election to each Board appointed by the said Faculty not more names than there are places to be filled on the Board by the Faculty. If the number of members proposed exceeds the number of places to be filled by the said Faculty an election shall be held in the manner prescribed hereunder.

In every election for filling a vacancy or vacancies in Board of Courses and Studies, a ballot box shall be provided at a fixed place in the Senate Hall for the casting of votes by the members of the Faculty present at the meeting who shall receive the voting papers from the Chairman, mark the voting paper in privacy and cast their votes in the ballot box before resuming their seats.

5. Joint meeting—The Vice-Chancellor or the Dean of a Faculty may call upon two or more Boards to meet together for the disposal of question affecting such Boards.

6. President of the Board—(i) The Chairman of the Board shall preside at the meeting of the Board. In his absence the members present shall elect a Chairman.

(ii) Where two or more Boards are required to meet jointly under this Statute, the joint meeting shall elect its own Chairman.

7. Records to be kept—The Chairman shall record the proceedings of each meeting and shall forward the same to the Registrar as soon as possible after the meeting.

8. Convening of meeting—(i) There shall be at least two meetings of each Board every year.

(ii) The Vice-Chancellor in consultation with the Chairman of a Board shall direct the Registrar to convene meetings of the Board of Courses and Studies.

9. Quorum at meeting—(i) Three members of a Board shall constitute a quorum. (ii) One fourth of members of the Boards meeting jointly shall constitute a quorum for the meetings of joint Boards.

10. Duties of Board—Each Board shall—(1) recommend to the Faculty, the Syllabi of studies for the various courses of Universities examinations of the University in the subject or subjects with which the Board is concerned.

(2) consider and report upon all such matters as may be referred to it by the Faculty, the Dean, the Vice-Chancellor, the Academic Council or the Senate.

II. (i) Each Board of Courses and Studies in the Faculties of Arts, Science, Law, Commerce and Education shall recommend annually two Boards of Moderators one for the post-graduate and another for the under-graduate examinations in the subject or subjects with which the Board is concerned.

11. (ii) The Board of Courses and Studies in the Faculty of Engineering shall recommend annually six Boards of Moderators, one each in the subjects mentioned hereunder:

1. Civil Engineering

2. Electrical Engineering
3. Mechanical Engineering
4. Mathematics
5. Natural Sciences
6. Humanities, Languages and Social Sciences.

11. (iii) The Boards of Courses and Studies in the Faculty of Medicine named hereunder shall recommend annually Boards of Moderators noted against them.

1. Boards of Courses and Studies of the subject concerned- Board of Moderators of the subject for the post-graduate examination.
 2. Boards of Courses and Studies for Anatomy and Physiology.- Board of Moderators for First M.B., B.S. Examination.
 3. Boards of Courses and Studies for Pathology, Pharmacology and Medicine.- Boards of Moderators for second M.B., B.S. Examination.
 4. Boards of Courses and Studies for Medicine, Surgery and Ophthalmology and Otorhinolaryngology.- Board of Moderators for Final. M.B.B.S. Examination.
11. (iv) The number of members for each Board to be recommended for the Board of Moderators shall not exceed four.

42. STATUTES REGARDING BUDGET, ACCOUNTS AND AUDIT OF THE UNIVERSITY

(Vide sections 41, 42, 43 and 45 of Patna University Act, 1961)

BUDGET

1. The financial year of the University shall be from April to March.
2. Every college and University Department shall prepare in the prescribed form an estimate of its probable income including income from endowments and bequests, if any, and expenditure for the next ensuing financial year and shall submit the same to the Syndicate on or before the 31st day of August of each calendar year.
3. The Syndicate on receipt of the estimates from the college and the University Department shall forthwith refer the same to the Finance Committee for examination and report. The Finance Committee thereafter shall prepare the annual estimates of income and expenditure of the University for the next ensuing financial year and submit the same to the Syndicate on or before the 31st of December of each calendar year.
4. The budget estimates as revised by the Syndicate shall be circulated to the members of the Senate along with the preliminary Agenda for the March meeting of the Senate.
5. Supplementary demands may be presented to the Senate in November, if necessary.
6. The Syndicate shall, after obtaining the advice of the Finance Committee, have the power to re-allot and re-appropriate any likely savings under any head of the sanctioned budget estimates within the financial year and a detailed report on appropriation so made shall be submitted at the next meeting of the Senate.
7. An emergency fund shall be provided as a head in the budget in which a sum of Rs. 25,000/- shall be provided annually for unforeseen expenditure to be made by the Syndicate on the advice of the Finance Committee,

ACCOUNTS

1. A statement of the actual receipts and expenditure of the University during the preceding financial year, as compared with the budget estimates for that Year' shall be prepared by the Registrar in the month of July and shall be submitted to the Finance Committee.
2. The Finance Committee, after considering the statement and making any comments on it that it considers necessary, shall forward it to the Syndicate
3. The statement with the comments, if any, made by the Syndicate, shall be presented by the Syndicate to the Senate at the March meeting which shall consider it as provided in Section 38, of the Patna University Act, 1961.

4. The statement shall be circulated to the members of the Senate along with the Preliminary Agenda for the March meeting of the Senate.

AUDIT

1. The Registrar shall write to the Accountant-General Bihar, not later than the 31st of August every year for the appointment of Auditors to audit the annual accounts of the preceding financial year of the Patna University and all institutions maintained or controlled by it.
2. The Registrar shall furnish all the relevant papers required by the Auditors at the time of audit of accounts.
3. All necessary explanations shall be furnished by the Registrar to the enquiries made and questions put by the Auditors.

43. STATUTES REGARDING HOSTEL SUPERINTENDENTS AND WARDENS

(FOR ALL HOSTELS)

(According to Pama University Act, 1961)

I. In each hostel maintained by the University, there shall be a Superintendent who shall ordinarily be a teacher of the University of not less than five years' teaching or administrative experience.

2. In each hostel where more than sixty students reside there may be one or more assistant superintendents as decided by the Syndicate. The Assistant Superintendent shall be a teacher of the University.

3. There shall be one Warden for a hostel or group of hostels maintained by the University accommodating over 200 boarders. The warden shall be a teacher of the University of not less than ten years' teaching or administrative experience.

4. The terms of office shall be four years in the case of Wardens and three years in the case of the Superintendents and Assistant Superintendents. The Wardens, Superintendents and Assistant Superintendents may be reappointed for not more than one term.

5. The Wardens, the Superintendents and the Assistant Superintendents shall be required to stay in the residences provided for them which shall be rent-free or shall stay in residences in the proximity of the hostels for which they shall get 10 per cent house allowance.

6. The Superintendents and the Assistant Superintendents may receive such allowances as may be prescribed in the Ordinances.

7. The Wardens and the Superintendents shall perform duties laid down in the Ordinances.

8. These rules may be relaxed by the Vice-Chancellor in the case of Women's Hostels.

9. The Syndicate may from time to time lay down procedure and qualifications for the selection of Wardens, Superintendents and Assistant Superintendents.

44. STATUTES RELATING TO BOARD OF HEALTH AND RESIDENCE

(Vide sections 36 and 37 of Patna University Act, 1981)

36. Residence.—Every student of the University shall reside in hostel, or under such supervision, control or conditions as may be prescribed by the Statutes and the Ordinances.

37. Hostels.—The hostels shall be such as may be maintained by the University and colleges or approved and recognised by the Syndicate on such general or special conditions including conditions of residence in hostels as may be prescribed by the Ordinances.

STATUTES

1. There shall be a Board of Health and residence to look after the health and residence of the students of the University.

The powers and functions of the body known as the Students' Residence Committee transferred to the University by the Government shall hereafter vest in the Board of Health and Residence and the Secretary of the Students' Residence Committee shall be designated as the Secretary of the Board of Health and Residence.

The Board shall consist of the following:— The Vice-Chancellor (Chairman).

The Principals of Colleges and Deans who are not Principals.

The Wardens of Hostels, and

The senior Medical Officer of the University with powers to Co-opt. The Secretary, Students' Residence Committee shall act as the Secretary to the Board.

2. The Board shall have the following powers and functions:—

(a) To conduct enquiries into conditions under which students not residing in hostels are living and to lay down the conditions under which students may attach themselves to hostels.

(b) To submit to the Syndicate schemes for the improvement of the health & physique of students.

(c) To recommend to the Syndicate the steps to be taken for improving medical and residential facilities to the students of the University.

(d) To appoint Wardens and Superintendents of the Hostels maintained by the University other than those attached to colleges.

(e) To grant recognition to hostels other than those maintained by the University.

3. No person shall be allotted a seat in hostels maintained or recognised by the University he is (a) a student of the University, (b) a member of the staff who may be allotted temporary residence, or (c) a research scholar.

45. STATUTES REGARDING MODE OF APPOINTMENT OF TEACHERS OF THE UNIVERSITY

(Vide Section 30(f) of the Patna University Act, 1961)

(Assented to by the Chancellor on the 30th of November, 1962, vide Memo. No. PU-306/62-388-GS (i), dated the 31st of January, 1963.)

(1) Whenever an appointment to the Superior post of a teacher in the University is to be made either due to a vacancy or on account of the creation of a new post, the Registrar shall report the same to the Vice-Chancellor.

(2) The posts of University Professors shall not be filled up by promotion of teachers in the University, but only by open advertisement through the Bihar Public Service Commission, save where in exceptional cases, the Vice-Chancellor decides with the approval of the Chancellor that the post be filled up by negotiation.

(3) The posts of Professors and/or Readers and Principals shall be filled up ordinarily by promotion, but in cases where sufficient number of suitable persons are not available for promotion, the post shall be advertised through the Public Service Commission.

(4) Before taking a decision whether the posts of Professors and/or Readers and Principals are to be filled up by promotion or by direct recruitment, the Vice-Chancellor in consultation with the Dean of the Faculty concerned and such other experts from amongst the teachers of the University as he deems but shall determine in any further specialised qualifications in addition to those prescribed in the Statutes should be laid down for the particular post; and in deciding whether the post is to be filled up by promotion or by direct recruitment the requirement of such further specialised qualifications, if any, shall be kept in view.

(5) After it has been decided whether the post in question is to be filled by promotion or by direct recruitment, the procedure for making the appointment as laid down in the Patna University Act, 1961, shall be followed.

(6) When making a reference to the Public Service Commission, all the qualifications required for the post and other necessary details shall be forwarded to the Commission.

In case the appointment is to be made by promotion, the Syndicate shall send to the Commission the names of all teachers eligible for such promotion in order of seniority accompanied by all papers relating to them including statement of qualifications, teaching, research and administrative experience, made by the teachers concerned themselves, in order to enable the Commission to consider whether the person recommended by it have the requisite character and ability for the post, and in such case out of two names recommended by the Commission in pursuance of Section 26(3) of the Act, the Syndicate shall make its selection for appointment.

(7) Whenever the Syndicate does not appoint the first nominee of the Bihar Public Service Commission to any particular post, it shall record its reasons for doing so and the same shall be forwarded to Chancellor for his information.

(8) If it has been decided by the Vice-Chancellor with the approval of the Chancellor that a particular post of University Professor should be filled up by negotiation, the name of the person selected by him shall be placed before the

Syndicate for approval of his appointment and if the Syndicate decides to appoint him, his name shall be sent to the Bihar Public Service Commission along with a statement of his qualifications and teaching and research experience, etc. for their concurrence.

(9) The Syndicate may, subject to the provision of Statutes regarding creation of posts, on the recommendation of the Vice-Chancellor appoint any person as— (a) Visiting Professor on such terms as may be settled by it, and

(b) Honorary teacher, for a particular period of time in one session as it may think fit.

(10) Notwithstanding anything contained in the Statutes the Vice-Chancellor, in exceptional cases in the interest of the University, may recommend to the Syndicate to invite a distinguished person of outstanding merits and eminent qualifications to deliver special lectures and guide research in the University, and the Syndicate may, in such a case, accept the recommendation of the Vice-Chancellor on such terms and for such period as it may determine.

(11) The Chancellor may, on the recommendation of the Academic Council and the Syndicate, confer the designation of Emeritus Professor on such retired Professor of the University as may have rendered meritorious and distinguished service.

46. STATUTES OF CONDITIONS ENABLING TEACHERS TO APPEAR AT UNIVERSITY EXAMINATIONS

(Vide section 4(2)(b) of the Patna University Act, 1961)

A teacher working in any educational institution under the University for at least a continuous period of eighteen months immediately preceding the date of his application may be permitted by the Academic Council to appear at an examination conducted by the University provided that where the examination involves practical work also he shall have fulfilled the prescribed requirements regarding the same.

47. STATUTES FOR INSTITUTION OF A NEW COLLEGE OR A UNIVERSITY DEPARTMENT OF AN INSTITUTE.

(Vide Patna University Act, 1961)

1. The Academic Council shall recommend to the Syndicate the institution Of a College or a University Department or an Institute by, the University. The Academic Council shall draw up a complete scheme of the subjects which the College or the University Department or the Institute will undertake to teach and also the standard up to which the teaching shall be conducted and all the requirements including the teaching staff.
2. The Syndicate shall obtain the opinion of the Finance Committee on the financial aspects of the proposed scheme. After obtaining the opinion of the Finance committee, the Syndicate shall examine the Scheme as drawn up by the Academic council and forward the same to the Senate with its own recommendations.
3. The Senate, after considering the schemes of the Academic Council and the report of the Finance Committee and the recommendation of the Syndicate shall approve, modify or reject the scheme as it think fit.
4. If the Senate approves the scheme in the original or in a modified form, then the question shall be referred to the Chancellor with all the proceedings of the Academic Council, the Syndicate and the Senate relating thereto and the Chancellor shall approve the scheme or refer it back for reconsideration by the Senate, as he think fit.
5. If the Chancellor approves the scheme, then it shall be deemed to have been finally sanctioned and the College or the University Department or the Institute shall be started from the date decided by the Syndicate for the purpose.

**48. STATUTE FOR CAREER ADVANCEMENT SCHEME
TO BE IMPLEMENTED W.E.F. 27.07.98 (AS PER THE
DECISION OF THE STATE GOVERNMENT, LETTER NO.
15/M-1-218/98-1300 DATED 20.07.2001)**

(As approved by Chancellor vide No. BSU-8/2005-1715/G.s. (1) dated 29.6.2005)

Career Advancement Scheme

Effect—These Statutes shall come into force w.e.f. 27.7.98 in supersession of the Statutes of promotion as assented to by the Chancellor and notified vide letter No. BSU 20/95-2133/GS(1) dated 23.9.95 and BSU 20/95-2132/GS(1) dated 23.9.95.

1.1.0 Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D., five years for those with M.Phil, and six years for others at the level of Lecturer, and for eligibility to move into the grade of Lecturer (Selection Grade) /Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.

1.2.0 For movement into grades Of Reader and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Lecturer (Selection Grade).

1.3.0 A Reader with a minimum of eight years of Service in that grade will be eligible to be considered for appointment as a Professor.

2.0.0 Promotion of Lecturer to the Rank of Lecturer (Senior scale)

2.1.0 Notwithstanding anything to the contrary contained in the Statutes, it is hereby provided that a lecturer, serving in the University Department or in a Degree College managed and maintained by the University shall, on the recommendation of the Bihar State University (Constituent Colleges) Service Commission, be placed in the Senior Scale under revised pay scale of the University and Degree College teachers introduced by the State Government subject to the following conditions:(a) That, he has completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M. Phil and Ph.D.

(b) That, he holds substantive appointment on the post of lecturer and his appointment has been made as per provisions of the Act and Statutes existing at the time of his appointment.

(c) That, he has participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC (those with Ph.D. degree would be exempted from one refresher course).

(d) Consistently satisfactory performance appraisal reports.

2.2.0 The placement in the Senior Scale shall not be automatic, but shall be made on the recommendation of Bihar State University (Constituent Colleges) Service Commission on consideration of experience and performance appraisal report.

2.3.1 The Registrar of the University, with the approval of the Vice Chancellor, shall place a list of eligible candidates giving all the required information about each of them along with all the relevant papers including service and performance appraisal records before Screening Committee to be appointed by the Vice Chancellor for scrutiny.

2.3.2 The Screening Committee shall consist of the Vice Chancellor, the Dean of the Faculty concerned, the Head of the University Department concerned as internal expert, and a representative each of the State Government (Department of Higher Education) and the Chancellor.

2.3.3 The quorum for a meeting of the Screening Committee shall be four which must include at least one of the representative (as above) and the Head of the University Department of the subject concerned as the expert.

2.3.4 That the report of the Screening Committee in each case shall be referred to the Bihar State University (Constituent Colleges) Service Commission within a period of one month from its recommendation and the latter shall take the advice of two experts of the subject concerned while making recommendations for promotions.

2.3.5 The Bihar State University (Constituent Colleges) Service Commission shall send its recommendation within six months from the date of the receipt of the report of the Screening Committee of the University.

2.3.6 The recommendation of the Bihar State University (Constituent Colleges) Service Commission shall be placed before the Syndicate at the next meeting for orders.

2.4.0 It is also provided that hereafter performance appraisal records shall be regularly maintained in respect of each lecturer according to the procedure and in the form to be approved by the Chancellor for the purpose.

3.3.0 Promotion of Lecturer (Senior Scale) to the Rank of Lecturer (Selection Grade)

3.1.0 Notwithstanding anything to the contrary contained in the Statutes, it is hereby provided that a Lecturer in the Senior Scale who does not have a Ph.D. Degree or equivalent published work, and who does not meet the Scholarship and the Research standards, but fulfills the other criteria for the post of Reader including five years continuous service as Lecturer (Senior Scale) and has good record in teaching and preferably has contributed in various ways, such as, to the corporate life of the institution, examination work, or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the Bihar State university (Constituent Colleges) Service Commission. He will be designated as

Lecturer (Selection Grade). He can offer himself for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Reader and, if found suitable, would be given designation of Reader.

3.2.0 The placement in the Selection Grade shall not be automatic, but shall be made on the recommendation of Bihar State University (Constituent Colleges) Service Commission on consideration of experience and performance appraisal reports.

3.3.1 The Registrar of the University, with the approval of the Vice-Chancellor, shall place a list of eligible candidates giving all the required information about each of them along with all the relevant papers including service and performance appraisal records before the Screening Committee to be appointed by the Vice Chancellor for scrutiny.

3.3.2 The Screening Committee shall consist of the Vice Chancellor, the Dean of the Faculty concerned, the head of the University Department concerned as internal expert, and a representative each of the State Government (Department of Higher Education) and the Chancellor. The quorum for a meeting shall be four which must include at least one of the representatives (as above) and the Head of the University Department of the subject concerned as the expert.

3.3.3 The report of the Screening Committee in each case shall be referred to the Bihar State University (Constituent Colleges) Service Commission within a period of one month from its recommendation and the latter shall take the advice of two experts of the subject concerned while making recommendation for promotion.

3.3.4 The Bihar State University (Constituent Colleges) Service Commission shall send its recommendation within six months from the date of the receipt of the report of the Screening Committee of the University.

3.3.5 The recommendation of the Bihar State University (Constituent Colleges) Service Commission shall be placed before the Syndicate at the next meeting for orders.

3.4.0 It is also provided that hereafter performance appraisal records shall be regularly maintained in respect of each Lecturer (Senior Scale) according to the procedure and in the form to be approved by the Chancellor for the purpose.

4.0.0 Promotion of Lecturer (Senior Scale) to the Rank of Reader.

4.1.0 Notwithstanding anything to the contrary contained in the Statutes, it is hereby provided that a Lecturer in the Senior Scale serving in the University Department or in a Degree College managed and maintained by the University shall, on the recommendation of the Bihar State University (Constituent Colleges) Service Commission, be eligible for promotion to the post of Reader if he/she had:(a) Completed 5 years of service in the Lecturer (Senior Scale);

- (b) Obtained a Ph.D. degree or has equivalent published work;
- (c) Made some mark in the area of scholarship and Research, as evidenced by self assessment, report of referees, quality of publication, contribution to educational innovation, design of new courses and curricula and extension activities etc.
- (d) After placement in the Senior Scale, participated in two refresher courses/ Summer Institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the U.G.C; and
- (e) Possesses consistently good performance appraisal reports.

4.2.0 The promotion to the post of Reader shall not be automatic, but shall be made on the recommendation of Bihar State University (Constituent Colleges) Service Commission on consideration of experience and performance appraisal reports.

4.3.1 The Registrar of the University, with the approval of the Vice Chancellor, shall place a list of eligible candidates giving all the required information about each of them along with all the relevant papers including service and performance appraisal records before the Screening Committee to be appointed by the Vice Chancellor for scrutiny.

4.3.2 The Screening Committee shall consist of the Vice Chancellor, the Dean of the faculty concerned, the Head of the University Department concerned as internal Expert, two External Experts in the subject concerned appointed by the Vice Chancellor from the panel prepared by the Bihar Inter University Board and one representative each of the State Government (Department of Higher Education) and the Chancellor. The quorum for a meeting shall be four in which at least the two External Experts must be present.

Provided that the recommendation of the Screening Committee shall become invalid if any one of the two External Experts appointed by the Vice Chancellor is from outside the panel prepared by the Bihar Inter-University Board.

4.3.3 The report of the Screening Committee in each case shall be referred to the Bihar State University (Constituent Colleges) Service Commission within a period of one month from its recommendations.

4.3.4 The Bihar State University (Constituent Colleges) Service Commission shall send its recommendation within six months from the date of receipt of the report of the University.

4.3.5 The recommendation of the Bihar State University (Constituent College) Service Commission shall be placed before the Syndicate at the next meeting for orders.

4.4.0 It is also provided that hereafter performance appraisal records shall be regularly maintained in respect of each Lecturer (Senior Scale) according to the procedure and in the form to be approved by the Chancellor for the purpose.

5.0.0 Promotion of Reader to the Rank of Professor

5.1.0 Notwithstanding anything to the contrary contained in the Statutes, it is hereby provided that in addition to the sanctioned post of Professor, which must be filled in through direct recruitment through All India Advertisements, promotion may be made from the post of Reader to that of Professor after eight years of service as Reader.

5.2.0 The following criteria and terms shall be adhered to in selecting a candidate for promotion from Reader to Professor under Career Advancement Scheme in University Departments/Constituent colleges.

- (i) The mode of selection for promotion to the rank of Professor should be the same as that for direct recruitment.
- (ii) The Professor already appointed under direct recruitment shall not be eligible.
- (iii) The candidate must have completed eight years of service as Reader.
- (iv) The candidate before presenting himself/herself for interview should submit some of the following information along with relevant for assessment by the Screening Committee to be constituted by the Vice Chancellor for the purpose of promotion to the rank of Professor:-
 - (a) Self-appraisal report for the period of five years preceding the date of eligibility be submitted;
 - (b) Research contribution/books/articles published;
 - (c) Minimum of three best written contributions of the teacher (as defined by him/her) which could be research publications/books, be submitted for evaluation/assessment before the interviews;
 - (d) Seminars/Conferences attended;
 - (e) Contribution to teaching/ academic environment/ institutional corporate life; and
 - (f) Extension and field outreach activities.

5.3.1 The assessment of the research publications, including books, shall be done by three eminent experts in the subject who shall be appointed by the Vice Chancellor concerned, out of the panel approved by the Bihar Inter-University Board. The research publication to be assessed by the experts shall pertain to the period between his/her appointment/promotion as Reader and the date he/she becomes eligible for promotion as Professor. If on the date of eligibility the candidate did not have required number of publications, his/her date of eligibility shall be shifted to the date he/she becomes eligible after fulfilling all requirements.

5.3.2 All the recommendations should be positive from the three experts. In case the recommendation of one of the three experts is negative the research publications shall be sent to

the fourth expert for evaluation and assessment. In all, there has to be a minimum of three positive recommendations out of the total of four experts, in case the fourth expert has participated in the exercise due to one negative report out of the initial three experts involved in evaluation.

5.3.3. All these steps shall be conducted by and at the level of the University, concerned. On receipt of positive recommendations from three experts the case of the teacher concerned shall be referred to the Bihar State University (Constituent Colleges) Service Commission for the interview.

provided that the case of promotion to the rank of Professor shall become invalid if any one of the experts appointed by the Vice Chancellor is from outside the panel prepared by the Bihar Inter University Board.

5.3.4 There should be a separate column in the evaluation report of the expert saying whether the research publications and books are recommended or not recommended.

5.3.5 The recommendations of the experts in each case shall be referred to the Bihar State University (Constituent Colleges) Service Commission within a period of one month from its recommendation and the Bihar State University (Constituent Colleges) Service Commission in his turn, shall send its recommendation within six months after conducting the required interview.

5.3.6 The Bihar State University (Constituent Colleges) Service Commission shall hold the interview for promotion under Career Advancement Scheme only for those candidates who have cleared by obtaining minimum of three positive recommendations from the experts on their research publications/books.

5.3.7 An interview shall be conducted inviting three eminent experts of subject who shall be different from those who participated in assessment of research publications of the candidate.

5.3.8 The process of promotion for the candidates not found suitable, can be conducted again only after a minimum period of one year from date on which the candidate was not found suitable for promotion by the Screening Committee or the Bihar State University (Constituent Colleges) Service Commission.

5.3.9 The promotion from Reader to Professor under CAS being a personal promotion and not against a sanctioned post, the teaching workload of the Reader shall be carried forward with him/her and be undertaken by the promotee even in the capacity of CAS Professor.

5.3.10 The recommendation of the Bihar State University (Constituent Colleges) Service Commission shall be placed before the Syndicate at the next meeting for orders.

6.1.0 It is further provided that only Senior Lecturer, Selection Grade Lecturer and Reader promoted under Career Advancement Scheme and/or Merit Promotion Scheme as well as Lecturer and Reader directly recruited shall be eligible for consideration under these schemes of promotion, i.e., Career Advancement Scheme, 1998.

7.1.0 It is also provided that when a teacher is promoted under Career Advancement Scheme, the post held by him/her shall be deemed to be upgraded with effect from the date of his/her promotion and shall remain upgraded till the incumbent continues to hold the post but the same shall be converted to the basic grade post (Lecturer or Reader, as the case may be) in the event of the incumbent's appointment to a higher post or when the post falls vacant due to the retirement, resignation, death, transfer of the teacher or otherwise.

8.0.0 The Requirement of Participations in Orientation/Refresher Courses/Summer Institutes

8.1.0. The requirement of participation in orientation/refresher courses/Summer Institutes, each of at least 3 to 4 weeks duration, and consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior scale) to Lecturer (Selection Grade).

8.2.0 The requirement for completing these courses would be as follows:

L For Lecturer to Lecturer (Senior Scale), one orientation course would be compulsory for University and College teachers. Those without Ph.D. would be required to do one refresher course in addition Two refresher course for Lecturer (Senior Scale) to Lecturer (Selection Grade).

m. The senior teacher like Readers/ Lecturers (Selection Grade) may opt to attend two Seminars/ Conferences in their subject area and present papers as one aspect of their promotion/selection to higher level or attend refresher courses to be offered by ASCs for this level.

9.0.0 Effect On Seniority of Teachers Promoted Under Career Advancement Scheme.

9.1.0 Seniority of teachers promoted under these Statutes shall be determined from the date of promotion (in a particular rank), but the inter-seniority of teachers promoted from the same date shall be the same as they had on their lower post.

10.0.0 Counting of Past Service

10.1.0 Previous service, without any break as a Lecturer or equivalent, in a University, College, National Laboratory or other scientific organizations of State/ Central Government, e.g., SCIR, ICAR, DRADD, UCC, ICSSR, ICHR, a UCC Research

Scientist and Research Associate shall be counted for placement of Lecturer in Senior Scale/Selection Grade subject to the following terms and conditions:-

- (1) The Post was in an equivalent grade/scale of pay as the post of Lecturer.,
- (2) The qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer.
- (3) The candidates who apply for direct recruitment should apply through proper channels.

(4) The concerned Lecturer possessed the minimum qualifications prescribed by the UGC for appointment as Lecturer.

(5) The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/Central Government/ Institution's regulations.

(6) The appointment was not ad-hoc or in a leave vacancy of less than one year duration.

10.2.0 Ad-hoc service can be counted provided:-

(a) the ad-hoc service was of more than one year duration.

(b) the incumbent was appointed on the recommendation of duly constituted Selection Committee, and

(c) the incumbent was selected to the permanent post in continuation to the ad-hoc service, without any break.

Provided further that the benefit of past service must not be allowed to those adhoc/temporary teachers who at the time of their selection/ absorption to the permanent post, were not holding the post in accordance with the relevant provisions of the Act/Statutes /Rules and Regulations.

49. CAREER ADVANCEMENT SCHEME FOR PROMOTION OF TEACHERS EFFECTIVE FROM 27.7.1998

RAU-06/2001-3152/G.S.(1) dated 9.1.2003

1. Career Advancement.—(a) Minimum length of service for eligibility to move into the grade of Assistant Professor (Senior scale) would be four years for those with Ph.D., five years for those with M. Phil, and six years for others as Assistant Professor and for eligibility to move into the Grade of Assistant Professor (Selection Grade) /Associate Professor, the minimum length of service as Assistant Professor (Senior Scale) shall be uniformly five years.

(b) For movement into grades of Associate Professor and above, the minimum eligibility criteria would be Ph.D. Those teachers without Ph.D can go up to the level of Assistant Professor (Selection Grade).

(c) An Associate Professor with a minimum of eight years of service will be eligible for consideration for appointment as a Professor.

(d) The Selection Committee for Career Advancement shall be the same as those for direct recruitment for each category. In addition one representation of the State Government will be included as a member of the committee as contained in item-2 (vii) of the Sankalap No. 2976 dated 5.10.2002 issued by the Deptt. of Agriculture, Govt of Bihar.

(c) The existing scheme of Career Advancement for non-academic staff namely Assistant Registrar, Asstt. Librarian would continue.

2.0 Eligibility criteria

2.1. Assistant Professor (Senior scale)

An Assistant Professor/Junior Scientist will be eligible for placement in a senior scale through a procedure of selection, if he /she has:-

(i) Completed six years of service after regular appointment with relaxation of one and two years respectively, for those with M. Phil and Ph.D.

(ii) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission/ICAR.

(Those with Ph.D degree would be exempted from one refresher course) (iii) Consistently satisfactory performance appraisal reports:

2.2. Assistant Professor/Junior Scientist (Selection grade) :-

Assistant Professor/Junior Scientist in the senior scale who do not have a Ph.D degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfill the other criteria given above for the post of Associate Professor/Senior Scientist, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee Which is the same as for promotion to the post of Associate Professor. (One representative of the State Government will be included in the Selection Committee as per provision contained in item 2 (vii) Of the resolution no. 2976 dated 5.10.02 issued from the Department of Agriculture.) They will be designated as Assistant Professor/Junior Scientist in the Selection Grade. They would offer themselves for fresh assessment after obtaining Ph.D. and or fulfilling other requirements for promotion as Associate Professor/Senior Scientist. If found suitable, could given the designation of Associate Professor/Senior Scientist.

2.3 Associate Professor/Senior Scientist (Promotion)

Assistant Professor /Junior Scientist in the Senior Scale will be eligible for promotion to the post of Associate Professor / Senior Scientist, if he/she has :

- (i) Assistant Professor (Sr. Scale) with 5 years of service in the senior scale or with a total of 9 years service (with Ph.D.) / 10 years service (with M.Phil)/ 11 years service would be eligible for promotion to the post of Assistant Professor (Sr. Grade) / Associate Professor (Promotion)
- (ii) Made some mark in the areas of scholarship and research as evidenced e.g. self-assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities:
- (iii) After placement in the Senior Scale participated in two refresher courses/ summer institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission/ ICAR and (iv) Possesses consistently good performance appraisal reports.

2.4. Promotion to the post of Associate Professor /Senior Scientist (Promotion) will be through a process of Selection by a Selection Committee to be set up under the Statutes/ Ordinance of the concerned University or other similar Committees set up by the appointing authorities.

2.5. University Professor/Chief Scientist (Promotion)

In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisements, promotions may be from the post of Associate Professor/ Senior Scientist to that of University Chief Scientist (Promotion) after 8 years of service as Associate Professor / Senior Scientist.

The Selection Committee for promotion to the post of University Professor/ Chief Scientist (Promotion) should be the same as that for direct requirement. (One representative of the State

Government will also be included in the Committee as per provision contained in item 2 (vii) of the resolution no. 2976 dated 5.10.02 issued from the Department of Agriculture, Govt. of Bihar). For the promotion from Associate /Senior Scientist to University Professor / Chief Scientist (Promotion), the method of promotion may be followed.

The candidate should present herself/himself before the Selection Committee of the following:-

Self-appraisal reports. (required)

Research contribution/books/articles published

Any other academic contributions.

The best three written contributions of the teachers (as defined by her/ him) may be sent in advance to the experts to review before coming for the selection. The candidate should be asked to submit these in three sets with the application.

(d) Seminars/ Conferences attended.

(e) Contribution to teaching/ academic environment/institutional corporate life

(f) Extension and field outreach activities.

The requirement of participation in orientation/refresher courses/summer institutes, each of at least 3 to 4 weeks duration, and consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Assistant Professor/Junior Scientist (Senior Scale) to Assistant Professor/Junior Scientist (Selection Grade). Wherever the requirement of orientation/refresher courses has remained incomplete, the promotion would not be held up, but these must be completed by the year 2002.

The requirement for completing these courses would be as follows:-

(i) For Assistant Professor/Junior Scientist to Assistant Professor/Junior Scientist (Senior Scale), one orientation course would be compulsory for University and College teachers. Those without Ph.D would be required to do one refresher course in addition.

(ii) Two refresher courses for Assistant Professor/Junior Scientist (Senior scale) to Assistant Professor/Junior Scientist (Selection Grade).

(iii) The senior teachers like Associate Professor/Senior Scientist/ Assistant Professor/Junior Scientist (Selection grade) and University Professor/ Chief Scientist may opt to attend two seminars/ Conferences in their subject area and present paper as one aspect of their promotion/ Selection to higher level attend refresher course to be offered by ASCs for this level. 2.6. If the number of years required in a feeder cadre are less than those stipulated in the Scheme, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years.

The situation is likely to arise as in the earlier scheme, the number of years required in feeder cadre were much more than those envisaged under this scheme.

3.0 Counting of Past service

Previous service, without any break as an Assistant Professor /Junior Scientist or equivalent, in a University, college, national laboratory, or other scientific organisation e.g. CSIR, ICAR, UCC, FRDO, ICSSR, ICHR and as a UGC Research Scientist, should be counted for placement of Assistant Professor/Junior Scientist in Senior Scale/Selection Grade provided that:

- (i) The post was in an equivalent grade/scale of pay as the post Of an Assistant Professor/Junior Scientist.
- (ii) The qualifications for the post were not lower than the qualifications prescribed by the UGC/ICAR for the post of Assistant Professor/ Junior Scientist.
- (iii) The candidates who apply for direct recruitment should apply through proper channel.
- (iv) The concerned Assistant Professor/Junior Scientist possessed the minimum qualifications prescribed by the UGC / ICAR for appointments as Asstt. Professor/Junior Scientist.
- (v) The post was filled in accordance with prescribed selection procedure as laid down by the University/State Government/Central Government/ Institution's regulation.
- (vi) The appointment was not ad-hoc or in a leave vacancy of less than one year duration. Adhoc service of more than one year duration can be counted provided :-
 - (a) the ad-hoc service was of more than one year duration.
 - (b) the incumbent was appointed on the recommendation of duly constituted selection committee and
 - (c) the incumbent was selected to the permanent post in continuation to the ad-hoc service, without any break.

4.0 Merit Promotion

Merit Promotion Scheme of 1983 which was terminated in 1987 for those who did not opt for it, stands abolished. However, Professors who were governed by the old merit promotion scheme of 1987 would be eligible for full scale of Professor w.e.f. 1.1.1996. The University can discuss in its academic body and decide inter-se seniority between the merit promotees and direct recruits, based on the date of selection, and as per the existing/ amended Acts and Statutes of the University.

5.0 Professor of Eminence:

- (i) The proposal relating to Super time scale for Professor of eminence will be taken up after the scheme in respect of UGC is finalized and implemented.

(ii) Meritorious teachers who may not have M. Phil/Ph.D./M. Tech. but who have made outstanding contributions would be rewarded and recognised as per the scheme to be approved by MHRD/ICAR

6.0 Redressal of Anomalies

Anomalies arising after implementation of this order/notification shall be brought to the notice of ICAR which will be considered in consultation with DOP & T/ Deptt. of Expr. Ministry of Finance.

7.0 General conditions

(i) The incumbent on the post of Assistant Professor/Junior Scientist promoted as Assistant Professor/Junior Scientist (Sr. Scale/Selection Grade) /Associate Professor /Senior Scientist (promotion) and Associate Professor/Senior Scientist promoted as University Professor/Chief Scientist (promotion) shall be deemed to be upgraded with effect from the date of such promotion and shall remain upgraded the incumbent continues to hold the post, but the same shall be reverted to the post of Assistant Professor/Junior Scientist, Associate Professor/Sr. Scientist as the case may be in the event of incumbent's appointment to a higher post or when the post falls vacant due to his/ her retirement, resignation, death or otherwise. Nothing in these Statutes shall be construed to have created any vacancy on the post of Assistant Professor/Junior Scientist and or Associate Professor/ Sr. Scientist which have been upgraded as that of Assistant Professor/ Junior Scientist (Sr. Scale/Selection Grade) / Associate Professor/ Senior Scientist (promotion) /University Professor/ Chief Scientist (promotion).

(ii) The upgraded post shall be deemed to be a substantive post till the promotee holds it, but any temporary vacancy on the post, on account of holding any other post on temporary basis, shall be that of Assistant Professor/Junior Scientist and or Associate Professor/Sr. Scientist.

(iii) An Assistant Professor/Junior Scientist promoted as Assistant Professor/ Junior Scientist (Sr. Scale/Selection Grade)) /Associate Professor/Senior Scientist (promotion) /University Professor/Chief Scientist (promotion) as the case may be, shall from the date of such promotion, draw his pay in the upgraded scale which shall be equal to the amount of his pay in the lower grade but if his/her pay in the lower grade of scale does not fit in the higher scale, his/her pay in the higher grade shall be fixed at the stage next above the amount of his/her pay in the lower scale. The date of increment in the higher scale/grade shall be the same as that in the lower scale/ grade

(iv) The seniority of teachers/Scientists promoted under these Statutes shall be determined from the date of promotion, but the inter-se seniority of teachers/scientists promoted on the same date shall be the same as they had in their lower cadre posts.

(v) In case promotion of an incumbent not recommended by the University Selection Committee for whatever the reasons may be, may again be considered for promotion after a period

of one year has lapsed since his name was last considered. The promotion in such a case shall take effect from the date of the recommendation of the University's Selection Committee.

(vi) The University Selection Committee shall consider the cases of promotion at least twice in a year preferably in the month of June and December every year.

The career advancement scheme for promotion of teachers shall be effective from 27.07.1998.

Repeal and saving:- The Merit Promotion Scheme effective 9.12.1985, Personal Promotion Scheme effective 14.11.1980 as well as Career Advancement Scheme effective 1.1.1986 are hereby repealed.

Notwithstanding such repeal anything done or any action taken in exercise Of

the powers conferred by or under the said scheme and so far as it is not inconsistent with the provisions of this Scheme shall be deemed to have been done or taken in the exercise of powers conferred by or under the scheme as if the scheme were in force on the day on which such thing was done or action taken.

In accordance with the provision contained in the Sankalp no. 2796 dated 5.10.2002 (para 2 (v) (Matter in Hindi) issued from the Govt. of Bihar the Govt. sponsored promotional scheme shall cease to be operative with effect from 31.12.1995. However' those teachers/Scientists who have been promoted under Govt. sponsored scheme i.e. Personal Promotion Scheme before 31.12.1995 in this University shall be adjusted in the Career Advancement Scheme effective from 1.1.1986 without referring their cases to the competent authority and their pay fixed accordingly.

**50. GOVERNOR'S SECRETARIAT, BIHAR RAJ BHAVAN,
PATNA - 800022**

Letter No.BSU-17/2009-1395/GS(1),

Dated-26-09-2012

From

M.M. Choudhary

Officer-on-Special Duty (Judicial)

To,

The Vice Chancellor

Read Post All the Universities of Bihar

(Except RAU, Pusa, Samastipur)

Sub:- Regarding amendments in clause 2.1.0, 4.1.0 and 8.1.0 of Career Advancement Scheme Statutes implemented vide Letter No. BSU-8/ 2005-1715/GS(1) dated 29.06.2005.

Sir,

I am directed to invite a reference to this Secretariat's Letter No. BSU-8/ 2005-1715/GS(I) dated 29.06.2005 on the subject noted above and to say that Hon'ble Chancellor, after due consideration of the recommendation of the State Govt. vide Letter No-15/MI-96/2003-1618 dated 15.06.2011 and the opinion of the Universities of Bihar, has been pleased to approve the amendments as suggested, in exercise of the powers conferred upon him under Section 36(7) of Bihar State Universities Act, 1976 and Patna University Act, 1976 for Career Advancement Scheme implemented w.e.f. 27.07.98 vide Governor's Secretariat's Letter No. BSU-8/ 2005-1715/GS(I), dated 29.6.2005 which are to be read follows :

In the Clause no-2.1.0 of the Statue for Career Advancement Scheme implemented vide Governor's Secretariat letter no.BSU-8/2005-1715GS(I) dated 29.06.2005 the following shall be inserted after sub clause as proviso.

"Provided further that whenever the requirement of participating in Orientation/ Refresher Courses is not fulfilled, the promotion would not be held up, but the required number of Orientation/ Refresher Courses must be completed by the date notified by UGC from time to time.

Financial benefits should be given by the University form the due date of promotion. However he/she should not be given next promotion until he/she fulfils the condition of participation in the required number Orientation/ Refresher Courses.

In the Clause no. 4.1.0 of the Statutes for Career Advancement Scheme implanted vide Governor's Secretariat letter no- BSU-8/2005-1715GS(I) dated 29.06.2005 the following shall be inserted after sub clause (d) as proviso and Clause 4.1.1 after sub clause (e).

"Provided further that whenever the requirement of participating in Refresher Courses is not fulfilled, the promotion would not be held up, but the required number of Refresher Courses must be completed by the date notified by the UGC from time to time.

Financial benefits should be given by the University from the due date of Promotion. However he/she should not be given next promotion until he/she fulfills the condition of participation in the required number of Orientation/Refresher Courses.

4.1.1 A Lecturer in senior scale on promotion to the rank of Reader would be admitted to financial benefits from the due date of promotion.

Provided further that the promotion to the post of Reader from amongst the Selection Grade Lecturer shall be effective from the date on which selection grade Lecturer acquires eligibility in terms of (b) (c) (d) and (e) of the article 4.1.0 of the Statute of Career Advancement Scheme.

In the Clause no. 8.1.0 of the Statutes for Career Advancement Scheme implemented vide Governor's Secretariat letter no- BSU-8/2005-1715/GS(I) dated 29.06.2005 the following shall also be inserted after the clause no-8.1.0 as proviso.

"Provided further that whenever the requirement of participation in Orientation/ Refresher Courses is not fulfilled, the promotion would not be held up, but the required number of Orientation/ Refresher Courses must be completed by the date notified by the UGC from time to time.

Financial benefits are to be given by the University from the due date Of Promotion. However he/she should not be given next promotion until he/she fulfils the condition of participation in the required number Of Orientation/Refresher Courses.

The above mentioned amendments will come into force retrospectively from 27.07.98.

The term 'Reader' is suffixed after the term 'Lecturer (Selection Grade)' in the said Clause no.8.1.0 and its sub clause II.

Further necessary action may please be taken accordingly.

Yours faithfully,

(M.M. Choudhary)

Officer-on-Special Duty Judicial)

Memo No. BSU-17/2009-1395/GS(1),

Dated-26.09.2012

Copy forwarded to Principal Secretary, Education Department, Bihar, Patna with reference to the letter no-15/M1-96/2003-1618 dated 15.06.2011/ Guard File for information and necessary action.

Officer-on-Special Duty (Judicial)

51. GOVERNOR'S SECRETARIAT, PATNA LETTER NO.- BSI-J-8/2005-724/ GS(I), DATED 13.2.2006

Sub. : Amendment in the Statutes for Career Advancement Scheme to be implemented w.e.f. 27.7.98 (as per the decision of the State Govt. vide letter No. 15/ M-1-218/98, 1300, dated 20.7.2001)

Ref. : Letter No. BSU-8/2005-1715GS(1), dated 29.6.2005.

Sir,

I am directed to invite a reference to this Sectt's letter No. BSU-8/2005-17151 GS(I), dated 29.6.2005 on the above subject and to say that the Hon'ble Chancellor, after due consideration of the recommendation of the State Govt. vide letter no. 14/ V-3-161 /2002 Uche-28, dated 5.1.2006, has been pleased to approve amendment in para 10.1.0 of the said Statute for incorporating the word "Constituent" before the word " college" in the second line. Now para 10.1.0 of the said Statute shall be read and implemented as follows:-

"10.1.5 previous service, without any break as a Lecturer or equivalent in a University, constituted college, National Laboratory or other scientific organization of State/Central Govt. SCIH, ICAR, DRADD, UGC, ICSSR, ICHR, a UCC Research Scientist and Research Associate shall be counted for placement of Lecturer in Senior Scale/Selection Grade subject to the following terms and conditions. "

52. STATUTES FOR APPOINTMENT OF PART TIME TEACHERS

Letter No.-BSU-8/2005-..1614/GS(1), dated 29.6.2005)

(As approved by Chancellor vide No. BSI-1—8/2005-1614 G.S. (1) dated 29.6.2005)

The minimum qualification for appointment of part-time teachers should be the same as that of regular teachers and the mode of selection for appointment shall be the same as that for the recruitment of regular teachers. However, such teachers may also be appointed by the Vice Chancellor on the recommendation of duly constituted selection committee, for a period not exceeding six months or till the end of the academic session, whichever ever is earlier. The part-time teachers should be appointed only in exceptional circumstances when it is appropriate to the requirements of the institution in terms of subject to be taught or work load. They can be appointed on a contract appointment if only for a short period or as permanent half-time/proportionate time employees against half/proportionate salary of the scale (and should include proportionate increments, dearness allowance and any other permissible benefits). Such permanent part-time teachers will also be entitled to the scheme of Career Advancement from Lecturer to Senior Scale Lecturer, Selection Grade Lecturer/Reader and Professor. However, they will be entitled to half/proportionate increments, dearness allowance and any other permissible benefits.

53. STATUTES ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS IN UNIVERSITIES & COLLEGES AND OTHER MEASURES FOR THE TEACHERS IN UNIVERSITIES & COLLEGES AND OTHER MEASURES FOR THE MAINTENANCE OF STANDARDS.

Letter No. BSU-8/2005-1693..1GS(1), dated 29.6.2005)

(As approved by Chancellor vide Letter No. BSU-8/2005-1693/GS(1) dated, 29.6.2005)

Recruitment and Qualifications

1.1.0 The direct recruitment to the post of Lecturers, Readers and Professors in the Universities and Colleges shall be on the basis of merit through all India advertisement and on the recommendation of Bihar State University (Constituent Colleges) Service Commission.

1.2.0 The minimum qualification required for the post of Lecturers, Readers, Professors and Principals will be those as prescribed by the University Grants Commission from time to time.

1.3.0 The minimum requirements of a good academic record, 55% of the marks at the Master's level and qualifying in the National Eligibility Test, or an accredited test, shall remain for the appointment of Lecturers. It would be optional for the State Government to exempt Ph.D. holders from NET or to require NET, in their cases, either as a desirable or essential qualification for appointment as Lecturers in the University Departments and Colleges. The minimum requirement of 55% should not be insisted upon for Professor and Readers for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Lecturers.

1.4.0 A relaxation of 5% may be provided, from 55% to 50% of the marks, at the Master's level for the SC/ST category as well as for the physically and visually handicapped persons.

1.5.0 A relaxation of 5% may be provided, from 55% to 50% of the marks of the Ph.D. degree holders who have passed their Master's degree prior to the 19th Sept. 1991.

1.6.0. The grade of B in the 7 point scale with letter grades O, A, B, C, D, E, and F shall be regarded as equivalent of 55% wherever the grading system is followed. 1.7.0 Ph.D. degree shall continue to be a compulsory requirement for the designation of Reader.

2.0.0 Direct Recruitment

2.1.0 Professor

An eminent scholar with published work of high quality, actively engaged in research, with 10 years of experience in postgraduate teaching, and/or experience in research at the

University/National Level institutions, including experience Of guiding research at Doctoral level.

Or

An outstanding scholar with established reputation who has made significant contribution to knowledge.

In exceptional cases, the teachers with 15 years of undergraduate teaching/ research experience could also be considered.

2.2.1. Principal (Professor's Grade)

- (i) A Master Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E and F.
- (ii) Ph.D. or equivalent qualification.
- (iii) Total experience of 15 years of teaching/Research in Universities/ Colleges and other institutions of Higher Education.

2.2.2 Principal (Reader's Grade)

- (i) A Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E and F.
- (ii) Ph.D. or equivalent qualification.
- (iii) Total experience of 10 years of teaching/Research in Universities/ Colleges and other institutions of Higher Education.

2.3.0 Reader

Good academic record with a Doctoral Degree or equivalent published work. In addition to these, candidates who join outside the University system, shall also possess at least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grade O, A, B, C, D, E and F at the master's degree level.

Five years of experience of teaching and/or research excluding the period spent for obtaining the research degree and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

Provided that the teaching and/or research experience as required for direct recruitment of Professor, Reader and Principal must have been obtained by the candidate after being appointed by the competent authority and as per the rules of the institution concerned.

2.4.0 Lecturer

2.4.1 Humanities, Social Sciences, Science, Commerce, Education, Physical Education, Foreign Language and Law.

Good academic record with at least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grade O, A, B, C, D, E and F at the Master's degree level, in the relevant subject from an Indian University or an equivalent degree from a foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.

2.4.2 Journalism and Mass Communication

Good academic record with at least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grade O, A, B, C, D, E and F at the Master's degree level in Communication/Mass Communication or Journalism, from an Indian University or an equivalent degree from a foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UCC, CSIR or similar test accredited by the UGC.

At least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grade O, A, B, C, D, E and F at the Master's degree level in the Humanities/ Social Science/Science with at least a second class Bachelor's Degree or postgraduate Diploma in Communication/Mass Communication or Journalism, from a recognized Indian University/ National Institute.

Besides fulfilling the above qualification, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the UGC, CSIR, or similar tests accredited by the UGC.

2.4.3 Music

Good academic record with at least 55% of the marks, or an equivalent grade of B in the 7 points scale with letter grade O, A, B, C, D, E, and F at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/ Foreign University/National Institute recognized by the Government of India to this effect.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the UCC, CSIR, or similar test accredited by the UGC.

Or

A traditional or a professional artist with a highly commendable professional achievement in the concerned subject.

3.1.0 Seven Point Scale

Grade	Grade Point	Percentage Equivalent
'O' = Outstanding	5.50-6.00	75-100

'A' = Very Good	4.50-5.49	65-74
'B' = Good	3.50-4.49	55-64
'C' = Average	2.50-3.49	45-54
'D' = Below Average	1.50-2.49	35-44
'E' = Poor	0.50-1.49	25-34
'F' = Fail	0-0.49	0-24

These Statutes shall come into force in supersession of the existing Statutes on the subject approved by the Hon'ble Chancellor.

54. AMENDMENT IN STATUTES RELATING TO GENERAL CONDITIONS OF SERVICE OF EMPLOYEES OF THE UNIVERSITIES

Letter No-BSU-8/2005-1670../GS(1), dated 29.6.2005

(As approved by Chancellor vide letter No. BS 11-8-2005-1670/GS(1) dated 29.6.2005)

1. The following two clause (8) and (9) shall be added after clause (7) Of Article 3 of the Statutes called the "Service Statute of the University" as approved by the chancellor on 20.9.1980 vide letter no BSI-J 36/80-5270 GS(I) dated 18.1.1980:-

"(8) Any appointments against a substantive vacancy in a particular cadre shall be made on probation subject to the following conditions:(i) The minimum period of probation shall be two years.

(ii) At senior positions, it shall be optional for the University to decide on confirmation at any time from the time of appointment to the end of the statutory period of probation.

(iii) The confirmation of a Lecturer should not be linked to the completion of orientation course. However, efforts should be made to send the Lecturer either after joining, or immediately thereafter for participating in an orientation course".

"(9) Service agreement-At the time of recruitment in University and Colleges, service agreement shall be signed between the University and the teacher which shall be lodged with the Registrar with a copy to the concerned teacher and the self appraisal of performance shall be a part of the service agreement".

55. AMENDMENT IN STATUTES RELATING TO THE GRANT OF RETIREMENT BENEFITS

Letter No.-BSI-J-8/2005-1648 ../Gs(1), dated 29.6.2005

(As approved by Chancellor vide Letter No. BSU-8/20051648/ dated 29.6.2005)

The following sub-clause (viii) shall be added after sub-clause (vii) of clause 14 of Appendix 'A' to the Statutes for the grant of Retirement Benefit to the employees of the Universities of Bihar as enforced w.e.f. 14.11.80 vide letter no. BSU-52/80-5285 GS (1) dated 18.11.1980

"(viii) The benefit in service of three years shall be provided to the Lecturers who have acquired Ph.D. degree before the date of entry into services, for the purpose of counting for pension/gratuity and completing 33 years of service at the time of superannuation as per the pension rules".

56. STATUTES FOR TEACHING DAYS AND ASSESSMENT OF WORK LOAD

Letter No.- BSU-8/2005-1632.../GS(1), dated 29.6.2005

(As approved by Chancellor vide No. BSU-8-/2005-1632/GS(1) dated 29.6.2005)

1. Teaching Days.—The Universities/Constituent Colleges must not devote more than 12 weeks (6 days week) to vacation and public holidays, i.e., 40 weeks of a calendar year should be devoted to Teaching, Admission, Examination activities and non-instructional days (e.g. Sports, College day etc.). However, out of these 40 weeks, the Universities and its constituent colleges must observe at least 180 actual teaching days, i.e. there should be a minimum of 30 weeks of actual teaching in a 6 days week. The above is summarized as follows:-

(1) Teaching/Admission/ Examination/ Preparation for examination/non instructional days (Sports, College day etc.: 40 weeks, out of which at least 180 days of actual teaching days must be observed.

(2) Vacation/Public holidays: 12 weeks.

2. Work Load.—The work load of the teacher in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year, it should be necessary for the teacher to be available for at least 5 hours daily in the University/college for which necessary space and infrastructure should be provided by the University/College. The direct teaching hours should be as follows:-

(a) Lecturer/Sr. Lecturer/Lecturer (Sel. Grade) 16 hours.

(b) Readers & Professors 14 hours.

However, a relaxation for two hours in the work load may be given to the

Professors who are actively involved in Research, Extension and Administration.

57. Rajendra Agricultural University, Bihar, Pusa (Samastipur)

Notification No. 66/RAU Pusa, the 16th June, 2003.—In exercise of the power conferred under Section 36(3) of the Bihar Agricultural University Act, 1987, the following amendment in Clause 14.1 and Clause 17.1 of Chapter-XVII of the Statutes of the Rajendra Agricultural University (adopted mutatis mutandis) as approved by the Board of Management in its 58th meeting held on 16.10.2002 and as assented to by the Chancellor and conveyed vide letter no. 901 GS(I) dated 6.6.03 from the Deputy Secretary to the Government of Bihar, are hereby published under Section 36(4) of the Act for general information:—

Clause No.	Name of the Post	Present provision of the Statutes	numbered as	Recommended by ICAR
14.1	Technical posts to be filled up by direct recruitment	All posts of the rank of Deans, Directors. University Professors/Associate Professor/College Professors/ Assistant Professors and their equivalent shall be filled up by direct recruitment for which the University employee will also be allowed to compete. The mode and procedure for selection for such posts which shall be	14.1	The direct recruitment to the post of Lecturers, Readers and Professors in the Universities and Colleges shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees to be set up under the Statutes/Ordinances of the concerned University. Such Committees should have a mini-

Clause No.	Name of the Post	Present provision of the Statutes	numbered as	Recommended by ICAR
		strictly on merit, on the basis of All India Advertisement, without taking into account any regional, communal or caste consideration have		minimum of three experts, the head of the concerned Département and the Principal of the concerned Colleges (in case of

		been shown in Chapter XVII of the Statutes.		selection of college teachers)
17.(1)	Registrar	Master's degree with at least 10 years administrative or academic experience (persons with postgraduate degree in any field of specialization in Agriculture Science shall be preferred). If a suitable person with Ph.D qualification in concerned subject is available will be preferred Or An Officer from the I.A.S. or a Senior Officer from the cadre of State Govt.	17.1.(1)	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. At least 15 years of experience as Lecturer (Sr. Scale)/ Lecturer with eight years in Reader's grade along with experience in educational administration. or Comparable experience in research establishment and/or other institutions of higher education. or 15 years administrative experience of which 8 years as Deputy Registrar or an equivalent post Ph.D. as a desirable qualification
17.1(16)	Deputy Registrar	(i) A degree in Agriculture/Animal Husbandry or in a related field with at least five years of administrative or academic experience (ii) Persons with postgraduate degree in any field of specialization in Agriculture/ Animal	17.1(2)	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

		Husbandry Science shall be given preference (iii) A good knowledge of the educational system prevalent in the country/world Administrative experience in a University/ organization shall be preferential qualification.		experience in educational administration or Comparable experience in research establishment and/or other institutions of higher education or Five years' of administrative experience as Assistant Registrar or in an equivalent post.
17.1 (16)	Assistant Registrar	(i) A degree in Agriculture/ Animal Husbandry/Animal Husbandry or in a related filed with at least five years of administrative or academic experience (ii) Persons with postgraduate degree in any filed of specialization in Agriculture/ Animal Husbandry Science shall be given preference (iii) A good knowledge of the educational system prevalent in the county/world. Administrative experience in a University/ organization shall be preferential qualification.	17.1(3)	(i) 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.

17.1(9)	Asstt. Prof.cum-junior Scientist (In case of teacher borne in the research budget, the designation should be reversed such as Jr. Scientist cum Asstt. Professor)	1. High Second class Master's degree or equivalent in the subject concerned. 2. NET Clearance Certificate as a compulsory requirement (conducted by ICAR, UGC, CSIR) 3. Ph.D.'s if available will be preferred.	17.1(4)	Good academic record with at least 55% of the marks of an equivalent grade of B in the 7 point scale with letter grades the Master's degree level. In the relevant subject from an Indian University, or, an equivalent degree from a foreign University. Besides fulfilling the above qualifications, candidates should have cleared the national eligibility test (NET) for lecturers conducted by the UGC. CSIR or similar test accredited by the UCC. A relaxation of 5% may be provided from 55% to 50% of the marks, at the master's level for the SC/ST category. A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Masters' Degree prior to 19th Sept., 1991.
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17.1 (8)	Associate Professor cum-Senior Scientist (In case of teachers borne in research budget, the designation should be reversed such as Senior Scientist Associate Professor)	(1) Doctorate in the subject concerned (relaxable to high second class M.Sc. Postgraduate qualification in case of candidates with exceptionally distinguished record of productive research. For posts in Agricultural Engineering and its allied branches. Home Science as well as Dairy Technology subjects, however, a High second class Master's degree in the subject will be essential qualification, if persons holding Doctorate degree are not available. (ii) 7 years experience of teaching and/or research in the subject concerned. In Home Science & Technology subject, a Scientist appointed without Ph.D. degree shall be required to complete his/her Ph.D. within 8 years of his/her appointment else they may not earn annual increment after 8 years of service. Note:- Requirement of professional degree shall be deemed essential qualification for certain posts e.g. Agronomy, Vet. Medicine.	17.1(5)	Good academic record with a doctoral degree in relevant subject or equivalent published work. In addition to these, candidates who join from outside the University system shall also possess at least 55% of the marks or an equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E, F at the Master's degree level. Five years of experience of teaching and/or research excluding the period spent for obtaining the research degree and has made some mark in areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.
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17.1 (7)	University Professor cum-Chief Scientist (In case of teachers borne in research budget, the designation should be reversed such as Chief Scientist University Professor)	(a) Doctorate in the subject concerned (relaxable to high second class M.Sc. degree or its equivalent qualification in case of candidates with exceptionally distinguished record of productive research) For posts in Agricultural Engineering and its allied branches, however, a high second class Master's Degree in the subject will be essential qualification, if persons holding Doctorate degree are not available. (ii) 10 years experience of teaching and or research in the subject concerned. (iii) Good research experience as evidenced by published work. Note:— Requirement of degree or diploma shall be deemed as essential qualification for certain posts, e.g. Agronomy, Vety. Medicine.	17.1 (6)	An eminent scholar in relevant subject with published work of high quality, actively engaged in research with. 10. years of experience in postgraduate teaching, and or experience in research at the University National level institutions, including experience of guiding research at doctoral level or An outstanding scholar with established reputation who has made significant contribution to knowledge. In exceptional cases the teachers with 15 years of UG teaching research experience could also be considered.
17.1 (6)	Assoc. Dean/ Principal (Professor's Grande)	(i) Doctorate in any of the major branches of Agriculture or Veterinary Sciences & Animal Husbandry (relaxable to high second class M.Sc. degree or equivalent to Post-graduate qualification	17.1 (7)	1. A Masters' Degree with at least 55% of the marks in concerned discipline or its equivalent grade of B in the 7 point scale with lett2. Ph. D.

		in case of candidate with exceptionally distinguished record of productive research) (ii) 10 years of teaching/or research experience. Desirable. Evidence of leadership, outstanding achievement as Head of the Department.		or equivalent qualification. 3. Total experience of 15 years of teaching/ research in University Colleges and other institutions of higher education. or grades.
17.1 (13)	University Librarian	Essential:- Masters degree in Library Science or bachelor's degree in Library Science followed by a post-graduate diploma in Library Science. If a suitable person with Ph.D. qualification in concerned subject is available, will be preferred (ii) 10 years experience in a Library of repute and full knowledge of the modern methods of Library system including cataloguing, indexing and use of microfilms. Desirable:- Knowledge of Hind, foreign language viz:- Russian, German and French	17.1 (8)	1. Master's 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 scale and consistently good academic record. 2. At least thirteen years as a Deputy Librarian in a University Library or eighteen years experience as a College Librarian. 3. Evidence of innovative library service and organisation of published work. Desirable M.Pl-ü1/Ph.D. degree in library science/ information science/

				documentation/ archives and manuscript keeping.
	Dy. Assoc. Librarian	Not prescribed	17.1(9)	1. Master's 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 scale and a consistently good academic record; 2. Five year's experience as an Assistant University Librarian/ College Librarian 3. Evidence of innovative library serve. Published work and professional commitment, computerisation of library Desirable M.Phil/Ph.D. degree in Library Science/Information Science/documentation/archives and manuscript keeping, computerisation of library.

	Asst. Librarian	Not Prescribed	17.1 (10)	(i) Qualifying in the National level test conducted for the purpose by the UGC or any other agency approved by the UCC. (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. Computerisation of library.
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* In this University Lecturer, Reader, Professor are designated as Asstt. Professor cum Jr. Scientist, Assoc. Professor cum Sr. Scientist and University Professor cum Chief Scientist respectively.

Note:- The minimum requirement of 55% should not be insisted upon for University Professors. Assoäate Professors, Registrars, Deputy Registrars. Librarians, Deputy Librarians and other equivalent posts for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Assistant Professors. Assistant Registrars, Assistant Librarians and other such equivalent posts.

To be included in Clause 17.1 as Note

(1) Incentives for Ph.D/M. Phil

(a) Four and two advance increments will be admissible to those who hold Ph.D. and M.Phil degrees, respectively, at the time of recruitment as Assistant Professor-cum-Junior Scientist. Candidate with D.Lit. / D. Sc. should be given benefit on par with Ph.D. and M.Litt a tpar with M. Phil.

(b) One increment will be admissible to those teacher with M. Phil who acquire Ph.D. within two years of recruitment.

(c) An Asstt. Professor with Ph.D. degree will be eligible for two advance increments when she/he moves into Selection Grade/ Associate Professor cum Sr. Scientist.

(d) A teacher will be eligible for two advance increments as and when she/he acquires a Ph.D. degree in her /his service career.

(2) Service Agreement

At the time of recruitment in Universities and Colleges, service agreement should be signed between the University/College and the Teacher which should be lodged with the Registrar/Principal with a copy to the concerned teacher. The self-appraisal of performance should be a part of the service agreement.

(3) For appointment on the posts of teachers/scientist in Agriculture, Veterinary, Ag. Engg., Dairy Technology, Fisheries and Home Science related subject, it would be a basic requirement for the candidate applying for the posts to hold/ possess respective basic professional degree at the Under-graduate level.

Composition of Selection Committee

Clause No.	Name of the Post	Present provision of the Statutes	numbered as	Provision after proposed amendment
1	2	3	4	5

17.1(1)	Registrar	(a) Vice-Chancellor-Chairman (b) One of the Ex-officio member of the Syndicate nominated by the Syndicate-Member (c) One expert from outside the University nominated by the Vice-Chancellor out of the panel approved by the Board of Management-Member (d) One representative of the State Government (Agriculture Department)-Member	17.1(1)	(a) Vice-Chancellor Chairman (b) An Academician who is the nominee of the Chancellor-Mem- (c) Three experts in the concerned filed, out of the list recommended by the Vice-Chancellor and approved by the Board of Management-Member (d) Dean of the Faculty Member (e) Head/Chairman of the Department-Member
17.1(16)	Deputy Registrar	(a) Vice-Chancellor Chairman (b) Registrar-Member (c) One of the deans/ Directors nominated by the Vice-Chancellor Manber (d) Two experts from outside the University nominated by the Vice-Chancellor out of a panel approved by the Board of Management-Members (e) A representative of the State. Govt. (Agriculture/A.H.D.)	17.1 (2)	(a) Vice-Chancellor Chairman (b) An Academician who is the nominee of the Chancellor-Member (c) Three experts in the concerned filed out of the list recommended by the Vice-Chancellor and approved by the Board of Management Members. (d) Dean of the Faculty Member (e) Head/Chairman of the Department Member

17.1(16)	Assistant Registrar	(a) Vice-Chancellor Chairman (b) Registrar-Member (c) One of the Deans/ Directors nominated by the Vice-Chancellor-Member (d) Two experts from outside the University nominated by the Vice-Chancellor out of a panel approved by the Board of Management-Member (e) A representative of the State Govt. (Agriculture/A.H.D.).	17.1(3)	(a) Vice-Chancellor Chairman (b) An academician nominated by the Chancellor-Member (c) Three experts in the concerned filed out of a list recommended by the Vice-Chancellor and approved by the Board of Management members. (d) Dean of the concerned Faculty /Head/ Chairman of the Deptt. Member.
17.1(9)	Asstt. Professor cum-Junior Scientist (In case of teacher borne on research budget, the designation should be reversed such as Junior Scientists cum Asstt. Professor)	(a) Dean of the Faculty Director of Resident Instruction Director of Research Director of Extension Education Chairman (Chairman will be nominated by the Vice-Chancellor depending upon the nature of the post to be filled up) (b) Two Scientist or educationists from outside the University nominated by the Vice-Chancellor out of the panel approved by the Board of Management-Members (c) A University Professor Technical Office or equivalent nominated by the ViceChancellor-Member (d) A representative of the State Government (Agriculture/A.H.D.)	17.1(4)	(a) Vice-Chancellor Chairman (b) An academician nominated by the Chancellor Member. (c) Three experts in the concerned subject filed out of the list recommended by the Vice Chancellor and approved by the Board of Management Members (d) Dean of the concerned Faculty Head/ Chairman of the Deptt. Member.

17.1(8)	Associate Professor cum-Senior Scientists (In case of teachers born on the research budget, the designation should be reversed such as Sr. Scientist Associate Professor)	(a) Vice-Chancellor Chairman (b) Two experts from outside the University in the concerned filed nominated by the Vice-Chancellor out of a panel approved by the Board of Management-Members (c) Dean of the Faculty Member (d) Director of Resident Instruction/ Director of Research/Director of Extension Education. (One of the officers mentioned in (d) as nominated by the Vice-Chancellor depending upon the nature of post to be filed-Member (e) A representative of the State Govt. (Agriculture/A.H.D.) (f) A University Professor to be nominated by the Vice-Chancellor depending upon the nature of the post to be filed up-Member	17.1(5)	(a) Vice-Chancellor Chairman (b) An academician who is the nominee of the Chancellor-Member. (c) Three experts in the concerned subject filed out of the list recommended by the Vice Chancellor and approved by the Board of Management-Members. (d) dean of the Faculty-Member (e) Head/Chairman of the Department-Member.
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17.1(7)	University Professor cum-Chief Scientist (In case of teachers borne on the research budget, the designation should be reversed)	(a) Vice-Chancellor Chairman (b) Two experts from outside the University in the concerned field nominated by the Vice-Chancellor out of the panel approved by the Board of Management-Members (c) Dean of the Faculty Member (d) as nominated by the Vice-Chancellor depending upon the nature of post to be filled up - Member (e) A representative of the State Govt. (Agriculture/A.H.D.) - Member (f) A University Professor to be nominated by the Vice-Chancellor depending upon the nature of the post to be filled up - Member	17.1(6)	(a) Vice-Chancellor Chairman (b) An Academician who is the nominee of the Chancellor-Member (c) Three experts in the concerned subject filed out of the list recommended by the Vice Chancellor and approved by the Board of management member. (d) Dean of the faculty member (e) Head /Chairman of department member
17.1(6)	Associate Dean / Principal (Professor's Grade)	(a) Vice-Chancellor - Chairman (b) Three experts from outside the University in the concerned field, nominated by the Vice-Chancellor out of the panel approved by the Board of Management - Members (c) Dean of the Faculty; one of the Director of Resident Instruction, Director of Research, or Director of Extension Education, as nominated by the Board of Management on the	17.1(7)	(a) Vice-Chancellor - Chairman (b) One member of the Governing Board to be nominated by the Chairperson - Member (c) Two Vice-Chancellor's nominees, out of whom one should be an expert - Members (d) Three experts consisting of the Principal of a College, a Professor, and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Board) out of a panel of experts approved by the Vice-Chancellor – Members

		recommendation of the Vice-Chancellor - Member (d) A representative of the State Government (Agriculture/A.H.D.) – Member		
17.1(3)	University Librarian	(a) Vice-Chancellor - Chairman (b) Two Deans/Directors nominated by the Vice-Chancellor - Members (c) Two experts in Library Science from outside the University nominated by the Vice-Chancellor out of the panel approved by the Board of Management - Members (d) A representative of the State Government - Member	17.1 (17)	(a) Vice-Chancellor - Chairman (b) An Academician who is the nominee of the Chancellor - Member (c) Three experts in the concerned subject field nominated by the Vice-Chancellor out of the list recommended by the Vice-Chancellor and approved by the Board of Management - Members (d) Dean of the Faculty - Member (d) (e) Head/Chairman of the Department – Member
	Dy./Associate Librarian	(a) Vice-Chancellor - Chairman (b) Two Deans/Directors nominated by the Vice-Chancellor - Members (c) One expert in Library Science from outside the University nominated by the Vice-Chancellor out of the panel approved by the Board of Management - Member (d) A representative of the State Government – Member	17.1 (8)	(a) Vice-Chancellor - Chairman (b) An Academician who is the nominee of the Chancellor - Member (c) Three experts in the concerned subject field out of the list recommended by the Vice-Chancellor and approved by the Board of Management - Members (d) Dean of the Faculty - Member (e) Head/Chairman of the Department – Member

	Assistant Librarian	Not Prescribed	17.1 (19)	(a) Vice-Chancellor - Chairman (b) An Academician who is the nominee of the Chancellor - Member (c) Three experts in the concerned subject field out of the list recommended by the Vice-Chancellor and approved by the Board of Management - Members (d) Dean of the Faculty/ Head/Chairman of the Department – Member
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Important Note

- I. At least four members including two outside expert/subject experts must constitute the quorum.
- II. The procedure for selection of Principals/University Professor/ Associate Professor and equivalent rank should involve the following:—
 - (1) The process of selection should involve inviting the bio-data and reprints of three major publication before the interview, and getting them assessed by the same three external experts who are to be invited for the interview. The assessment report must be placed before the Selection Committee.
 - (2) The process of selection should involve the following:
 - (a) Assessment of aptitude for teaching and research.
 - (b) Ability to communicate clearly and effectively
 - (c) Ability to analyse and discuss
 - (d) Optional. Ability to communicate may be assessed by requiring the candidate to participate in a group discussion or by exposure to a class room situation/ lecture, wherever it is possible.
 - (3) It may be ensured that the process of selection in every case is transparent and credible.

58. Revised Statute for the scheme of rotation of Headship in the Deptt. of universities/College for the Universities of Bihar (except Rajendra Agricultural University, Pusa, and Nalanda Open University, Patna.) BSU-26/2008-2155/GS(I) dated 30/6/2008. r/w see. 26, (6) (ii) (iii) BSU Act

1. Headship of the Deptt. be rotated only amongst the first four seniormost teachers (Professors and Readers) as the case may be of the subjects concerned.

For Headship in PG Deptts. first four seniormost teachers shall essentially be posted in the Deptt. concerned.

2. Where there is no Professor, the Headship shall be rotated amongst the four seniormost Readers, or less if the number of Readers in the Deptt. is less than four.

3. If there is neither a Professor nor a Reader in the Deptt. the Headship of the Deptt. may be rotated amongst teachers of the Deptt.

The tenure of Headship of the Deptt will be for three years. If for any reason, the Vice-Chancellor feels that change in the Headship of the Deptt. even prior to the completion of term of existing incumbent, is necessary in the interest of the Deptt. change in the Headship of the Deptt. be made subject to the approval of the Chancellor.

4. During the period of absence or leave of the duly appointed Head of the Deptt. the seniormost teacher in the Deptt shall carry on the office of the Head of the Deptt. provided that if the absence extends over a period of ffuee months or more, the Vice-Chancellor may keeping in view the circumstances entrust the work to the next senior teacher in the subject. If however, the vacancy in the office of Head of the Deptt. is to last or likely to last over a period of one year or more, the Vice-Chancellor may appoint another Head of the Deptt. in accordance with these rules in the vacancy.

59. Regarding Amendment to Statutes relating to Promotion of Demonstrator to Lecturer, Lecturer to Reader & Reader to Professor. BSU-27/2008-2166/GS(1) dated 30.6.2008.

Amendment in different Statutes which are essential due to amendment in Bihar State Universities Act 1976 by which the words "Bihar State University (Constituent Colleges) Service Commission" and "Bihar Inter University Board" used in the Bihar Act 23. 1976 and in the Statutes/Ordinances/Regulations or otherwise reference made thereunder, were deleted but no competent bodies were substituted in place of the words "Bihar State-University (Constituent Colleges) Service Commission" and "Bihar Inter University Board". This is creating problem in the promotion of Demonstrator to Lecturer, Lecturer to Reader & Reader to Professor. So the following amendment in the Statutes are proposed:—

- (1) Statute for promotion of Demonstrator to the post of Lecturer approved by letter no. 5250/GS(I) dated 18/11 / 1980 together with amendment vide letter nos. BSU-50/80-2442/GS(1) dated 15/9/1981, BSU-3984/GS(1) dated 22/12/1986 and BSU-10/04-124/GS(1) dated 16/2/2006.
- (2) Statute for promotion of Lecturer to the post of Reader approved by letter NO. 5250 dated 18/11 / 1980 together with amendment vide letter No. BSU-10/04-124/ GS(I) dated 16/11/1986.
- (3) Statute for promotion of Lecturer to the post of Reader approved by letter no. BSU-41/81-2779/GS(I) dated 14/11/1981 along with amendment vide letter no. dated 28/11/1986.
- (4) Statute regarding merit promotion of Lecturer as Reader and Statute regarding merit promotion of Reader as Professor applicable to those existing teachers opting for merit promotion in response to the Human Resource Development Deptt. letter no. 1044 dated 7/8/1989 as approved by letter no. BSU-20/95-2133/ GS(I) dated 23/9/1995.
- (5) Statute regarding merit promotion of Readers as Professors applicable to those existing teachers opting for merit promotion in response to the Human Resource Development Deptt. letter no. 1044 dated 7/8/1989 as approved by the Chancellor on 22/2/84 vide memo no. 359 and amended vide letter no. 164/GS(I) dated 27/12/ 84 and BSU-09/85-3742/GS(1) dated 24/11/1986.
- (6) Statute for placement of Lecturer to the post of Lecturer, in senior scale and Statute for promotion of Lecturer in senior scale to the post of Reader and for placing of Lecturer in senior scale to the post of Lecturer in selection grade under Career Advancement Scheme as approved by letter no. BSU-20/95-2132/GS(I) dated 23/ 9/1995.
- (7) Statute for promotion of Lecturer in senior pay scale (Rs. 3000-5000) to the post of Reader (Rs 3700-5700) and placement of Lecturer in the senior scale of pay to the post of Lecturer in the Selection Grade (Rs 3700-5700) which came into force in supersession of the Statute approved

by the Chancellor on 24/12/1986 (BSU-27/ 85-4032/GS(1) and amended on 20/11/1987 (BSU-27/85-4099/GS(1) and 28/11/ 1987 (BSU-27/85-4213/GS(1).

(8) Statute for time bound promotion of Lecturer to the post of Reader and promotion of Reader of the affiliated colleges including religious and linguistic minority managed colleges as approved vide letter no. BSU-20/92-2280 /GS(I) dated 14/9/92.

(9) Statute for time bound promotion of Lecturer to the post of Reader and for Reader to the post of University Professor approved vide letter no. BSU-27/854032/ GS(I) dated 24/12/86.

(10) Statute regarding merit-promotion of Lecturer as Reader approved vide letter no. BSU-06/86-3975/GS(1) dated 22/12/90.

(11) Statute regarding merit promotion of Reader as University Professor approved vide letter no. 359/GS(I) dated 22/2/84 and amended vide letter no.164/ GS(I) dated 27/12/84 and BSU-09/85-3742/GS(1) dated 24/11/86.

(12) Statute for Career Advancement Scheme approved vide letter no. BSU08.05-17151 GS(I) dated 26/9/05.

Wherever the words "Bihar State University (Constituent Colleges) Service commission" occurred which are deleted by Bihar Act 21, 2007, be replaced by the words "Selection Committee".

(B)

(1) In Statute regarding merit promotion of Lecturer as Reader and Statute regarding merit promotion of Reader as Professor applicable to those existing teachers opting for merit promotion in response to the Human Resource Development Deptt letter no. 1044 dated 7/8/1989 as approved by letter no. BSU-20/95-2133/ dated 23/9/1995.

The words "Bihar Inter University Board" occurred in para 5 which are deleted by Bihar Act 23, 2007, be replaced by the words "Selection Committee"

(2) Statute regarding merit promotion of Readers as Professors applicable to those existing teachers opting for merit promotion in response to the Human Resource Development Deptt. letter no. 1044 dated 7/8/1989 as approved by the Chancellor on 22/2/84 vide memo no. 3 59 and amended vide letter no. 164/GS(I) dated 27/12/ 84 and BSU-09/85-3742/GS(1) dated 24/11 /1986.

The words "Bihar Inter University Board" occurred in para 5 which are deleted by Bihar Act 23, 2007, be replaced by the words "Selection Committee".

(3) In Statute for placement of Lecturer to the post of Lecturer in senior scale and Statute for promotion of Lecturer in senior scale to the post of Reader and for placing of Lecturer in senior

scale to the post of Lecturer in selection grade under Career Advancement Scheme as approved by letter no. BSU-20/95-2132/GS(I) dated 23/ 9/1995.

The words "Bihar Inter University Board" occurred in para 3 which are deleted by Bihar Act 23, 2007, be replaced by the words "Selection Committee".

(4) Statute for promotion of Lecturer in senior pay scale (Rs. 3000-5000) to the post of Reader (Rs. 3700-5700) and placement of Lecturer in the senior scale of pay to the post of Lecturer in the Selection Grade (Rs. 3700-5700) which came into force in supersession of the Statute approved by the Chancellor on 24/12/1986 (BSU-27/ 85-4032/GS(1) and amended on 20/11/1987 (BSU-27/85-4099/GS(1) and 28/11/ 1987 (BSU-27/85-4213/GS(1).

The words "Bihar Inter University Board" occurred in para 2 which are deleted by Bihar Act 23, 2007, be replaced by the words "Selection Committee".

(5) In Statute for time bound promotion of Lecturer to the post of Reader and promotion of Reader of the affiliated colleges including religious and linguistic minority managed colleges as approved vide letter no. BSU-20/92-2280/GS(I) dated 14/9/92.

The words "Bihar Inter University Board" occurred in para 2 which are deleted by Bihar Act 23, 2007, be replaced by the words "Selection Committee".

(6) In Statute for time bound promotion of Lecturer to the post of Reader and for Reader to the post of University Professor approved vide letter no. BSU-27/854032/GS(1) dated 24/12/86.

The words "Bihar Inter University Board" occurred in para 2 which are deleted by Bihar Act 23, 2007, be replaced by the words "Selection Committee".

(7) In Statute regarding merit promotion of Lecturer as Reader approved vide letter no. BSU-06/86-3975/GS(1) dated 22/12/90.

The words "Bihar Inter University Board" occurred in para 5 which are deleted by Bihar Act 23, 2007, be replaced by the words "Selection Committee".

(8) In Statute regarding merit promotion of Reader as University Professor approved vide letter no. 359 /GS(I) dated 22/2/84 and amended vide letter no. 164/ GS(I) dated 27/12/84 and BSU-09/85-3742/GS(1) dated 24/11/86.

The words "Bihar Inter University Board" occurred in para 5 which are deleted by Bihar Act 23, 2007, be replaced by the words "Selection Committee"

(9) In Statute for Career Advancement Scheme approved vide letter no. BSI-J- 08.05-1715/GS(1) dated 26/9/05.

The words "Bihar Inter University Board" occurred in para 4.3.2 and 5.3.1 which are deleted by Bihar Act 23, 2007, be replaced by the words "Selection Committee"

60. Revised Statute for prescribing qualification and procedure for selection of teachers and officers for the Universities of Bihar (except Rajendra Agricultural University/Nalanda Open University) as contemplated under Sec-56(B) of the Patna University Act, 1976 and Section 57(B) of the Bihar State Universities Act, 1976. BSU-23/2007-2187/GS(1) dated 30.6.2008.

Notwithstanding anything to the contrary as contained in the Statute, qualification and procedure of selection of teachers and officers to be followed by the Selection Committee under Section-56(B) of the Patna University Act' 1976 (as amended up-to-date) and Section-57(B) of the Bihar State Universities Act' 1976 (as amended up-to-date) will be as follows:1. Selection Committee:

The Selection Committee as constituted under Section-56(1) of the Patna University Act' 1976 (as amended up-to-date) and Section-57(1) of the Bihar State Universities Act' 1976 (as amended up-to-date) shall perform in respect of selection for appointment to the post of teachers and officers (other than the Vice-Chancellor, Pro-Vice-Chancellor, Registrar and the Dean of Faculty) of the Universities the same function as far as possible as were assigned to the Bihar State University (Constituent Colleges) Service Commission immediately before passing of the Patna University (Amendment) Act, 2007 and the Bihar State Universities (Amendment) Act, 2007. The posts of teachers and officers shall be filled up by open advertisement on All India basis.

2. Minimum qualification and pay scale for different categories of posts of teachers and officers:

(i) University Professor

The minimum qualification required for the post of University Professor shall be those as already prescribed in the relevant Statute/qualification prescribed by the State Government and the University Grants Commission/University/ NCTE/ Bar Council of India/AICTE as the case may be (as amended up-to-date). (ii) Reader

The minimum qualification required for the post of Reader shall be those as already prescribed in the relevant Statute/qualification prescribed by the State Government and the University Grants Commission/University/ NCTE/Bar Council of India/AICTE as the case may be (as amended up-to-date). (iii) Lecturer

The minimum qualification required for the post of Lecturer shall be those as already prescribed in the relevant Statute/qualification prescribed by the State

Government and the University Grants Commission/University/NCTE/Bar Council of India/AICTE as the case may (as amended up-to-date).

3. Merit list and reservation:—

The Selection Committee shall on the basis of career and interview, recommend a panel of names in order of merit for appointment against substantive vacancies notified by the University and such panel shall remain valid for a period of one year from the date of recommendation. Subject-wise merit list shall consist of twice the number of vacancies but the Selection Committee shall recommend, in order of merit, only one name at the time of appointment against one vacancy.

Provided that the Selection Committee shall recommend the names in the merit list in conformity with the reservation roster prepared by the University in accordance with the law relating to reservation in the appointment enforce in the State.

4. Quorum for the meeting of the Selection Committee:

Quorum for the meeting of the Selection Committee shall be 5 (five) in which presence of at least 2 (two) members shall be necessary.

5. Appointment:

(a) Subject to the provisions contained in the Patna University Act' 1976 (as amended up-to-date) and the Bihar State Universities Act' 1976 (as amended up-to-date) as the case may be, the appointment of teachers and officers of the University shall be made by the Vice-Chancellor on the recommendation of the Selection Committee constituted for the purpose.

(b) The Vice-Chancellor shall be the Chairperson of the Selection Committee constituted for appointment of teachers and officers of the University.

6. Composition of the Selection Committee for the post of Lecturer, Reader and University Professor:

(i) Subject to the provisions contained in the Patna University Act' 1976 (as amended up-to-date) and the Bihar State Universities Act' 1976 (as amended up-to-date) the three experts in the Selection Committee will be not below the rank of University Professor.

(ii) Subject to the provisions contained in the Patna University Act 1976 (as amended up-to-date) and the Bihar State Universities Act' 1976 (as amended up-to-date) Head of the discipline (subject) concerned will not be below the rank of University Professor.

Provided that if Head of Deptt. of the discipline (subject) concerned is not available in of University then the Vice-Chancellor shall nominate Head of Deptt./Institution of the discipline (subject) concerned of any other University not below the rank of University Professor.

7. (i) Composition of the Selection Committee for the post of the Principal (Professor scale/Reader scale) for multiple subject faculty colleges:

(a) Subject to the provisions contained in the Patna University Act' 1976 (as amended up-to-date) and the Bihar State Universities Act' 1976 (as amended up-to-date) all the three experts shall

be in the rank of University Professor and out of that at least one shall be the Vice-Chancellor/ Former Vice-Chancellor/Director / Principal of a constituent college

The 3 (three) experts in the Selection Committee will be nominated by the Vice-Chancellor from a panel of not less than 10 (ten) experts approved by the Academic Council subject to the following conditions :

- (i) All the three experts shall be from outside the University.
- (ii) At least one expert should belong to SC/ST community.
- (iii) At least two experts shall be from outside the State.
- (b) Senior most Head of the Deptt/senior most Principal of constituent college of concerned University in the rank of University Professor.

(ii) Composition of the Selection Committee for the post of the Principal (Professor grade/Reader grade) for single subject faculty colleges:

- (a) Subject to the provisions contained in the Patna University Act 1976 (as amended up-to-date) and the Bihar State Universities Act'1976 (as amended up-to-date), all the three experts of the discipline (subject) shall be in the rank of University Professor and out of that at least one shall be the Vice-Chancellor/Formar Vice-Chancellor/Director/Principal of a constituent college.

The three experts in the Selection Committee will be nominated by the Vice-Chancellor from a panel of not less than 10 (ten) experts approved by the Academic Council for each subject to the following conditions :

- (i) All the three experts shall be from outside the University.
- (ii) At least one expert should belong to SC/ST community.
- (iii) At least two experts shall be from outside the State.
- (b) Head of the Deptt. of the discipline (subject) concerned not below the rank of University Professor.

provided that if the Head of the Deptt of the discipline (subject) concerned is not available in the rank of University Professor then the Vice-Chancellor shall nominate Head of the Deptt/institution of the discipline (subject) concerned of any other University not below the rank of University Professor.

8. Composition of the Selection Committee for the post of Finance Officer/ Budget & Accounts Officer :

- (a) Subject to the provisions contained in the Patna University Act' 1976 (as amended up-to-date) and the Bihar State Universities Act' 1976 (as amended up-to-date), out of the three experts to be nominated by the Vice-Chancellor, at least one of them shall be from the Indian Audit &

Accounts Services of not below the rank of Deputy Accountant General and at least one of them shall be a senior Professor of the Economics/ Commerce discipline.

(b) Head of the Deptt of Economics/Commerce/Statistics in the rank of University Professor provided that if the Head of the Deptt of Economics/ Commerce/ Statistics is not available in the rank of University Professor, the Vice-Chancellor may nominate Head of the Deptt of Economics/Commerce/Statistics of any other University.

9. Composition of the Selection Committee for the post of University Librarian/ Deputy Librarian /Asstt Librarian :

(a) Subject to the provisions contained in the Patna University Act' 1976 (as amended up-to-date) and the Bihar State Universities Act' 1976 (as amended up-to-date), out of the three experts shall be in the rank Of University Professor.

The three experts in the Selection Committee will be nominated by the Vice-Chancellor subject to the following conditions :

- (i) All the three experts shall be from outside the University.
- (ii) At least one expert should belong to SC/ST community. (iii) At least two experts shall be from outside the State (b) Seniormost Dean of the University concerned.

10. Composition of the Selection Committee for the post of Medical Officer: (a) Subject to the provisions contained in the Patna University Act' 1976 (as amended up-to-date) and the Bihar State Universities Act' 1976 (as amended up-to-date), all the three experts shall be in the rank of University Professor.

The 3 (three) experts in the Selection Committee will be nominated by the Vice-Chancellor subject to the following conditions :

- (i) All the three experts shall be from outside the University.
- (ii) At least one expert should belong to SC/ST community.
- (iii) At least two experts shall be from outside the State.

Senior Professor/Principal of Medical College of the University in the rank of University Professor.

provided that if the Senior Professor/Principal of the Medical College of the University is not available in the rank of University Professor, the Vice-Chancellor shall nominate Senior Professor/Principal of any other Medical College of other University of not below the rank of University Professor.

11. Composition of the Selection Committee for the post of University Engineer:

(a) Subject to the provisions contained in the Patna University Act' 1976 (as amended up-to-date) and the Bihar State Universities Act' 1976 (as amended up-to-date), all the three shall be in the rank of University Professor /Superintending Engineer.

The 3 (three) experts in the Selection Committee will be nominated by the Vice-Chancellor subject to the following conditions ;

(i) All the three experts shall be from outside the University• (ii) At least one expert should belong to SC/ ST community• (iii) At least two experts shall be from outside the State.

(b) seniormost Professor of discipline/ subject concerned/ Director. NIT of the State/Principal of Government Engineering College of the State in the rank of University Professor.

Provided that if the Seniormost Professor of discipline (subject) concerned/ Director, NIT of the State/Principal of Government Engineering College of the State is not available in the rank of University Professor, then Director of any NIT/ Principal of any Government Engineering College/ Director, WIT in the rank of University Professor.

12. Composition of the Selection Committee for the post of Inspector of Colleges/Controller of Examinations/Deputy Registrar/Assistant Registrar:

(a) Subject to the provisions contained in the Patna University Act' 1976 (as amended up-to-date) and the Bihar State Universities Act' 1976 (as amended up-to-date), all the three experts shall be in the rank of University Professor.

The 3 (three) experts in the Selection Committee will be nominated by the Vice-Chancellor subject to the following conditions:

(i) All the three experts shall be from outside the University.

(ii) At least one expert should belong to SC/ST community.

(iii) At least two experts shall be from outside the State.

13. Division of marks:

(1) The Selection Committee, as far as possible, shall divide the marks on career and interview in the ratio 80% : 20%. The 80% marks on career shall preferably be divided subject-wise in the following proportion:—

Division of marks in the Faculties of Arts/Science/Commerce/Humanities and Social Change:

(A) Maximum marks allotted to different classes and research:

(1) Matriculation 08

(2) Intermediate 10

(3) Bachelor 15

(4)	Master	18
(5)	M.Phil	08
(6)	PhD/NET	20
(7)	Research Papers	09

If a candidate has M Phil as well as Ph D degree, he/she shall be allotted the marks of Ph D degree only.

(B) Distribution of marks as per merit:

	1st Division	2nd Division	3rd Division
(1) Matriculation	08	07	05
(2) Intermediate	10	08	06
(3) Graduation (Hons)			
70% and above	65<70	60<65	50<60
15	13	11	09
07			
Graduation (Pass)			
70% and above	65<70	60<65	50<60
12	10	09	07
06			
(4) Master Class			
70% and above	65<70	60<65	55<60
18	15	13	11

Division of marks in the Faculty of Education:

(A) Maximum marks allotted to different classes and research:

(1)	Matriculation	08
(2)	Intermediate	10
(3)	Bachelor	15
(4)	Master	18
(5)	M.Phil	08
(6)	PhD/NET	20

(7) Research Papers

09

In the case of MA (Education), the marks of graduation will be considered. If a candidate has M Phil as well as Ph D degree, he/she shall be given the marks allotted to Ph D degree only.

(B) Distribution of marks as per merit:

	1st Division	2nd Division	3rd Division
(1) Matriculation	08	07	05
(2) Intermediate	10	08	06
(3) Graduation (Hons) / BEd			
70% and above	65<70	60<65	50<60
15	13	11	09
07			
Graduation (Pass) / B Ed			
70% and above	65<70	60<65	50<60
12	10	09	07
06			
(4) Master (Education/M Ed)			
70% and above	65<70	60<65	55<60
18	15	13	11

Division of marks in the Faculty of Law:

(A) Maximum marks allotted to different classes and research:

(1) Matriculation	08
(2) Intermediate	10
(3) L.L.B.	15
(4) L.L.M.	18
(5) M.Phil	08
(6) PhD/NET	20
(7) Research Papers	09

If a candidate has M Phil as well as Ph D degree, he/she shall be given the marks allotted to Ph D degree only.

(B) Distribution of marks as per merit:

			1st Division	2nd Division	3rd Division
(1)	Matriculation		08	07	05
(2)	Intermediate		10	08	06
(3)	L.L.B.				
	70% and above	65<70	60<65	50<60	45<50
	15	13	11	09	07
(4)	L.L.M				
	70% and above	65<70	60<65	55<60	
	18	15	13	11	

Note:—(1) 3 marks to be allotted to a research paper published in a standard (referred) journal/journals but maximum to 09 marks provided the materials of the paper/papers shall not be the part of either M Phil or Ph D thesis.

(2) In addition to 80% marks allotted to career, 20% marks will be allotted to performance in the interview.

61. Revised Statute prescribing qualification and procedure for selection of teachers including Principals for Affiliated Colleges no maintained by State Government as contemplated under Section 57 (B) of the Bihar State universities Act, 1976 BSU-23/2008-2177/GS(1) dated 30.6.2008.

Notwithstanding anything to the contrary as contained in the Statute, qualification and procedure of selection of teachers including Principals to be followed by the Selection Committee under Section-57(B) of the Bihar State Universities Act' 1976 (as amended up-to-date) will be as follows:— 1. Selection Committee:

The Selection Committee as constituted under Section-57(1) of the Bihar State Universities Act' 1976 (as amended up-to-date) shall perform in respect of appointment to the post of teachers including Principals of the Affiliated Colleges (including deficit aided colleges), the same function as far as possible as were assigned to the Bihar College Service Commission immediately before passing of the Bihar State Universities (Amendment) Act' 2007. The posts of teachers including principals shall be filled up by open advertisement on All India basis.

2. Minimum qualification and pay scale for different categories of posts of teachers and officers:

(i) University Professor

The minimum qualification required for the post of University Professor shall be those as already prescribed in the relevant Statute/qualification prescribed by the State Government and the University Grants Commission/University/NCTE/ Bar Council of India/ AICTE as the case may be (as amended up-to-date).

(ii) Reader

The minimum qualification required for the post of Reader shall be those as already prescribed in the relevant Statute/qualification prescribed by the State Government and the University Grants Commission/University/NCTE/ Bar Council of India/ AICTE as the case may be(as amended up-to-date).

(iii) Lecturer

The minimum qualification required for the post of Lecturer shall be those as already prescribed in the relevant Statute/qualification prescribed by the State Government and the University Grants Commission/ University/NCTE/ Bar Council of India/AICTE as the case may be (as amended up-to-date).

3. Merit list and reservation :

The Selection Committee shall on the basis of career and interview, recommend a panel of names in order of merit for appointment against substantive vacancies notified by the affiliated college and such panel shall remain valid for a period of one year' from the date of recommendation. Subject-wise merit list shall consist of twice the number of vacancies but the Selection Committee shall recommend, in order of merit, only one name at the time of appointment against one vacancy.

Provided that the Selection Committee shall recommended the names in the merit list in conformity with the reservation roster prepared by the University in accordance with the law relating to reservation in the appointment enforce in the State.

4. Quorum for the meeting of the Selection Committee:

Quorum for the meeting of the Selection Committee shall be 5 (five) in which presence of at least 2 (two) experts shall be necessary.

5. Appointment:

Subject to the provisions contained in the Bihar State Universities Act' 1976 (as amended up-to-date) as the case may be, the appointment of teachers including Principals of the affiliated colleges shall be made by the management of the college on the recommendation of the Selection Committee constituted for the purpose.

6. Composition of the Selection Committee for the post of Lecturer, and Principal :

(i) Subject to the provisions contained in the Bihar State University Act' 1976 one member to be nominated by the Vice-Chancellor who will be the Chairman of the Selection Committee.

(ii) 3 (there) experts not connected with the college, preferably form outside the University, will be nominated by the Vice-Chancellor from the panel of not less than 7 (seven) names proposed by the management Of the college out of which one member should belong to the Scheduled Caste/ Scheduled Tribe category.

(iii) Subject to the provisions contained in the Bihar State Universities Act' 1976 and the Statute made thereunder, all the three experts Of the concerned subject shall be in the rank of University Professor.

(iv) 2 (two) members be nominated by the management of the college, (v) Principal of the College.

Provided that if Principal of the College is not available, then the Dean of the Faculty concerned shall be nominated by the Vice-Chancellor.

Further provided that in case of appointment of the Principal of an Affiliated College the seniormost Principal of the University shall be one of the members of the Section Committee.

Division of marks :

(1) The Selection Committee, as far as possible, shall divide the marks on career and interview in the ratio 80% : 20% The 80% marks on career shall preferably be divided subject-wise in the following proportion :-

Division of marks in the Faculties of Arts/Science/Commerce/Humanities and Social Change:

(A) Maximum marks allotted to different classes and research:

(1)	Matriculation	08
(2)	Intermediate	10
(3)	Bachelor	15
(4)	Master	18
(5)	M.m-ül	08
(6)	Ph D/NET	20
(7)	Research Papers	09

If a candidate has M Phil as well as Ph D degree, he/she shall be allotted the marks of Ph D degree only.

(B) Distribution of marks as per merit:

	1st Division	2nd Division	3rd Division	
(1) Matriculation	08	07	05	
(2) Intermediate	10	08	06	
(3) Graduation (Hons)				
70% and above	65<70	60<65	50<60	45<50
15	13	11	09	07
Graduation (Pass)				
70% and above	65<70	60<65	50<60	45<50
12	10	09	07	06
(4) Master Class				
70% and above	65<70	60<65	55<60	
18	15	13	11	

Division of marks in the Faculty of Education:

(A) Maximum marks allotted to different classes and research:

(1)	Matriculation	08
(2)	Intermediate	10
(3)	Bachelor	15
(4)	Master	18
(5)	M.Phil	08
(6)	PhD/NET	20
(7)	Research Papers	09

In the case of MA (Education), the marks of graduation will be considered. If a candidate has M.Phil as well as Ph D degree, he/she shall be given the marks allotted to Ph D degree only.

(B) Distribution of marks as per merit:

			1st Division	2nd Division	3rd Division
(1)	Matriculation		02	07	05
(2)	Intermediate		10	08	06
(3)	Graduation (Hons) /B Ed				
	70% and above	65<70	60<65	50<60	45<50
	15	13	11	09	07
	Graduation (Pass)/ B Ed				
	70% and above	65<70	60<65	50<60	45<50
	12	10	09	07	06
(4)	Master (Education/M Ed)				
	70% and above	65<70	60<65	55<60	
	18	15	13	11	

Division of marks in the Faculty of Law:

(A) Maximum marks allotted to different classes and research:

(1)	Matriculation	08
(2)	Intermediate	10

(3)	LLB.	15
(4)	L.L.M.	18
(5)	M.Phil	08
(6)	Ph D/NET	20
(7)	Research Papers	09

If a candidate has M Phil as well as Ph D degree, he/she shall be given the marks allotted to Ph D degree only.

(B) Distribution of marks as per merit:

		1st Division	2nd Division	3rd Division
(1)	Matriculation	08	07	05
(2)	Intermediate	10	08	06
(3)	LLB.			
70% and above	65<70	60<65	50<60	45<50
15	13	11	09	07
(4)	LL.M			
70% and above	65<70	60<65	50<60	
18	15	13	11	

Note:—(1) 3 marks to be allotted to a research paper published in a standard (referred) journal [journals but maximum to 09 marks provided the materials of the paper/papers shall not be the part of either M Phil or Ph D thesis.

(2) In addition to 80% marks allotted to career, 20% marks will be allotted to performance in the interview.

62. Amendment to the Statute relating to general conditions of service of the employees of Patna, BRA Bihar, TM Bhagalpur, Magadh, LN Mithila, Jai Prakash, BN Mandal, KSD Sanskrit and MMH Arabic & Persian Universities relating to leave, BSI-J-28/2008-21987 GS(I) dated 30.6.2008

Subject:—Amendment in different provisions of the general conditions of service of the employees relating to Earned Leave, Leave Salary and Casual Leave.

6. Leave

(A) Earned Leave

(i)(a) and (i)(b) shall be substituted as follows:— (i) 1/30th of the period of duty including vacation.

(ii) 1 /3rd of the period if any, during which he/she is required to perform duty during the vacation.

Provided that from 29 /5/2008, teachers have to work atleast 180 days in a year and 40 hours in a week for earning one day earned leave in 30 days.

Provided that the Head/Prof. Incharge of the University Deptt and Principal/ Prof Incharge of the Colleges shall be entitled to 1 /11 th of the period spent on duly in a calendar year. For this purpose, vacation counts as duty.

Provided that in no case earned leave to a teacher shall exceed 33 (thirty three) days in one calendar year.

A(ii)(a) and (A)(ii)(b) shall be substituted as follows:-

"The University servant will cease to earn such leave when the earned leave due amounts to 300 days."

(F) Leave Salary

24(c)(i) shall be substituted as follows :-

(i) The amount of leave salary will be limited to unavailed earned leave not exceeding 300 days.

(L) Casual Leave

(i) 32(b) shall be substituted by:-

32(b): Ordinarily casual leave granted to a teacher shall not exceed 12 days in one calendar year whereas for non-teaching employees, it shall be 16 days in one calendar year.

After Clause (L), the following clauses are added in the leave category:(M) Special Casual Leave

33. Special Casual Leave, not exceeding ten days in an academic year, may be granted to a teacher:

(a) To conduct examination of a University/Public Service Commission

Board of Examination or other similar Bodies/Institution, and;

To inspect academic institutions attached to a statutory board etc.

Note.-(i) In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

(ii) In addition, Special Casual Leave to the extent mentioned below may also be granted:-

(a) to undergo sterilization operation (vasectomy or salpingectomy) under Family Welfare Programme. Leave in this case will be restricted to six working days, and;

(b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.

(iii) Special Casual Leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

(N) Duty Leave

34. i Duty Leave may be granted for:-

(a) Attending Conferences, Congresses, Symposia and Seminars on behalf of the University or with the permission of the University;

(b) Delivering lectures in Institutions and Universities at the invitation of such institutions or universities received by the University, and accepted by the Vice-Chancellor;

(c) Working in another Indian or Foreign University, any other Agency, Institution or Organization, when so deputed by the University;

(d) Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other academic body, and; (e) For performing any other duty for the University.

ii. The duration of leave should be ten days in an academic year and will exclude the days of actual journey; iii. The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances, and.

(iv) Duty leave may be combined with deemed leave, half pay leave or extraordinary leave.

(O). Sabbatical Leave/Academic Leave:

35. (i) Permanent, whole time teachers of the University who have completed seven years of service as teacher may be granted Sabbatical Leave to undertake study of research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system.

63. Memo No.BSU-47/2013-93 GS(I), Dated 15.1.2014.

Sub:- Regarding amendment in the Statutes of Triple Benefit Scheme to allow benefit of Provident Fund-cum-Pension-cum-Gratuity to the teaching and non teaching employees of deficit grant Colleges and other deficit grant Affiliated Colleges of the State.

I am directed to invite a reference to the subject noted above and to say that the Hon'ble Chancellor, after due consideration of the recommendation of the State Govt., vide letter no. 15/-1-152/98/1-1554, dated 21.08.2013 and in exercise of the powers conferred upon him under section 36(7-Proviso) of the Bihar State Universities Act, 1976, as amended up to date, has been pleased to approve the following amendment in the existing Statute of the Triple Benefit Scheme :-

The Statute for the grant of retirement benefits as approved by the Chancellor notified vide letter no. BSU-52/80-5285/GS(1) dated 18.11.1980 has been amended vide letter no. BSU-52/80-2158/GS(1) dated 25.11.1985 (effective from 14.11.1980). It has further been amended vide letter no. BSU-19/2005-3193/GS(1) dated 21.12.2005 effective from 20.12.2005. The aforesaid statute is hereby further amended in accordance with the decision of the Govt. of Bihar notified vide Resolution no. 15/ MI-152/98 part (Higher Education)-171 dated 18 January, 2011 so as to read that in section 2, after sub section 'm' a new sub section , '2n' is inserted as follows:2n:- "deficit grant affiliated colleges including deficit grant minority colleges mean colleges established and managed by managing committee including colleges established and managed by religious and linguistic minorities which are already in receipt of deficit grant from the State Govt."

Further, in section 3,3(1) and 4(a) deficit grant affiliated college including deficit grant minority college is hereby added, besides the existing University/ constituent College to extend the post retirement benefit to the employees of these colleges (deficit grant affiliated colleges including deficit grant minority college's) provided:

1. The employee, teaching as well as non teaching has been legally appointed against sanctioned post and whose deficit of pay and other allowances is borne by the State Government.

2. The post retirement benefit will be available only to those teaching and nonteaching employees of deficit grant affiliated colleges including deficit grant minority colleges who were legally appointed on the sanctioned post on or before 31.08.2005. Employees appointed after 31.08.2005 will not be entitled to benefit accruing in

accordance with this statute.

3. Employees appointed on or after 01.09.2005 will be covered by the new pension scheme adopted by the govt.

4. The benefit will be given only to the teaching and Non-teaching employees working on the effective date of amendment and not to the retired teaching and Nonteaching 5. The employees

benefit will be given to the employees Of only such deficit grant affiliated and deficit grant minority colleges having at least 250 students appearing annually at the University examination consistently during each of the preceding ten years from the date of notification of the resolution.

6. After the amendment made in the Statute, total contribution (State share) including the interest accrued there upon made by the State Government to the teaching and non-teaching employees, appointed before 01.09.2005, who are present covered under Contributory Provident Fund scheme, shall have to be legally adjusted or recovered, because of being covered under the old pension scheme.

7. The amendment will come into force from 31.08.2010.

64. Memo No. AKU-02/2014-1375 GS(I) dated 16.9.2014

The Hon'ble Chancellor, after due consideration of the Draft Statutes governing the procedure to be followed for the appointment of Vice Chancellor. Aryabhatta Knowledge University, Patna. submitted by the Aryabhatta Knowledge University, Patna, the opinion of the State Govt. on the Draft Statutes and in exercise of the powers vested under Section 28 of Aryabhatta Knowledge University Act, 2008, as amended upto date, has been, pleased to approve the Statutes governing the procedure to be followed for the appointment of Vice Chancellor, Aryabhatta Knowledge University, Patna. Statutes governing the procedure to be followed for the appointment of Vice Chancellor. Aryabhatta Knowledge University, Patna

I. a. Short title and Commencement.—(i) These Statutes may be called "The Statutes governing the procedure to be followed for the appointment of Vice-Chancellor of the Aryabhatta Knowledge University, Patna, in short the University, under the Aryabhatta Knowledge University Act, 2008, in short the Act.

ii. These Statutes shall come into force with effect from the date of assent of the Chancellor.

b. Extent of Application.—These Statutes shall be applicable for the appointment of Vice-Chancellor of University under the Act.

c. Right to interpret.—The chancellor of the University under the Act shall have the right of interpretation of these Statutes.

d. Power to amend and repeal the Statutes.—The Statutes may be amended from time to time or repealed as provided in the Act.

e. Power to Remove Difficulties.—If any difficulty arises in giving effect to these Statutes, the Chancellor may, by order, make such provisions not inconsistent with the provisions of the Act and these Statutes as may appear to be necessary for removing the difficulties.

2. Definition.—The Definitions given in the Act shall hold good for the purpose of these Statutes and these Statutes, unless the context otherwise require—

(a) "Act" means the Aryabhatta Knowledge University Act, 2008, as amended from time to time.

(b) "Annexure" means annexure appended to these statutes.

(c) "Government" means Government of Bihar.

(d) "Institution" means the Institutions in the field of Science, Medical / Dental Science, Technology, Management or any other relevant fields.

(e) "Nodal Officer" means a person who is either serving or retired or specially engaged for this purpose and who is holding or has held a post not below the rank of Deputy Secretary to the

Government of Bihar; and who had been so designated by Secretary to coordinate the activities related to the appointment of Vice-Chancellor of the University under the Act.

(f) "Reputed persons" means serving or retired Heads of institutions of national or international repute like Indian Institute of Technology, Indian Institute of Science, Indian Institute of Management, Indian Space Research Organisation, Vice-Chancellors of Central or State Universities or recipients of such national or international awards as are instituted by reputed national or international bodies for contributions to relevant fields of study.

(g) "Secretary" means the Principal Secretary/Secretary to the Governor cum-Chancellor for the University under the Act.

(h) "University" means the University established under the Act.

3. The Constitution of Committee.—(a) The process of preparing a panel shall begin at least three months before the probable date of occurrence of the vacancy of Vice-Chancellor and shall be completed within the time limit fixed by the Chancellor. The Chancellor, however, may extend such time limit if in the exigency of the circumstances, it is necessary to do so.

Provided that the period so extended shall not exceed two months in the aggregate.

(b) The Chancellor shall constitute a Committee for the University as per the provisions made in sub-section (3) of Section 10 of the Act.

4. Budgetary Provision.—The Budgetary provisions for this process shall be made in the Budget of the Governor's Secretariat.

5. Qualifications and experience for The academic qualifications and experience for the post of Vice-Chancellor shall be as laid down in sub-section (1) of Section 10 of the Act.

(b) In addition, the Candidate may have the following desirable qualification:— (i) At least 10 yrs. experience as professor in relevant fields.

(ii) Five research publications in peer-reviewed/referred international research journals after Ph.D. and/or publication of quality books in the field of Science, Medical/ Dental Science, Technology, Management or any other relevant field, referred for study in higher education at the national /international level;

(iii) Execution of one major research project in the field of science, Medical/ Dental Science, Technology, Management or any other relevant field.

(iv) Experience of working with international bodies or international exposure through participation in workshops, seminars, conferences held within or outside India;

(v) Experience of organizing events such as workshops, seminars, conferences at international level within or outside India in the field of Science, Medical/Dental Science, Technology, Management or any other relevant field.

(vi) Five years experience of managing institutions of repute within or outside India.

6. Committee Secretariat.—(a) The office of the Committee shall be in the Governor-cum-Chancellor's Secretariat.

(b) The Nodal Officer shall be responsible for coordinating the activities related to the appointment of Vice-Chancellor of the University and shall directly work under the direction of the Secretary.

(c) the member of the Committee of the Committee, on the nominated direction of by the the Chancellor Government, and shall the shall place all Applications/Nominations received in response advertisement before the Committee.

(d) The Nodal Officer shall be the custodian of all the documents and records and will hand over these documents and records in sealed cover to the secretary after the selection process of Vice-Chancellor is over.

(e) The Nodal Officer shall be provided with suitable assistance of Office staff and equipment's for managing the appointment related works.

7. The Functioning of the Committee.—The Committee in the process Of identifying suitable persons for the post of Vice-Chancellor shall be required to assign due weightage to the qualification, teaching experience, research publication research projects completed/ongoing, book(s) authored and collaborative skills and experience of managing institutions.

8. Procedure of Modality to be followed by the Applications and Nominations for the post of Vice-Chancellor shall be invited through advertisement published in at least two national dailies and on the websites of the Governor-cum-Chancellors Secretariat and of the University, The application shall be invited in the name of Nodal officer though soft and hard copies in prescribed format (Annexure-I) within stipulated time limit.

(b) A reputed person or institution may nominate/sponsor suitable candidate for the post of Vice-Chancellor in the prescribed format (Annexure-II) within the stipulated time limit. In case of Nomination the nominating person or institution shall append or short, reasoned recommendation about the Candidate being nominated/sponsored by the reputed Person/institution and will also certify that the consent of the candidate has been taken for such Nomination/Sponsor.

(c) After the identification process, the short-listing of Candidates would be done by the Committee.

(d) The committee may invite short listed Candidates with higher merit for presentation and interaction in Pat-ta at their own cost.

(e) The Committee, after Candidate's presentation and interaction, shall prepare a panel of 3 to 5 names arranged in alphabetical order.

9. Recommendation of the Committee.—(a) The names and relevant details of the Candidates, who are included in the panel for the post of Vice-Chancellor, shall be submitted by the Governor in a sealed cover, forwarded by the Government, to the Chancellor.

(b) The Committee while recommending the panel shall give a detailed write up on the suitability of each Candidate in the panel for the post of Vice-Chancellor. (c) the report shall be signed by all the members of the Committee.

(d) in absence of unanimous decision the opinion of majority of the member shall prevail.

10. Appointment of Vice-Chancellor.—The Chancellor shall appoint suitable Candidate as the Vice-Chancellor based on the panel recommended by the Committee and forwarded by the Government.

Annexure-I

APPLICATION FORM TO BE FILLED UP BY CANDIDATE FOR APPOINTMENT TO THE POST OF VICE CHANCELLOR ARYABHATTA KNOWLEDGE UNIVERSITY, PATNA

1. Personal Details

Name

Father's/Husband's Name

Date of Birth

Nationality

Present Position held Present Emoluments and Pay Scale

Contact Details:

(a) Postal Address

(with PIN code)

(b) Contact Numbers

Phone-

(with STD Code)

Fax Mobile

(c) E-mail

2, Educational Qualifications:-

Degree/ Examination	Year of Passing	Subject(s)	University/ College	Grade/ Percentage of marks obtained

3. Languages Known (English, Hindi, Urdu, Arabic, Persian, Sanskrit etc; please indicate proficiency in speaking, writing and reading):-

--

4. Academic Experience (Teaching):-

Sl. No.	institution	Level	Period

5. Research Experience (including Research guidance, Research Publications; International, National, State Level, Research Projects (completed]on going), books authored, Conference attended/ organized etc.); (Attach separate sheet, if required)

--

9. Membership of Authorities and Bodies of Universities/ Institutions.

--

10. Vision Statement for the University (Not more than 200 words. If required, separate sheet may be attached):-

--

11. Brief writeup regarding candidate's own suitability for the post applied(not more than 250 words. If required, separate sheet may be attached):-

--

12. Names and contact details of three distinguished individuals well acquainted with Candidate's work:-

No.	Name	Contact details including Present Postal Address/Phone number/ Mobile number/E-mail

13. Any other information relevant to candidature:-

--

I hereby declare that the information given above is true, correct and is based on documentary evidences.

Place:

Signature of Candidate

Date:

Name of Candidates

Annexure-II

NOMINATION FORM TO BE FILLED UP BY EMINENT EDUCATIONIST/ INSTITUTIONS FOR APPOINTMENT TO THE POST OF VICE-CHANCELLOR, ARYABHATTA KNOWLEDGE UNIVERSITY, PATNA

1. Personal Details

Name

Father's /Husband's Name

Date of Birth

Marital Status

Nationality

Present Position held

Present Emoluments and Pay Scale

Contact Details:

(a) Postal Address

(with pin code)

(b) Contact Numbers

Phone-

(with STD code)

Fax -

Mobile

(c) E-mail

2. Educational Qualifications of candidate:-

Degree/ Examination	Year of Passing	Subject(s)	University/ College	Grade/ Percentage of marks obtained

3. Languages Known (English, Hindi, Urdu, Arabic, Persian, Sanskrit etc; please indicate proficiency in speaking, writing and reading):-

--

4. Academic Experience (Teaching) if candidate

S.No	Institution	Level	Period

5. Research Experience of candidates (including Research guidance, Research Publications; International, National, State Level, Research Projects (completed/on going), books authored, Conference attended/ organized etc.); (Attach separate sheet, if required)

Sl. No.	Particulars	Details
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6. Positions Held by candidate:-

Sl. No. Name of the Institution Position held Period

Sl. No.	Name of the Institution	Position held	Period
1.			
2.			
3.			
4.			
5.			

7. International Exposure of candidate (International Conferences organized/agenda, Academic Collaboration):-

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8. Membership of candidate of Academic Bodies/Professional Bodies/Associations:-

--

9. Membership of candidate in Bodies of Universities/ Institutions.

--

10. Short reasoned recommendation by eminent educationist regarding suitability of the candidate for the post to which nomination relates (Not more than 250 words. If required, separate sheet may be attached):-

--

Any other information relevant to candidature (attach separate sheet, if required):-

--

I hereby declare that the information given above is true, correct and is based on documentary evidences. I also declare that I have obtained consent Of candidate before recommending his/her name for the post Of Vice-Chancellor

Place:

Signature of Eminent Educationist/

Date:

Head of the institution

Name of Eminent Educationist Institution

Complete Postal Address (with PIN Code).
Contact Details (Phone No Fax No., Mobile
No., e-mail ID) of Eminent
Educationist/institution

अधिसूचना संख्या-बी.एस.यू.-41/2013-429/रा.स. दिनांक-04.03.2013.-(1)
शिक्षा विभाग, बिहार सरकार के पत्र संख्या-15/डी1-03/11-1413, दिनांक 31 जुलाई, 2013 के माध्यम से प्राप्त प्रस्ताव, राज्यपाल सचिवालय, बिहार की अधिसूचना संख्या-बी.एस.यू.-41/2013-1866/जी. एस (1), दिनांक 19.08.2013 द्वारा गठित परिनियम समिति द्वारा समर्पित प्रारूप परिनियम, उक्त प्रारूप परिनियम पर विभिन्न विश्वविद्यालयों के कुलपतियों से प्राप्त मंतव्य तत्पश्चात् शिक्षा विभाग, बिहार सरकार के पत्र संख्या 15/डी1-03/11-381 दिनांक 24.02.2014 के माध्यम से प्राप्त संशोधित प्रस्ताव पर विचारोपरांत, माननीय कुलाधिपति महोदय द्वारा बिहार राज्य विश्वविद्यालय अधिनियम, 1976 एवं पटना विश्वविद्यालय अधिनियम, 1976, यथा अद्यतन संशोधित की धरा 36(7) में निहित शक्तियों के अधीन, बिहार राज्य के विश्वविद्यालय के कार्यालय, सम्बद्ध कार्यालयों, स्तानकोत्तर विभागों, सस्थानों एवं अंगीभूत महाविद्यालयों के शिक्षकेत्तर पदाधिकारियों/कर्मचारियों की नियुक्ति/प्रोन्नति के निमित्त पद सोपन/पद संवर्ग निर्धारित करने के साथ-साथ इनकी प्रोन्नति हेतु अलग-अलग तीन परिनियमों (प्रतिलिपि संलग्नद्ध को अनुमोदित करने की कृपा की गयी है।

अनु०-यथा उपर्युक्त।

65. अनुलग्नक संख्या – I

बिहार राज्य के विश्वविद्यालयों के विश्वविद्यालय कार्यालय, सम्बद्ध कार्यालयों, स्नातकोत्तर विभागों, संस्थानों एवं अंगीभूत महाविद्यालयों/कर्मचारियों की नियुक्ति/प्रोन्नति के निमित्त पद सोपान/पद संवर्ग निर्धारित किये जाने से संबंधित परिनियमः—

बिहार राज्य विश्वविद्यालय अधिनियम 1976 एवं पटना विश्वविद्यालय अधिनियम 1976 की धारा 34 एवं 36 के अधीन राज्य विश्वविद्यालयों के कर्मचारियों की सामान्य सेवा शर्तों से संबंधित परिनियमों में अंकित प्रावधानों में किसी अन्यथा प्रावधानों के रहते हुए, राज्य के विश्वविद्यालय कार्यालय, सम्बद्ध कार्यालयों, स्नातकोत्तर विभागों, संस्थानों एवं अंगीभूत महाविद्यालयों में राज्य सरकार द्वारा स्वीकृत रिक्त पदों पर विधिवत रूप से नियुक्त एवं कार्यरत शिक्षकेतर पदाधिकारियों/कर्मचारियों की नियुक्ति एवं प्रोन्नति हेतु सामान्य सेवा परिनियमः—

1. **संक्षिप्त शीर्षक एवं आरंभः**—यह परिनियम 'विश्वविद्यालय कार्यालय, सम्बद्ध स्नातकोत्तर इकाइयों, स्नातकोत्तर विभागों, संस्थानों एवं अंगीभूत महाविद्यालयों के शिक्षकेतर कर्मचारियों की नियुक्ति/प्रोन्नति हेतु निर्धारित योग्यता एवं प्रक्रिया के लिए विहित परिनियम के नाम से जाना जाएगा तथा यह कुलाधिपति की सहमति की तिथि से लागू समझा जायेगा।

2. **परिभाषाएँ**—इस परिनियम में जब तक संदर्भ से अन्यथा अपेक्षित न हो। इस परिनियम में अंकित शब्दों की परिभाषा वहीं मानी जायेगी जो नीचे परिभाषित किया जा रहा हैः—

- (i) 'अधिनियम'—से अभिप्रेत है, बिहार राज्य विश्वविद्यालय अधिनियम 1976 एवं पटना विश्वविद्यालय अधिनियम 1976।
- (ii) 'यू०जी०सी०'—से अभिप्रेत है, विश्वविद्यालय अनुदान आयोगः
- (iii) 'धारा'—से अभिप्रेत है, विश्वविद्यालय अधिनियम की धाराएं,
- (iv) 'नियमन'—से अभिप्रेत है, विश्वविद्यालय अनुदान आयोग द्वारा परिचालित नियमन,
- (v) 'अनुच्छेद'—से अभिप्रेत है, इस परिनियम का अनुच्छेद,
- (vi) 'सरकार'—से अभिप्रेत है, बिहार सरकार,

- (vii) 'आयोग'—से अभिप्रेत है, बिहार लोक सेवा आयोग,
- (viii) 'विश्वविद्यालय शिक्षकेतर कर्मचारी'—से अभिप्रेत है, विश्वविद्यालय कार्यालय, सम्बद्ध कार्यालयों स्नातकोत्तर विभागों एवं संस्थानों के शिक्षकों से अलग विश्वविद्यालय के कर्मचारी।
- (ix) 'महाविद्यालय शिक्षकेतर कर्मचारी'—से अभिप्रेत है, अगीभूत महाविद्यालय के शिक्षकों से भिन्न महाविद्यालयों के कर्मचारी।
- (x) 'परिवेक्षण'—से अभिप्रेत है, इन परिनियम में निर्दिष्ट किसी पद पर परिवेक्षण पर नियुक्त कोई कर्मी।
- (xi) 'रिक्ति'—से अभिप्रेत है, समय-समय पर विश्वविद्यालय द्वारा मौलिक पद। पदों की रिक्तिय, या उस पद पर किसी कर्मी का वाह्य सेवा में पर लियन होना।
- (xii) 'नियमित सेवा'—से अभिप्रेत है, संविदा या दैनिक पारिश्रामिक पर नियुक्त कर्मचारी से भिन्न संवर्ग के कर्मचारी द्वारा की गई सेवा, किन्तु इनमें वे ही कर्मचारी सम्मिलित होंगे जिनकी नियुक्ति या प्रोन्नति सक्षम पदाधिकारी द्वारा विधिवत रूप से स्वीकृत पदों पर विहित प्रक्रिया अथवा सक्षम पदाधिकारी के द्वारा अधिनियम में निहित प्रावधानों के अधीन की गयी हो।
- (xiii) 'परिशिष्ट'—से अभिप्रेत है, इस परिनियम के संलग्न परिशिष्ट क्रमशः 1 एवं 2,
- (xiv) 'परिनियम'—से अभिप्रेत है, बिहार राज्य विश्वविद्यालय अधिनियम 1976 एवं पटना विश्वविद्यालय अधिनियम, 1976 में विहित प्रावधानों के अधीन राज्य सरकार के सहमति से गठित परिनियत,
- (xv) 'प्रोन्नति समिति'—से अभिप्रेत है, परिनियम के द्वारा गठित प्रोन्नति-समिति के सदस्यों का समूह,
- (xvi) 'निकाय या संस्था'—से अभिप्रेत है, किसी ऐसी संस्था अथवा संस्थान से है जो विश्वविद्यालय अधिनियम 1976 या किसी परिनियम के अधीन इस रूप में घोषित हो,
- (xvii) 'नियुक्ति'—से अभिप्रेत है, विहित प्रक्रिया कि अनुसार मौलिक पद पर सक्षम पदाधिकारी के अनुमोदनोपरांत की गई नियुक्ति,
- (xviii) 'प्रोन्नति'—से अभिप्रेत है, इस परिनियम में परिभाषित विहित प्रक्रिया के अनुसार विभिन्न वर्गों/कोटियों में रिक्त मौलिक पदों पर की गई प्रोन्नति एवं चयन।
- (xix) विश्वविद्यालय से अभिप्रेत है, पटना विश्वविद्यालय, मगध विश्वविद्यालय, बी०आर०ए० विश्वविद्यालय, जय प्रकाश विश्वविद्यालय, वीर कुँवर सिंह विश्वविद्यालय, तिलका माँझी भागलपुर विश्वविद्यालय, बी०एन० मंडल विश्वविद्यालय, ललित नारायण मिथिना विश्वविद्यालय, कामेश्वर सिंह दरभंगा संस्कृत विश्वविद्यालय एवं मौलाना मजहूरुल हक अरबी एवं फारसी विश्वविद्यालय,
- (xx) 'संवर्ग'—से अभिप्रेत है, एक पृथक इकाई के रूप में किसी सेवा या पदों का समूह,
- (xxi) 'ग्रेड पे'—से अभिप्रेत है, पुनरीक्षित वेतन संरचना में प्रदत्त ग्रेड पे,

3. **संवर्गों/पदों का संधारण:**—(क) इन परिनियम के निर्गत होने के पश्चात् राज्य के विश्वविद्यालय के शिक्षकेतर पदाधिकारियों के चयन एवं नियुक्ति में यू०जी०सी० विनियमों में निर्धारित अर्हता एवं समतुल्यता का पालन सुनिश्चित किया जायेगा। शिक्षकेतर कर्मचारियों के अन्य पदों पर विश्वविद्यालय एवं इसके अधीनस्थ अगीभूत महाविद्यालय में सभी नियुक्तियाँ केवल इस परिनियम में विहित

प्रावधानों के अनुसार होगी। वर्तमान में वैसे पदों पर नियुक्तियाँ, जो इस परिनियम में निहित प्रावधानों से अच्छादित नहीं होती हैं, अधिनियम के अधीन गठित परिनियम के अंतर्गत विधिमान्य स्वीकृत नियोजन नियमों के अनुरूप जारी रहेंगी।

(ख) इस परिनियम के साथ संलग्न परिशिष्ट में विनिर्दिष्ट पदों के प्रत्येक संवर्ग के कर्मचारियों की वरीयता सूची विश्वविद्यालय के मुख्यालय की स्थापना प्रशाखा में रखी जाएगी, जब तक यह कार्य किसी अन्य संस्था को नहीं सौंपा जाता। इस प्रावधान के बावजूद, किसी वर्ग या कोटि के पद और इसका पदधारी, यथास्थिति, सक्षम पदा० के सामान्य या विशेष आदेश से किसी कार्यालय में पदस्थापित किया जा सकता है।

(ग) अनुसूचित जाति, अनुसूचित जनजाति, अन्य पिछड़ा वर्ग और अपंग कोटि के व्यक्तियों के लिए राज्य सरकार के अनुदेशों के अनुरूप पदों में आरक्षण का लाभ प्राप्त होगा।

4. पदों का वर्गीकरण और वेतनमान:—(i) वेतन पुरीक्षण के संदर्भ में वेतन समिति की अनुशंसा के उपरांत विभागीय संकल्प संख्या-2693 दिनांक 27.08.2010 के अन्तर्गत दिनांक 01 जनवरी, 2006 के प्रभाव से किये गये वेतन पुनरीक्षण के आलोक में तथा सरकार में वर्गीकरण संबंधी सामान्य प्रशासन विभाग के संकल्प संख्या-511 दिनांक 22.02.2011 के अनुरूप राज्य के विश्वविद्यालयों एवं अंगीभूत महाविद्यालयों के शिक्षकेत्तर कर्मियों के पदों को निम्नांकित रूप में वर्गीकृत किया जाता है तथा इनसे संबंधित वेतनमान इस परिनियम के साथ संलग्न परिशिष्ट-1 एवं 2 में निर्दिष्ट होंगे।

क्रमांक	पदों का विवरण	पदों का वर्गीकरण
(1)	(क) शीर्षस्थ वेतनमान (80000 नियत) और उच्चतर प्रशासनिक ग्रेड जमा वेतनमान (रु० 75500-80000) में कोई पद और (ख) निम्नलिखित ग्रेड वेतनों वाला कोई पद:— 37400-67000 रुपये के वेतनमान में वेतन बैंड-4 में 12000 रुपये, 10000 रुपये, 8900 रुपये और 8700 रुपये तथा 15600-39100 रुपये के वेतनमान में वेतन बैंड 3 में 7600 रुपये, 6600 रुपये और 5400 रुपये।	समूह 'क' (ए)
(2)	निम्नलिखित ग्रेड वेतनों वाला कोई पद:— 9300-34800 रुपये के वेतनमान में वेतन बैंड-2 में 5400 रुपये, 4800 रुपये, 4600 रुपये और 4200 रुपये।	समूह 'ख' (बी)
(3)	निम्नलिखित ग्रेड वेतनों वाला कोई पद:— 5200-20200 रुपये के वेतनमान में वेतन बैंड-1 में 2800 रुपये, 2400 रुपये, 2000 रुपये, 1900 रुपये और 1800 रुपये।	समूह 'ग' (सी)
(4)	निम्नलिखित ग्रेड वेतनों वाला कोई पद:— 4440-7440 रुपये के वेतनमान में 1 ऐसे वेतनमान में 1300 रुपये, 1400 रुपये, 1600 रुपये और 1650 रुपये।	समूह 'घ' (डी)

(ii) भविष्य में राजकीय संकल्पों के द्वारा संशोधित किये गये वेतनमान के अनुरूप उपर्युक्त विवरणी एवं संलग्न परिशिष्ट-1 एवं 2 में निर्दिष्ट वेतनमान स्वतः संशोधित समझा जायेगा।

(iii) राज्य के विश्वविद्यालयों, सम्बद्ध इकाईयों एवं महाविद्यालयों में आउटसोर्सिंग के माध्यम से लिये जाने वाले कार्यों से संबंधित पदों पर कार्यरत वर्तमान पदधारकों और राज्य के विश्वविद्यालयों, सम्बद्ध इकाईयों एवं महाविद्यालयों के मरणशील पदों पर कार्यरत वर्तमान पदधारकों को क्रमशः संलग्न परिशिष्ट-3 एवं 4 के अनुरूप सामंजस्य एवं प्रोन्नति अनुमान्य किया जायेगा।

(iv) आउटसोर्सिंग के माध्यम से लिये जाने वाले कार्यों से संबंधित पदों एवं मरणशील घोषित किये जाने वाले पदों पर भविष्य में न तो किसी प्रकार की नियुक्ति की जायेगी न ही इन पदों के अनुमान्यता के आधार पर किसी भी प्रकार के नियमितकरण की कार्यवाई की जायेगी। इस क्रम में नयी प्रशासनिक संस्कृति के आलोक में शिक्षकेतर कर्मियों के पदों के अनुमान्यता से संबंधित विभागीय स्तर से अनुमोदित/निर्गत स्टाफिंग पैटर्न के गाइडलाइन्स, पत्र एवं अन्य सभी प्रकार के निदेश दिनांक 09.08.1999 के प्रभाव से विलोपित समझे जायेंगे।

5. नियुक्ति की प्रक्रिया, आयु-सीमा और अन्य अर्हताएँ (योग्यताएँ):-

(क) उल्लिखित पदों से सम्बद्ध नियुक्ति-प्रक्रिया, आदि परिशिष्ट में निर्दिष्ट होंगे।

(ख) चयन प्रक्रिया : विश्वविद्यालय में नियुक्ति के निम्नलिखित प्रक्रिया होगी:-

(i) सीधी भर्ती

(ii) प्रोन्नति द्वारा

(iii) प्रतिनियोजन द्वारा स्थानांतरण

(iv) संविदा/आउटसोर्सिंग पर नियुक्ति

व्याख्या:-

- (i) विश्वविद्यालय के पदाधिकारियों की नियुक्ति बिहार लोक सेवा आयोग अथवा विश्वविद्यालय अधिनियम के अधीन प्राधिकृत निकाय की अनुशंसा पर की जा सकेगी।
- (ii) पदाधिकारी स्तर से न्यून कर्मचारी की नियुक्ति विश्वविद्यालय चयन समिति के द्वारा खुले विज्ञापन के माध्यम से की जा सकेगी। चयन समिति द्वारा अनुशंसित उम्मीदवारों में से ही सक्षम पदाधिकारी द्वारा नियुक्ति पत्र निर्गम किया जा सकेगा।
- (iii) पदाधिकारियों एवं कर्मचारियों के प्रोन्नति के लिए अलग-अलग विभागीय प्रोन्नति समिति की अनुशंसा पर ही प्रोन्नति द्वारा नियुक्ति की जा सकेगी। पदाधिकारियों की प्रोन्नति द्वारा नियुक्ति के मामले में प्रोन्नति समिति द्वारा अनुशंसित नाम पर विश्वविद्यालय चयन समिति की सहमति आवश्यक होगी।
- (iv) राज्य सरकार की सहमति से या राज्य सरकार द्वारा ही विश्वविद्यालय सेवा में योग्य पात्र (मसपहपइसम) व्यक्ति को प्रतिनियोजित किया जा सकेगा इस हेतु प्रतिनियोजन का शर्त राज्य सरकार द्वारा तय किया जायेगा।
- (v) संविदा पर नियुक्ति हेतु अलग से एक समिति का गठन विश्वविद्यालय स्तर पर किया जायेगा। समिति खुले विज्ञापन के आधार पर चयनित व्यक्ति के नाम की अनुशंसा करेगी। तत्पश्चात् संविदा के शर्त के अधीन अनुशंसित व्यक्ति की नियुक्ति की जा सकेगी, जिसमें नियुक्ति की।

6. चयन समिति का गठन:- (i) पदाधिकारियों के संविदा के आधार पर नियुक्ति हेतु गठित समिति में निम्नलिखित सदस्य होंगे:-

- (क) कुलपति – अध्यक्ष
- (ख) सिंडिकेट द्वारा नामित एक व्यक्ति – सदस्य
- (ग) कुलाधिपति के नामित एक व्यक्ति – सदस्य
- (घ) राज्य सरकार के द्वारा नामित एक पदाधिकारी – सदस्य
- (ङ) दो विशेषज्ञ – सदस्य (विशेषज्ञों का चयन कुलाधिपति द्वारा किया जायेगा।)
- (च) सामान्य प्रशासन विभाग द्वारा मनोनीत अनुशासन जनजाति के पदाधिकारी जो उप सचिव स्तर से अन्यून हो – सदस्य

सर्वसम्मत चयन नहीं हो सकने की स्थिति में बहुमत से चयनित उम्मीदवार ही नियुक्ति हेतु अनुशंसित होंगे।

(ii) परिशिष्ट-1 एवं 2 में सीधी नियुक्ति के लिए अधिकतम आयु सीमा, नियुक्ति के लिए आवेदन करने वाले विभागीय अभ्यर्थियों पर लागू नहीं होगी बशर्ते उन्होंने विश्वविद्यालय में कम-से-कम तीन वर्षों तक सेवा की हो।

(iii) परिशिष्ट-1 एवं 2 में सीधी नियुक्ति के लिए विहित आयु-सीमा में अधिकतम पाँच वर्ष या उससे कम हो, की छूट दी जा सकती है, बशर्ते आवेदक ने सरकारी विभाग/प्राविधानिक या स्वायत्त निकायों/विश्वविद्यालय/विश्वविद्यालय के अन्तर्गत अंगीभूत महाविद्यालयों या सार्वजनिक उपक्रम या सम्बद्ध क्षेत्र में कम-से-कम तीन वर्षों तक सेवा की हो।

(iv) सीधी नियुक्ति के लिए विहित अधिकतम आयु-सीमा में अनुसूचित जातियों, अनुसूचित जनजातियों, अन्य पिछड़ी जातियों (केन्द्रीय सूची) अपंग, पूर्व सेवियों या अन्य निर्दिष्ट कोटि के लोगों के लिए राज्य सरकार द्वारा समय-समय पर परिचालित आदेशों के अनुसार छूट दी जा सकेगी।

(v) सीधी नियुक्ति/उन्मुक्त चयन के माध्यम से की जाने वाली प्रत्येक नियुक्ति केवल प्रमुख राष्ट्रीय समाचार-पत्रों और रोजगार समाचार पत्र में विज्ञापन द्वारा ही की जा सकेगी।

7. प्रोन्नति:- समूह ख, ग एवं घ के कर्मचारियों की विभिन्न पदों पर प्रोन्नति के निमित्त परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति की अनुशंसा पर परिशिष्ट में उल्लिखित शर्तों के अधीन कुलपति के अनुमोदन से विहित प्रक्रियाओं का पालन करते हुए की जाएगी। राज्य सरकार के स्तर पर विभिन्न/संवर्गों आदि में कोटि-वेतन (Grade-Pay) आधारित कालावधि व्यवस्था लागू की गयी है, जो समान रूप से विश्वविद्यालय तथा महाविद्यालय के कर्मियों पर भी लागू होगी। इस क्रम में तत्काल निम्नलिखित कालावधि व्यवस्था लागू की जायेगी जो समय-समय पर राज्य सरकार द्वारा निर्गत आदेशों के अनुरूप संशोधित समझा जायेगा:-

क्रमांक	कोटि वेतन		न्यूनतम अर्हक सेवा (कालावधि)
	से	तक	
1	1800	1900	3 वर्ष
2	1900	2000	3 वर्ष
3	1900	2400	8 वर्ष

4	2000	2400	5 वर्ष
5	2400	2800	5 वर्ष
6	2400	4200	10 वर्ष
7	2800	4200	6 वर्ष
8	4200	4600	5 वर्ष
9	4200	4800	6 वर्ष
10	4200	5400	8 वर्ष
11	4200	6600	10 वर्ष
12	4600	4800	दो वर्ष
13	4600	5400	3 वर्ष
14	4600	6600	7 वर्ष
15	4800	5400	2 वर्ष
16	4800	6600	6 वर्ष
17	5400	6600	5 वर्ष
18	6600	7600	5 वर्ष
19	6600	8700	10 वर्ष
20	7600	8700	5 वर्ष
21	7600	8900	6 वर्ष
22	8700	8900	2 वर्ष
23	8700	10000	3 वर्ष
24	8900	10000	2 वर्ष

(ii) उपर्युक्त कोटि-वेतन आधारित कालावधि तालिका मात्र निम्न कोटि-वेतन से ठीक ऊपर कोटि-वेतन में प्रोन्नति के लिए है। इसका अर्थ यह कदापि नहीं है कि किसी निम्न कोटि-वेतन से ठीक ऊपर के कोटि-वेतन को लॉप (Jump) कर दूसरे या तीसरे ऊपर के कोटि-वेतन में प्रोन्नति दे दी जायेगी। उदाहरणतः यदि किसी सेवा-संवर्ग के पद श्रृंखला में कोटि-वेतन 2400 से 2800 एवं कोटि-वेतन 2800 से 4200 का प्रोन्नत पद उपलब्ध हो, तो तालिका की कंडिका-5 और 7 के अनुसार किसी कर्मी विशेष को 2400 के कोटि-वेतन से 4200 के कोटि-वेतन में प्रोन्नति हेतु $5+6=11$ वर्ष की न्यूनतम कालावधि पूरी करनी होगी, न कि कंडिका-6 के अनुसार 2400 के कोटि वेतन में प्रोन्नति हेतु 10 वर्ष की कालावधि। उपर्युक्त कालावधि मात्र प्रोन्नति के लिए विचार करते समय निम्नतर कोटि-वेतन से संबंधित कर्मी के द्वारा की जाने वाली न्यूनतम आवश्यक सेवा अवधि (कार्यानुभव) है। इसका यह अर्थ कदापि नहीं है कि कालावधि के पूर्ण होने पर सभी कर्मियों को वरीयतर कोटि-वेतन प्रोन्नति कर दिया जायेगा। प्रोन्नति के लिए वरीयतर कोटि-वेतन में आवश्यकता आधारित पदों की रिक्ति एवं अन्य आवश्यकताओं पर नियमानुसार विचार कर निर्णय लिया जायेगा।

(iii) निर्धारित न्यूनतम कालावधि पूरा नहीं हो सकने की स्थिति में जहाँ प्रोन्नति देना संभव नहीं हो, वहाँ धारित पद एवं उससे एक स्तर के नीचे के पद के लिए निर्धारित कालावधि को जोड़कर दोनों पदों/कोटि-वेतनों की कुल कालावधि यदि पूरी होती है और धारित पद पर न्यूनतम एक वर्ष का अनुभव पूरा हो जाता है, तो ऐसे मामलों में प्रोन्नति दी जा सकती है। दृष्टान्तस्वरूप रु० 6600/- से रु० 7600/- के कोटि-वेतन में प्रोन्नति के लिए कालावधि 5 वर्ष निर्धारित है और रु० 7600/- से 8700/- के कोटि-वेतन में प्रोन्नति के लिए 5 वर्ष की कालावधि निर्धारित है यदि रु० 7600/- के कोटि-वेतन से रु० 8700/- के कोटि-वेतन में प्रोन्नति विचारणीय, हो तो रु० 7600/- कोटि-वेतन में न्यूनतम 1 वर्ष का अनुभव प्राप्त रहने की स्थिति में निम्न कोटि-वेतन (या अपुनरीक्षित वेतनमान) वाले पद की कार्यावधि और धारित कोटि-वेतन (रु० 7600) के पद की कार्यावधि जोड़कर कुल 10 वर्ष की कालावधि पूरा होने पर प्रोन्नति दी जा सकेगी।

8. प्रोन्नति हेतु योग्यताएँ:-निम्न कोटि का कोई भी कर्मचारी, जिसे अगले उच्च पद की अपेक्षित योग्यता होगी, विचार का पात्र होगा और एक संवर्ग के कर्मचारी, उसी संवर्ग में प्रोन्नति के हकदार होंगे। समूह “क” के पदाधिकारियों की प्रोन्नति एवं नियुक्ति की योग्यता तो विश्वविद्यालय अनुदान आयोग के विनियमों में बहिर्त अर्हताओं के अनुरूप होगी तथा समूह ख, ग एवं घ के कर्मचारियों की प्रोन्नति द्वारा नियुक्ति की योग्यता वही होगी जो परिशिष्ट-1 एवं 2 के अनुसार एवं राज्य सरकार के द्वारा समय-समय पर निर्गत निदेशों में विहित है फिर भी, यदि किसी पद पर प्रोन्नति के लिए योग्यता और प्रक्रिया का उल्लेख परिशिष्ट में नहीं किया गया हो तो ऐसे पद/पदों पर प्रोन्नति, राज्य सरकार के समतुल्य कोटि के पदों पर प्रोन्नति के नियमों के अनुसार की जा सकेगी।

(1) प्रत्येक संवर्ग का प्रवेश बिन्दु ‘सी’ श्रेणी का सबसे अंतिम पद ही निम्नलिखित संवर्ग का प्रवेश बिन्दु (Entry Point) होगा।

(2) **प्रारम्भिक (प्रवेश) बिन्दु पर योग्यता में छूट:-** सभी संवर्गों के प्रवेश बिन्दु (Entry Point) पर किसी प्रकार की योग्यता यथा शैक्षिक, तकनीकी या अनुभव के संबंध में छूट नहीं दी जाएगी। प्रवेश बिन्दु पर योग्यता में खुले विज्ञापन द्वारा नियुक्ति के समय या प्रोन्नति हेतु छूट नहीं दी जाएगी बशर्ते कि विशेष श्रेणी में यथा अंधा या निःशक्त में नहीं आते हों। ऐसी विशेष श्रेणी के उम्मीदवारों की योग्यता में छूट देने पर कुलपति विचार कर सकते हैं।

(3) प्रत्येक संवर्ग में विभिन्न स्तरों पर प्रोन्नति हेतु आरक्षण का प्रतिशत:-प्रत्येक संवर्ग में भिन्न-भिन्न स्तरों पर प्रोन्नति द्वारा नियुक्ति में राज्य में लागू नियुक्ति में आरक्षण में संबंधित विधि के अनुसार आरक्षण व्यवस्था लागू होगा।

स्पष्टीकरण

- (i) जहाँ कहीं ऐसा उल्लेख हो कि संवर्ग में से ही प्रोन्नति विचार योग्य/देय है तो इसका अर्थ हुआ कि किसी खास विभाग/संस्थान/कार्यालय स्थित खास पद प्रोन्नति द्वारा भरे जाने के समय पिछले निम्न पद पर कार्यरत सभी कर्मों उस पद पर प्रोन्नति पाने हेतु योग्य माना जाएगा परन्तु वरीयता पर उचित ध्यान दिया जाएगा।
- (ii) जहाँ कहीं ऐसा उल्लेख हो कि प्रोन्नति विभाग/संस्थान/कार्यालय में से देय/विचार योग्य है तो इसका अर्थ हुआ कि किसी खास विभाग/संस्थान/कार्यालय में किसी खास पद को सिर्फ प्रोन्नति द्वारा ही भरा जाना है तो ऐसा कर्मों जो उस संवर्ग के पिछला निम्न पद पर कार्यरत है, उपयुक्त एवं वरीयता के आधार पर ही प्रोन्नति दी जाएगी। सिर्फ वैसे संवर्गों

के लिए अनुशंसा की गयी है जहाँ अन्तर विभागीय गतिशीलता (mobility) या तो नहीं ही है या है, भी तो बहुत कम।

(5) अगले प्रक्रम (Stage) पर प्रोन्नति हेतु न्यूनतम अनुभव वर्षः—निम्न पद से उच्च पद पर प्रोन्नति द्वारा नियुक्ति हेतु ऐसा कोई व्यक्ति विचार योग्य नहीं होगा जिसकी सेवा सम्पुष्ट न हो या जो परीक्ष्यमान रूप में कार्य न कर रहे हो या जिसने लगातार 5 वर्षों तक सम्बद्ध संवर्ग के पिछले निम्न पद पर कार्य न किया हो।

आगे बशर्तें कि इन कोटियों (Grade) में अस्थायी सेवाकाल गणना लगातार नियुक्ति की तिथि या परीक्ष्यमान अवधि की सम्पुष्टि जो सामान्य चयन समिति द्वारा अनुशंसा पश्चात् हो, योग्यता निर्धारण उपरोक्त की भांति की जायेगी।

उपरोक्त नियम इस शर्त के साथ होगा कि इसमें वरीयता प्रभावित न हो।

(6) प्रोन्नति पर विचार करते समय योग्यता में छूट—ऐसे व्यक्तियों को प्रोन्नति देने पर विचार करते समय निर्धारित योग्यता में छूट दी जायेगी जिनकी सेवा सम्बर्ग की ठीक अगले निम्न वेतनमान में कम-से-कम 8 वर्ष की स्थायी रूप से या परीक्ष्यमान रूप में सेवा की गयी हो। निर्धारित शैक्षणिक योग्यता में अगले निम्न डिग्री/प्रमाण-पत्र की हद तक ही छूट दी जानी चाहिए।

प्रोन्नति द्वारा नियुक्ति (या खुले विज्ञापन द्वारा नियुक्ति हो) तकनीकी विशेषज्ञता संबंधी योग्यता में छूट नहीं दी जायेगी।

(i) विभागीय प्रोन्नति समिति: विश्वविद्यालय के 'बी' एवं 'सी' श्रेणियों के शिक्षकेत्तर कर्मियों की प्रोन्नति द्वारा की जाने वाली नियुक्ति विभागीय प्रोन्नति समिति की अनुशंसा पर की जायेगी।

भिन्न-भिन्न से संवर्गों के पदों के लिए भिन्न-भिन्न स्तर हेतु विभागीय प्रोन्नति समिति की संरचना वही होगी जो वैसे पदों/संवर्गों हेतु इस परिनियम में विहित किया गया है।

(ii) सीधी भर्ती या विभागीय प्रोन्नति समिति की बैठक हेतु विज्ञापन का प्रस्तावः—किसी भी विभाग/कार्यालय में 'बी' या 'सी' श्रेणी के पदों के लिए किसी स्थायी/अस्थायी परन्तु स्थायी होने हेतु संभावित अस्थायी रिक्ति जो एक वर्ष से ज्यादा अवधि हेतु हो, के लिए विभागाध्यक्ष/कार्यालय प्रभु द्वारा रिजिस्ट्रार विज्ञापन या विभागीय प्रोन्नति कमिटी की बैठक का प्रस्ताव भेजा जाएगा।

(iii) विश्वविद्यालय स्थापना शाखा द्वारा प्रस्ताव की जाँच:

(a) सीधी भर्ती हेतु विज्ञापन या विभागीय प्रोन्नति कमिटी की बैठक, जो भी हो, हेतु प्रस्ताव प्राप्त होने के पश्चात् विश्वविद्यालय स्थापना शाखा या चयन समिति प्रभाग इस प्रस्ताव का जाँच करेगा एवं सक्षम अपना प्रतिवेदन, यह उल्लेख करते हुए प्रस्तुत करेगा कि प्रस्तावित रिक्ति खुले विज्ञापन द्वारा भरे जाने योग्य है या विभागीय प्रोन्नति समिति की अनुशंसा पर प्रोन्नति द्वारा।

(b) यदि कुलपति द्वारा तय किया जाता है कि प्रश्नगत पद खुले बहाली द्वारा भरा जाएगा तो चयन समिति प्रभाग रिक्ति के सामान्य विज्ञापन हेतु आवश्यक कदम उठायेगा एवं रिक्ति प्राधिकार रिक्त संख्या को विज्ञापन हेतु भेजे जाने की कार्यवाही करेगा।

(c) यदि कुलपति द्वारा निर्णय लिया जाता है कि प्रश्नगत पद विभागीय प्रोन्नति समिति के द्वारा अनुशंसित व्यक्ति द्वारा प्रोन्नति से भरा जाएगा तब चयन समिति प्रभाग द्वारा पद विज्ञापित नहीं किया जायेगा परन्तु पात्र उम्मीदवारों से निर्धारित प्रपत्र पर आवेदन आमंत्रित करने की प्रक्रिया अपनायी जायेगी।

(iv) उम्मीदवारों से प्राप्त आवेदन का प्रस्तुतीकरण:

- (a) सम्बद्ध संवर्ग के पिछले निम्न पदधारक उम्मीदवारों से प्राप्त आवेदनों को चयन समिति प्रभाग द्वारा जाँच की जायेगी। सर्वप्रथम चयन समिति प्रभाग द्वारा पद हेतु निर्धारित योग्यता को ध्यान में रखते हुए उम्मीदवारों की पात्रता की जाँच की जायेगी एवं सभी उम्मीदवारों में से प्रोन्नति योग्य उम्मीदवार की पात्रता की पहचान सुनिश्चित की जायेगी।
- (b) इसके बाद चयन समिति प्रभाग वरीयता क्रम में पात्र उम्मीदवारों को क्रमांकित करेगा तथा प्रोन्नति द्वारा भरे जाने वाली रिक्तियों के अधिकतम 5 पाँच गुणा पात्र उम्मीदवारों की सूची तैयार करेगा। शेष बचे उम्मीदवार खाली पद पर प्रोन्नति हेतु विचारित नहीं होंगे, प्रोन्नति समिति इसे जाँच कर लेगी।

(v) विभागीय परीक्षा

- (i) विश्वविद्यालय तथा महाविद्यालय के कर्मियों के सेवा सम्पुष्टि एवं प्रोन्नति के लिए विश्वविद्यालय स्तर का विभागीय परीक्षा का आयोजन विश्वविद्यालय द्वारा वर्ष में दो बार किया जायेगा।
- (ii) विश्वविद्यालय के विभागीय परीक्षा का पाठ्यक्रम निम्नवत् होगा:
- क. विभागीय परीक्षा दो पत्रों में होंगे। प्रत्येक प्रश्न पत्र एक-एक सौ पूर्णांक के होंगे। विभागीय परीक्षा में उत्तीर्णता के लिए कम-से-कम 45 प्रतिशत अंक प्राप्त करना अनिवार्य होगा।
- ख. प्रथम पत्र—हिन्दी टिप्पणी प्रारूपण का ज्ञान, वित्त एवं लेखा, क्रय, सेवा नियमावली, कार्यालय प्रबंधन, स्थापना एवं बजट तथा कम्प्यूटर से संबंधित ज्ञान।
- ग. द्वितीय पत्र—विश्वविद्यालय अधिनियम में निहित प्रावधानों के आलोक में परिनियमों/विनियमों/अध्यादेशों/नियमों के साथ-साथ विश्वविद्यालय शिक्षा से संबंधित निर्गत पत्रों, राज्यादेशों तथा संकल्पों की जानकारी से संबंधित प्रश्न पूछे जायेंगे।

(vi) प्रोन्नति द्वारा नियुक्ति में विचारण हेतु सिद्धांत:

- (a) किसी पद पर प्रोन्नति द्वारा नियुक्ति/प्रोन्नति समिति की अनुशंसा पर ही की जा सकेगी। इस तरह की प्रोन्नति में वरीयता का विशेष रूप से ध्यान रखा जाएगा।
- (b) किसी उम्मीदवार की प्रोन्नति हेतु उपयुक्तता का निर्णय निम्नलिखित मापदण्ड के आधार पर किया जायेगा।
- (i) वार्षिक गोपनीय रिपोर्ट (कम-से-कम विगत 3 वर्षों का)
- (ii) अंतर्वीक्षा (साक्षात्कार)
- (iii) विभागीय परीक्षा।
- (c) साक्षात्कार हेतु अधिकतम 50 अंक ही समनुदेशित किए जाएँगे, विभागीय प्रोन्नति समिति को भी साक्षात्कार के समय वार्षिक गोपनीय रिपोर्ट पर भी (विगत 3 वर्षों का) ध्यान देना होगा और तब साक्षात्कार हेतु अंक (Marks) दिया जायेगा।
- (d) इसके बाद प्रोन्नति समिति के द्वारा साक्षात्कार एवं विभागीय परीक्षा में मिले अंक को जोड़कर योग (Aggregate) तैयार किया जायेगा। प्रोन्नति समिति द्वारा उपयुक्तता निर्धारित करने हेतु स्वाविवेकानुसार न्यूनतम अंक निर्धारित किया जायेगा। इस तरह उपयुक्त उम्मीदवार

पहचान कर लिए जाएंगे और तब वरीयता के आधार पर प्रोन्नति हेतु नाम की अनुशंसा की जायेगी।

(e) प्रोन्नति द्वारा नियुक्ति में पूर्व न्यून पद पर कायम वरीयता ही मानी जायेगी।

(f) विभागीय प्रोन्नति समिति निर्धारित फार्म में ही प्रोन्नति द्वारा नियुक्ति हेतु अनुशंसा करेगी।

(vii) प्रोन्नति कोटा से बचे गये खाली पदों को खुले विज्ञापन द्वारा नियुक्ति कोटा में स्थानांतरण के नियम:-

(a) प्रोन्नति कोटा से बचे पद पर नियुक्ति हेतु चयन समिति द्वारा विहित प्रक्रिया अपनाकर नियुक्ति हेतु सूची तैयार कर प्रोन्नति समिति को प्रोन्नति द्वारा नियुक्ति हेतु समर्पित की जायेगी। प्रोन्नति समिति नियुक्ति हेतु नाम की अनुशंसा करेगी। उपलब्ध रिक्ति का पाँचगुणा अधिक उम्मीदवार को चयन प्रक्रिया में सम्मिलित किया जाएगा।

(b) यदि विभागीय प्रोन्नति समिति चयन समिति द्वारा निर्मित पैनल में उम्मीदवारों की संख्या जरूरत के अनुसार नहीं पाती है तो चयन समिति प्रभाग शेष बचे पात्र उम्मीदवारों की सूची तैयार कर पुनः विभागीय प्रोन्नति समिति की बैठक द्वितीय पैनल से प्रोन्नति हेतु पात्र उम्मीदवारों से प्रोन्नति द्वारा नियुक्ति हेतु आयोजित करेगी।

(c) यदि प्रथम और द्वितीय पैनल से अनुशंसित नामों से अधिक पद प्रोन्नति कोटा में शेष रह जाता है तो ऐसी परिस्थिति में विभागीय प्रोन्नति समिति द्वारा शेष बचे पदों को प्रोन्नति द्वारा नियुक्ति कोटा से खुले विज्ञापन द्वारा नियुक्ति कोटा में स्थानांतरित कर दिया जायेगा। इसके बाद चयन समिति प्रभाग खुले विज्ञापन द्वारा नियुक्ति की प्रक्रिया अपनाकर रिक्तियों को भर सकेगी।

(d) इस ढंग से प्रोन्नति कोटा के पद को खुली नियुक्ति कोटा पद के रूप में स्थानांतरित किया जा सकेगा।

(e) प्रोन्नति कोटा के इस तरह शेष बचे पद को आगे भविष्य के लिए बचाकर नहीं रखा जायेगा बल्कि ऐसे सभी पदों को विज्ञापित कर नियुक्ति की प्रक्रिया की जाएगी।

(viii) नियुक्ति आदेश का निर्गत होना:-

(a) विभागीय प्रोन्नति समिति के अध्यक्ष द्वारा निर्धारित प्रपत्र पर अनुशंसा विश्वविद्यालय के कुलसचिव को भेजा जायेगा। कुलसचिव द्वारा कुलपति का अनुमोदन प्राप्त कर नियुक्ति आदेश निर्गत किया जायेगा।

(b) नियुक्ति आदेश पत्र निर्गत करते समय इस बात का स्पष्ट उल्लेख रहे कि अमुक नियुक्ति प्रोन्नति द्वारा या अमुक नियुक्ति खुले विज्ञापन द्वारा की गयी है। प्रोन्नति द्वारा नियुक्ति में इस बात का उल्लेख रखना आवश्यक होगा कि इस नियुक्ति से इन्टर से सिनियरिटी (Inter se-seniority) बाधित नहीं होगी।

(ix) संविदा अथवा आउटसोर्सिंग के आधार पर नियुक्ति:

विभागाध्यक्ष कार्यालय प्रधान की अनुशंसा पर कुलपति के अनुमोदनोपरान्त एक वर्ष की अवधि या उससे कम अवधि हेतु संविदा अथवा आउटसोर्सिंग के आधार पर पद के अनुरूप योग्यताधारी उम्मीदवारों की नियुक्ति किया जा सकेगा। अस्थायी परन्तु स्थायी हो जाने को संभावित/दीर्घावधि अस्थायी रिक्तियों के संविदा अथवा आउटसोर्सिंग द्वारा भरे जाने की स्थिति में कुलपति की अध्यक्षता में गठित समिति के

अनुमोदन पर की जा सकेगी बशर्ते कि विभागाध्यक्ष/कार्यालय प्रधान ने इस आशय का प्रस्ताव कुलसचिव को प्रेषित किया हो कि इन रिक्तियों को नहीं भरने से कार्य बाधित होगा। इस तरह से की गयी नियुक्ति एक शैक्षणिक सत्र या ग्यारह माह की अवधि तक, जो भी पहले हो, के बाद स्वतः समाप्त समझी जाएगी।

(x) अन्य प्रावधान: (a) प्रोन्नति कोटा से भरे जाने हेतु यदि पर्याप्त मात्रा में पात्र उम्मीदवार उपलब्ध नहीं हो, तो ऐसे रिक्त पद का स्थानांतरण खुली नियुक्ति कोटा में कुलपति की सहमति से किया जा सकेगा तथा ऐसा कोई भी प्रावधान नहीं होगा कि पूर्व में नहीं भरे गये पद आगे भी इसी कोटा में बने रहेंगे।

(b) अंधा/शारीरिक रूप से निःशक्त/विकलांग व्यक्ति, स्त्री एवं अनुसूचित जाति या जनजाति हेतु आरक्षण नियम राज्य सरकार द्वारा इस आशय हेतु बनाया गया नियम कठोरता से लागू होगा।

(c) विश्वविद्यालय के कर्मियों को विश्वविद्यालय के अन्तर्गत किसी भी इकाई/विश्वविद्यालय विभाग/या विश्वविद्यालय के अधीन किसी भी संस्थान में समकक्ष पद पर स्थानांतरित किया जा सकता है।

(xi) नियंत्री पदाधिकारी:

(i) कुलसचिव विश्वविद्यालय कार्यालय में पदस्थापित पदाधिकारी, सचिवीय, अनुसचिवीय एवं चतुर्थ वर्गीय कर्मियों के नियंत्री पदाधिकारी होंगे।

(ii) महाविद्यालय में पदस्थापित सभी शिक्षक एवं शिक्षकेतर कर्मी के नियंत्री पदाधिकारी वहाँ के प्रधानाचार्य होंगे।

(iii) विश्वविद्यालय विभाग एवं अन्य संस्थान के शिक्षक एवं शिक्षकेतर कर्मी के नियंत्री पदाधिकारी विभागाध्यक्ष या संस्थान के प्रधान होंगे।

(iv) कुलसचिव के नियंत्री पदाधिकारी कुलपति होंगे।

9. प्रोन्नति समिति का गठन:—प्रोन्नति समिति के गठन और इससे संबंधित प्रावधान वे ही होंगे, जिनका उल्लेख राज्यपाल सचिवालय के दिनांक 20.12.1986 के पत्र संख्या बी.एस.यू. 25/84-3965/जी०एस० में परिनियम प्रोन्नति समिति के संबंध में उल्लिखित है।

10. प्रोन्नति के निमित्त, विश्वविद्यालय कार्यालय, इसकी सम्बद्ध इकाइयाँ, स्नातकोत्तर विभाग, स्नातकोत्तर केन्द्र और संस्थान (स्नातकोत्तर स्तर तक शिक्षा देने वाले) की एक इकाई होगी जिसे इकाई—I कहा जायेगा एवं सभी अंगीभूत महाविद्यालय और संस्थानों (स्नातकोत्तर स्तर तक शिक्षा देने वाले) की अलग एक इकाई होगी, जिसे इकाई—II कहा जायेगा।

11. सामान्य अनुदेश:—प्रोन्नति कठिन परिश्रम, सदाचरण और परिणामोन्मुखी कार्य सम्पादन के आधार पर प्राप्त होती है जो गोपनीय चरित्रपंजी में झलकती है। केवल एक दूसरे से अधिक कार्य सम्पादन से ही कोई कर्मचारी प्रोन्नति के रूप में ईमान और सम्मान का हकदार होता है। जबकि 'औसत' प्रतिकूल अभ्युक्ति नहीं है, किन्तु इसे सम्पूरक नहीं माना जा सकता।

12. गोपनीय प्रतिवेदन:—गोपनीय प्रतिवेदन विश्वविद्यालय कर्मचारी का एक वस्तुनिष्ठ मूल्यांकन है। प्रोन्नति, सेवा-सम्पुष्टि, समयपूर्व सेवा निवृत्ति के लिए, समीक्षा आदि हेतु गोपनीय प्रतिवेदन मुख्य कसौटी है। तृतीय और चतुर्थ वर्ग के सभी कर्मचारियों का गोपनीय प्रतिवेदन रखा जाना चाहिए। सम्बद्ध शिक्षकेतर कर्मचारी का गोपनीय प्रतिवेदन प्रशाखा के प्रभारी पदाधिकारी/विश्वविद्यालय के विभागाध्यक्ष/अंगीभूत महाविद्यालय के प्रधानाचार्यों द्वारा लिखा जाना चाहिए और इसकी समीक्षा कुलपति

द्वारा की जानी चाहिए। यदि यह कर्मचारी संबंधी है, तो स्थिति के अनुसार प्रतिवेदन लिखाने या समीक्षा का कार्य कुलपति/कुलसचिव द्वारा किया जा सकता है। निलंबन/अनुशासनिक कार्रवाई के अधीन कर्मचारी की वरीयता पूर्ववत् होगी, यदि वह पूर्णतः दोषमुक्त कर दिया जाता है या निलंबन अनुचित करार दिया जाता है तो उसे प्रोन्नति उपलब्ध पहली रिक्ति पर दी जाएगी। अगले उच्च पद पर प्रोन्नति की पात्रता के निमित्त, उनके सेवा अवधि की गणना उसी दिन प्रोन्नति माना जाएगा, जिस दिन से उसके कर्तव्य की प्रोन्नति हुई होगी।

13. इकाई I या इकाई II के सहायक/उच्च वर्गीय लिपिक का पद मेधा—से वरीयता के साथ—साथ सम्बद्ध कर्मचारियों के पिछले पाँच वर्षों के गोपनीय चरित्र पंजी/संसूचन/कार्य सम्पादन को ध्यान में रखते हुए भरा जाएगा। सभी कर्मचारियों की चरित्र—पंजी रखी जाएगी। विभागाध्यक्ष अपने विभाग तथा प्रधानाचार्य अपने महाविद्यालय में पदस्थापित कर्मचारी की चरित्र पंजी प्रति वर्ष कुलसचिव के यहाँ प्रस्तुत करेंगे, अधिमानतः प्रति वर्ष 31 दिसम्बर के पहले।

14. गोपनीय प्रतिवेदन में प्रतिकूल प्रविष्टि कार्य—सम्पादन से संबंधित एवं साथ—ही—साथ मूल गुण और संभावनाओं के बारे में सभी प्रतिकूल अभ्युक्तिवाँ संबंध कर्मचारी को, कुलपति/कुल सचिव द्वारा संसूचित की जाएगी, कुलपति अपीलीय प्राधिकार होंगे।

15. प्रोन्नति का मुख्य मापदण्ड मेधा—सह—वरीयता होगा जिसके निमित्त सेवा—अभिलेख और विगत पाँच वर्षों के वार्षिक गोपनीय प्रतिवेदन का ध्यान में रखा जाएगा।

16. वरीयता या पात्रता के संबंध में विवाद होने पर मामला कुलपति के पास भेजा जाएगा। कुलपति को यह अधिकार होगा कि वे कर्मचारी की चरित्र—पंजी में अंकित प्रतिकूल अभ्युक्ति को हटा दें।

17. निरसन और संरक्षा:—इस परिनियम की परिशिष्ट में सम्मिलित सभी पदों पर नियुक्ति से संबंधित सभी पूर्व आदेश/अभिषद् या अन्य प्राधिकार के निर्णय एतद् द्वारा निरस्त समझा जाएगा। परन्तु किए गए विश्वविद्यालय अधिनियम एवं इसके अधीन गठित परिनियम में निहित प्रावधानों तथा सक्षम स्तर से निर्गत विभागीय निदेशों के अधीन किये गये कार्य, किसी भी रूप में प्रभावित न होंगे।

राज्य सरकार के आदेश के अनुरूप, विश्वविद्यालय द्वारा अनुसूचित जाति, अनुसूचित जनजाति, अन्य पिछड़ा वर्ग, अपंग व्यक्तियों, पूर्व—सेवकों और अन्य विशेष कोटि के व्यक्तियों को प्रदत्त आरक्षण, आयु—सीमा में छूट और अन्य अपेक्षित छूटों पर इन नियमों से कोई प्रभाव नहीं पड़ेगा।

18. बाधाओं का निराकरण:—यदि इन नियमों के कार्यान्वयन या प्रवर्तन में कोई बाधाएं उत्पन्न होगी, तो कुलपति राज्य सरकार की पूर्व स्वीकृति से समय—समय पर ऐसी बाधाओं को दूर करने के निमित्त आवश्यक सामान्य या विशेष निदेश जारी कर सकते हैं, बशर्ते वे विश्वविद्यालय अधिनियम एवं इसके अधीन गठित परिनियम में निहित प्रावधानों अथवा राज्य सरकार के द्वारा निर्गत नियमों के प्रतिकूल न हों।

परिशिष्ट—1

राज्य के विश्वविद्यालयों के शिक्षकेतर पदाधिकारियों एवं कर्मियों की नियुक्ति हेतु न्यूनतम शैक्षणिक अर्हता, प्रक्रिया एवं प्रोन्नति के निमित्त पद सोपान राज्य के विश्वविद्यालयों के लिए बिहार विश्वविद्यालय प्रशासनिक सेवा संवर्ग के पद

1. सहायक कुल सचिव एवं समतुल्य पदों का पद सोपान/पद संवर्ग

क्रम सं०	पद का नाम	पद समूह	स्वीकृत पदों की संख्या	यू०जी०सी० द्वारा निर्धारित अर्हता एवं शर्तों को धारित करने पर		यू०जी०सी० द्वारा निर्धारित अर्हता एवं शर्तों को धारित नहीं करने पर	
				वेतन बैंड	ग्रेड पे	वेतन बैंड	ग्रेड पे
1	2	3	4	5	6	5	6
1	सहायक कुलसचिव एवं समतुल्य पद	क	66	15600-39100	5400	9300-34800	4200
2	उप कुलसचिव एवं समतुल्य पद	क	33	15600-39100	7600	9300-34800	4200
3	महाविद्यालय निरीक्षक, परीक्षा महानियंत्रक	क	33	37400-67000	10000	15600-39100	7600

बिहार विश्वविद्यालय प्रशासनिक सेवा संवर्ग के शिक्षकेतर पदाधिकारियों के पद निम्नवत् होंगे:-

- (i) सहायक कुलसचिव के समतुल्य पद :- विकास पदाधिकारी/युवा कल्याण पदाधिकारी/योजना पदाधिकारी/सहायक वित्त पदाधिकारी/सहायक परीक्षा नियंत्रक के पद होंगे।
- (ii) उप कुलसचिव के समतुल्य पद :- वित्त पदाधिकारी एवं परीक्षा नियंत्रक के पद होंगे।
- (iii) महाविद्यालय निरीक्षक के समतुल्य पद :- परीक्षा महानियंत्रक के पद होंगे।

बिहार विश्वविद्यालय प्रशासनिक सेवा के शिक्षकेतर पदाधिकारियों के प्रोन्नति का क्रम निम्नवत् होंगे:-

- (i) सहायक कुलसचिव एवं समकक्ष पद से उप कुलसचिव एवं समकक्ष पद पर।
- (ii) उप कुलसचिव एवं समतुल्य पद से कुलसचिव एवं समतुल्य पद पर।

सहायक कुल सचिव एवं समतुल्य पदों पर सीधी भर्ती/प्रोन्नति के प्रक्रिया निम्न प्रकार होंगे:-

पद का नाम:

सहायक कुलसचिव एवं समतुल्य पद:-

विकास पदाधिकारी/युवा कल्याण पदाधिकारी/योजना पदाधिकारी/सहायक वित्त पदाधिकारी/सहायक परीक्षा नियंत्रक समूह 'क'

पद समूह:

न्यूनतम शैक्षणिक अर्हता:

सीधी नियुक्ति के लिए यू.जी.सी. विनियम के आधार पर किसी मान्यता प्राप्त विश्वविद्यालय से कम-से-कम 55 प्रतिशत प्राप्तांक के साथ स्नातकोत्तर डिग्री या इसके समकक्ष 7 प्वाइंट स्केल में ग्रेड 'बी०' के साथ अच्छा शैक्षणिक रिकार्ड अनिवार्य होंगे।

(अनुसूचित जाति/अनुसूचित जनजाति कोटि के लिए प्राप्तांक में 5 प्रतिशत का छूट होगा।)

वेतन:

वेतन बैंड 15600-39100 ग्रेड पे-5400 पी०बी० 3

वेतन बैंड 9300-34800 ग्रेड पे-4200 पी०बी० 2

शिक्षा विभाग (उच्च शिक्षा) द्वारा विश्वविद्यालय सेलेक्सन कमिटी की अनुशंसा पर पी०बी०-2 ग्रेड पे-4200 अनुमान्य होगा।

(8 वर्ष तक इस ग्रेड-पे में रहने पर वेतन बैंड 15600-39100 ग्रेड पे-6600 पी०बी० 3 अनुमान्य होगा। बशर्ते कि उन्होंने शैक्षणिक प्रशासन में दो प्रशिक्षण कार्यक्रम प्रत्येक करीब चार सप्ताह का भाग लिया हो तथा उनका मूल्यांकन कार्य संतोषप्रद हो। वेतन संरचना यू.जी.सी. द्वारा निर्धारित मानक के अनुसार राज्य सरकार की अनुशंसा के आधार पर होंगे।)

आयु सीमा:

सीधी नियुक्ति में न्यूनतम एवं अधिकतम आयु सीमा राज्य सरकार द्वारा समय-समय पर निर्धारित के अनुसार होगा।

सीधी नियुक्ति/प्रोन्नति:

राज्य सरकार द्वारा सहायक कुलसचिव एवं समतुल्य कुल सृजित/स्वीकृत पदों का 75 प्रतिशत पद सीधी नियुक्ति द्वारा एवं 25 प्रतिशत पद प्रशाखा पदाधिकारी के पद से प्रोन्नति द्वारा भरे जायेंगे।

शिक्षा विभाग (उच्च शिक्षा) बिहार, पटना द्वारा विश्वविद्यालय अधिनियम एवं परिनियम में निहित प्रावधान के आलोक में गठित चयन समिति आयोजित प्रतियोगिता परीक्षा के आधार पर चयनित एवं अनुशंसित मेधा सूची से सहायक कुलसचिव एवं समतुल्य पदों के कुल स्वीकृत पदों का 75 प्रतिशत पद सीधी नियुक्ति से भरे जायेंगे।

समिति का पैनल पहली अनुशंसा की तिथि से एक वर्ष तक वैध माना जाएगा।

इन पदों पर वर्णित शैक्षणिक योग्यता का प्रावधान प्रोन्नति से भरे जाने की स्थिति में लागू नहीं होगा।

सीधी नियुक्ति/प्रोन्नति के मामले में राज्य सरकार द्वारा निर्धारित आरक्षण नियम/रोस्टर का अनुपालन किया जायेगा।

कालावधि:

9 वर्षों की कालावधि पूरा करना अनिवार्य होगा।

परिवीक्षा अवधि:

परीक्ष्यमान की अवधि सीधी नियुक्ति की तिथि से 2 वर्षों की होगी।

उप कुलसचिव एवं समतुल्य पद पर प्रोन्नति-विश्वविद्यालय अधिनियम एवं परिनियम में निहित प्रावधान के आलोक में चयन समिति द्वारा प्रोन्नति के निमित्त सहायक कुलसचिव एवं समतुल्य शिक्षक/पदाधिकारियों की अद्यतन समेकित वरीयता कोटि क्रमांक सूची से वरीयता क्रमानुसार, सेवा सम्पुष्टि, विश्वविद्यालयी विभागीय परीक्षा में उत्तीर्णता, आरोप, विगत तीन वर्षों की वार्षिक गोपनीय चरित्र

अभियुक्तियाँ एवं कालावधि से संबंधित अभिलेखों के सम्यक् जाँचोपरान्त चयन समिति की अनुशंसा के आधार पर कुलाधिपति द्वारा उप कुलसचिव एवं समतुल्य शिक्षकेतर पदाधिकारियों का शतप्रतिशत पद प्रोन्नति से भरे जायेंगे।

राज्य सरकार द्वारा कालावधि समय-समय पर निर्धारित मानकों के अनुसार होंगे। उप कुलसचिव को पाँच वर्षों तक की संतोषप्रद सेवावधि पूरा करने पर 37400-67000 ग्रेड पे 8700 में उत्क्रमित हो सकेंगे।

कुलसचिव एवं समतुल्य पद पर प्रोन्नति—विश्वविद्यालय अधिनियम एवं परिनियम में निहित प्रावधान के आलोक में चयन समिति द्वारा प्रोन्नति देने के निमित्त उप-कुलसचिव एवं समतुल्य पदाधिकारियों के अद्यतन समेकित वरीयता कोटि क्रमांक सूची से वरीयता क्रमानुसार, आरोप, विगत पाँच वर्षों की वार्षिक गोपनीय चरित्र अभियुक्तियाँ एवं कालावधि से संबंधित अभिलेखों के सम्यक् जाँचोपरान्त चयन समिति के अनुशंसा के आधार पर कुलाधिपति द्वारा कुलसचिव एवं समतुल्य शिक्षकेतर पदाधिकारियों का पद प्रोन्नति से भरे जाएंगे।

2. विश्वविद्यालय/स्नातकोत्तर विभाग एवं संबद्ध कार्यालयों के सहायक संवर्ग का पद सोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1	निम्न वर्गीय लिपिक	ग	5200-20200	1900
2	उच्च वर्गीय लिपिक/उच्च वर्गीय लिपिक (लेखा)	ग	5200-20200	2400
3	सहायक	ख	9300-34800	4200
4	प्रशाखा पदाधिकारी एवं समतुल्य पद	ख	9300-34800	4200

1. लिपिकीय संवर्ग के विभिन्न पदनामों से पदानामित यथा-शॉर्टर (लाईब्रेरी क्लर्क)/पुस्तकालय लिपिक/सेन्ट्रल डिस्पेंसरी सहायक/शॉर्टर कम एकाउन्टेन्ट (स्नातकोत्तर इतिहास विभाग) संबंधित विभागों एवं सम्बद्ध कार्यालयों में पदस्थापित पदों का नाम निम्न वर्गीय लिपिक के पदनाम से नियमितः पदानामित किया जायेगा।

2. लेखापाल सह विशेष सहायक (कार्य विभाग) का पद उच्च वर्गीय लिपिक के पदनाम से पदानामित किया जायेगा।

3. पुस्तकालयों में पदस्थापित प्रोफेशनल सहायक के पद को सहायक के रूप में पदानामित किया जायेगा।

1. पद का नाम:	निम्न वर्गीय लिपिक (वित्त विभाग के संकल्प संख्या-8826 दिनांक 20.12.2000 की कंडिका 3 एवं 4 के प्रावधान के आधार पर दिनांक 20.12.2000 के बाद की तिथि से लिपिकीय पदों को विलोपित कर निम्न वर्गीय लिपिक के पदनाम से सीधी नियुक्ति का प्रावधान है।)
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2. पद समूह	समूह 'ग'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त बोर्ड / विश्वविद्यालय से इन्टरमीडिएट उत्तीर्ण तथा कम्प्यूटर डी.सी.ए. के साथ कम्प्यूटर टंकण में न्यूनतम प्रति मिनट गति हिन्दी में 25 शब्द एवं अंग्रेजी में 30 शब्द टंकण दक्षता अनिवार्य होगा।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-1900 पी०बी० 1
5. आयु सीमा:	न्यूनतम 18 वर्ष अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति:	विश्वविद्यालय चयन समिति द्वारा आयोजित प्रतियोगिता परीक्षा के आधार पर परीक्षाफल के मेधा सूची से अनुशंसित उम्मीदवारों की नियुक्ति विश्वविद्यालय द्वारा की जायेगी। लिपिकीय संवर्ग के 40 प्रतिशत पद उच्च वर्गीय लिपिक तथा 60 प्रतिशत पद निम्न वर्गीय लिपिक के होंगे। निम्न वर्गीय लिपिक (लिपिकीय संवर्ग) से उच्च वर्गीय लिपिक (लिपिकीय संवर्ग) के पद पर प्रोन्नति की जायेगी। (वित्त विभाग के संकल्प संख्या-8826 (वि०) दिनांक 20.12.2000 के बाद की तिथि से लिपिकीय संवर्ग के पदों पर निम्न वर्गीय लिपिक पद पर सीधी नियुक्ति (वेतनमान 3050-4590 / -रु०) किये जाने का प्रावधान किया गया।) वरीयता सूची का संधारण—विश्वविद्यालय/स्नातकोत्तर विभाग एवं संबद्ध कार्यालयों के लिपिकीय संवर्ग के लिए समेकित वरीयता सूची यथा—निम्न वर्गीय लिपिक, उच्च वर्गीय लिपिक, सहायक एवं प्रशाखा पदाधिकारी का समेकित रूप से अलग-अलग कोटि का वरीयता कोटि क्रमांक सूची, विश्वविद्यालय द्वारा तैयार किया जायेगा। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के लिए 8 साल
8. परीक्षा अवधि:	योगदान की तिथि से दो वर्ष
1. पद का नाम:	उच्च वर्गीय लिपिक/उच्च वर्गीय लिपिक (लेखा) (वित्त विभाग के संकल्प संख्या-8826 दिनांक 20.12.2000 के आलोक में दिनांक 20.12.2000 के पूर्व से भंडारपाल, टंकक, कैशियर, लिपिकीय संवर्ग के सभी पदों पर कार्यरत कर्मी सम्मिलित।)

2. पद समूह:	समूह 'ग'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2400 पी०बी० 1
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति	विश्वविद्यालय के परिनियम द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा निम्न वर्गीय लिपिक की वरीयता कोटि क्रमांक सूची से वरीयता क्रमानुसार प्रोन्नति समिति द्वारा निम्न वर्गीय लिपिकों की विश्वविद्यालय विभागीय परीक्षा में उत्तीर्णता/सेवा सम्पुष्टि/आरोप/वार्षिक गोपनीय चारित्रि अभ्युक्तियाँ एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोपरांत प्रोन्नति समिति की अनुशंसा पर उच्च वर्गीय लिपिक के पद भरे जायेंगे। (वित्त विभाग के संकल्प संख्या-8826 (वि०) दिनांक 20.12.2000 की कंडिका 3 एवं 4 के प्रावधानों के आलोक में दिनांक 20.12.2000 के पूर्व से लिपिकीय संवर्ग यथा पुस्तकालय सहायक, शॉर्टर, पत्राचार लिपिक, दिनचर्या लिपिक, विपत्र लिपिक, भंडारपाल, टंकक, कैशियर के एकीकृत सभी पदों को पृथक (डिमर्ज) कर उच्च वर्गीय लिपिक के पदनाम (वेतनमान 4000-6000/-रु०) से पदनामित किया गया है) उच्च वर्गीय लिपिक का पद पूर्णतः प्रोन्नति का पद है। यह प्रावधान विश्वविद्यालय कर्मियों पर भी समान रूप से प्रभावी है। लिपिकीय संवर्ग के विभिन्न पदनामों से पदनामित यथा-उच्च वर्गी लिपिक (लेखा) भंडारपाल/स्टोर कीपर संबंधित विभागों एवं सम्बद्ध कार्यालयों में पदस्थापित पदों का नाम उच्च वर्गीय लिपिक/उच्च वर्गीय लिपिक (लेखा) के पदनाम से नियमतः पदनामित किया जाएगा। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के लिए 10 साल
8. परिवीक्षा अवधि:	प्रोन्नति में मामले में लागू नहीं होंगे।
1. पद का नाम:	सहायक
2. पद समूह:	समूह 'ख'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता	किसी मान्यता प्राप्त विश्वविद्यालय से स्नातक की डिग्री के साथ कम्प्यूटर पर कार्य करने का ज्ञान आवश्यक होगा।

4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4200 पी०बी० 2
5. आयु सीमा:	न्यूनतम उम्र सीमा 21 वर्ष तथा अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा। प्रोन्नति के मामले में लागू नहीं।
6. नियुक्ति/प्रोन्नति:	i. विश्वविद्यालय के सहायकों का पद मूल पद होगा। विश्वविद्यालय एवं उनके संलग्न स्नातकोत्तर विभाग/कार्यालयों के सहायकों का कुल स्वीकृत पदों का 75 प्रतिशत पद सीधी भर्ती विश्वविद्यालय चयन समिति द्वारा आयोजित प्रतियोगिता परीक्षा के आधार पर की जायेगी। चयन समिति लिखित परीक्षाफल के मेधा सूची के आधार पर अनुशंसित/चयनित उम्मीदवार का पैनल विश्वविद्यालय को नियुक्ति हेतु भेजेगा। विश्वविद्यालय द्वारा अनुशंसित/चयनित उम्मीदवारों के पैनल से नियुक्ति की जायेगी। संस्था द्वारा अनुशंसित पैनल अनुशंसा की तिथि से पैनल एक वर्ष तक वैध माना जाएगा। ii. विश्वविद्यालय परिनियम के द्वारा विहित गठित प्रोन्नति समिति द्वारा 25 प्रतिशत पद प्रोन्नति से उच्च वर्गीय लिपिक (लिपिकीय संवर्ग) की वरीयता कोटि क्रमांक सूची से वरीयता क्रमानुसार विश्वविद्यालयी विभागीय परीक्षा में उत्तीर्णता/आरोप एवं कालावधि से संबंधित अभिलेखों की सम्यक् जांचोपरांत सहायक के पदों को प्रोन्नति से भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के लिए 5 साल
8. परीवीक्षा अवधि:	सीधी योगदान की तिथि से दो वर्ष। प्रोन्नति के मामले में लागू नहीं।

1. पद का नाम	प्रशाखा पदाधिकारी एवं समतुल्य पद सुपरवाइजर सेल्स एण्ड पब्लिकेशन
2. पद समूह:	समूह 'ख'
3. वेतन संरचना:	प्रवेश बिन्दु पर वेतन बैंड 9300-34800 ग्रेड पे-4200 पी०बी०-2
4. नियुक्ति/प्रोन्नति:	विश्वविद्यालय के प्रशाखा पदाधिकारी का शत प्रतिशत पद सहायक के पद से विश्वविद्यालय परिनियम द्वारा विहित एवं गठित प्रोन्नति समिति द्वारा सहायकों (विश्वविद्यालय सहायक संवर्ग) की वरीयता कोटि क्रमांक सूची से वरीयता क्रमानुसार, सेवा सम्पुष्टि, विश्वविद्यालय विभागीय परीक्षा में उत्तीर्णता, आरोप, विगत तीन वर्षों

	की वार्षिक गोपनीय चारित्र्य अभियुक्तियां एवं कालावधि के सम्यक जांचोपरांत प्रोन्नति समिति की अनुशंसा के आधार पर प्रोन्नति से भरे जायेंगे। प्रोन्नति के मामले में राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
5. कालावधि:	प्रोन्नति के लिए 8 साल
6. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

3. विश्वविद्यालय/स्नातकोत्तर विभाग एवं संबद्ध कार्यालयों के समूह 'ख' के कर्मियों का पद सोपान (ग्रेड पे 4200)

विश्वविद्यालय के अभियंता पद का पद सोपान

क्रम सं०	पद नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1	कनीय अभियंता	ख	9300-34800	4200
2	सहायक अभियंता	ख	9300-34800	5400
3	विश्वविद्यालय अभियंता	क	15600-39100	6600

महाविद्यालय के कनीय अभियंता के पदों को भी विश्वविद्यालय अभियंता संवर्ग के अंतर्गत सम्मिलित किया जायेगा।

1. पद का नाम:	कनीय अभियंता
2. पद समूह:	समूह 'ख'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता विश्वविद्यालय से सिविल/इलेक्ट्रीकल/मैकेनिकल में स्नातक के साथ एक वर्ष का कार्य अनुभव या डिप्लोमा तथा तीन वर्षों का कार्य अनुभव होना आवश्यक है।
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4200 पी०बी०
5. आयु सीमा:	न्यूनतम 21 वर्ष अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति:	विश्वविद्यालय चयन समिति के द्वारा आयोजित प्रतियोगिता परीक्षा के आधार पर परीक्षाफल के मेधा सूची से अनुशंसित उम्मीदवारों की नियुक्ति कुलाधिपति के अनुमोदनोपरान्त विश्वविद्यालय द्वारा की जायेगी। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के लिए 8 साल (स्नातक डिग्रीधारियों को 5 सालद्ध
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

1. पद क नाम:	सहायक अभियंता
2. पद समूह:	समूह 'ख'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति की स्थिति में लागू नहीं
4. वेतन संरचना:	वेतन बैंड 9300-3400 ग्रेड पे-5400 पी०बी० 2
5. आयु सीमा:	प्रोन्नति की स्थिति में लागू नहीं
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटी क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं तीन वर्षों की वार्षिक गोपनीय चारित्री अभ्युक्तियाँ एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोपरांत प्रोन्नति समिति की अनुशंसा पर कनीय अभियंता के पद से प्रोन्नति पद भरे जायेंगे। प्रोन्नति उन्हीं व्यक्ति को दी जायेगी जिन्हें किसी अभियंत्रण शाखा में किसी मान्यता प्राप्त विश्वविद्यालय से स्नातक की डिग्री हो। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के लिए 5 साल
8. परिवीक्षा अवधि:	प्रोन्नति के स्थिति में लागू नहीं।

1. पद क नाम:	विश्वविद्यालय अभियंता
2. पद समूह:	समूह 'क'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति की स्थिति में लागू नहीं
4. वेतन संरचना:	वेतन बैंड 15600-39100 ग्रेड पे-6600 पी०बी० 3
5. आयु सीमा:	प्रोन्नति की स्थिति में लागू नहीं
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटी क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं तीन वर्षों की वार्षिक गोपनीय चारित्री अभ्युक्तियाँ एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोपरांत प्रोन्नति समिति की अनुशंसा पर सहायक अभियंता के पद से प्रोन्नत पद भरे जायेंगे।

	राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	लागू नहीं।
8. परिवीक्षा अवधि:	प्रोन्नति के स्थिति में लागू नहीं।

आर्कलॉजिकल कैमिस्ट (ए०आई०एच०ए०) एवं समतुल्य पद का पदसोपन

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे	
1	2	3	4	5	
1.	आर्केलॉजिकल कैमिस्ट (ए०आई०एच०ए०) माईक्रो एनालिस्ट स्पेक्ट्रोग्राफिक एनालिस्ट इलेक्ट्रॉनिक टैकनिसियन (पी०जी० रसायन विज्ञान) इलेक्ट्रॉनिक टेकनिसियन (पी०जी० भौतिक विज्ञान)	ख	9300-34800	4200	
2.	आर्केलॉजिकल कैमिस्ट (ए०आई०एच०ए०) माईक्रो एनालिस्ट स्पेक्ट्रोग्राफिक एनालिस्ट इलेक्ट्रॉनिक टेकनिसियन (पी०जी० रसायन विज्ञान) इलेक्ट्रॉनिक टैकनिसियन (पी०जी० भौतिक विज्ञान)	ग्रेड 1	ख	9300-34800	4600
3.	आर्केलॉजिकल कैमिस्ट (ए०आई०एच०ए०) माईक्रो एनालिस्ट स्पेक्ट्रोग्राफिक एनालिस्ट इलेक्ट्रॉनिक टैकनिसियन (पी०जी० रसायन विज्ञान) इलेक्ट्रॉनिक टेकनिसियन (पी०जी० भौतिक विज्ञान)	ग्रेड-2	ख	9300-34800	4800

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	आर्केलॉजिकल कैमिस्ट (ए०आई०एच०ए०) माईक्रो एनालिस्ट स्पेक्ट्रोग्राफिक एनालिस्ट इलेक्ट्रॉनिक टेकनिसियन (पी०जी० रसायन विज्ञान) इलेक्ट्रॉनिक टेकनिसियन (पी०जी० भौतिक विज्ञान)
2. पद समूह:	समूह 'ख'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता विश्वविद्यालय से संबंधित विषय भौतिकी विज्ञान / रसायन विज्ञान में स्नातक।
4. वेतन संरचना:	वेतन बैण्ड 9300-34800 ग्रेड पे-4200 पी०बी० 2
5. आयु सीमा:	न्यूनतम 21 वर्ष अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति/प्रोन्नति:	नियुक्ति:—विश्वविद्यालय चयन समिति की अनुशंसा के आधार पर मेधा सूची से अनुशंसित उम्मीदवारों की नियुक्ति विश्वविद्यालय के परिनियम में निहित प्रावधान के अनुसार की जायेगी। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा। प्रोन्नति:—विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	मूल पद से ग्रेड-1 पर प्रोन्नति के लिए कालावधि 5 वर्ष एवं ग्रेड 1-से ग्रेड-2 पर प्रोन्नति के लिए 2 वर्ष पूर्ण करना अनिवार्य होगा।
8. परीवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

सिनियर टेक्निकल सहायक (स्नातकोत्तर विभाग) एवं समतुल्य पद का पदसोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैड	ग्रेड पे
1	2	3	4	5
1.	सिनियर टेक्निकल सहायक (स्नातकोत्तर विभाग) एक्सप्लोरेशन एण्ड टेक्निकल असिस्टेंट	ख	9300-34800	4200

2.	सिनियर टेक्निकल सहायक (स्नातकोत्तर विभाग) एक्सप्लोरेशन एण्ड टेक्निकल असिस्टेंट	ग्रेड-1	ख	9300-34800	4600
3.	सिनियर टेक्निकल सहायक (स्नातकोत्तर विभाग) एक्सप्लोरेशन एण्ड टेक्निकल असिस्टेंट	ग्रेड-2	ख	9300-34800	4800

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	सिनियर टेक्निकल सहायक (स्नातकोत्तर विभाग) एक्सप्लोरेशन एण्ड टेक्निकल असिस्टेंट
2. पद समूह:	समूह 'ख'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	सिनियर टेक्निकल सहायक-किसी मान्यता प्राप्त विश्वविद्यालय से इलेक्ट्रॉनिक्स में डिग्री या भौतिक विज्ञान में स्नातक डिग्री के साथ इलेक्ट्रॉनिक्स में डिप्लोमा। एक्सप्लोरेशन एण्ड टेक्निकल असिस्टेंट-प्राचीन भारतीय इतिहास एवं पुरातत्व में स्नातक डिग्री
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4200 पी०बी० 2
5. आयु सीमा:	न्यूनतम 21 वर्ष अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति/प्रोन्नति:	नियुक्ति-विश्वविद्यालय चयन समिति की अनुशंसा के आधार पर मेधा सूची से अनुशंसित उम्मीदवारों की नियुक्ति विश्वविद्यालय के परिनियम में निहित प्रावधान के अनुसार की जायेगी। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा। प्रोन्नति-विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रिक अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।

7. कालावधि:	मूल पद से ग्रेड-1 पर प्रोन्नति के लिए कालावधि 5 वर्ष एवं ग्रेड 1-से ग्रेड-2 पर प्रोन्नति के लिए 2 वर्ष पूर्ण करना अनिवार्य होगा।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

आर्किटेक्चरल प्रारूपक एवं समतुल्य पद का पदसोपान

क्रम सं०	पद का नाम		पद समूह	वेतन बैंड	ग्रेड पे
1	2		3	4	5
1.	आर्किटेक्चरल प्रारूपक प्रधान आर्किटेक्चरल ओभरसियर		ख	9300-34800	4200
2.	आर्किटेक्चरल प्रारूपक प्रधान आर्किटेक्चरल ओभरसियर	ग्रेड-1	ख	9300-34800	4600
3.	आर्किटेक्चरल प्रारूपक प्रधान आर्किटेक्चरल ओभरसियर	ग्रेड-2	ख	9300-34800	4800

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	आर्किटेक्चरल प्रारूपक प्रधान आर्किटेक्चरल ओभरसियर
2. पद समूह:	समूह 'ख'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त संस्थान से आर्किटेक्चर में डिप्लोमा के साथ दो वर्षों का संबंधित क्षेत्र में कार्यानुभव या किसी मान्यता प्राप्त विश्वविद्यालय से आर्किटेक्चर में स्नातक
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4200 पी०बी० 2
5. आयु सीमा:	न्यूनतम 21 वर्ष अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति/प्रोन्नति:	नियुक्ति:—विश्वविद्यालय चयन समिति की अनुशंसा के आधार पर मेधा सूची से अनुशंसित उम्मीदवारों की नियुक्ति विश्वविद्यालय के परिनियम में निहित प्रावधान के अनुसार की जायेगी। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा। प्रोन्नति:—विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर

	विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
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7. कालावधि:	मूल पद से ग्रेड-1 पद प्रोन्नति के लिए कालावधि 5 वर्ष एवं ग्रेड 1-से ग्रेड-2 पर प्रोन्नति के लिए 2 वर्ष पूर्ण करना अनिवार्य होगा।
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8. परीक्षा अवधि:	योगदान की तिथि से दो वर्ष।
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सांख्यिकी विद् का पद सोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	सांख्यिकी विद्	ख	9300-34800	4200
2.	सांख्यिकी विद् (ग्रेड-1)	ख	9300-34800	4600
3.	सांख्यिकी विद् (ग्रेड-2)	ख	9300-34800	4800

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	सांख्यिकी विद्
2. पद समूह:	समूह 'ख'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त विश्वविद्यालय से गणित/सांख्यिकी में स्नातक की डिग्री अनिवार्य होगा।
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4200 पी०बी० 2
5. आयु सीमा:	न्यूनतम 21 वर्ष अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति	विश्वविद्यालय चयन समिति की अनुशंसा के आधार पर मेधा सूची से अनुशंसित उम्मीदवारों की नियुक्ति विश्वविद्यालय द्वारा की जायेगी। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 5 वर्षों की कालावधि पूर्ण करना अनिवार्य होगा।
8. परीक्षा अवधि:	योगदान की तिथि से दो वर्ष

1. पद का नाम:	सांख्यिकी विद (ग्रेड-1)
2. पद समूह:	समूह 'ख'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति में मामले में लागू नहीं
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4600 पी०बी० 2
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर सांख्यिकी विद पद से प्रोन्नत पर भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	लागू नहीं।
8. परिवीक्षा अवधि:	प्रोन्नति में मामले में लागू नहीं

1. पद का नाम:	सांख्यिकी विद (ग्रेड-2)
2. पद समूह:	समूह 'ख'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति में मामले में लागू नहीं
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4800 पी०बी० 2
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर सांख्यिकी विद (ग्रेड1) पद से प्रोन्नत पर भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	लागू नहीं।
8. परिवीक्षा अवधि:	प्रोन्नति में मामले में लागू नहीं

4. विश्वविद्यालय/स्नातकोत्तर विभाग एवं सम्बद्ध कार्यालय के समूह 'ग' के कर्मियों का पद सोपान (ग्रेड पे 2800)

कैटलगर एवं समतुल्य पद का पदसोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	कैटलगर क्लासिफायर पुस्तकाध्यक्ष सहायक पुस्तकाध्यक्ष पुस्तकालय सहायक पी०एल० असिस्टेंट विशेष सहायक	ग	5200-20200	2800
2.	कैटलगर क्लासिफायर पुस्तकाध्यक्ष सहायक पुस्तकाध्यक्ष पुस्तकालय सहायक पी०एल० असिस्टेंट विशेष सहायक	ग्रेड-1 ख	9300-34800	4200
3.	कैटलगर क्लासिफायर पुस्तकाध्यक्ष सहायक पुस्तकाध्यक्ष पुस्तकालय सहायक पी०एल० असिस्टेंट विशेष सहायक	ग्रेड-2 ख	9300-34800	4600

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो पद शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	कैटलगर क्लासिफायर पुस्तकाध्यक्ष सहायक पुस्तकाध्यक्ष पुस्तकालय सहायक पी०एल० असिस्टेंट विशेष सहायक
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2. पद समूह:	समूह 'ग'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त विश्वविद्यालय से स्नातक डिग्री के साथ। पुस्तकालय विज्ञान में डिप्लोमा।
4. वेतन संरचना:	वेतन बैण्ड 5200-20200 ग्रेड पे-2800 पी०बी० 1
5. आयु सीमा:	न्यूनतम 21 वर्ष अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति/प्रोन्नति:	नियुक्ति-विश्वविद्यालय चयन समिति द्वारा लिखित परीक्षा के आधार पर अनुशंसित मेधा सूची से नियुक्ति विश्वविद्यालय द्वारा की जायेगी। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा। प्रोन्नति-विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	मूल पद से ग्रेड-1 पर प्रोन्नति के लिए कालावधि 6 वर्ष एवं ग्रेड-1 से ग्रेड-2 पर प्रोन्नति के लिए 5 वर्ष पूर्ण करना अनिवार्य होगा।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

माईक्रो फोटोग्राफर एवं समतुल्य पद का पदसोपान

क्रम सं०	पद का नाम		पद समूह	वेतन बैंड	ग्रेड पे
1	2		3	4	5
1.	माईक्रो फोटोग्राफर आर्कोलॉजी फोटोग्राफर पेटिंग इन्स्ट्रक्टर		ग	5200-20200	2800
2.	माईक्रो फोटोग्राफर आर्कोलॉजी फोटोग्राफर पेटिंग इन्स्ट्रक्टर	ग्रेड-1	ख	9300-34800	4200

3.	माईक्रो फोटोग्राफर आर्कोलॉजी फोटोग्राफर पेटिंग इन्स्ट्रक्टर	ग्रेड-2	ख	9300-34800	4600
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उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	माईक्रो फोटोग्राफर आर्कोलॉजी फोटोग्राफर पेटिंग इन्स्ट्रक्टर
2. पद समूह:	समूह 'ग'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त विश्वविद्यालय संस्थान से आर्ट (फोटोग्राफी) में डिग्री/डिप्लोमा।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2800 पी०बी० 1
5. आयु सीमा:	न्यूनतम 21 वर्ष अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति/प्रोन्नति:	नियुक्ति:-विश्वविद्यालय चयन समिति द्वारा लिखित परीक्षा के आधार पर अनुशंसित मेधा सूची से नियुक्ति विश्वविद्यालय द्वारा की जायेगी। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा। प्रोन्नति:-विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	मूल पद से ग्रेड-1 पर प्रोन्नति के लिए कालावधि 6 वर्ष एवं ग्रेड-1 से ग्रेड-2 पर प्रोन्नति के लिए 5 वर्ष पूर्ण करना अनिवार्य होगा।
8. परीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

अंकेक्षक का पद सोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	अंकेक्षक	ग	5200-20200	2800
2.	अंकेक्षक (ग्रेड 1)	ख	9300-34800	4200
3.	अंकेक्षक (ग्रेड-2) (आंतरिक अंकेक्षक)	ख	9300-34800	4600

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	अंकेक्षक
2. पद समूह:	समूह 'ग'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त विश्वविद्यालय से स्नातक कला गणित के साथ या स्नातक विज्ञान गणित के साथ अथवा वाणिज्य स्नातक होना अनिवार्य होगा।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2800 पी०बी० 1
5. आयु सीमा:	न्यूनतम 21 वर्ष एवं अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति:	अंकेक्षक की नियुक्ति विश्वविद्यालय चयन समिति द्वारा आयोजित प्रतियोगिता परीक्षा के आधार पर परीक्षाफल के मेधा सूची से अनुशंसित उम्मीदवारों की नियुक्ति विश्वविद्यालय द्वारा की जायेगी। सहायता अंकेक्षक का पद राज्य सरकार में सृजित नहीं है। (वित्त विभाग का संकल्प/ज्ञापांक संख्या 5449 दिनांक 19.08.06) राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 6 वर्ष की कालावधि पूर्ण करना अनिवार्य होगा।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

1. पद का नाम:	अंकेक्षक (ग्रेड 1)
2. पद समूह:	समूह 'ख'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।

4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4200 पी०बी० 2
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्री अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 5 वर्ष की कालावधि पूर्ण करना अनिवार्य होगा।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं होगा।

1. पद का नाम:	अंकेक्षक (ग्रेड-2) (आंतरिक अंकेक्षक)
2. पद समूह:	समूह 'ख'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4600 पी०बी० 2
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्री अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर अंकेक्षक (ग्रेड-1) के पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	लागू नहीं।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं होगा।

कम्प्यूटर ऑपरेटर का पद सोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	कम्प्यूटर ऑपरेटर	ग	5200-20200	2800
2.	कम्प्यूटर ऑपरेटर (ग्रेड 1)	ख	9300-34800	4200
3.	कम्प्यूटर ऑपरेटर (ग्रेड-2)	ख	9300-34800	4600

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णाकित किया जायेगा।

1. पद का नाम:	कम्प्यूटर ऑपरेटर एवं समतुल्य पद कम्प्यूटर ऑपरेटर (कनीय)
2. पद समूह:	समूह 'ग'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	स्नातक डिग्री के साथ डाटा इन्ट्री एवं शब्द प्रक्रिया का ज्ञान होना अनिवार्य होगा।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2800 पी०बी० 1
5. आयु सीमा:	न्यूनतम 21 वर्ष एवं अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति:	विश्वविद्यालय चयन समिति की अनुशंसा के आधार पर मेधा सूची से अनुशंसित उम्मीदवारों की नियुक्ति विश्वविद्यालय परिनियम में निहित प्रक्रिया के द्वारा की जायेगी।
	राज्य सरकार द्वारा निर्धारित आरक्षण रोल्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 6 वर्ष की कालावधि पूर्ण करना अनिवार्य होगा।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

1. पद का नाम:	कम्प्यूटर ऑपरेटर (ग्रेड 1)
2. पद समूह:	समूह 'ख'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4600 पी०बी० 2
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।

6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर कम्प्यूटर ऑपरेटर (ग्रेड 1) के पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 5 वर्ष की कालावधि पूर्ण करना अनिवार्य होगा।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं होगा। (ग्रेड 1)
1. पद का नाम:	कम्प्यूटर ऑपरेटर (ग्रेड-2)
2. पद समूह:	समूह 'ख'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4600 पी०बी० 2
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर कम्प्यूटर ऑपरेटर (ग्रेड 1) के पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	लागू नहीं
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं होगा।

सर्वेयर (पी०जी०) का पद सोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	सर्वेयर (पी०जी०)	ग	5200-20200	2800

2.	सर्वेयर (पी०जी०) (ग्रेड 1)	ख	9300-34800	4200
3.	सर्वेयर (पी०जी०) (ग्रेड-2)	ख	9300-34800	4600

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	सर्वेयर (पी०जी०)
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त बोर्ड के साथ राज्य सरकार द्वारा मान्यता प्राप्त संस्थान से सर्वेयर का प्रमाण-पत्र।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2800 पी०बी० 1
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति:	विश्वविद्यालय चयन समिति की अनुशंसा के आधार पर मेधा सूची से अनुशंसित उम्मीदवारों की नियुक्ति विश्वविद्यालय के द्वारा की जायेगी। राज्य सरकार द्वारा निर्धारित आरक्षण रोल्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 6 वर्षों की कालावधि पूर्ण करना अनिवार्य होगा।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

1. पद का नाम:	सर्वेयर (पी०जी०) (ग्रेड-1)
2. पद समूह:	समूह 'ख'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4200 पी०बी० 2
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं होगा।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्री अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर सर्वेयर (पी०जी०) पद से प्रोन्नति पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोल्टर नियमों का अनुपालन करना अनिवार्य होगा।

7. कालावधि:	प्रोन्नति के मामले में 5 वर्षों की कालावधि पूर्ण करना अनिवार्य होगा।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं। (ग्रेड-1)

1. पद का नाम:	सर्वेयर (पी०जी०) (ग्रेड-2)
2. पद समूह:	समूह 'ख'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4200 पी०बी० 2
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं होगा।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर सर्वेयर (पी०जी०) (ग्रेड 1) पद से प्रोन्नति पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	लागू नहीं।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

इलेक्ट्रॉन माइक्रोस्कोप तकनिसियन का पद सोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	इलेक्ट्रॉन माइक्रोस्कोप तकनिसियन / लैब इंचार्ज (ग्रेजुएट)	ग	5200-20200	2800
2.	इलेक्ट्रॉन माइक्रोस्कोप तकनिसियन / लैब इंचार्ज (ग्रेजुएट) (ग्रेड 1)	ख	9300-34800	4200
3.	इलेक्ट्रॉन माइक्रोस्कोप तकनिसियन / लैब इंचार्ज (ग्रेजुएट) (ग्रेड 2)	ख	9300-34800	4600

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णाकित किया जायेगा।

1. पद का नाम:	इलेक्ट्रोन माइक्रोस्कोप तकनिसियन/लैब इंचार्ज (ग्रेजुएट)
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त विश्वविद्यालय से स्नातक डिग्री।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2800 पी०बी० 1
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति:	विश्वविद्यालय चयन समिति की अनुशंसा के आधार पर मेधा सूची से अनुशंसित उम्मीदवारों की नियुक्ति विश्वविद्यालय द्वारा की जायेगी। राज्य सरकार द्वारा निर्धारित आरक्षण रोलर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 6 वर्षों की कालावधि पूर्ण करना अनिवार्य होगा।
8. परीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

1. पद का नाम:	इलेक्ट्रोन माइक्रोस्कोप तकनिसियन/लैब इंचार्ज (ग्रेजुएट) (ग्रेड 1)
2. पद समूह:	समूह 'ख'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4200 पी०बी० 2
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं होगा।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रिक अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोलर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 5 वर्ष की कालावधि पूर्ण करना अनिवार्य होगा।
8. परीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं

1. पद का नाम:	इलेक्ट्रॉन माइक्रोस्कोप तकनिसियन/लैब इंचार्ज (ग्रेजुएट) (ग्रेड 2)
2. पद समूह:	समूह 'ख'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4600 पी०बी० 2
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं होगा।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्री अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	लागू नहीं।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

5. विश्वविद्यालय/स्नातकोत्तर विभाग एवं सम्बद्ध कार्यालय के समूह 'ग' के प्रयोगशाला इकाई के कर्मियों का पद सोपान (ग्रेड पे 2400)

लैब-इन्चार्ज एवं समतुल्य पद का पदसोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	लैब-इन्चार्ज (आई०एस०सी०) एवं समतुल्य पद जूनियर लैब सहायक मैप प्रोसेसिंग असिस्टेंट (पी०जी० भूगोल)	ग	5200-20200	2400
2.	लैब-इन्चार्ज (आई०एस०सी०) एवं समतुल्य पद जूनियर लैब सहायक मैप प्रोसेसिंग असिस्टेंट (पी०जी० भूगोल)	ग्रेड-1 ग	5200-20200	2800
3.	लैब-इन्चार्ज (आई०एस०सी०) एवं समतुल्य पद जूनियर लैब सहायक मैप प्रोसेसिंग असिस्टेंट (पी०जी० भूगोल)	ग्रेड-2 ख	9300-34800	4200

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णाकित किया जायेगा।

1. पद का नाम:	लैब-इन्चार्ज (आई०एस०सी०) एवं समतुल्य पद जूनियर लैब सहायक मैप प्रोसेसिंग असिस्टेंट (पी०जी० भूगोल)
2. पद समूह:	समूह 'ग'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त विश्वविद्यालय/बोर्ड से आई०एस०सी० होना अनिवार्य है। (विज्ञान संकाय से भिन्न प्रायोगिक विषयों में नियुक्त होने वाले प्रयोगशाला प्रभारी को संबंधित विषयों में इन्टरमीडिएट की योग्यता अनिवार्य होगी।)
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2400 पी०बी० 1
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति/प्रोन्नति:	नियुक्ति:-विश्वविद्यालय चयन समिति द्वारा लिखित परीक्षा के आधार पर अनुशंसित मेधा सूची से नियुक्ति विश्वविद्यालय द्वारा की जायेगी। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा। प्रोन्नति:-विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	मूल पद से ग्रेड-1 पर प्रोन्नति के लिए कालावधि 5 वर्ष एवं ग्रेड-1 से ग्रेड-2 पर प्रोन्नति के लिए 6 वर्ष पूर्ण करना अनिवार्य होगा।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

आशुटकक का पद सोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	आशुटकक	ग	5200-20200	2400
2.	आशुटकक (ग्रेड 1)	ख	9300-34800	4200
3.	आशुटकक (ग्रेड 2) एवं समतुल्य पद	ख	9300-34800	4600

1. कुलपति के निजी सहायक को आशुटकक ग्रेड 1 का समतुल्य पद माना जायेगा।

2. उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	आशुटकक
2. पद समूह:	समूह 'ग'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त विश्वविद्यालय/बोर्ड से इन्टरमीडिएट उत्तीर्ण एवं आशुटकक (हिन्दी, अंग्रेजी) में 80 शब्द प्रति मिनट गति अनिवार्य होगा। वांछनीय कम्प्यूटर में डी०सी०ए०।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2400 पी०बी० 1
5. आयु सीमा:	न्यूनतम 21 वर्ष एवं अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति	विश्वविद्यालय चयन समिति द्वारा आयोजित प्रतियोगिता परीक्षा के आधार पर परीक्षाफल के मेधा सूची से अनुशंसित उम्मीदवारों की नियुक्ति विश्वविद्यालय द्वारा की जायेगी। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 10 साल।
8. परीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

1. पद का नाम:	आशुटकक (ग्रेड 1)
2. पद समूह:	समूह 'ख'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।

4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4200 पी०बी० 2
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। आशुटंकक (ग्रेड-1) का समतुल्य पद कुलपति के निजी सहायक का पद होगा। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 5 साल।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

1. पद का नाम:	आशुटंकक (ग्रेड 2) एवं समतुल्य पद
2. पद समूह:	समूह 'ख'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4200 पी०बी० 2
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर आशुटंकक (ग्रेड-1) के पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	लागू नहीं।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

कलाकार-सह-सांख्यिकी विद् का पद सोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	कलाकार-सह-सांख्यिकी विद्	ग	5200-20200	2400
2.	कलाकार-सह-सांख्यिकी विद् (ग्रेड-1)	ग	5200-20200	2800
3.	कलाकार-सह-सांख्यिकी विद् (ग्रेड-2)	ख	9300-34800	4200

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	कलाकार-सह-सांख्यिकी विद्
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त संस्थान से कला में डिप्लोमा या किसी मान्यता प्राप्त विश्वविद्यालय से कला में डिग्री।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2400 पी०बी० 1
5. आयु सीमा:	न्यूनतम 21 वर्ष एवं अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति	विश्वविद्यालय चयन समिति की अनुशंसा के आधार पर मेधा सूची से अनुशंसित उम्मीदवारों की नियुक्ति विश्वविद्यालय द्वारा की जायेगी। राज्य सरकार द्वारा निर्धारित आरक्षण रॉस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 5 वर्षों की कालावधि पूर्ण करना अनिवार्य होगा।
8. परीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

1. पद का नाम:	कलाकार-सह-सांख्यिकी विद् (ग्रेड-1)
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2800 पी०बी० 1
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त

	सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर कलाकार-सह-सांख्यिकी विद पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
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7. कालावधि:	प्रोन्नति के मामले में 6 वर्षों की कालावधि पूर्ण करना अनिवार्य होगा।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

1. पद का नाम:	कलाकार-सह-सांख्यिकी विद (ग्रेड-2)
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4200 पी०बी० 1
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर कलाकार-सह-सांख्यिकी विद (ग्रेड-1) के पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	लागू नहीं।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

6. विश्वविद्यालय/स्नातकोत्तर विभाग एवं सम्बद्ध कार्यालय के समूह 'ग' के अभियंत्रण इकाई के कर्मियों का पद सौपान (ग्रेड पे 2400)

ड्राफ्ट स्टीमेटर एवं समतुल्य पद का पदसौपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	ड्राफ्ट स्टीमेटर ड्राफ्ट मैन पम्प मकैनिक	ग	5200-20200	2400

2.	ड्राफ्ट स्टीमेटर ड्राफ्ट मैन पम्प मकैनिक	ग्रेड-1	ग	5200-20200	2800
3.	ड्राफ्ट स्टीमेटर ड्राफ्ट मैन पम्प मकैनिक	ग्रेड-2	ख	9300-34800	4200

1. पम्प ऑपरेटर, हेड पम्प मिस्त्री तथा पम्प मिस्त्री का पद पम्प मकैनिक के नाम से पदनामित किया जायेगा।

2. हेड स्टीमेटर ग्रेड-1 के पद को ड्राफ्ट स्टीमेटर ग्रेड-2 के नाम से पदनामित किया जायेगा।

3. उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	ड्राफ्ट स्टीमेटर ड्राफ्ट मैन पम्प मकैनिक
2. पद समूह:	समूह 'ग'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	संबंधित ट्रेड में आई०टी०आई०
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2400 पी०बी० 1
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति/प्रोन्नति:	नियुक्ति:-विश्वविद्यालय चयन समिति द्वारा लिखित परीक्षा के आधार पर अनुशंसित मेधा सूची से नियुक्ति विश्वविद्यालय द्वारा की जायेगी। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा। प्रोन्नति:-विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रिक अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।

7. कालावधि:	मूल पद से ग्रेड-1 पर प्रोन्नति के लिए कालावधि 5 वर्ष एवं ग्रेड-1 से ग्रेड-2 पर प्रोन्नति के लिए 6 वर्ष पूर्ण करना अनिवार्य होगा।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

7. विश्वविद्यालय/स्नातकोत्तर विभाग एवं सम्बद्ध कार्यालय के समूह 'ग' के कर्मियों का पद सोपान (ग्रेड पे 2000)

ग्लास ब्लोअर एवं समतुल्य पद का पदसोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	ग्लास ब्लोअर असिस्टेंट ड्राफ्टमैन प्रयोगशाला तकनिशियन	ग	5200-20200	2000
2.	ग्लास ब्लोअर असिस्टेंट ड्राफ्टमैन प्रयोगशाला तकनिशियन	ग्रेड-1 ग	5200-20200	2400
3.	ग्लास ब्लोअर असिस्टेंट ड्राफ्टमैन प्रयोगशाला तकनिशियन	ग्रेड-2 ख	5200-20200	2800

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	ग्लास ब्लोअर असिस्टेंट ड्राफ्टमैन प्रयोगशाला तकनिशियन
2. पद समूह:	समूह 'ग'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त संस्थान से आई०टी०आई० उत्तीर्ण। प्रयोगशाला तकनिशियन के लिए विज्ञान के इंटरमीडिएट।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2000 1 एस०
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति/प्रोन्नति:	नियुक्ति:-विश्वविद्यालय चयन समिति द्वारा लिखित परीक्षा के आधार पर अनुशंसित मेधा सूची से नियुक्ति विश्वविद्यालय द्वारा की जायेगी।

	राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा। प्रोन्नति—विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	मूल पद से ग्रेड-1 पर प्रोन्नति के लिए कालावधि 5 वर्ष एवं ग्रेड-1 से ग्रेड-2 पर प्रोन्नति के लिए 5 वर्ष पूर्ण करना अनिवार्य होगा।
8. परीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

ट्रेसर पद का पद सोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	ट्रेसर	ग	5200-20200	2000
2.	ट्रेसर (ग्रेड-1)	ग	5200-20200	2400
3.	ट्रेसर (ग्रेड-2)	ग	5200-20200	2800

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णाकित किया जायेगा।

1. पद का नाम:	ट्रेसर
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	मैट्रिक उत्तीर्ण तथा ट्रेसिंग में तीन वर्षों का कार्य अनुभव।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2000 पी०बी० 1
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति/प्रोन्नति:	विश्वविद्यालय चयन समिति द्वारा आयोजित प्रतियोगिता परीक्षा के आधार पर परीक्षाफल के मेधा सूची से अनुशंसित उम्मीदवारों की नियुक्ति विश्वविद्यालय द्वारा की जायेगी।

	राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
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7. कालावधि:	प्रोन्नति के मामले में 5 साल।
8. परीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

1. पद का नाम:	ट्रेसर (ग्रेड-1)
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2000 पी०बी० 1
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर ट्रेसर के पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।

7. कालावधि:	प्रोन्नति के मामले में 5 साल।
8. परीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

1. पद का नाम:	ट्रेसर (ग्रेड-2)
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2800 पी०बी० 1
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर ट्रेसर (ग्रेड-1) के पद से प्रोन्नत पद भरे जायेंगे।

	राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	लागू नहीं।
8. परीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

8. विश्वविद्यालय/स्नातकोत्तर विभाग एवं सम्बद्ध कार्यालय के समूह 'ग' के अभियंत्रण इकाई के कर्मियों का पद सोपान (ग्रेड पे 1900)

क्रम सं०	पद का नाम		पद समूह	वेतन बैंड	ग्रेड पे
1	2		3	4	5
1.	इलेक्ट्रीशियन मिस्त्री फीटर प्लम्बर वर्क सरकार		ग	5200-20200	1900
2.	इलेक्ट्रीशियन मिस्त्री फीटर प्लम्बर वर्क सरकार	ग्रेड-1	ग	5200-20200	2000
3.	इलेक्ट्रीशियन मिस्त्री फीटर प्लम्बर वर्क सरकार	ग्रेड-2	ग	5200-20200	2400

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णाकित किया जायेगा।

1. पद का नाम:	इलेक्ट्रीशियन मिस्त्री फीटर प्लम्बर वर्क सरकार
2. पद समूह:	समूह 'ग'

3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	समूह 'ग' के पद की नियुक्ति की शैक्षणिक योग्यता संबंधित विषय में आई०टी०आई० होगी। यथा— इलेक्ट्रीशियन—इलेक्ट्रीक मिस्त्री—मकैनिक फीटर—फीटर प्लम्बर—प्लम्बिंग वर्क सरकार—सिविल का कोई ट्रेड बिजली मिस्त्री के पद पर कार्यरत कर्मी, जिन्हें आई०टी०आई० की डिग्री नहीं है, वे वेतन बैंड 1 एस एवं ग्रेड पे-1400 अनुमान्य होगा तथा वे उस संवर्ग के समतुल्य समझे जायेंगे।
4. वेतन संरचना:	वेतन बैंड 5200—20200 ग्रेड पे—1900 1 एस०
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम उम्र सीमा समय—समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति/प्रोन्नति:	नियुक्ति—विश्वविद्यालय चयन समिति द्वारा लिखित परीक्षा के आधार पर अनुशंसित मेधा सूची से नियुक्ति विश्वविद्यालय द्वारा की जायेगी। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा। प्रोन्नति—विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्री अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	मूल पद से ग्रेड-1 पर प्रोन्नति के लिए कालावधि 3 वर्ष एवं ग्रेड-1 से ग्रेड-2 पर प्रोन्नति के लिए 5 वर्ष पूर्ण करना अनिवार्य होगा।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

वाहन चालक का पद सोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	वाहन चालक	ग	5200—20200	1900

2.	वाहन चालक (ग्रेड-1)	ग	5200-20200	2000
3.	वाहन चालक (ग्रेड-2)	ग	5200-20200	2400

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	वाहन चालक
2. पद समूह:	समूह 'ग'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	मैट्रिक उत्तीर्ण होने के साथ-साथ वैध ड्राइविंग लाइसेंस धारित अनिवार्य होगा। नियुक्ति के समय कम-से-कम 3 वर्षों का मोटर चालन का अनुभव अनिवार्य होगा।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-1900 पी०बी० 1
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति	विश्वविद्यालय चयन समिति द्वारा आयोजित प्रतियोगिता परीक्षा के आधार पर परीक्षाफल के मेधा सूची से अनुशंसित उम्मीदवारों की नियुक्ति विश्वविद्यालय द्वारा की जायेगी। मैकेनिक कम ड्राइवर के पद को वाहन चालक के नाम से पदानामित किया जाएगा। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 3 साल।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

1. पद का नाम:	वाहन चालक (ग्रेड-1)
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2800 पी०बी० 1
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रिक अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर वाहन चालक से प्रोन्नत पद भरे जायेंगे।

	राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 5 साल।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

1. पद का नाम:	वाहन चालक (ग्रेड-2)
2. पद समूह:	समूह 'ग'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2000 पी०बी० 1
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर वाहन चालक (ग्रेड-1) पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	लागू नहीं।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

प्रयोगशाला मिस्त्री पद का पद सोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	प्रयोगशाला मिस्त्री	ग	5200-20200	1900
2.	प्रयोगशाला मिस्त्री (ग्रेड-1)	ग	5200-20200	2000
3.	प्रयोगशाला मिस्त्री (ग्रेड-2)	ग	5200-20200	2400

- इन्ट्रमेन्ट कीपर (पी०जी०) पद को प्रयोगशाला मिस्त्री के पदनाम से पदनामित किया जायेगा।
- उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	प्रयोगशाला मिस्त्री
2. पद समूह:	समूह 'ग'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त बोर्ड से विज्ञान के साथ इन्टरमीडिएट उत्तीर्ण।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-1900 पी०बी० 1
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति:	विश्वविद्यालय चयन समिति द्वारा आयोजित प्रतियोगिता परीक्षा के आधार पर परीक्षाफल के मेधा सूची से अनुशंसित उम्मीदवारों की नियुक्ति विश्वविद्यालय द्वारा की जायेगी। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 3 साल।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

1. पद का नाम:	प्रयोगशाला मिस्त्री (ग्रेड-1)
2. पद समूह:	समूह 'ग'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त बोर्ड/विश्वविद्यालय से विज्ञान के साथ इन्टरमीडिएट उत्तीर्ण।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2000 पी०बी० 1
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्री अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रयोगशाला मिस्त्री के पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 5 साल।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

1. पद का नाम:	प्रयोगशाला मिस्त्री (ग्रेड-2)
2. पद समूह:	समूह 'ग'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2400 पी०बी० 1
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोपरांत प्रोन्नति समिति की अनुशंसा पर प्रयोगशाला मिस्त्री (ग्रेड-1) के पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	लागू नहीं।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

9. विश्वविद्यालय/स्नातकोत्तर विभाग एवं सम्बद्ध कार्यालय के समूह 'घ' (चतुर्थ वर्गीय) के कर्मियों का पद सोपान (ग्रेड पे 1300)

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	डिस्ट्रीब्यूटर माली चौकीदार क्लीनर स्वीपर दाई रात्रि प्रहरी आदेशपाल फर्राश केयरटेकर	घ	4440-7440	1300

2.	डिस्ट्रीब्यूटर माली चौकीदार क्लीनर स्वीपर दाई रात्रि प्रहरी आदेशपाल फर्राश केयरटेकर	ग्रेड-1	घ	4440-7440	1400
3.	डिस्ट्रीब्यूटर माली चौकीदार क्लीनर स्वीपर दाई रात्रि प्रहरी आदेशपाल फर्राश केयरटेकर	ग्रेड-2	घ	4440-7440	1600

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णाकित किया जायेगा।

1. पद का नाम:	डिस्ट्रीब्यूटर माली चौकीदार क्लीनर स्वीपर दाई रात्रि प्रहरी आदेशपाल फर्राश केयरटेकर
2. पद समूह:	समूह 'घ'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	समूह 'घ' के पद की नियुक्ति की शैक्षणिक योग्यता दसवीं उत्तीर्ण होगी। इन पदों के लिए शारीरिक रूप से स्वस्थ एवं साईकिल चलाने की योग्यता अनिवार्य है। दाई पद के लिए साईकिल चलाने की योग्यता में छूट होगी।

4. वेतन संरचना:	वेतन बैण्ड 4400-7440 ग्रेड पे-1300 1 एस०
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति/प्रोन्नति:	नियुक्ति-विश्वविद्यालय चयन समिति द्वारा लिखित परीक्षा के आधार पर अनुशंसित मेधा सूची से नियुक्ति विश्वविद्यालय द्वारा की जायेगी। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा। डिस्ट्रीब्यूटर जूनियर भविष्य में डिस्ट्रीब्यूटर पदनाम से पदनामित किया जाएगा। प्रोन्नति-विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रिक अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	मूल पद से ग्रेड-1 पर प्रोन्नति के लिए कालावधि 3 वर्ष एवं ग्रेड-1 से ग्रेड-2 पर प्रोन्नति के लिए 3 वर्ष पूर्ण करना अनिवार्य होगा।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

10. विश्वविद्यालय/स्नातकोत्तर विभाग एवं सम्बद्ध कार्यालय के समूह 'घ' (चतुर्थ वर्गीय) के कर्मियों का पद सोपान (ग्रेड पे 1400)

क्रम सं०	पद का नाम	पद समूह	वेतन बैड	ग्रेड पे
1	2	3	4	5
1.	अभिलेख वाहन दफ्तरी कुक गैसमैन हेड जमादार बैंक पियून नमूना संग्रहक (पी०जी० बॉटनी) लैब बियरर	घ	4440-7440	1400

2.	अभिलेख वाहन दफ्तरी कुक गैसमैन हेड जमादार बैंक पियून नमूना संग्रहक (पी०जी० बॉटनी) लैब बियरर	ग्रेड-1	घ	4440-7440	1600
3	अभिलेख वाहन दफ्तरी कुक गैसमैन हेड जमादार बैंक पियून नमूना संग्रहक (पी०जी० बॉटनी) लैब बियरर	ग्रेड-2	घ	4440-7440	1650

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	अभिलेख वाहन दफ्तरी कुक गैसमैन हेड जमादार बैंक पियून नमूना संग्रहक (पी०जी० बॉटनी) लैब बियरर
2. पद समूह:	समूह 'घ'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	समूह 'घ' के पद की नियुक्ति की शैक्षणिक योग्यता दसवीं उत्तीर्ण होगी। उम्मीदवार को शारीरिक रूप से स्वस्थ एवं साईकित चलाने की योग्यता अनिवार्य है।
4. वेतन संरचना:	वेतन बैंड 4440-7440 ग्रेड पे-1400 1 एस०
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति/प्रोन्नति:	नियुक्ति-विश्वविद्यालय चयन समिति द्वारा लिखित परीक्षा के आधार पर अनुशंसित मेधा सूची से नियुक्ति विश्वविद्यालय द्वारा की जायेगी।

	राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा। प्रोन्नति—विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	मूल पद से ग्रेड-1 पर प्रोन्नति के लिए कालावधि 3 वर्ष एवं ग्रेड-1 से ग्रेड-2 पर प्रोन्नति के लिए 3 वर्ष पूर्ण करना अनिवार्य होगा।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

11. विश्वविद्यालय/स्नातकोत्तर विभाग एवं सम्बद्ध कार्यालय के समूह 'घ' (चतुर्थ वर्गीय) के कर्मियों का पद सोपान (ग्रेड पे 1650)

क्रम सं०	पद का नाम		पद समूह	वेतन बैंड	ग्रेड पे
1	2		3	4	5
1.	टेलिफोन ऑपरेटर लेथ मिस्त्री (स्नातकोत्तर विभाग)		घ	4440-7440	1650
2.	टेलिफोन ऑपरेटर लेथ मिस्त्री (स्नातकोत्तर विभाग)	ग्रेड-1	ग	5200-20200	1800
3.	टेलिफोन ऑपरेटर लेथ मिस्त्री (स्नातकोत्तर विभाग)	ग्रेड-2	ग	5200-20200	1900

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	टेलिफोन ऑपरेटर लेथ मिस्त्री (स्नातकोत्तर विभाग)
2. पद समूह:	समूह 'घ'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	समूह 'घ' के पद की नियुक्ति की शैक्षणिक योग्यता दसवीं उत्तीर्ण होगी। उम्मीदवार को शारीरिक रूप से स्वस्थ एवं साईकित चलाने की योग्यता अनिवार्य है।

	टेलिफोन ऑपरेटर—मैट्रिक उत्तीर्ण एवं किसी संस्थान का टेलिफोन ऑपरेटिंग का कम से कम 5 वर्षों का कार्यानुभव होना अनिवार्य होगा। लेथ मिस्त्री (स्नातकोत्तर विभाग)—किसी मान्यता प्राप्त संस्थान से मशीन ट्रेड से आई०टी०आई०
4. वेतन संरचना:	वेतन बैंड 4440-7440 ग्रेड पे-1650 1 एस०
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति/प्रोन्नति:	नियुक्ति—विश्वविद्यालय चयन समिति द्वारा लिखित परीक्षा के आधार पर अनुशंसित मेधा सूची से नियुक्ति विश्वविद्यालय द्वारा की जायेगी। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा। प्रोन्नति—विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्री अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	मूल पद से ग्रेड-1 पर प्रोन्नति के लिए कालावधि 3 वर्ष एवं ग्रेड-1 से ग्रेड-2 पर प्रोन्नति के लिए 3 वर्ष पूर्ण करना अनिवार्य होगा।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

12. विश्वविद्यालय के आउटसोर्सिंग पद

विश्वविद्यालय के आउटसोर्सिंग पद	
समूह 'ख' के आउट सोसिंग द्वारा कार्य कराये जाने वाले पद	1. मुद्रणालय अधीक्षक
समूह 'ग' के आउट सोसिंग द्वारा कार्य कराये जाने वाले पद	1. जेनरल फोरमैन प्रेस 2. प्रेस प्रुफ रीडर 3. प्रुफ रीडर कम सुपरवाइजर 4. प्रधान वाचक 5. सिनियम प्रुफ रीडर

	6. लेखापाल 7. प्रेस मशीन मैन 8. जूनियर स्टोर कीपर 9. जूनियर प्रुफ रीडर 10. सीनियर बाईंडर 11. सीनियर मशीन मैन 12. सीनियर कम्पोजिट असिस्टेन्स 13. कम्प्यूटर प्रेस 14. सेक्शन होल्डर कम कम्पोजिटर सीनियर 15. फिल्म ऑपरेटर 16. बुक बाईंडर 17. मेन्युस्क्रिप्ट बुक बाईंडर 18. कैरेक्टर कम कम्पोजिटर सीनियर 19. मोनो कास्टर वरीय 20. मोनो ऑपरेटर 21. सेक्शन होल्डर सह मुख्य बाईंडर 22. मोनो ऑपरेटर कनीय 23. प्रेस डिस्ट्रीब्यूटर सीनियर 24. प्रेस फ्लाय वाच 25. जूनियर कम्पोजिटर 26. डिस्टेम्बर 27. कैरेक्टर कम कम्पोजिटर 28. फ्लाय ब्याय 29. मुख्य बढई
समूह 'घ' के आउट सोसिंग द्वारा कार्य कराये जाने वाले पद	1. बढई 2. फार्म लिपटर कम कुली (प्रेस) 3. प्रेस बाईंडर
अभ्युक्ति	उपर्युक्त कोटि के सभी पद समाप्त समझे जायेंगे। उपर्युक्त पदों पर कार्यरत पदधारकों को राज्य सरकार द्वारा स्वीकृत एवं रिक्त समूह 'ख' 'ग' एवं 'घ' के पदों के विरुद्ध समतुल्य पदों पर सामंजित किया जायेगा। सामंजन योग्य पदों के उपलब्ध न होने की स्थिति में वर्तमान पदधारकों को उनके द्वारा धारित पद पर तब तक बनाये रखा जायेगा जब तक सेवा निवृत्त न हो जाते हो अथवा

	किसी स्वीकृत एवं रिक्त पदों पर सामंजित न हो जाये। आउटसोर्सिंग के माध्यम से लिये जाने वाले कार्यों से संबंधित पदों पर भविष्य में न तो किसी प्रकार की नियुक्ति की जायेगी न ही इन पदों के अनुमान्यता के आधार पर किसी भी प्रकार के नियमितिकरण की कार्यवाई की जायेगी।
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13. विश्वविद्यालय के मरणशील पद

मरणशील पद	
समूह 'क' के मरणशील पद	1. मुख्य चिकित्सा पदाधिकारी 2. वरीय चिकित्सा पदाधिकारी
समूह 'ख' के मरणशील पद	1. प्रशासी पदाधिकारी 2. हिन्दी अनुवादक 3. चिकित्सा पदाधिकारी
समूह 'ग' के मरणशील पद	1. कम्पाउन्डर (फार्मासिस्ट) 2. एक्सरे तकनिसियन 3. लेबोरेट्री तकनिसियन 4. फार्मासिस्ट 5. कम्पाउन्डर 6. वैक्सीनेटर-कम-पैथोलॉजीकल लैब तकनीशियन (सेन्ट्रल डिसपेन्सी) 7. सेन्ट्रल डिसपेन्सरी सहायक
समूह 'घ' के मरणशील पद	1. फ्लाय बॉय 2. एनीमल कीपर (सीनियर) 3. डुप्लिकेटिंग मशीन मैन (प्रेस) 4. ड्रेसर 5. ड्रेसर-कम-तकनिसियन
अभ्युक्ति	उपर्युक्त कोटि के सभी पद समाप्त समझे जायेंगे। उपर्युक्त पदों पर कार्यरत पदधारकों को राज्य सरकार द्वारा स्वीकृत एवं रिक्त समूह 'ख' एवं 'घ' के पदों के विरुद्ध समतुल्य पदों पर सामंजित किया जायेगा। सामंजन योग्य पदों के उपलब्ध न होने की स्थिति में वर्तमान पदधारकों को उनके द्वारा धारित पद पर तब तक बनाये रखा जायेगा जब तक सेवा निवृत्त न हो जाते

	हो अथवा किसी स्वीकृत एवं रिक्त पदों पर सामंजित न हो जाये। मरणशील घोषित किये जाने वाले पदों पर भविष्य में न तो किसी प्रकार की नियुक्ति की जायेगी न ही इन पदों के अनुमान्यता के आधार पर किसी भी प्रकार के नियमितिकरण की कार्रवाई की जायेगी।
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परिशिष्ट-2

राज्य के महाविद्यालयों के शिक्षकेतर कर्मियों के पद/पद सोपान

1. महाविद्यालय के समूह 'ग' के कर्मियों का पद सोपान (ग्रेड पे-2800)

महाविद्यालय सहायक पुस्तकाध्यक्ष एवं समतुल्य पद का पद सोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	सहायक पुस्तकाध्यक्ष एवं समतुल्य पद क्लासिफायर/पी०एल० असिस्टेन्ट/ पुस्तकालय सहायक/कैटलगर	ग	5200-20200	2800
2.	सहायक पुस्तकाध्यक्ष एवं समतुल्य पद क्लासिफायर/पी०एल० असिस्टेन्ट/ पुस्तकालय सहायक/कैटलगर (ग्रेड-1)	ख	9300-34800	4200
3.	सहायक पुस्तकाध्यक्ष एवं समतुल्य पद क्लासिफायर/पी०एल० असिस्टेन्ट/ पुस्तकालय सहायक/कैटलगर (ग्रेड-2)	ख	9300-34800	4600

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	सहायक पुस्तकाध्यक्ष एवं समतुल्य पद क्लासिफायर/पी०एल० असिस्टेन्ट/ पुस्तकालय सहायक/कैटलगर
2. पद समूह:	समूह 'ग'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	स्नातक के साथ पुस्तकालय विज्ञान में डिप्लोमा अनिवार्य होगा।

4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2800 पी०बी० 1
5. आयु सीमा:	न्यूनतम 21 वर्ष एवं अधिकतम उम्र सीमा राज्य सरकार द्वारा समय-समय पर निर्धारित मानक के अनुसार होगा।
6. सीधी नियुक्ति:	विश्वविद्यालय चयन समिति द्वारा आयोजित प्रतियोगिता परीक्षा के मेधा सूची के अनुसार की गई अनुशंसा के आधार पर विश्वविद्यालय द्वारा राज्य सरकार के अनुमोदनोपरान्त महाविद्यालय के स्वीकृत रिक्त पदों को भरा जायेगा। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 6 साल।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

1. पद का नाम:	सहायक पुस्तकाध्यक्ष एवं समतुल्य पद क्लासिफायर/पी०एल० असिस्टेन्ट/पुस्तकालय सहायक/कैटलगर (ग्रेड-1)
2. पद समूह:	समूह 'ख'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4200 पी०बी० 2
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर महाविद्यालय सहायक पुस्तकाध्यक्ष एवं समतुल्य पद क्लासिफायर/पी०एल० असिस्टेन्ट/पुस्तकालय सहायक/कैटलगर पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 5 साल।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

1. पद का नाम:	सहायक पुस्तकाध्यक्ष एवं समतुल्य पद क्लासिफायर/पी०एल० असिस्टेन्ट/ पुस्तकालय सहायक/कैटलगर (ग्रेड-2)
2. पद समूह:	समूह 'ख'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4600 पी०बी० 2
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्री अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर महाविद्यालय सहायक पुस्तकाध्यक्ष एवं समतुल्य पद क्लासिफायर/पी०एल० असिस्टेन्ट/ पुस्तकालय सहायक/कैटलगर (ग्रेड-1) पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	लागू नहीं।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

पेंटिंग इन्स्ट्रक्टर एवं समतुल्य पद का पद सोपान

क्रम सं०	पद का नाम		पद समूह	वेतन बैंड	ग्रेड पे
1	2		3	4	5
1.	पेंटिंग इन्स्ट्रक्टर फोटोग्राफर फोटो इन्स्ट्रक्टर क्राफ्ट इन्स्ट्रक्टर आर्टिस्ट-कम-फोटोग्राफर		ग	5200-20200	2800
2.	पेंटिंग इन्स्ट्रक्टर फोटोग्राफर फोटो इन्स्ट्रक्टर क्राफ्ट इन्स्ट्रक्टर आर्टिस्ट-कम-फोटोग्राफर	ग्रेड-1	ख	9300-34800	4200

3.	पेन्टिंग इन्स्ट्रक्टर फोटोग्राफर फोटो इन्स्ट्रक्टर क्राफ्ट इन्स्ट्रक्टर आर्टिस्ट-कम-फोटोग्राफर	ग्रेड-1	ख	9300-34800	4600
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उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	पेन्टिंग इन्स्ट्रक्टर फोटोग्राफर फोटो इन्स्ट्रक्टर क्राफ्ट इन्स्ट्रक्टर आर्टिस्ट-कम-फोटोग्राफर
2. पद समूह:	समूह 'ग'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त विश्वविद्यालय से स्नातक डिग्री या- पेन्टिंग इन्स्ट्रक्टर - पेन्टिंग में डिप्लोमा फोटोग्राफर/फोटो इन्स्ट्रक्टर/आर्टिस्ट-कम-फोटोग्राफर- फोटोग्राफी में डिप्लोमा क्राफ्ट इन्स्ट्रक्टर-क्राफ्ट में डिप्लोमा
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2800 पी०बी० 1
5. आयु सीमा:	न्यूनतम 21 वर्ष एवं अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति/प्रोन्नति:	नियुक्ति-विश्वविद्यालय चयन समिति द्वारा लिखित परीक्षा के आधार पर अनुशंसित मेधा सूची से नियुक्ति विश्वविद्यालय द्वारा राज्य सरकार के अनुमोदनोपरान्त की जायेगी। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा। प्रोन्नति-विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रिक अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।

7. कालावधि:	मूल पद से ग्रेड-1 पर प्रोन्नति के लिए कालावधि 6 वर्ष एवं ग्रेड-1 से ग्रेड-2 पर प्रोन्नति के लिए 5 वर्ष पूर्ण करना अनिवार्य होगा।
8. परीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

आर्ट शिक्षक का पद सोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	आर्ट शिक्षक/आर्टिस्ट	ग	5200-20200	2800
2.	आर्ट शिक्षक/आर्टिस्ट (ग्रेड-1)	ख	9300-34800	4200
3.	आर्ट शिक्षक/आर्टिस्ट (ग्रेड-2)	ख	9300-34800	4600

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	आर्ट शिक्षक/आर्टिस्ट
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त विश्वविद्यालय से आर्ट में डिग्री या आर्ट में डिप्लोमा आवश्यक होगा।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2800 पी०बी० 1
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम आयु सीमा राज्य सरकार द्वारा निर्धारित मानक के अनुसार होगा।
6. सीधी नियुक्ति:	विश्वविद्यालय चयन समिति द्वारा आयोजित प्रतियोगिता परीक्षा के मेधा सूची के अनुसार की गई अनुशंसा के आधार पर विश्वविद्यालय द्वारा राज्य सरकार के अनुमोदनोपरान्त महाविद्यालय के स्वीकृत रिक्त पदों को भरा जायेगा। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 6 साल।
8. परीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

1. पद का नाम:	आर्ट शिक्षक/आर्टिस्ट (ग्रेड-1)
2. पद समूह:	समूह 'ख'

3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4200 पी०बी० 2
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 5 साल।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

1. पद का नाम:	आर्ट शिक्षक/आर्टिस्ट (ग्रेड-2)
2. पद समूह:	समूह 'ख'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4600 पी०बी० 2
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	लागू नहीं।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

सितार वादक का पद सोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	सितार वादक	ग	5200-20200	2400
2.	सितार वादक (ग्रेड-1)	ख	9300-34800	2800
3.	सितार वादक (ग्रेड-2)	ख	9300-34800	4200

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	सितार वादक
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त विश्वविद्यालय से संगीत में स्नातक।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2400 पी०बी० 1
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम आयु सीमा राज्य सरकार द्वारा निर्धारित मानक के अनुसार होगा।
6. सीधी नियुक्ति	विश्वविद्यालय चयन समिति द्वारा आयोजित प्रतियोगिता परीक्षा के मेधा सूची के अनुसार की गई अनुशंसा के आधार पर विश्वविद्यालय द्वारा राज्य सरकार के अनुमोदनोपरान्त महाविद्यालय के स्वीकृत रिक्त पदों को भरा जायेगा। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 5 साल।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

1. पद का नाम:	सितार वादक (ग्रेड-1)
2. पद समूह:	समूह 'ख'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-2800 पी०बी० 2
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत

	रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्री अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर सितार वादक पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
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7. कालावधि:	प्रोन्नति के मामले में 6 साल।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

1. पद का नाम:	सितार वादक (ग्रेड-2)
2. पद समूह:	समूह 'ख'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4200 पी०बी० 2
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्री अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर सितार वादक (ग्रेड-1) पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	लागू नहीं।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

2. महाविद्यालय के समूह 'ग' के कर्मियों का पद सोपान (ग्रेड पे 2400)
लैब-इन्चार्ज (आई०एस०सी०) एवं समतुल्य पद का पद सोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	लैब-इन्चार्ज (आई०एस०सी०) एवं समतुल्य पद जूनियर लैब सहायक	ग	5200-20200	2400

2.	लैब-इन्चार्ज (आई०एस०सी०) एवं समतुल्य पद जूनियर लैब सहायक (ग्रेड-1)	ग	5200-20200	2800
3.	लैब-इन्चार्ज (आई०एस०सी०) एवं समतुल्य पद जूनियर लैब सहायक (ग्रेड-2)	ख	9300-34800	4200

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णाकित किया जायेगा।

1. पद का नाम:	लैब-इन्चार्ज (आई०एस०सी०) एवं समतुल्य पद जूनियर लैब सहायक
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त बोर्ड/विश्वविद्यालय से न्यूनतम निर्धारित अर्हता इंटरमीडिएट (विज्ञान) होना अनिवार्य है।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2400 पी०बी० 1
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम आयु सीमा राज्य सरकार द्वारा निर्धारित मानक के अनुसार होगा।
6. सीधी नियुक्ति:	विश्वविद्यालय चयन समिति द्वारा आयोजित प्रतियोगिता परीक्षा के मेधा सूची के अनुसार की गई अनुशंसा के आधार पर विश्वविद्यालय द्वारा राज्य सरकार के अनुमोदनोपरान्त महाविद्यालय के स्वीकृत रिक्त पदों को भरा जायेगा। लेबोरेटरी सहायक का पद लैब-इन्चार्ज (ग्रेजुएट) पद के नाम से पदनामित किया जाएगा। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 5 साल।
8. परीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

1. पद का नाम:	लैब-इन्चार्ज (आई०एस०सी०) एवं समतुल्य पद जूनियर लैब सहायक (ग्रेड-1)
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2800 पी०बी० 1

5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्री अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर लैब-इन्चार्ज (आई०एस०सी०) एवं समतुल्य पद जूनियर लैब सहायक पद से प्रोन्नत पद भरे जायेंगे। लेबोरेटरी सहायक का पद लैब-इन्चार्ज (आई०एस०सी०) एवं समतुल्य पद जूनियर लैब सहायक के नाम से पदनामित किया जाएगा। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 6 साल।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

1. पद का नाम:	लैब-इन्चार्ज (आई०एस०सी०) एवं समतुल्य पद जूनियर लैब सहायक (ग्रेड-2)
2. पद समूह:	समूह 'ख'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4200 पी०बी० 2
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्री अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर लैब-इन्चार्ज (आई०एस०सी०) एवं समतुल्य पद जूनियर लैब सहायक (ग्रेड-1) पद से प्रोन्नत पद भरे जायेंगे। लेबोरेटरी सहायक का पद लैब-इन्चार्ज (आई०एस०सी०) एवं समतुल्य पद जूनियर लैब सहायक (ग्रेड-1) के नाम से पदनामित किया जाएगा। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।

7. कालावधि:	लागू नहीं
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

संगीत अनुदेशक का पद सोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	संगीत अनुदेशक	ग	5200-20200	2400
2.	संगीत अनुदेशक (ग्रेड-1)	ग	5200-20200	2800
3.	संगीत अनुदेशक (ग्रेड-2)	ख	9300-34800	4200

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	संगीत अनुदेशक
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त बोर्ड से इंटरमीडियट उत्तीर्ण तथा किसी मान्यता प्राप्त संस्थान से संगीत शिक्षा का प्रमाण-पत्र
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2400 पी०बी० 1
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम आयु सीमा राज्य सरकार द्वारा निर्धारित मानक के अनुसार होगा।
6. सीधी नियुक्ति:	विश्वविद्यालय चयन समिति द्वारा आयोजित प्रतियोगिता परीक्षा के मेधा सूची के अनुसार की गई अनुशंसा के आधार पर विश्वविद्यालय द्वारा राज्य सरकार के अनुमोदनोपरान्त महाविद्यालय के स्वीकृत रिक्त पदों को भरा जायेगा। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 5 साल।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

1. पद का नाम:	संगीत अनुदेशक (ग्रेड-1)
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2800 पी०बी० 1
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।

6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्री अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर संगीत अनुदेशक पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 6 साल।
8. परीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।
1. पद का नाम:	संगीत अनुदेशक (ग्रेड-2)
2. पद समूह:	समूह 'ख'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4200 पी०बी० 1
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्री अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर संगीत अनुदेशक (ग्रेड-1) पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	लागू नहीं।
8. परीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

3. महाविद्यालय के समूह 'ग' के कर्मियों का पद सोपान (ग्रेड पे-2000)
लेबोरेट्री तकनीसियन/ग्लास ब्लोअर का पद सोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	लेबोरेट्री तकनीसियन/ग्लास ब्लोअर	ग	5200-20200	2000

2.	लेबोरेट्री तकनीसियन/ग्लास ब्लोअर (ग्रेड-1)	ग	5200-20200	2400
3.	लेबोरेट्री तकनीसियन/ग्लास ब्लोअर (ग्रेड-2)	ग	5200-20200	2800

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	लेबोरेट्री तकनीसियन/ग्लास ब्लोअर
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त बोर्ड आईएससी एवं राज्य सरकार द्वारा मान्यता प्राप्त किसी संस्थान से लेबोरेट्री तकनीसियन योग्यता अनिवार्य होगा।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2000 पी०बी० 1
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम आयु सीमा राज्य सरकार द्वारा निर्धारित मानक के अनुसार होगा।
6. सीधी नियुक्ति:	विश्वविद्यालय चयन समिति द्वारा आयोजित प्रतियोगिता परीक्षा के मेधा सूची के अनुसार की गई अनुशंसा के आधार पर विश्वविद्यालय द्वारा राज्य सरकार के अनुमोदनोपरान्त महाविद्यालय के स्वीकृत रिक्त पदों को भरा जायेगा। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 5 साल।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

1. पद का नाम:	लेबोरेट्री तकनीसियन/ग्लास ब्लोअर (ग्रेड-1)
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2400 पी०बी० 1
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक

	गोपनीय चारित्र्य अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर लेबोरेट्री तकनीसियन पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 5 साल।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।
1. पद का नाम:	लेबोरेट्री तकनीसियन/ग्लास ब्लोअर (ग्रेड-2)
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2800 पी०बी० 1
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्र्य अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर लेबोरेट्री तकनीसियन (ग्रेड-1) पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	लागू नहीं।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

4. महाविद्यालय के समूह 'ग' के कर्मियों का पद सोपान (ग्रेड पे-1900)

निम्न वर्गीय लिपिक का पद सोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	निम्न वर्गीय लिपिक	ग	5200-20200	1900
2.	उच्च वर्गीय लिपिक/उच्च वर्गीय लिपिक (लेखा)	ग	5200-20200	2400
3.	प्रधान लिपिक/प्रधान लिपिक (लेखा)	ग	9300-34800	4200

कनीक सहायक का पदनाम 20.12.2000 से निम्न वर्गीय लिपिक के पदनाम से पदनामित हो चुका है।

1. पद का नाम:	निम्न वर्गीय लिपिक (वित्त विभाग के संकल्प संख्या-8825 दिनांक 20.12.2000 के आलोक में 20.12.2000 के बाद की तिथि से नियुक्त दिनचर्या लिपिक, विपत्र लिपिक, भंडारपाल, टंकक, कैशियर एवं लिपिकीय संवर्ग के सभी पद निम्न वर्गीय लिपिक के नाम से पदनामित सम्मिलित।)
2. पद समूह:	समूह 'ग'
3. नियुक्ति का न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त बोर्ड से मैट्रिक उत्तीर्ण या राज्य सरकार द्वारा घोषित समतुल्य योग्यता तथा कम्प्यूटर टंकण में न्यूनतम प्रति मिनट गति हिन्दी में 30 शब्द एवं अंग्रेजी में 35 शब्द टंकण दक्षता अनिवार्य होगा।
4. वेतन संरचना:	वेतन बैण्ड 5200-20200 ग्रेड पे-1900 पी०बी० 1
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम उम्र सीमा राज्य सरकार द्वारा समय-समय पर निर्धारित मानक के अनुसार होगा।
6. सीधी नियुक्ति:	विश्वविद्यालय चयन समिति द्वारा आयोजित प्रतियोगिता परीक्षा के आधार पर परीक्षाफल के मेधा सूची से अनुशंसित उम्मीदवारों की नियुक्ति विश्वविद्यालय द्वारा राज्य सरकार के अनुमोदनोपरान्त की जायेगी। लिपिकीय संवर्ग के 40 प्रतिशत पद उच्च वर्गीय लिपिक तथा 60 प्रतिशत पद निम्न वर्गीय लिपिक के होंगे। निम्न वर्गीय लिपिक (लिपिकीय संवर्ग) से उच्च वर्गीय लिपिक (लिपिकीय संवर्ग) के पद पर प्रोन्नति की जायेगी। (वित्त विभाग के संकल्प संख्या-8825 (वि०) दिनांक 20.12.2000 की कंडिका 3 एवं 4 के प्रावधान के अनुसार लिपिकीय संवर्ग के एकीकृत पदों को पृथक (डिमर्ज) कर दिनांक 20.12.2000 के बाद की तिथि से लिपिकीय संवर्ग के पदों पर निम्न वर्गीय लिपिक पद पर सीधी नियुक्त (वेतनमान 3050-4590/-रु०) किये जाने का प्रावधान किया गया। वरीयता सूची का संधारण—विश्वविद्यालय/स्नातकोत्तर विभाग एवं संबद्ध कार्यालयों के लिपिकीय संवर्ग के लिए समेकित वरीयता सूची यथा—निम्न वर्गीय लिपिक, उच्च वर्गीय लिपिक, सहायक एवं प्रशाखा पदाधिकारी का समेकित रूप से अलग-अलग कोटि का वरीयता कोटि क्रमांक सूची विश्वविद्यालय द्वारा तैयार किया जायेगा।

	लिपिकीय संवर्ग के विभिन्न पदनाम से पदनामित यथा शॉर्टर संबंधित विभागों एवं सम्बद्ध कार्यालयों में पदस्थापित पदों का नाम निम्न वर्गीय लिपिक के पदनाम से नियमतः पदनामित किया जाएगा। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 8 साल।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

1. पद का नाम:	उच्च वर्गीय लिपिक (वित्त विभाग के संकल्प संख्या-8825 दिनांक 20.12.2000 के आलोक में 20.12.2000 के पूर्ण से दिनचर्या लिपिक, विपत्र लिपिक, भंडारपाल, टंकक, कैशियर लिपिकीय संवर्ग के सभी पदों पर कार्यरत कर्मी उच्च वर्गीय लिपिक नाम से पदनामित सम्मिलित।)
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2400 पी०बी० 1
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	महाविद्यालय के समेकित निम्न वर्गीय लिपिक की वरीयता कोटि क्रमांक सूची से वरीयता क्रमानुसार विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा लिपिकों की विश्वविद्यालय स्तरीय विभागीय परीक्षा में उत्तीर्णता/सेवा सम्पुष्टि/आरोप/वार्षिक गोपनीय चारित्रि अभ्युक्तियाँ एवं कालावधि आदि के सम्यक जांचोपरांत प्रोन्नति समिति की अनुशंसा पर उच्च वर्गीय लिपिक के शत प्रतिशत पद प्रोन्नति से भरे जायेंगे। (वित्त विभाग के संकल्प संख्या-8825 (वि०) दिनांक 20.12.2000 की कंडिका 3 एवं 4 के प्रावधानों के आलोक में दिनांक 20.12.2000 के पूर्व से लिपिकीय संवर्ग यथा पुस्तकालय सहायक, शॉर्टर, पत्राचार लिपिक, दिनचर्या लिपिक, विपत्र लिपिक, भंडारापाल, टंकक, कैशियर के एकीकृत सभी पदों को पृथक (डिमर्ज) कर उच्च वर्गीय लिपिक माना गया है।) उच्च वर्गीय लिपिक का पद पूर्णतः प्रोन्नति का पद है। यह प्रावधान महाविद्यालय कर्मियों पर भी समान रूप से प्रभावी है। उच्च वर्गीय लिपिक के समतुल्य भंडारापाल का पद होगा।

	राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 10 साल।
8. परिवीक्षा अवधि:	प्रोन्नति में मामले में लागू नहीं होंगे।
1. पद का नाम:	प्रधान लिपिक/प्रधान लिपिक (लेखा)
2. पद समूह:	समूह 'ख'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 9300-34800 ग्रेड पे-4200 पी०बी० 2
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	महाविद्यालय के उच्च वर्गीय लिपिक की वरीयता कोटि क्रमांक सूची से वरीयता क्रमानुसार विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा लिपिकों की विश्वविद्यालय स्तरीय विभागीय परीक्षा में उत्तीर्णता/सेवा सम्पुष्टि/आरोप/वार्षिक गोपनीय चारित्रि अभ्युक्तियाँ एवं कालावधि आदि के सम्यक जांचोपरांत प्रोन्नति समिति की अनुशंसा पर प्रधान लिपिक के शत प्रतिशत पद प्रोन्नति से भरे जायेंगे। प्रधान लिपिक के समतुल्य पद प्रधान लिपिक (लेखा) का पद होगा। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	लागू नहीं।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

वाहन चालक का पद सोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	वाहन चालक	ग	5200-20200	1900
2.	वाहन चालक (ग्रेड 1)	ग	5200-20200	2000
3.	वाहन चालक (ग्रेड 2)	ग	5200-20200	2400

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	वाहन चालक
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	मैट्रिक उत्तीर्ण ड्राइविंग लाइसेंस के साथ।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-1900 पी०बी० 1
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम उम्र सीमा राज्य सरकार द्वारा निर्धारित मानक के अनुसार होगा।
6. सीधी नियुक्ति:	विश्वविद्यालय चयन समिति द्वारा आयोजित प्रतियोगिता परीक्षा के मेधा सूची के अनुसार की गई अनुशंसा के आधार पर विश्वविद्यालय द्वारा राज्य सरकार के अनुमोदनोपरान्त महाविद्यालय के स्वीकृत रिक्त पदों को भरा जायेगा। मिस्त्री सह वाहन चालक पद को वाहन चालक पद के नाम से पदानामित किया जाएगा। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 3 साल।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

1. पद का नाम:	वाहन चालक (ग्रेड 1)
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2000 पी०बी० 1
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर वाहन चालक पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 5 साल।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

1. पद का नाम:	वाहन चालक (ग्रेड 2)
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2400 पी०बी० 1
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्री अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर वाहन चालक (ग्रेड-1) पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	लागू नहीं।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

तबला वादक का पद सौपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	तबला वादक	ग	5200-20200	1900
2.	वरीय तबलावादक	ग	5200-20200	2000
3.	मुख्य तबलावादक	ग	5200-20200	2400

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	तबला वादक
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	मैट्रिक के साथ किसी मान्यता प्राप्त संस्थान से तबला वादक में डिप्लोमा।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-1900 पी०बी० 1
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम आयु सीमा राज्य सरकार द्वारा निर्धारित मानक के अनुसार होगा।

6. सीधी नियुक्ति:	विश्वविद्यालय चयन समिति द्वारा आयोजित प्रतियोगिता परीक्षा के मेधा सूची के अनुसार की गई अनुशंसा के आधार पर विश्वविद्यालय द्वारा राज्य सरकार के अनुमोदनोपरान्त महाविद्यालय के स्वीकृत रिक्त पदों को भरा जायेगा। नोट:—पूर्व में अनुशंसित तबलावादक ग्रेड-2 का पद को तबला वादक पदनाम से तथा तबला वादक ग्रेड-1 को मुख्य तबलावादक के पदनाम से पदनामित किया जाये। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 3 साल।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।
1. पद का नाम:	वरीय तबलावादक
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2000 पी०बी० 1
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।
6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्री अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरान्त प्रोन्नति समिति की अनुशंसा पर तबला वादक पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	प्रोन्नति के मामले में 5 साल।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।
1. पद का नाम:	मुख्य तबलावादक
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2400 पी०बी० 1
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।

6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर तबला वादक (ग्रेड-1) पद से प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	लागू नहीं।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

सेक्सन कटर (पी०जी०) का पद सोपान

क्रम सं०	पद का नाम	पद समूह	वेतन बैड	ग्रेड पे
1	2	3	4	5
1.	सेक्सन कटर (पी०जी०)/मेकैनिक	ग	5200-20200	1900
2.	सेक्सन कटर (पी०जी०)/मेकैनिक (ग्रेड 1)	ग	5200-20200	2000
3.	सेक्सन कटर (पी०जी०)/मेकैनिक (ग्रेड 2)	ग	5200-20200	2400

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	सेक्सन कटर (पी०जी०)/मेकैनिक
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	किसी मान्यता प्राप्त बोर्ड से मैट्रिक उत्तीर्ण तथा अन्य प्रयोगशाला का कार्य करने का दो वर्षों का अनुभव प्राप्त हो।
4. वेतन संरचना:	वेतन बैण्ड 5200-20200 ग्रेड पे-1900 पी०बी० 1
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम आयु सीमा राज्य सरकार द्वारा निर्धारित मानक के अनुसार होगा।
6. सीधी नियुक्ति:	विश्वविद्यालय चयन समिति द्वारा आयोजित प्रतियोगिता परीक्षा के मेधा सूची के अनुसार की गई अनुशंसा के आधार पर विश्वविद्यालय द्वारा राज्य सरकार के अनुमोदनोपरान्त महाविद्यालय के स्वीकृत रिक्त पदों को भरा जायेगा। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।

7. कालावधि:	प्रोन्नति के मामले में 3 साल।
8. परिवीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

1. पद का नाम:	सेक्सन कटर (पी०जी०)/मेकैनिक (ग्रेड 1)
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2000 पी०बी० 1
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।

6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
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7. कालावधि:	प्रोन्नति के मामले में 5 साल।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

1. पद का नाम:	सेक्सन कटर (पी०जी०)/मेकैनिक (ग्रेड 2)
2. पद समूह:	समूह 'ग'
3. न्यूनतम शैक्षणिक अर्हता:	प्रोन्नति के मामले में लागू नहीं।
4. वेतन संरचना:	वेतन बैंड 5200-20200 ग्रेड पे-2400 पी०बी० 1
5. आयु सीमा:	प्रोन्नति के मामले में लागू नहीं।

6. प्रोन्नति:	विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, विभागीय आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेखों के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
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7. कालावधि:	लागू नहीं।
8. परिवीक्षा अवधि:	प्रोन्नति के मामले में लागू नहीं।

5. महाविद्यालय के समूह 'घ' (चतुर्थ वर्गीय) के कर्मियों का पद सोपान (ग्रेड पे-1400)

क्रम सं०	पद का नाम		पद समूह	वेतन बैंड	ग्रेड पे
1	2		3	4	5
1.	लैब बियरर		घ	4440-7440	1400
2.	लैब बियरर	ग्रेड-1	घ	4440-7440	1600
3.	लैब बियरर	ग्रेड-2	घ	4440-7440	1650

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	लैब बियरर
2. पद समूह:	समूह 'घ'
3. न्यूनतम शैक्षणिक अर्हता:	समूह 'घ' के पद की नियुक्ति की शैक्षणिक योग्यता दसवीं उत्तीर्ण होगी। इन पदों के लिए शारीरिक रूप से स्वस्थ एवं साईकिल चलाने की योग्यता अनिवार्य है।
4. वेतन संरचना:	वेतन बैंड 4440-7440 ग्रेड पे-1400 1 एस०
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित मानक के अनुसार होगा।
6. सीधी नियुक्ति:	नियुक्ति-विश्वविद्यालय चयन समिति द्वारा लिखित परीक्षा के आधार पर अनुशंसित मेधा सूची से नियुक्ति विश्वविद्यालय द्वारा राज्य सरकार के अनुमोदनोपरान्त की जायेगी। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा। डिस्ट्रीब्यूटर जूनियर भविष्य में डिस्ट्रीब्यूटर पदनाम से पदनामित किया जाएगा। प्रोन्नति-विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेख के सम्यक् जांचोपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे।

	राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।
7. कालावधि:	मूल पद से ग्रेड-1 पर प्रोन्नति के लिए कालावधि 3 वर्ष एवं ग्रेड-1 से ग्रेड-2 पर प्रोन्नति के लिए 3 वर्ष पूर्ण करना अनिवार्य होगा।
8. परीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

6. महाविद्यालय के समूह 'घ' (चतुर्थ वर्गीय) के कर्मियों का पद सोपान (ग्रेड पे-1300)

क्रम सं०	पद का नाम	पद समूह	वेतन बैंड	ग्रेड पे
1	2	3	4	5
1.	माली चौकीदार विलनर स्वीपर दाई रात्रि प्रहरी आदेशपाल पुस्तकालय अटेंडेन्ट फर्राश	घ	4440-7440	1300
2.	माली चौकीदार विलनर स्वीपर दाई रात्रि प्रहरी आदेशपाल पुस्तकालय अटेंडेन्ट फर्राश	(ग्रेड-1) घ	4440-7440	1400
3.	माली चौकीदार विलनर स्वीपर दाई रात्रि प्रहरी आदेशपाल पुस्तकालय अटेंडेन्ट फर्राश	(ग्रेड-2) घ	4440-7440	1600

उपर्युक्त पदों के कुल स्वीकृत पदों का 40 प्रतिशत मूल पद, 40 प्रतिशत ग्रेड-1 एवं 20 प्रतिशत ग्रेड-2 के पद होंगे। यदि 5 से कम पद हों तो शिक्षा विभाग (उच्च शिक्षा) की सहमति से पद कर्णांकित किया जायेगा।

1. पद का नाम:	माली चौकीदार क्लिनर स्वीपर दाई रात्रि प्रहरी आदेशपाल पुस्तकालय अटेंडेन्ट फर्लाश
2. पद समूह:	समूह 'घ'
3. न्यूनतम शैक्षणिक अर्हता:	समूह 'घ' के पद की नियुक्ति की शैक्षणिक योग्यता दसवीं उत्तीर्ण होगी। इन पदों के लिए शारीरिक रूप से स्वस्थ एवं साईकिल चलाने की योग्यता अनिवार्य है। दाई पद के लिए साईकिल चलाने की योग्यता में छूट होगी।
4. वेतन संरचना:	वेतन बैंड 4440-7440 ग्रेड पे-1300 1 एस०
5. आयु सीमा:	न्यूनतम 18 वर्ष एवं अधिकतम उम्र सीमा समय-समय पर राज्य सरकार द्वारा निर्धारित के अनुसार होगा।
6. सीधी नियुक्ति:	नियुक्ति—विश्वविद्यालय चयन समिति द्वारा लिखित परीक्षा के आधार पर अनुशंसित मेधा सूची से नियुक्ति विश्वविद्यालय द्वारा राज्य सरकार के अनुमोदनोपरान्त की जायेगी। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा। डिस्ट्रीब्यूटर जूनियर भविष्य में डिस्ट्रीब्यूटर पदनाम से पदनामित किया जाएगा। प्रोन्नति—विश्वविद्यालय परिनियम के द्वारा गठित एवं विहित प्रोन्नति समिति द्वारा वरीयता कोटि क्रमांक सूची के वरीयता क्रमानुसार स्वीकृत रिक्त पदों के विरुद्ध प्रोन्नति के मामले पर विचार करने के निमित्त सेवा सम्पुष्टि, आरोप एवं विगत तीन वर्षों की वार्षिक गोपनीय चारित्रि अभ्युक्तियां एवं कालावधि से संबंधित अभिलेख के सम्यक् जांचोंपरांत प्रोन्नति समिति की अनुशंसा पर प्रोन्नत पद भरे जायेंगे। राज्य सरकार द्वारा निर्धारित आरक्षण रोस्टर नियमों का अनुपालन करना अनिवार्य होगा।

7. कालावधि:	मूल पद से ग्रेड-1 पर प्रोन्नति के लिए कालावधि 3 वर्ष एवं ग्रेड-1 से ग्रेड-2 पर प्रोन्नति के लिए 3 वर्ष पूर्ण करना अनिवार्य होगा।
8. परीक्षा अवधि:	योगदान की तिथि से दो वर्ष।

7. महाविद्यालय के मरणशील पद

समूह 'ग' के मरणशील पद	1. कम्पाउन्डर
समूह 'घ' के मरणशील पद	1. एनीमल कीपर जूनियर
	2. एनीमल कीपर सीनियर
अभ्युक्ति	उपर्युक्त कोटि का पद समाप्त समझा जायेगा। उपर्युक्त पद पर कार्यरत पदधारक को स्वीकृत एवं रिक्त राज्य सरकार द्वारा स्वीकृत एवं रिक्त समूह 'घ' के पदों के विरुद्ध समतुल्य पद पर सामंजित किया जायेगा। सामंजन योग्य पद पर सामंजित किया जायेगा। सामंजन योग्य पद के उपलब्ध न होने की स्थिति में वर्तमान पदधारक को उनके द्वारा धारित पद पर तब तक बनाये रखा जायेगा जब तक सेवा निवृत्त न हो जाते हों अथवा किसी स्वीकृत एवं रिक्त पद पर सामंजित न हो जाये। मरणशील घोषित किये जाने वाले पदों पर भविष्य में न तो किसी प्रकार की नियुक्ति की जायेगी न ही इन पदों के अनुमान्यता के आधार पर किसी भी प्रकार के नियमितकरण की कार्यवाई की जायेगी।

परिशिष्ट-3

(क) राज्य के विश्वविद्यालयों एवं उसके सम्बद्ध ईकाईयों में आउटसोर्सिंग के माध्यम से लिये जाने वाले कार्यों से संबंधित पदों पर कार्यरत वर्तमान पदधारकों के प्रोन्नति का पद सोपान:-

क्रम सं०	पद का नाम	वेतन बैंड	ग्रेड पे	सामंजन योग्य पद	वर्तमान पदधारक को अन्य वि० वि० कर्मों के अनुरूप निम्न प्रकार से प्रोन्नति का लाभ दिया जायेगा।
1.	मुद्रणालय अधीक्षक	9300-34800	4200	उपलब्ध नहीं	1. मुद्रणालय अधीक्षक (ग्रेड-1) 9300-34800 ग्रेड पे-4600 2. मुद्रणालय अधीक्षक (ग्रेड-2) 9300-34800 ग्रेड पे-4800
2.	जेनरल फोरमैन प्रेस	5200-20200	2800	उपलब्ध नहीं	1. जेनरल फोरमैन प्रेस (ग्रेड-1) 9300-34800 ग्रेड पे-4200 2. जेनरल फोरमैन प्रेस (ग्रेड-2) 9300-34800 ग्रेड पे-4600

क्रम सं०	पद का नाम	वेतन बैंड	ग्रेड पे	सामंजन योग्य पद	वर्तमान पदधारक को अन्य वि० वि० कर्मों के अनुरूप निम्न प्रकार से प्रोन्नति का लाभ दिया जायेगा।
3.	प्रेस प्रुफ रीडर	5200-20200	2400	उपलब्ध नहीं	1. प्रेस प्रुफ रीडर (ग्रेड-1) 5200-20200 ग्रेड पे-2800 2. प्रेस प्रुफ रीडर (ग्रेड-2) 9300-34800 ग्रेड पे-4200
4.	प्रुफ रीडर कम सुपरवाइजर	5200-20200	2400	उपलब्ध नहीं	1. प्रुफ रीडर कम सुपर० (ग्रेड-1) 5200-20200 ग्रेड पे-2800 2. प्रुफ रीडर कम सुपर० (ग्रेड-2) 9300-34800 ग्रेड पे-4200
5.	प्रधान वाचक	5200-20200	2400	उपलब्ध नहीं	1. प्रधान वाचक (ग्रेड-1) 5200-20200 ग्रेड पे-2800 2. प्रधान वाचक (ग्रेड-2) 9300-34800 ग्रेड पे-4200
6.	सिनियर प्रुफ रीडर	5200-20200	2400	उपलब्ध नहीं	1. सिनियर प्रुफ रीडर (ग्रेड-1) 5200-20200 ग्रेड पे-2800 2. सिनियर प्रुफ रीडर (ग्रेड-2) 9300-34800 ग्रेड पे-4200
7.	लेखापाल	5200-20200	2400	उच्च वर्गीय लिपिक	उच्च वर्गीय लिपिक के रूप में प्रोन्नति अनुमान्य
8.	प्रेस मशीन मैन	5200-20200	1900	उपलब्ध नहीं	1. प्रेस मशीन मैन (ग्रेड-1) 5200-20200 ग्रेड पे-2000 2. प्रेस मशीन मैन (ग्रेड-2) 5200-20200 ग्रेड पे-2400
9.	जूनियर स्टोर कीपर	5200-20200	1900	निम्न वर्गीय लिपिक	निम्न वर्गीय लिपिक के रूप में प्रोन्नति अनुमान्य
10.	जूनियर प्रुफ कीपर	5200-20200	1900	निम्न वर्गीय लिपिक	निम्न वर्गीय लिपिक के रूप में प्रोन्नति अनुमान्य
11.	सीनियर बाईंडर	5200-20200	1900	उपलब्ध नहीं	1. सीनियर बाईंडर (ग्रेड-1) 5200-20200 ग्रेड पे-2000 2. सीनियर बाईंडर (ग्रेड-2) 5200-20200 ग्रेड पे-2400

क्रम सं०	पद का नाम	वेतन बैंड	ग्रेड पे	सामंजन योग्य पद	वर्तमान पदधारक को अन्य वि० वि० कर्मी के अनुरूप निम्न प्रकार से प्रोन्नति का लाभ दिया जायेगा।	
12.	सीनियर मशीन मैन	5200-20200	1900	उपलब्ध नहीं	1.	सीनियर मशीन मैन (ग्रेड-1) 5200-20200 ग्रेड पे-2000
					2.	सीनियर मशीन मैन (ग्रेड-2) 5200-20200 ग्रेड पे-2400
13.	सीनियर कम्पोजिटर असिस्टेन्स	5200-20200	1900	उपलब्ध नहीं	1.	सीनियर क० असिस्टेन्स (ग्रेड-1) 5200-20200 ग्रेड पे-2000
					2.	सीनियर क० असिस्टेन्स (ग्रेड-2) 5200-20200 ग्रेड पे-2400
14.	कम्प्यूटर प्रेस	5200-20200	1900	उपलब्ध नहीं	1.	कम्प्यूटर प्रेस (ग्रेड-1) 5200-20200 ग्रेड पे-2000
					2.	कम्प्यूटर प्रेस (ग्रेड-2) 5200-20200 ग्रेड पे-2400
15.	सेक्शन होल्डर कम कम्पोजिटर सीनियर	5200-20200	1900	उपलब्ध नहीं	1.	सेक्शन होल्डर कम कम्पोजिटर सीनियर (ग्रेड-1) 5200-20200 ग्रेड पे-2000
					2.	सेक्शन होल्डर कम कम्पोजिटर सीनियर (ग्रेड-2) 5200-20200 ग्रेड पे-2400
16.	फिल्म ऑपरेटर	5200-20200	1900	उपलब्ध नहीं	1.	फिल्म ऑपरेटर (ग्रेड-1) 5200-20200 ग्रेड पे-2000
					2.	फिल्म ऑपरेटर (ग्रेड-2) 5200-20200 ग्रेड पे-2400
17.	मेन्युस्क्रिप्ट बुक बाईन्डर	5200-20200	1900	उपलब्ध नहीं	1.	मेन्युस्क्रिप्ट बुक बाईन्डर (ग्रेड-1) 5200-20200 ग्रेड पे-2000
					2.	मेन्युस्क्रिप्ट बुक बाईन्डर (ग्रेड-2) 5200-20200 ग्रेड पे-2400
18.	बुक बाईन्डर	5200-20200	1900	उपलब्ध नहीं	1.	बुक बाईन्डर (ग्रेड-1) 5200-20200 ग्रेड पे-2000
					2.	बुक बाईन्डर (ग्रेड-2) 5200-20200 ग्रेड पे-2400

क्रम सं०	पद का नाम	वेतन बैंड	ग्रेड पे	सामंजन योग्य पद	वर्तमान पदधारक को अन्य वि० वि० कर्मों के अनुरूप निम्न प्रकार से प्रोन्नति का लाभ दिया जायेगा।
19.	कैरेक्टर कम सीनियर कम्पोजिटर	5200-20200	1900	उपलब्ध नहीं	1. कैरेक्टर कम क० सीनियर (ग्रेड-1) 5200-20200 ग्रेड पे-2000
					2. कैरेक्टर कम क० सीनियर (ग्रेड-2) 5200-20200 ग्रेड पे-2400
20.	मोनो कास्टर वरीय	5200-20200	1900	उपलब्ध नहीं	1. मोनो कास्टर वरीय (ग्रेड-1) 5200-20200 ग्रेड पे-2400
					2. मोनो कास्टर वरीय (ग्रेड-2) 5200-20200 ग्रेड पे-2800
21.	मोनो ऑपरेटर	5200-20200	2000	उपलब्ध नहीं	1. मोनो ऑपरेटर (ग्रेड-1) 5200-20200 ग्रेड पे-2400
					2. मोनो ऑपरेटर (ग्रेड-2) 5200-20200 ग्रेड पे-2800
22.	सेक्शन होल्डर सह मुख्य बाईन्डर	5200-20200	2000	उपलब्ध नहीं	1. सेक्शन होल्डर सह मुख्य बाईन्डर (ग्रेड-1) 5200-20200 ग्रेड पे-2400
					2. सेक्शन होल्डर सह मुख्य बाईन्डर (ग्रेड-2) 5200-20200 ग्रेड पे-2800
23.	मोनो ऑपरेटर कनीय	4440-7440	1650	उपलब्ध नहीं	1. मोनो ऑपरेटर कनीय (ग्रेड-1) 5200-20200 ग्रेड पे-1800
					2. मोनो ऑपरेटर कनीय (ग्रेड-2) 5200-20200 ग्रेड पे-1900
24.	प्रेस डिस्ट्रीब्यूटर सीनियर	4440-7440	1650	उपलब्ध नहीं	1. प्रेस डिस्ट्रीब्यूटर सीनियर (ग्रेड-1) 5200-20200 ग्रेड पे-1800
					2. प्रेस डिस्ट्रीब्यूटर सीनियर (ग्रेड-2) 5200-20200 ग्रेड पे-1900
25.	प्रेस फ्लाय वाच	4440-7440	1650	उपलब्ध नहीं	1. प्रेस फ्लाय वाच (ग्रेड-1) 5200-20200 ग्रेड पे-1800
					2. प्रेस फ्लाय वाच (ग्रेड-2) 5200-20200 ग्रेड पे-1900

क्रम सं०	पद का नाम	वेतन बैंड	ग्रेड पे	सामंजन योग्य पद	वर्तमान पदधारक को अन्य वि० वि० कर्मी के अनुरूप निम्न प्रकार से प्रोन्नति का लाभ दिया जायेगा।	
26.	जूनियर कम्पोजिटर	4440-7440	1650	उपलब्ध नहीं	1.	जूनियर कम्पोजिटर (ग्रेड-1) 5200-20200 ग्रेड पे-1800
					2.	जूनियर कम्पोजिटर (ग्रेड-2) 5200-20200 ग्रेड पे-1900
27.	डिस्टेम्बर	4440-7440	1650	उपलब्ध नहीं	1.	डिस्टेम्बर (ग्रेड-1) 5200-20200 ग्रेड पे-1800
					2.	डिस्टेम्बर (ग्रेड-2) 5200-20200 ग्रेड पे-1900
28.	कैरेक्टर कम कम्पोजिटर	4440-7440	1650	उपलब्ध नहीं	1.	कैरेक्टर कम कम्पोजिटर (ग्रेड-1) 5200-20200 ग्रेड पे-1800
					2.	कैरेक्टर कम कम्पोजिटर (ग्रेड-2) 5200-20200 ग्रेड पे-1900
29.	फलाय ब्याय	4440-7440	1300	आदेशपाल		आदेशपाल के रूप में प्रोन्नति अनुमान्य
30.	मुख्य बढई	5200-20200	1900	उपलब्ध नहीं	1.	मुख्य बढई (ग्रेड-1) 5200-20200 ग्रेड पे-2000
					2.	मुख्य बढई (ग्रेड-2) 5200-20200 ग्रेड पे-2400
31.	बढई	4440-7440	1400	उपलब्ध नहीं	1.	बढई (ग्रेड-1) 5200-20200 ग्रेड पे-1600
					2.	बढई (ग्रेड-2) 4440-7440 ग्रेड पे-1650
32.	फार्म लिफ्टर कम कुली (प्रेस)	4440-7440	1400	उपलब्ध नहीं	1.	फार्म लिफ्टर कम कुली (प्रेस) (ग्रेड-1) 4440-7440 ग्रेड पे-1600
					2.	फार्म लिफ्टर कम कुली (प्रेस) (ग्रेड-2) 4440-7440 ग्रेड पे-1650
33.	प्रेस बाईन्डर	4440-7440	1400	उपलब्ध नहीं	1.	प्रेस बाईन्डर (ग्रेड-1) 4440-7440 ग्रेड पे-1600
					2.	प्रेस बाईन्डर (ग्रेड-2) 4440-7440 ग्रेड पे-1650

परिशिष्ट-4

विश्वविद्यालयों एवं सम्बद्ध ईकाइयों एवं महाविद्यालय के मरणशील घोषित किये जाने वाले पदों पर कार्यरत वर्तमान पदधारकों के प्रोन्नति का पद सोपान:-

क्रम सं०	पद का नाम	वेतन बैंड	ग्रेड पे	सामंजन योग्य पद	वर्तमान पदधारक को अन्य वि० वि० कर्मों के अनुरूप निम्न प्रकार से प्रोन्नति का लाभ दिया जायेगा।
1.	मुख्य चिकित्सा पदाधिकारी	15600-39100	7600	उपलब्ध नहीं	1. मुख्य चिकित्सा पदाधिकारी (ग्रेड-1) 37400-67000 ग्रेड पे-8700 2. मुख्य चिकित्सा पदाधिकारी (ग्रेड-2) 37400-67000 ग्रेड पे-8900
2.	वरीय चिकित्सा पदाधिकारी	15600-39100	6600	उपलब्ध नहीं	1. वरीय चिकित्सा पदाधिकारी (ग्रेड-1) 15600-39100 ग्रेड पे-7600 2. वरीय चिकित्सा पदाधिकारी (ग्रेड-2) 37400-67000 ग्रेड पे-8700
3.	प्रशासी पदाधिकारी	9300-34800	4200	उपलब्ध नहीं	1. प्रशासी पदाधिकारी (ग्रेड-1) 9300-34800 ग्रेड पे-4600 2. प्रशासी पदाधिकारी (ग्रेड-2) 9300-34800 ग्रेड पे-4800
4.	हिन्दी अनुवादक	9300-34800	4200	उपलब्ध नहीं	1. हिन्दी अनुवादक (ग्रेड-1) 9300-34800 ग्रेड पे-4600 2. हिन्दी अनुवादक (ग्रेड-2) 9300-34800 ग्रेड पे-4800
5.	चिकित्सा पदाधिकारी	9300-34800	4200	उपलब्ध नहीं	1. चिकित्सा पदाधिकारी (ग्रेड-1) 9300-34800 ग्रेड पे-4600 2. चिकित्सा पदाधिकारी (ग्रेड-2) 9300-34800 ग्रेड पे-4800
6.	कम्पाउण्डर (फार्मासिस्ट)	5200-20200	1900	उपलब्ध नहीं	1. कम्पाउण्डर (फार्मासिस्ट) (ग्रेड-1) 5200-20200 ग्रेड पे-2000 2. कम्पाउण्डर (फार्मासिस्ट) (ग्रेड-2) 5200-20200 ग्रेड पे-2400

क्रम सं०	पद का नाम	वेतन बैंड	ग्रेड पे	सामंजन योग्य पद	वर्तमान पदधारक को अन्य वि० वि० कर्मी के अनुरूप निम्न प्रकार से प्रोन्नति का लाभ दिया जायेगा।
7.	एक्स-रे तकनिशियन	5200-20200	2400	उपलब्ध नहीं	1. एक्स-रे तकनिशियन (ग्रेड-1) 5200-20200 ग्रेड पे-2800 2. एक्स-रे तकनिशियन (ग्रेड-2) 9300-34800 ग्रेड पे-4200
8.	लेबोरेट्री तकनिसियन	5200-20200	2000	उपलब्ध नहीं	1. लेबोरेट्री तकनिसियन (ग्रेड-1) 5200-20200 ग्रेड पे-2400 2. लेबोरेट्री तकनिसियन (ग्रेड-2) 5200-20200 ग्रेड पे-2800
9.	फार्मासिस्ट	5200-20200	1900	उपलब्ध नहीं	1. फार्मासिस्ट (ग्रेड-1) 5200-20200 ग्रेड पे-2000 2. फार्मासिस्ट (ग्रेड-2) 5200-20200 ग्रेड पे-2400
10.	कम्पाउण्डर	5200-20200	1900	उपलब्ध नहीं	1. कम्पाउण्डर (ग्रेड-1) 5200-20200 ग्रेड पे-2000 2. कम्पाउण्डर (ग्रेड-2) 5200-20200 ग्रेड पे-2400
11.	वैक्सीनेटर-कम-पैथोलॉजीकल लैब तकनीशियन (सेन्ट्रल डिस्पेन्सरी)	5200-20200	1900	उपलब्ध नहीं	1. वैक्सीनेटर-कम-पैथो० लैब तकनीशियन (सेन्ट्रल डि०) (ग्रेड-1) 5200-20200 ग्रेड पे-2000 2. वैक्सीनेटर-कम-पैथो० लैब तकनीशियन (सेन्ट्रल डि०) (ग्रेड-2) 5200-20200 ग्रेड पे-2400
12.	सेन्ट्रल डिस्पेन्सरी सहायक	5200-20200	1900	उपलब्ध नहीं	1. सेन्ट्रल डिस्पेन्सरी सहायक (ग्रेड-1) 5200-20200 ग्रेड पे-2000 2. सेन्ट्रल डिस्पेन्सरी सहायक (ग्रेड-2) 5200-20200 ग्रेड पे-2400
13.	फ्लाय ब्वाय	4440-7440	1300	आदेशपाल	आदेशपाल के रूप में प्रोन्नति अनुमान्य

क्रम सं०	पद का नाम	वेतन बैंड	ग्रेड पे	सामंजन योग्य पद	वर्तमान पदधारक को अन्य वि० वि० कर्मी के अनुरूप निम्न प्रकार से प्रोन्नति का लाभ दिया जायेगा।	
14.	एनीमल कीपर (सिनियर)	4440-7440	1300	आदेशपाल		आदेशपाल के रूप में प्रोन्नति अनुमान्य
15.	एनीमल कीपर (जूनियर)	4440-7440	1300	आदेशपाल		आदेशपाल के रूप में प्रोन्नति अनुमान्य
16.	डुप्लिकेटिंग मशीन मैन (प्रेस)	4440-7440	1400	उपलब्ध नहीं	1.	डुप्लिकेटिंग मशीन मैन (प्रेस) (एस-1) 4440-7440 ग्रेड पे-1600
					2.	डुप्लिकेटिंग मशीन मैन (प्रेस) (एस-1) 4440-7440 ग्रेड पे-1650
17.	ड्रेसर	4440-7440	1650	उपलब्ध नहीं	1.	ड्रेसर (ग्रेड-1) 5200-20200 ग्रेड पे-1800
					2.	ड्रेसर (ग्रेड-2) 5200-20200 ग्रेड पे-1900
18.	ड्रेसर कम तकनिशियन	4440-7440	1650	उपलब्ध नहीं	1.	ड्रेसर कम तकनिशियन (ग्रेड-1) 5200-20200 ग्रेड पे-1800
					2.	ड्रेसर कम तकनिशियन (ग्रेड-2) 5200-20200 ग्रेड पे-1900

66. अनुलग्नक संख्या – II

बिहार राज्य विश्वविद्यालय एवं अंगीभूत महाविद्यालय शिक्षकेत्तर कर्मचारी सुनिश्चित वृत्ति उन्नयन योजना (एसीपी) से संबंधित परिनियम-I

राज्य के विश्वविद्यालयों एवं अंगीभूत महाविद्यालयों के शिक्षकेत्तर कर्मचारियों को सुनिश्चित वृत्ति उन्नयन योजना का लाभ प्रदान करने की प्रक्रिया। शर्तों को विनियमित करने के लिए बिहार राज्य विश्वविद्यालय एवं महाविद्यालय शिक्षकेत्तर कर्मचारी सेवा शर्त "सुनिश्चित वृत्ति उन्नयन योजना" से संबंधित परिनियम-I का गठन।

1. संक्षिप्त नाम, विस्तार एवं आरम्भ:—(I) यह परिनियम बिहार राज्य विश्वविद्यालय एवं महाविद्यालय शिक्षकेत्तर कर्मचारी 'सुनिश्चित वृत्ति उन्नयन योजना' परिनियम-I, संक्षेप में ए०सी०पी० योजना में संबंधित परिनियम-I कहा जायेगा।

(2) इसका विस्तार राज्य के विश्वविद्यालयों एवं महाविद्यालयों के ग्रुप 'बी', 'सी' एवं 'डी' के सभी नियमित कर्मचारियों पर लागू होगा, परन्तु राज्य सरकार की सहमति ग्रुप "ए" के एकाकी पद धारकों पर या एकल पदों पर लागू होगा।

(3) यह दिनांक 09.08.1999 के प्रभाव से प्रवृत्त होगा।

2. परिभाषाएं:—इस परिनियम में जब तक संदर्भ से अन्यथा अपेक्षित न हो:—

- (i) 'संवर्ग' से अभिप्रेत है एक पृथक इकाई के रूप में किसी सेवा या पदों का समूह:
- (ii) 'उन्नत कोटि' से अभिप्रेत है किसी संवर्ग या सेवा के लिए बनाई गयी परिनियम के अधीन परिलक्षित किये गये मूल कोटि से उच्चतर कोटि के पद:
- (iii) 'अनुसूची' से अभिप्रेत है इस परिनियम के साथ संलग्न अनुसूची:
- (iv) 'सीमित प्रतियोगिता परीक्षा' से अभिप्रेत है संवर्ग/सेवा परिनियम में विनिर्दिष्ट अधीनस्थ सेवा या संवर्ग के सदस्यों के बीच से उच्चतर संवर्ग के लिए चयन हेतु विश्वविद्यालय स्तर पर ली जाने वाली परीक्षा:
- (v) 'योजना I' से अभिप्रेत है इस परिनियम के अधीन सुनिश्चित वृत्ति उन्नयन योजना—I

3. योजना:—(1) इस योजना के अधीन राज्य के विश्वविद्यालय एवं महाविद्यालयों के ग्रुप 'बी', 'सी' एवं 'डी' के वैसे नियमित कर्मियों को, जिन्हें अपने सेवा की अवधि में किसी वित्तीय उन्नयन का लाभ नहीं मिला हो, 12 (बारह) वर्षों की सेवा पूरी होने पर प्रथम वित्तीय उन्नयन और आगामी 12 (बारह) वर्षों की सेवा कुल 24 (चौबीस) वर्षों की नियमित सेवा पूर्ण होने पर द्वितीय वित्तीय उन्नयन का लाभ अनुमान्य होगा।

स्पष्टीकरण:—(i) दो स्तर के पदों के संविलयन (Merger) के फलस्वरूप हुए वित्तीय उन्नयन को ए०सी०पी० योजना के निमित्त वित्तीय उन्नयन माना जाएगा और योजना के अधीन लाभ की मंजूरी पर विचारण के समय इसे ध्यान में रखा जाएगा।

(ii) यदि इस योजना के लागू होने की तिथि को किसी कर्म की सेवा 12 वर्षों से अधिक हो चुकी हो और उसे प्रथम वित्तीय उन्नयन मंजूर किया जाता है तो द्वितीय वित्तीय उन्नयन 24 वर्षों की सेवावधि पूर्ण होने पर मंजूर किया जायेगा और इस प्रयोजनार्थ प्रथम वित्तीय उन्नयन की तिथि से 12 वर्षों की अतिरिक्त अवधि को पूरा किये जाने की शर्त लागू नहीं होगी।

(2) वित्तीय उन्नयन, संबंधित विश्वविद्यालय/महाविद्यालय के सेवक को उसके संवर्ग के लिए विहित विद्यमान उन्नत कोटि के वेतनमानों में मिलेगा और इस प्रयोजनार्थ विभिन्न पदों के लिए मंजूर वेतनमान ही सुसंगत होगी। जहाँ प्रोन्नति का उन्नत कोटि सेवा परिनियम में परिभाषित न हो या प्रोन्नति के उन्नत कोटि में दो नियमित प्रोन्नति से कम हो, वहाँ इस परिनियम की अनुसूची-1 के अनुसार उच्चतर वेतनमानों में ए०सी०पी० योजना के अधीन दो वित्तीय उन्नयन दिया जायेगा।

स्पष्टीकरण:—अपुनरीक्षित वेतनमान में मूल श्रेणी के पद रु० 1200-1800 और प्रथम प्रोन्नति के पद रु० 1320-2040 दोनों के लिए एक ही रु० 4000-6000 स्वीकृत पुनरीक्षित वेतनमान है, ऐसी स्थिति में 4000-6000 को मूल कोटि का वेतनमान मानकर प्रथम और द्वितीय वित्तीय उन्नयन उच्चतर वेतनमानों में दिया जाएगा।

4. पात्रता और शर्तें:—इस योजना के अधीन पात्रता निम्नलिखित शर्तों द्वारा विनियमित होगी:—(1) योजना के अधीन वित्तीय उन्नयन की मंजूरी का मूल मापदण्ड (Criterion) यह है कि संबंधित कर्मचारी पुनरीक्षित वेतनमान सहित एक हो वेतनमान में 12/24 वर्षों से काम करता आ रहा हो, ऐसी स्थिति में उच्चतर वेतनमानों की मंजूरी दी जायेगी, भले ही उसने विभिन्न पदों पर एक ही वेतनमान में कार्य किया हो;

“परन्तु यदि मूल नियुक्ति के पद से नियुक्ति उच्चतर वेतनमान में की गयी हो तो उसे सीधी नियुक्ति माना जायेगा और ए०सी०पी० योजना के अधीन वित्तीय उन्नयन के लाभ की मंजूरी के प्रयोजनार्थ पूर्व की सेवा की गणना नहीं की जायेगी।”

उदाहरण (i) यदि स्वीपर के रूप में कार्य करने वाले व्यक्ति की भर्ती आदेशपाल के पद पर की जाती है जिसका वेतनमान वही है तो पूर्व के सेवा की गणना की जायेगी।

(ii) आदेशपाल के पद से चालक के उच्चतर वेतनमान वाले पद पर भर्ती के मामले में ‘आदेशपाल’ के पद पर की गयी सेवा की गणना नहीं की जायेगी।

(2) सीमित प्रतियोगिता परीक्षा के माध्यम से किये गये चयन के आधार पर उच्चतर पद पर की गयी नियुक्ति योजना के अधीन वित्तीय उन्नयन की मंजूरी के प्रयोजनार्थ सीधी नियुक्ति मानी जायेगी और निम्नतर वेतनमान में की गयी सेवा की गणना नहीं की जायेगी। अगर सुसंगत सेवा परिनियम में सीधी नियुक्ति का प्रावधान किया गया हो।

“परन्तु यदि सुसंगत सेवा परिनियम में निम्नतर वेतनमान में कर्मियों के लिए प्रोन्नति का कोटा नियत किया गया हो तो ऐसी नियुक्ति को योजना के अधीन वित्तीय उन्नयन के लाभ की मंजूरी के प्रयोजनार्थ प्रोन्नति माना जायेगा और वित्तीय उन्नयन के लाभ की मंजूरी के लिए पूर्व सेवा की गणना की जायेगी।”

स्पष्टीकरण:—(i) उदाहरणार्थ यदि उप-कुलसचिव संवर्ग की नियुक्तियों को भरने के लिए सुसंगठित सेवा परिनियम में केवल सीधी नियुक्ति का भी प्रावधान है और किसी विश्वविद्यालय / महाविद्यालय के सहायक की नियुक्ति उक्त श्रेणी में सीमित प्रतियोगिता परीक्षा के माध्यम से होती है तो इसे ए०सी०पी० योजना के अधीन वित्तीय उन्नयन के लाभ के प्रयोजनार्थ सीधी नियुक्ति माना जायेगा। ऐसे मामलों में निम्नतर वेतनमान में की गयी सेवा की अवधि की गणना ए०सी०पी० योजना के अधीन लाभ की मंजूरी के लिए नहीं की जायेगी।

(ii) कनीय अभियंताओं के लिए, अभियंत्रण डिग्री प्राप्त करने पर, सहायक अभियंता संवर्ग में प्रोन्नति पाने का प्रावधान है। इसलिए कनीय अभियंता जब उसकी प्रोन्नति सहायक अभियंता के पद पर हो गई हो तो ए०सी०पी० योजना के अधीन उसे प्रोन्नति प्राप्त माना जायेगा, भले ही दोनों संवर्ग अलग-अलग हैं, ऐसे कर्मियों को एक प्रथम वित्तीय उन्नयन प्राप्त माना जायेगा।

(3) किसी कर्मचारी विशेष को योजना के अधीन वित्तीय उन्नयन का लाभ देय है या नहीं या कितना उन्नयन देय है, इसके अवधारण के लिए संबंधित कर्मचारी के सेवा इतिहास के साथ-साथ प्रत्येक वेतन पुनरीक्षण के बाद मंजूर वेतनमान की समीक्षा पूर्ण रूप से आवश्यक है ताकि इसका सत्यपन हो सके कि मूल नियुक्ति के बाद पुराने नियमों के तहत वित्तीय उन्नयन का लाभ दिया गया है या नहीं, और यदि दिया गया है तो कितना?

स्पष्टीकरण:—यदि किसी कर्मचारी की नियुक्ति वेतनमान-1 में हुई है और वह अभी वेतनमान-2 में है तो उसे योजना के अधीन एक और वित्तीय उन्नयन स्केल-3 में दिया जायेगा। इसी प्रकार यदि स्केल-1 में नियुक्ति कर्मचारी अभी स्केल-3 में है तो उसे कोई वित्तीय उन्नयन नहीं दिया जायेगा।

(4) योजना के अधीन वित्तीय उन्नयन के प्रयोजनार्थ केवल नियमित सेवा की गणना की जायेगी जिसकी गणना नियमित प्रोन्नति के प्रयोजनार्थ की जाती है। परिणामतः तदर्थ आधार पर की गई सेवा अवधि की गणना योजना के अधीन वित्तीय लाभ के मंजूरी के लिए नहीं की जाएगी, भले ही उसे बाद में नियमित कर दिया गया हो और वेतन वृद्धि की मंजूरी दी गयी हो।

स्पष्टीकरण:—(i) आकस्मिक या दैनिक वेतन आधार पर या संविदा के आधार पर या अस्थायी आधार पर की गयी सेवा की गणना इस योजना के अधीन वित्तीय उन्नयन के लाभ की मंजूरी के लिए नहीं की जायेगी।

(ii) यदि अस्थायी सेवा के अधीन कार्यरत कर्मचारी नियमित सेवा में प्रवेश करता है तो केवल नियमितकरण की तिथि से आरम्भ होने वाली अवधि या नियमित सेवा की अवधि की गणना योजना के अधीन वित्तीय उन्नयन के लाभ की मंजूरी के प्रयोजनार्थ की जायेगी।

(5) योजना के अधीन वेतन उन्नयन की मंजूरी की निहित अध्यपेक्षाएँ एवं ढंग वही होंगे जो सेवा परिनियम में रिक्तियों के विरुद्ध नियमित प्रोन्नति के लिए विहित किए गए हों। यदि किसी प्रोन्नति के लिए विभागीय परीक्षा पास करना या कोई अन्य अहर्ता विहित हो तो योजना के अधीन लाभ की मंजूरी के लिए भी वह अनिवार्य शर्त होगी, यदि वे शर्त परिनियम/परिपत्रों/संकल्पों के अधीन विहित की गयी हों।

परन्तु योजना के अधीन वित्तीय उन्नयन 12/24 वर्षों की सेवा पूर्ण होने के बाद देय होगा और इसके लिए नियमित प्रोन्नति के लिए निर्धारित कालावधि में कोई बाधा नहीं होगी।

स्पष्टीकरण:—(i) किसी परिनियम में कतिपय श्रेणियों के कर्मियों को नियमित प्रोन्नति के लिए सेवा की कालावधि में शिथिलन के प्रावधान निहित रहने पर भी इस योजना के अधीन वित्तीय उन्नयन के लाभ के लिए विहित पात्रता हेतु 12/24 वर्षों की कालावधि में कोई शिथिलता नहीं बरती जाएगी।

(ii) यदि विश्वविद्यालय/महाविद्यालय सेवक को अनुशासनिक कार्यवाही आदि के चलते या प्रोन्नति के योग्य नहीं पाए जाने के चलते ए०सी०पी० योजना के अधीन दूसरा वित्तीय उन्नयन, प्रथम वित्तीय उन्नयन की तिथि से 12 वर्षों बाद दिया जायेगा।

5. विश्वविद्यालय/महाविद्यालय सेवक के पद की स्थिति (Status):—(1) सुनिश्चित वृत्ति उन्नयन योजना का लाभ उच्चतर वेतन तक ही सीमित है और इसके अधीन विश्वविद्यालय/महाविद्यालय सेवकों को उच्चतर वेतनमान में पदनाम, कर्तव्य और दायित्व प्राप्त नहीं होंगे। इस प्रकार वित्तीय उन्नयन को कृत्यकारी या नियमित प्रोन्नति नहीं मानी जायेगी और न ही इससे किसी की वरीयता प्रभावित होगी। इसलिए वित्तीय उन्नयन की मंजूरी के प्रयोजनार्थ नए पद के सृजन की आवश्यकता नहीं होगी।

(2) इस योजना के अधीन वित्तीय उन्नयन के चलते विश्वविद्यालय/महाविद्यालय कर्मियों को कतिपय वित्तीय एवं अन्य लाभों यथा गृह निर्माण अग्रिम, आवास का आवंटन एवं अग्रिमों तथा सेवानिवृत्ति सेवांत लाभों की मंजूरी की पात्रता प्राप्त होगी किन्तु उच्चतर हैसियत से संबंधित कोई विशेषाधिकार प्राप्त नहीं होंगे, यथा सार्वजनिक समारोहों में आमंत्रण, उच्चतर पदों पर प्रतिनियुक्ति।

(3) इस योजना के तहत स्वीकृत किए गए उच्चतर वेतनमान के आधार पर कर्मचारी सेवा निवृत्ति/सेवांत आर्थिक लाभ प्राप्त करने के हकदार होंगे।

(4) चूँकि यह योजना किस व्यक्ति को केवल वित्तीय उन्नयन का प्रावधान करती है उसके द्वारा धारित पद के उन्नयन का नहीं, इसलिए अधिकारी द्वारा धारित पद का वर्गीकरण विश्वविद्यालय/महाविद्यालय सेवक के द्वारा नियमित मूल तौर पर धारित पद के वेतनमान के संदर्भ में होगा, सेवक को प्रदत्त उच्चतर वेतनमान के संदर्भ में नहीं।

स्पष्टीकरण:—इस योजना के अधीन वित्तीय उन्नयन के आधार पर उच्चतर पदों पर प्रतिनियुक्ति के लिए दावा नहीं किया जा सकेगा/जो विश्वविद्यालय/महाविद्यालय सेवक इस योजना के लागू होने की तिथि के पूर्व से ही अन्य प्राधिकारों में अपने आवेदन के आधार पर विहित सेवा शर्तों के अधीन प्रतिनियुक्ति

पर हैं और प्रतिनियुक्ति भत्ता पा रहे हैं उन्हें प्रतिनियुक्ति अवधि में इस वित्तीय उन्नयन का केवल नोशनल लाभ देय होगा और तदनुसार वेतन निर्धारण का लाभ प्रतिनियुक्ति से लोटने के बाद योगदान की तिथि से देय होगा।

परन्तु वैसे मामलों में जहाँ कर्मि सरकारी विभागों में अथवा लोक उपक्रमों/प्राधिकारों/एजेंसी में प्रतिनियुक्त होंगे उन्हें प्रतिनियुक्ति अवधि के दौरान भी ए०सी०पी० योजना के अधीन वित्तीय उन्नयन का वास्तविक लाभ देय होगा।

6. वेतन संरक्षण:—किसी वरीय कर्मि को इस आधार पर वित्तीय वेतन संरक्षण का लाभ नहीं दिया जायेगा कि उसकी श्रेणी में उससे कनीय कर्मि योजना के अधीन उच्चतर वेतनमान में वेतन पा रहा है।

स्पष्टीकरण:—इस योजना के अधीन वित्तीय उन्नयन का लाभ व्यक्तिगत रूप से दिया जायेगा और यह संभव है इस योजना के अधीन वित्तीय उन्नयन के चलते किसी संवर्ग में सीधी भर्ती किए गए सेवक का वेतन, प्रोन्नति से संवर्ग में आए वरीय कर्मियों के वेतन से उच्चतर हो परन्तु ऐसे मामलों में वेतन संरक्षण का कोई प्रावधान नहीं होगा क्योंकि इससे न तो वरीयता प्रभावित होती है और न ही पद की परिस्थिति/स्थिति (Status) में कोई परिवर्तन होता है।

7. स्क्रीनिंग कमिटी:—(i) इस योजना के अधीन वित्तीय उन्नयन के लाभ की मंजूरी के मामलों के विचारण के लिए एक स्क्रीनिंग समिति गठित की जाएगी। स्क्रीनिंग समिति की संरचना वही होगी जो उच्चतर श्रेणी में नियमित प्रोन्नति के लिए सुसंगत सेवा परिनियम के अधीन विहित विभागीय प्रोन्नति समिति की है, परन्तु जहाँ विभागीय प्रोन्नति समिति शिक्षा विभाग के प्रधान सचिव की अध्यक्षता में गठित की गई हो तो वहाँ ए०सी०पी० योजना के अधीन स्क्रीनिंग समिति कुलपति की अध्यक्षता में गठित होगी और उक्त स्क्रीनिंग समिति में वित्तीय सलाहकार एवं वित्त पदाधिकारी के एक प्रतिनिधि अनिवार्य रूप से सदस्य होंगे।

(ii) स्क्रीनिंग समिति की बैठक प्रत्येक वित्तीय वर्ष में दो बार यथा संभवतः जनवरी और जुलाई के प्रथम सप्ताह में होगी। प्रथम आधे वित्तीय वर्ष (अप्रैल से सितम्बर) के दौरान परिपक्व होने वाले मामलों को ए०सी०पी० योजना के अधीन लाभ देने हेतु जनवरी के प्रथम सप्ताह में स्क्रीनिंग समिति द्वारा विचारण के लिए लिया जायेगा और इसी प्रकार द्वितीय आधे वित्तीय वर्ष (अक्टूबर से मार्च) के दौरान परिपक्व होने वाले मामलों पर जुलाई के प्रथम सप्ताह में स्क्रीनिंग समिति विचारण करेगी।

8. वेतन नियतिकरण:—(i) योजना के अधीन वित्तीय उन्नयन होने पर कर्मचारी को मौलिक वेतन परिनियम के प्रावधान के अनुसार नियमित प्रोन्नति की तरह न्यूनतम 100/रु० का वित्तीय लाभ के अधीन रहते हुए नियत किया जायेगा।

परन्तु यदि कोई कर्मि सेलेक्शन ग्रेड या कालबद्ध प्रोन्नति योजना के अधीन जो पहले विद्यमान था वेतन नियतन का लाभ ले चुका हो, तो उसे मौलिक वेतन परिनियम के नियम के अधीन वेतन नियतन का लाभ देय नहीं होगा और उच्चतर वेतनमान में उनका वेतन नियतन मौलिक वेतन परिनियम के नियम के प्रावधानों के अनुसार होगा।

(ii) योजना के तहत प्रदत्त वेतनमान में नियमित प्रोन्नति दी जानी हो तो नियमितिकरण का कोई लाभ नहीं दिया जायेगा।

(iii) नियमित प्रोन्नति की तरह विश्वविद्यालय/महाविद्यालय कर्मि को ए०सी०पी० योजना के अधीन उच्चतर वेतनमान में वेतन नियतिकरण की तिथि को वेतन वृद्धि की तिथि के अनुसार चयन करने का विकल्प होगा।

(iv) इस योजना के आरम्भ होने की तिथि को यदि कोई कर्मी 24 वर्षों या अधिक की नियमित सेवा और प्रोन्नति योग्य होने के बाद भी मूल कोटि का वेतनमान प्राप्त कर रहा हो तो उसका वेतन पद उन्नत कोटि में दो उच्चतर वेतनमानों में नियत किया जायेगा परन्तु इससे आदेश एक ही तिथि को लागू नहीं होंगे और वेतन नियतिकरण के प्रयोजनार्थ इस नियम के उप-नियम (1) के प्रावधान लागू होंगे।

(v) उपर्युक्त सभी मामलों में स्क्रीनिंग समिति की अनुशंसा पर वेतन निर्धारण किया जायेगा।

9. निरसन एवं व्यावृत्ति:—(1) बिहार राज्य विश्वविद्यालय एवं महाविद्यालय शिक्षकेत्तर कर्मचारी सेवा शर्त (सुनिश्चित वृत्ति उन्नयन योजना) परिनियम-1 दिनांक 01.01.2009 के प्रभाव से स्वतः निरसित समझा जायेगा।

(2) इस निरसन के होते हुए भी दिनांक 31.12.2008 तक बिहार बिहार राज्य विश्वविद्यालय एवं महाविद्यालय शिक्षकेत्तर कर्मचारी सेवा शर्त (सुनिश्चित वृत्ति उन्नयन योजना) परिनियम-1 के अधीन कोई भी कार्रवाई वैध मानी जायेगी। दिनांक 31.12.2008 तक किसी कर्मचारी को इस परिनियम के अधीन ऐसा वित्तीय उन्नयन यदि देय हो, मंजूर किया जायेगा।

(3) इस योजना का कोई भी प्रावधान किसी व्यक्ति को योजना के प्रवृत्त होने के पूर्व पारित किसी आदेश के संबंध में अपील करने के अधिकार से वंचित नहीं करेगा, जो उसे प्राप्त होता, यदि यह योजना लागू नहीं होती।

अनुसूची-1

सुनिश्चित वृत्ति उन्नयन योजना के लिए वेतनमानों की सूची:-

क्रमांक	वेतनमान (रु०)
1.	एस० 1 2550-55-2660-60-4200
2.	एस० 2 2610-60-3150-65-3540
3.	एस० 3 2650-65-3300-70-4000
4.	एस० 4 2750-70-3800-75-4400
5.	एस० 5 3050-75-3950-80-4590
6.	एस० 6 3200-85-4900
7.	एस० 7 4000-100-6000
8.	एस० 8 4500-125-7000
9.	एस० 9 5000-150-8000
10.	एस० 10 5500-175-9000
11.	एस० 12 6500-200-10500
12.	एस० 14 7500-250-12000
13.	एस० 15 8000-275-13500
14.	एस० 19 10000-325-15200
15.	एस० 21 12000-375-16500
16.	एस० 23 12000-375-18000
17.	एस० 24 14300-400-18300

67. अनुलग्नक संख्या – III

बिहार राज्य विश्वविद्यालय एवं अंगीभूत महाविद्यालय शिक्षकेत्तर कर्मियों हेतु रूपांतरित सुनिश्चित वृत्ति उन्नयन योजना से संबंधित परिनियम-I

राज्य के विश्वविद्यालय एवं अंगीभूत महाविद्यालय के शिक्षकेत्तर कर्मियों के वेतन पुनरीक्षण के लिए गठित वेतन पुनरीक्षण समिति की प्रतिवेदन (वाल्सूम-III) में की गयी अनुशंसा के आधार पर रूपांतरित सुनिश्चित वृत्ति योजना का लाभ प्रदत्त करने की प्रक्रिया की शर्तों को विनियमित करने हेतु परिनियम।

1. संक्षिप्त नाम, विस्तार एवं आरम्भ:—(i) यह योजना बिहार राज्य विश्वविद्यालय एवं अंगीभूत महाविद्यालय शिक्षकेत्तर कर्मचारी सेवा शर्त 'रूपांतरित सुनिश्चित वृत्ति उन्नयन योजना' से संबंधित परिनियम के नाम से जाना जायेगा। संक्षेप में इस योजना को एम०ए०सी०पी० कहा जायेगा।

(ii) यह योजना पूर्व की 'बिहार राज्य विश्वविद्यालय एवं अंगीभूत महाविद्यालय शिक्षकेत्तर कर्मचारी सेवा शर्त (सुनिश्चित वृत्ति उन्नयन योजना) परिनियम-I का अधिक्रमित रूप होगा तथा समूह 'क' की संगठित सेवा के पदाधिकारियों को छोड़कर राज्य के विश्वविद्यालय एवं अंगीभूत महाविद्यालय के ग्रुप 'ए' 'बी', 'सी' एवं 'डी' श्रेणी के पदों पर नियमित रूप से नियुक्त सभी कर्मचारियों पर लागू होगा।

(iii) यह परिनियम दिनांक 01.01.2009 के प्रभाव से प्रवृत्त समझा जाएगा।

2. परिभाषाएँ:—इस योजना में, जब तक संदर्भ से अन्यथा अपेक्षित न हो:—(i) 'संवर्ग' से अभिप्रेत है, एक पृथक इकाई के रूप में किसी सेवा या पदों का समूह,

(ii) 'उन्नत कोटि' से अभिप्रेत है, योजना के अधीन परिलक्षित किये गये मूल कोटि से उच्चतर कोटि का ग्रेड-पे।

(iii) 'सीमित प्रतियोगिता परीक्षा' से अभिप्रेत है, संवर्ग में यथोपबंधित अधीनस्थ संवर्ग के सदस्यों के बीच से उच्चतर संवर्ग के लिए चयन हेतु परीक्षा,

(iv) 'योजना-I' से अभिप्रेत है, इस योजना के अधीन रूपांतरित सुनिश्चित वृत्ति उन्नयन योजना।

3. राज्य के विश्वविद्यालय एवं अंगीभूत महाविद्यालयों के समूह 'ए' 'बी' 'सी' एवं 'डी' के नियमित कर्मचारियों के लिए रूपांतरित सुनिश्चित वृत्ति उन्नयन योजना (एम०ए०सी०पी०) के रूप में जानी जाएगी। समूह 'ए' के एकाकी पदों पर भी लागू की जा सकेगी। यह योजना पूर्व की ए०सी०पी० परिनियम-I को यथा संशोधनों एवं स्पष्टीकरण को अधिक्रमित कर बनायी गयी है। इस योजना को प्रभावी करने तथा वित्तीय उन्नयन स्वीकृत करने की शर्तें एवं प्रक्रिया परिशिष्ट-I में दी गई हैं।

4. इस योजना के अधीन वित्तीय उन्नयन की स्वीकृति के मामलों पर वही समिति विचार करेगी जो संप्रति सुनिश्चित वृत्ति योजना में वित्तीय उन्नयन पर विचार करती आ रही है। यह ध्यान रखा जाएगा कि समिति के सदस्य वैसे पदाधिकारी होंगे जो एम०ए०सी०पी० के विचारणीय ग्रेड से कम से कम एक ग्रेड ऊपर के पद धारण करते हों तथा वह उप-कुलसचिव के समकक्ष पद से अन्यून पंक्ति के न हों। अध्यक्ष समिति के सदस्यों के ग्रेड से कम से कम एक ग्रेड ऊपर का होगा।

5. जहाँ समिति विश्वविद्यालय में गठित की जाती है वहाँ स्क्रीनिंग समिति की अनुशंसाएँ विश्वविद्यालय के कुलपति के समक्ष अनुमोदन के लिए प्रस्तुत की जायेंगी।

6. प्रशासनिक तंत्र पर अनावश्यक दबाव हटाने के लिए स्क्रीनिंग समिति एक समय सीमा का पालन करेगी तथा एक वित्तीय वर्ष में दो बार, अधिमानतः जनवरी के प्रथम सप्ताह और जुलाई के प्रथम सप्ताह में उसकी बैठक उस छमाही में परिपक्व होने वाले मामलों पर अग्रिम विचार करने के लिए होगी।

तदनुसार किसी वित्तीय वर्ष की प्रथम छमाही (अप्रैल-सितम्बर) के दौरान परिपक्व होने वाले मामलों पर जनवरी के प्रथम सप्ताह में होने वाली स्क्रीनिंग समिति की बैठक में विचार किया जाएगा। ठीक इसी तरह किसी वित्तीय वर्ष के जुलाई के प्रथम सप्ताह में होने वाली स्क्रीनिंग समिति की बैठक में उन्हीं मामलों पर विचार किया जाएगा जो उसी वित्तीय वर्ष की दूसरी छमाही (अक्टूबर-मार्च) में परिपक्व होंगे।

7. किन्तु एम०ए०सी०पी० योजना को लागू करने के लिए संवर्ग नियंत्री प्राधिकारी एम०ए०सी०पी० योजना के अधीन लाभों की स्वीकृति के लिए विचार करने हेतु इन अनुदेशों के निर्गत होने की तारीख से एक माह के अन्दर पहली स्क्रीनिंग समिति गठित करेगा।

8. एम०ए०सी०पी० योजना के उपबंधों के दायरे एवं अभिप्राय के बारे में संदेह होने पर उसका निर्वचन/स्पष्टीकरण शिक्षा विभाग द्वारा पूर्व की ए०सी०पी० योजना परिनियम-I के उपबंधों के अनुसार वित्तीय उन्नयन 31.12.2008 तक स्वीकृत किए जायेंगे।

9. एम०ए०सी०पी० योजना के अन्तर्गत वेतन निर्धारण के कारण किसी कनीय कर्मचारी को वरीय कर्मचारी से अधिक वेतन मिलने की दशा में वेतन बैंड में वेतन अथवा ग्रेड वेतन नहीं बढ़ाया जाएगा।

10. कोई पुराना मामला पुनः खोला नहीं जाएगा। आगे, रूपांतरित एम०ए०सी०पी० योजना को लागू करते समय एक ही संवर्ग में पुराने ए०सी०पी० योजना परिनियम-I तथा एम०ए०सी०पी० योजना के अधीन वित्तीय उन्नयन की स्वीकृति के फलस्वरूप वेतनमान में अंतर, विसंगति नहीं मानी जाएगी।

परिशिष्ट-I

रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना (रू०सु०वृ०उ०यो०) में वित्तीय उन्नयन स्वीकृत करने की शर्तें एवम् प्रक्रिया।

1. रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के अधीन सीधी भर्ती वाले ग्रेड में क्रमशः 10, 20 और 30 वर्षों की सेवा पूरी करने पर तीन वित्तीय उन्नयन दिए जाएंगे। जब कभी कोई व्यक्ति एक ही ग्रेड वेतन में लगातार 10 वर्ष की सेवा पूरी कर लेगा तब उसे इस योजना के अधीन वित्तीय उन्नयन अनुमान्य होगा।

2. रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना अन्तर्गत वित्तीय उन्नयन शिक्षा विभाग के वेतन पुनरीक्षण संकल्प 2693 दिनांक 27.08.2010 की अनुसूची-I में वर्णित ग्रेड-पे की श्रृंखला में महज उपर के ग्रेड-पे में दिया जाएगा। इस प्रकार रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के अधीन वित्तीय उन्नयन के समय, जहाँ दो अनुक्रमिक ग्रेडों के बीच नियमित प्रोन्नति के समय उपलब्ध होता हो। ऐसे मामले में संबद्ध संवर्ग/संगठन के पद सोपान में अगली प्रोन्नति से जुड़ा उच्चतर ग्रेड वेतन नियमित प्रोन्नति के समय ही दिया जाएगा।

3. रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के अधीन वित्तीय उन्नयन वेतन बैंड-4 में उच्चतम ग्रेड वेतन 12000/- रू० तक अनुमान्य होगा।

4. इस योजना के अधीन वित्तीय उन्नयन देते समय वेतन निर्धारण का वही लाभ दिया जाएगा जो नियमित प्रोन्नति के समय दिया जाता है। इसलिए, ऐसे उन्नयन के पूर्व वेतन बैंड और ग्रेड वेतन में मिलने वाले कुल वेतन में 3 प्रतिशत की वृद्धि की जाएगी। किन्तु, यदि रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के अधीन स्वीकृत ग्रेड वेतन वही हो जो नियमित प्रोन्नति के समय का ग्रेड-वेतन हो तो नियमित प्रोन्नति के समय कोई वेतन निर्धारण नहीं किया जाएगा। वास्तविक प्रोन्नति के समय यदि यह उससे उच्चतर ग्रेड-वेतन वाला पद हो जो रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के समय मिला था, तब भी कोई विश्वविद्यालय या महाविद्यालय सेवक वेतन बैंड-I के ग्रेड वेतन 1900/- रू०

में सीधी भर्ती के माध्यम से योगदान करता है और उसे 10 वर्ष की सेवा पूरी करने तक कोई प्रोन्नति नहीं मिलता हो तो रूपान्तरिक सुनिश्चित वृत्ति उन्नयन योजना के अधीन उसे अगले उच्चतर ग्रेड वेतन 2000/- रु० में वित्तीय उन्नयन प्रदान किया जाएगा एवं उसका वेतन निर्धारण एक वेतन वृद्धि के साथ-साथ ग्रेड-पे के अंतर (अर्थात् 100 रु०) को जोड़कर निर्धारित किया जाएगा। रूपान्तरिक सुनिश्चित वृत्ति उन्नयन योजना के अधीन वित्तीय उन्नयन प्राप्त कर लेने के बाद यदि वह विश्वविद्यालय या महाविद्यालय सेवक अपने संवर्ग के ऊपरी पद सोपान में नियमित प्रोन्नति प्राप्त करता हो जिसका ग्रेड वेतन 2400/- रु० हो तो, नियमित प्रोन्नति मिलने पर उसे मात्र ग्रेड वेतन 2400/- रु० और 2000/- रु० की अन्तर राशि ही प्रदान की जाएगी। इस प्रक्रम पर उसे कोई अतिरिक्त वेतन वृद्धि नहीं दी जाएगी।

5. वेतन समिति द्वारा अनुशंसित वेतनमानों के विलियन/पदों के उन्नयन के कारण जिन ग्रेडों का अब ग्रेड वेतन एक ही हो गया है, तो उन ग्रेडों की पूर्व में अर्जित प्रोन्नति सुनिश्चित वृत्ति उन्नयन योजना के अधीन स्वीकृत उन्नत कोटि को रूपान्तरिक सुनिश्चित वृत्ति उन्नयन योजना के अधीन उन्नयन प्रदान करने के प्रयोजनार्थ नजरअंदाज कर दिया जाएगा। यह निम्न उदाहरण से स्पष्ट हो जाएगा:-

(क) कोई विश्वविद्यालय या महाविद्यालय सेवक जिसकी नियुक्ति पद सोपान के 5000-8000 रु० के वेतनमान में हुई थी और 01.01.2006 के पूर्व 25 वर्षों की सेवा के बाद भी कोई प्रोन्नति नहीं मिली, उसके मामले में उसे सुनिश्चित वृत्ति उन्नयन योजना के अधीन अपने संवर्ग के पद सोपान के अगले ग्रेडों में दो वित्तीय उन्नयन मिला होता, अर्थात् उसे 5500-9000 रु० और 6500-10500 रु० का पुनरीक्षण पूर्व वेतनमान मिलता।

(ख) दूसरा विश्वविद्यालय एवं महाविद्यालय सेवक उसी पद सोपान के 5000-8000 रु० के वेतनमान में नियुक्त हुआ, उसने भी 25 वर्ष की सेवा पूरी की, किन्तु इस अवधि में उसे 5500-9000 रु० और 6500-10500 रु० के अगले उच्चतर ग्रेडों में दो प्रोन्नतियाँ मिली।

उपर्युक्त (क) और (ख) दोनों मामले में सुनिश्चित वृत्ति उन्नयन योजना के अधीन 01.01.2006 के पूर्व 5500-9000 रु० तथा 6500-10500 रु० के पुनरीक्षण पूर्व वेतनमान में स्वीकृत प्रोन्नति/वित्तीय उन्नयन को वेतन समिति द्वारा अनुशंसित पुनरीक्षण पूर्व वेतनमानों 5000-8000 रु०, 5500-9000 रु० और 6500-10500 रु० के आमेलन के मद्देनजर नजरअंदाज कर दिया जाएगा। वेतन समिति की अनुशंसा पर शिक्षा विभाग के संकल्प 2693 दिनांक 27.08.2010 के अनुसार उन दोनों को वेतन बैंड-2 में ग्रेड वेतन 4200 रु० प्रदान किया जाएगा। रूपान्तरिक सुनिश्चित वृत्ति उन्नयन योजना लागू किये जाने पर उपर्युक्त (क) और (ख) दोनों मामलों में वेतन बैंड-2 में दो उच्चतर ग्रेड वेतन 4600 रु० और 4800 रु० का दो वित्तीय उन्नयन प्रदान किया जाएगा।

6. 31.12.2005 तक सुनिश्चित वृत्ति उन्नयन योजना के अधीन वित्तीय उन्नयन प्राप्त सभी कर्मचारियों के मामले में उनका पुनरीक्षित वेतन सुनिश्चित वृत्ति उन्नयन योजना के अधीन उन्हें स्वीकृत वेतनमान के संदर्भ में निर्धारित किया जाएगा।

6.1 01.01.2006 और 31.12.2008 के बीच सुनिश्चित वृत्ति उन्नयन योजना के अधीन उन्नयन प्रदान किए जाने की दशा में, राज्य सरकार के कर्मचारी की शिक्षा विभाग के संकल्प 2693 दिनांक 27.08.2010 के अधीन यह विकल्प होगा कि वह वेतन पुनरीक्षित वेतन संरचना के अधीन अपना वेतन निर्धारण या तो (क) 01.01.2006 के प्रभाव से 01.01.2006 को अपने पुनरीक्षण पूर्व वेतनमान के संदर्भ में करावे, या (ख) सुनिश्चित वृत्ति उन्नयन योजना के अधीन स्वीकृत पुनरीक्षण पूर्व वेतनमान के संदर्भ में सुनिश्चित वृत्ति उन्नयन योजना के

अधीन अपने वित्तीय उन्नयन की तारीख के प्रभाव से करावे। यदि विकल्प (ख) का चयन करता है तो वह अपने बकाए वेतन को प्राप्त करने का हकदार अपने विकल्प की तारीख से ही होगा अर्थात् सुनिश्चित वृत्ति उन्नयन योजना के अधीन वित्तीय उन्नयन की तारीख से।

- 6.2. वैसे मामलों में जहाँ विश्वविद्यालय एवं महाविद्यालय सेवकों को सुनिश्चित वृत्ति उन्नयन योजना परिनियम-I के उपबंधों के अनुसार अपने संवर्ग के पदसोपान में अगले उच्चतर वेतनमान में वित्तीय उन्नयन स्वीकृत किया गया था, किन्तु जहाँ वेतन समिति की अनुशंसाओं के कार्यान्वयन के फलस्वरूप संवर्ग के पद सोपान में अगला उच्चतर पद उच्चतर ग्रेड वेतन स्वीकृत किए जाने से उन्नत कोटि का कर दिया गया हो वहाँ ऐसे कर्मचारियों की पुनरीक्षित वेतन संरचना उस पद के लिए स्वीकृत उच्चतर ग्रेड वेतन के संदर्भ में निर्धारित की जाएगी। किन्तु, रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना लागू किये जाने की तारीख से इस योजना के अधीन सभी वित्तीय उन्नयन वेतन समिति की अनुशंसा एवं वेतन पुनरीक्षण संकल्प, 2010 द्वारा यथा अनुसूचित वेतन बैंडों के ग्रेड वेतनों के सोपान के अनुसार ही किया जाए।

7. प्रोन्नति दिए जाने/रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के अधीन वित्तीय उन्नयन प्रदान किए जाने पर वेतन निर्धारण के संदर्भ में विश्वविद्यालय एवं महाविद्यालय सेवक को मौलिक परिनियम के अधीन यह विकल्प होता है कि वह अपना वेतन उच्चतर पद/ग्रेड वेतन में या तो प्रोन्नति/उन्नयन की तारीख से निर्धारित करावे या अपनी वेतन वृद्धि की अगली तारीख, अर्थात् वर्ष की पहली जुलाई से करावे। वेतन तथा अलग वेतनवृद्धि की तारीख वेतन पुनरीक्षण संकल्प के प्रावधानों के अनुसार निर्धारित की जाएगी।

8. सेवा परिनियम के अनुसार प्रोन्नति श्रृंखला में समान ग्रेड वेतन वाले पद में अर्जित प्रोन्नति की गणना रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के प्रयोजनार्थ की जाएगी।

- 8.1. वेतन समिति की अनुशंसाओं को लागू किए जाने के फलस्वरूप, 5400 रु० का ग्रेड वेतन अब दो वेतन बैंडों यथा वेतन बैंड-2 और वेतन बैंड-3 में है। रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के अधीन उन्नयन स्वीकृत करने के प्रयोजनार्थ वेतन बैंड-2 के ग्रेड वेतन 5400 रु० तथा वेतन बैंड-3 में ग्रेड वेतन 5400 रु० को पृथक ग्रेड वेतनों के रूप में माना जाएगा।

9. रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के प्रयोजनार्थ "नियमित सेवा" नियमित आधार पर सीधी भर्ती वाले ग्रेड के पद पर योगदान की तिथि से प्रारंभ होगी चाहे वह सीधी भर्ती के माध्यम से हुई हो या समायोजन/पुनर्नियोजन के माध्यम से, नियुक्ति पूर्व प्रशिक्षण पर नियमित नियुक्ति के पूर्व पदार्थ/संविदा के आधार पर की गई सेवा की गणना नहीं की जाएगी। किन्तु, नए विभाग में नियमित नियुक्ति के पूर्व एक ही ग्रेड वेतन वाले पद पर दूसरे विभाग की पिछली लगातार नियमित सेवा, जो टूट रहित हो उसे भी रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के प्रयोजनार्थ (न कि नियमित प्रोन्नतियों के प्रयोजनार्थ) अर्हक नियमित सेवा के रूप में गणना की जाएगी। किन्तु ऐसे मामले में रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के अधीन लाभ देने पर तब तक विचार नहीं किया जाएगा जब तक कि नए पद पर परिवीक्षा अवधि को संतोषप्रद ढंग से पूरा न कर लिया जाए।

10. नियमित सेवा में प्रतिनियुक्ति/वाह्य सेवा में बिताई गई सभी अवधि, अध्ययन अवकाश तथा सक्षम प्राधिकार द्वारा स्वीकृत अन्य प्रकार की सभी छुट्टियाँ शामिल होंगी।

11. यदि कर्मचारियों के अयोग्य होने के कारण या विभागीय कार्यवाही आदि के कारण रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना स्थगित/विलम्बित रखा जाता हो और किसी ग्रेड वेतन में 10 वर्षों के बाद नहीं दिया जाता हो, इसका परिणामी प्रभाव उत्तरवर्ती (बाद के) वित्तीय उन्नयन पर भी पड़ेगा और वह भी उस हद तक स्थगित/विलम्बित हो जाएगा जितनी देर प्रथम वित्तीय उन्नयन प्रदान करने में होगी।

12. इस योजना के अधीन वित्तीय उन्नयन प्रदान किए जाने पर पदनाम, वर्गीकरण या उच्चतर हैसियत में कोई परिवर्तन नहीं होगा। किन्तु वित्तीय तथा कतिपय अन्य लाभ, जो कर्मचारी को प्राप्त वेतन से जुड़े हुए हैं, यथा गृह निर्माण अग्रिम, आवास का आवंटन, दिए जाएंगे।

13. योग्यता के अध्यधीन, वित्तीय उन्नयन वेतन बैंड-1 के अन्तर्गत ग्रेड वेतन के सोपान में गैर कार्यात्मक (नन् फंक्शनल) होगा। तत्पश्चात्, रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के अधीन उन्नयन के लिए वेतन बैंड-3 के ग्रेड वेतन 6600 रु० तक बेंचमार्क (अच्छा) लागू होगा 7600 रु० तथा ऊपर के ग्रेड वेतन तक के वित्तीय अल्क्रमण के लिए बेंचमार्क (बहुत अच्छा) लागू होगा।

14. अनुशासनिक/शस्ति वाली कार्यवाहियों के मामले में, रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के अधीन लाभ प्रदान किया जाना सामान्य प्रोन्नति को विनियमित करने वाले नियमों के अध्यधीन होगा।

15. रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना में मात्र व्यक्तिगत आधार पर ठीक उच्चतर ग्रेड वेतन में केवल वित्तीय उन्नयन प्रदान करने की बात है और इससे संबद्ध कर्मचारियों को वास्तविक/कार्यात्मक प्रोन्नति नहीं मिलती। इसलिए, रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना पर कोई आरक्षण आदेश/रोस्टर लागू नहीं होगा और इसका लाभ समान रूप से सभी पात्र अनुसूचित जाति/अनुसूचित जनजाति के कर्मचारियों को भी मिलेगा। किन्तु नियमित प्रोन्नति के समय प्रोन्नति के आरक्षण के नियमों का पालन सुनिश्चित किया जाएगा।

16. रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के अधीन वित्तीय उन्नयन कर्मचारी विशेष के लिए पूर्णतः व्यक्तिगत होगा और उसकी वरीयता की स्थिति पर इसका कोई प्रभाव नहीं पड़ेगा। इसलिए, वरीय कर्मचारियों को इस आधार पर कोई अतिरिक्त वित्तीय उन्नयन नहीं होगा कि उस ग्रेड में कनीय कर्मचारी ने रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना उच्चतर वेतन/ग्रेड वेतन प्राप्त कर लिया है।

17. वेतन बैंड में प्राप्त वेतन तथा रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के अधीन स्वीकृत ग्रेड वेतन सेवानिवृत्त होने वाले कर्मचारी के मामले में सेवांत लाभ के निर्धारण के लिए आधार के रूप में लिया जाएगा।

18. यदि समूह 'क' कर्मचारी, जो सुनिश्चित वृत्ति उन्नयन योजना के अधीन आच्छादित नहीं था, 30 वर्षों की नियमित सेवा पूरी करने के कारण अब यदि सीधे तृतीय वित्तीय उन्नयन का हकदार हो गया हो, तो उसका वेतन पुनरीक्षित वेतन बैंड और ग्रेड वेतन के सोपान में क्रमशः ठीक अगले तीन उच्चतर ग्रेड वेतन में निर्धारित किया जाएगा और हर स्तर पर उसे 3 प्रतिशत का वेतन निर्धारण लाभ दिया जाएगा। इसी प्रकार द्वितीय वित्तीय उन्नयन के लिए पात्र व्यक्तियों का वेतन भी तदनुसार निर्धारित किया जाएगा, परन्तु इससे आदेश एक ही तिथि को लागू नहीं की जायेगी।

19. यदि कोई कर्मचारी को अपने संगठन के अतिरेक घोषित कर दिया जाता है और उसकी नियुक्ति नए संगठन में उसी वेतनमान या निम्नतर वेतनमान में की जाती हो, तो पिछले संगठन में उसके द्वारा की गई नियमित सेवा की गणना रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के अधीन नए संगठन में उसे वित्तीय उन्नयन देने के प्रयोजनार्थ नियमित का ही हकदार होगा।

20. यदि कोई कर्मचारी प्रोन्नति/सुनिश्चित वृत्ति उन्नयन प्राप्त करने के बाद निम्नतर पद या निम्नतर वेतनमान में एक पक्षीय स्थानान्तरण चाहता हो, तो वह नए संगठन के पद पर अपनी प्रारंभिक नियुक्ति की तारीख से रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के 30/20 वर्षों की नियमित सेवा पूरी करने पर यथास्थिति द्वितीय और तृतीय वित्तीय उन्नयन का ही हकदार होगा।

21. वित्तीय उन्नयन का हकदार होने के पूर्व यदि किसी कर्मचारी को नियमित प्रोन्नति का लाभ (ऑफर) दिया गया हो किन्तु उसके द्वारा उस लाभ को ठुकरा दिया गया हो, तो ऐसे कर्मचारी को कोई वित्तीय उन्नयन स्वीकृत नहीं किया जाएगा। क्योंकि अवसर के अभाव के कारण वह गत्यावरोध की स्थिति में नहीं रहा। किन्तु, यदि गत्यावरोध के कारण वित्तीय उन्नयन स्वीकृत किया गया हो और बाद में कर्मचारी ने प्रोन्नति अस्वीकार कर दिया हो, तो वित्तीय उन्नयन वापस लेने का यह आधार नहीं होगा जब तक कि वह पुनः प्रोन्नति दिए जाने के लिए राजी न हो जाए तथा द्वितीय एवं अगले वित्तीय उन्नयन भी अस्वीकार किए जाने के कारण विवर्जन की अवधि के हद तक स्थगित कर दिया जाएगा।

22. अन्य व्यक्तियों के साथ-साथ, पूर्णतः तदर्थ आधार पर उच्चतर पद धारण करने वाले व्यक्ति के मामले पर भी स्क्रीनिंग सीमित द्वारा विचार किया जाएगा। कनीय पद पर प्रत्यावर्तन होने पर अथवा यदि तदर्थ आधार पर प्राप्त वेतन की अपेक्षा यह अधिक लाभकारी होने पर उन्हें भी वित्तीय उन्नयन स्वीकृत किया जा सकेगा।

23. रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के अधीन वित्तीय उन्नयन का लाभ प्राप्त करने के लिए प्रतिनियुक्ति पर रहने वाले कर्मचारियों को अपने पैतृक विभाग में प्रत्यावर्तित होने की आवश्यकता नहीं है। वे अपने द्वारा धारित पद के वेतन बैंड और ग्रेड वेतन या रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के अधीन उन्हें अनुमान्य वेतन और ग्रेड वेतन का योग जो भी लाभकारी हो, प्राप्त करने के लिए नए सिरे से विकल्प दे सकेंगे।

उदाहरण:-

- (क) (1) यदि वेतन बैंड-1, ग्रेड वेतन 1900 रु० वाला कोई विश्वविद्यालय या महाविद्यालय सेवक (नि०व०लि०) 8 वर्षों की सेवा पूरी करने पर अपना प्रथम नियमित प्रोन्नति (उ०व०लि०) के वेतन बैंड-1, ग्रेड वेतन-2400 रु० प्राप्त करता हो और तब उसी ग्रेड वेतन में आगे 10 वर्षों तक बिना किसी प्रोन्नति के बना रहा हो, तो वह 18 वर्षों (8+10 वर्ष) की सेवा पूरी करने के बाद रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के अधीन वेतन बैंड-1, ग्रेड वेतन 2800 में रु० में द्वितीय वित्तीय उन्नयन का पात्र होगा।
- (2) यदि वह तत्पश्चात कोई प्रोन्नति नहीं प्राप्त करता हो, तो वह आगे 10 वर्षों की सेवा पूरी करने पर अर्थात् 28 वर्ष (8+10+10) की सेवा पूरी करने पर वेतन बैंड-2 ग्रेड वेतन 4200 में तृतीय वित्तीय उन्नयन प्राप्त करेगा।
- (3) किन्तु यदि वह आगे पाँच वर्षों की सेवा के बाद अर्थात् 23 वर्ष (8+10+5) की सेवा पूरी करने पर द्वितीय प्रोन्नति वेतन बैंड-2, ग्रेड वेतन 4200 रु० (सहायक ग्रेड/ग्रेड-ग) में प्राप्त कर लेता हो, तो वह 30 वर्षों की सेवा पूरी करने पर अर्थात् द्वितीय सुनिश्चित वृत्ति उन्नयन के 10 वर्ष बाद तृतीय वित्तीय उन्नयन वेतन बैंड-2 ग्रेड वेतन 4600 रु० में प्राप्त करेगा।

उपर्युक्त परिदृश्य में ऐसा उन्नयन के पूर्व प्राप्त बैंड और ग्रेड वेतन के योग के 3 प्रतिशत देकर उसका वेतन बढ़ा दिया जाएगा। किन्तु यदि नियमित प्रोन्नति उसी ग्रेड वेतन या उच्चतर ग्रेड वेतन में होती हो, तो उस समय पुनः कोई वेतन निर्धारण नहीं किया जाएगा। प्रोन्नतियों के समय मात्र वेतन की अंतर राशि अनुमान्य होगी।

- (ख) यदि किसी वेतन बैंड-1, ग्रेड वेतन 1900 वाले विश्वविद्यालय या महाविद्यालय सेवक (नि०व०लि०) को 10 वर्षों की सेवा पूरी करने पर वेतन बैंड-1, ग्रेड वेतन 2000 रु० में रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के अधीन प्रथम वित्तीय उन्नयन स्वीकृत किया जाता हो और 5 वर्ष बाद यह वेतन बैंड-1, ग्रेड वेतन 2400 रु० में प्रथम नियमित प्रोन्नति (उ०व०लि०) में प्राप्त करता हो, तो 20 वर्षों की सेवा पूरी करने पर रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के अधीन उसे अगले उच्चतर ग्रेड वेतन अर्थात् विश्वविद्यालय या महाविद्यालय सेवक द्वारा धारित ग्रेड वेतन से ऊपर का वेतन बैंड-1 ग्रेड वेतन 2800 रु० में द्वितीय उन्नयन प्राप्त किया जाएगा। 30 वर्षों की सेवा पूरी करने पर वह ग्रेड वेतन 4200 रु० में तृतीय सुनिश्चित वृत्ति उन्नयन प्राप्त करेगा। किन्तु 20 वर्षों की सेवा पूरी करने के पूर्व यदि वह दो प्रोन्नतियाँ प्राप्त कर लेता है तो द्वितीय प्रोन्नति की तारीख से उस ग्रेड वेतन में 10 वर्षों की सेवा पूरी करने पर या सेवा के 30वें वर्ष में, जो भी पहले हो, तृतीय वित्तीय उन्नयन अनुमान्य होगा। यदि विश्वविद्यालय या महाविद्यालय सेवक को दो नियमित प्रोन्नति दी गई हो अविष्कार 24 वर्षों की नियमित सेवा पूरी करने के बाद अगस्त, 1999 की सुनिश्चित वृत्ति उन्नयन योजना द्वितीय वित्तीय उन्नयन दिया गया हो, तो उसे 30 वर्षों की सेवा पूरी करने पर रूपान्तरित सुनिश्चित वृत्ति उन्नयन योजना के अधीन मात्र तृतीय वित्तीय उन्नयन अनुमान्य होगा, बशर्ते कि अपने पद सोपान में वह तृतीय प्रोन्नति प्राप्त न किया हो।

24. इस योजना का अभिभावी प्रभाव:—किसी अन्य परिनियम में किसी बात के प्रतिकूल होते हुए भी इस योजना के प्रावधानों का अभिभावी प्रभाव होगा।

25. निरसन एवं व्यावृत्ति:—(1) बिहार राज्य विश्वविद्यालय एवं अंगीभूत महाविद्यालय शिक्षकेत्तर कर्मचारी सेवा शर्त (सुनिश्चित वृत्ति उन्नयन योजना) परिनियम-1 के अधीन शक्तियों का प्रयोग करते हुए की गई कोई कार्रवाई इस योजना द्वारा या उसके अधीन प्रदत्त शक्ति का प्रयोग करते हुए की गई कोई कार्रवाई समझी जाएगी, मानों यह योजना उस तिथि को प्रवृत्त था जिस तिथि को ऐसा कार्य किया गया था या कोई कार्रवाई की गई थी।

(2) इस योजना का कोई भी प्रावधान किसी व्यक्ति को योजना के प्रवृत्त होने के पूर्व पारित किसी आदेश के संबंध में अपील करने के अधिकार से वंचित नहीं करेगा, जो उसे प्राप्त होता, यदि यह योजना लागू नहीं होती।

26. शंकाओं का निराकरण:—यदि इस योजना के किसी उपबंध के निर्वचन के संबंध में कोई शंका उत्पन्न हो, तो इस मामले को सरकार के शिक्षा विभाग को निर्देशित किया जायेगा, और विभाग का निर्णय अंतिम होगा।

68. GOVERNOR'S SECRETARIAT, BIHAR

RAJ BHAVAN, PATNA-800022

Letter No. BSU (Statute)-76/2014-3074/GS(I)

Dated-25.10.2019

From,

Bijay Kumar, I.A.S.

Additional Secretary

To,

All the Vice Chancellors Universities of Bihar.

(Except B.A.U., Sabour, N.O.U., Patna, B.A.S.U., MMHA&PU, Patna.)

Sub : Proposal of the State Government for making amendment in the clause-3(f) of the Statute promulgated vide letter No.BSU-16/86-1098/GS(I), dated 19.04.1986 and amendment made vide letter No.BSU-76/2014-3196/GS(I), dated-14.12.2017 in the light of order dated 19.07.2019 of the Hon'ble Pama High Court passed in CWJC No.3119 /2019 relating to own land and lease hold land in respect of affiliated institutions of Bihar.

Sir,

With respect to the subject noted above. I am directed to inform that the Hon'ble Chancellor, after due consideration of the proposal received from the Education Department, Government of Bihar vide letter No. 15/q 3-25 /94-1816 dated 16.08.2019 and letter no. 15/q 3-25/94-2108 dated 13.09.2019 and after considering the opinion rendered by the three Vice-Chancellor's committee, has been pleased to approve the proposal of the State Government for making amendment in section 3(f) of the existing Statute approved vide letter No.BSU-16/86-1098/GS(I), dated 19.04.1986 in respect of its own land and leasehold land for the purpose of affiliation of educational Institutions of Bihar the light of order dated 19.07.2019 passed by the Hon'ble Pama High Court in CWJC No.3119/2019 and in exercise of the powers conferred upon him u/s 36(7) of the Bihar Universities Act, 1976 as amended up to date, has been pleased to approve the proposal to replace the section 3(f) of the Statute in the following manner.

Existing Statute	Sl. No.	Amendment Made
Section 3(f) will be read as "that the institution owns and possesses at least 05 acres of land for the College buildings, hostels quarter and playgrounds if situated in rural areas or	A	The section 3(f) will now be read as that the institution would be divided three categories on basis of the possession of the land. Institutions under Patna urban area must possess undisputed ownership/ leasehold and

2.5 acres in other urban areas and 2 acres in Patna urban area.		possession of land measuring not less than 02 acres for establishing educational institutions.
	B	In other urban areas of Bihar, the undisputed ownership/ leasehold and possession of land measuring not less than 2.5 acres for establishing educational institutions.
	C	In rural areas of Bihar, the undisputed ownership/leasehold and possession of land measuring not less than 5 acres for establishing educational institutions.
	D	The leasehold period must be for a minimum period of 33 years with a minimum one time renewal clause, however, lease land having lease period of 60 years and above may not require a renewal clause.
	E	The land for affiliating institution should also not be in more than two blocks and the distance between the two blocks should not be beyond five kms.
	F	The land will only be used for the college buildings, hostels, quarters, library, laboratory, playgrounds and green.
	G	The lease hold of land of affiliated institutions must be in the name Of either of the Trust/Society or in the name Of affiliating institutions.

Remaining provisions of the Statute will remain the same.

Yours faithfully,

Sd/

(Bijay Kumar)

Additional Secretary

Memo Dated-76/2014-3074/GS(I)

Copy forwarded to the Additional Chief Secretary, Education Department, Government of Bihar, with reference to his letter no. 15/q 3-25/94-1816 dated 16.08.2019 and letter no. 15/q 3-25/94-2108 dated 13.09.2019 for information and necessary action.

Sd-

Additional Secretary

Memo /2014-3074/GS(1), Dated-25-10-2019

Copy forwarded to Shri Bijay Kumar, Technical Director, NIC, Raj Bhavan Patna for uploading on the website of Raj Bhavan, Patna/ Sri R.K. Giri, Leanied Counsel to H.E. the Governor-cum-Chancellor/Custodian-Guard File for record keeping.

Law Officer-cum-Incharge OSD(j)

69. GOVERNOR'S SECRETARIAT, BIHAR RAJ BHAVAN,
PATNA-800022

Letter No- BSI-J (Regulation)- 16/2015-25/GS(1)

Dated-31-1-2020

Amendment Notification

The following amendments have been made in the existing Statute for CET-B.Ed. for all B.Ed. Colleges to State Universities of Bihar:-

1. परिनियम के "clause 1.8-CET-B.Ed. shall be held at specifit date and time only at the constituent college of the Universities, Government colleges, the Government School or at the University campus" के स्थान पर निम्न प्रकार से पढ़ा जाये—

"1.8-CET-B.Ed. shall be held at specific date and time, Preferably at the constituent college of the Universities, Government colleges, the Government School or at the University campus."

2. परिनियम के "I. II (v)(b), 30% for SC/ST and differently abled candidates" के स्थान पर निम्न प्रकार से पढ़ा जाये—

"I. II (v)(b), 30% for SC/ST/BC/EBC/WBC and differently abled candidates."

3. परिनियम के "2.1 (i) Candidates with at least 50% marks either in the Bachelor's Degree (10+2+3) and/Masters Degree in Science/Social Science/ Humanity, Bechealor in Engineering/ Technology with Specialization in Science and Mathematics with 55% marks or any other qualification equivalent thereto are eligible for admission to the B.Ed. Progeamme" के स्थान पर निम्न प्रकार से पढ़ा जाये—

"2.1 (i) Candidates with at least 50% marks either in the Bachelor's Degree (10+2+3) and/or Master's Degree in Science/Social Science/Humanities/ Commerce, Bachelor in Engineering/Technology with Specialization in Science and Mathematics with 55% marks or any other qualification equivalent thereto are eligible for admision ot the B.Ed. programme."

4. परिनियम के "2.1 (ii) में अंकित पैरा "5.1 के प्रथम पंक्ति में बिहार संयुक्त प्रदेश परीक्षा 2018" के स्थान पर निम्न प्रकार से पढ़ा जाये—

"बिहार संयुक्त प्रवेश परीक्षा (बी.एड)"

5. परिनियम के "2.1 (ii) में अंकित पैरा "5.2 क्रमवार, कोटि एवं आरक्षण सीटों का प्रतिशत में clause 5th के पश्चात् निम्न संशोधन जोड़ा जाये—

क्रम	कोटि	आरक्षित सीटों का प्रतिशत
(vi)	आर्थिक रूप से कमजोर वर्ग के अभ्यर्थियों के लिए निर्धारित	10%

एवं "शेष 50: अनारक्षित सीटें अनारक्षित (खुली गुणागुण) कोटि (Unreserved):(UR) की समझी जायेंगी" के स्थान पर निम्न प्रकार से पढ़ा जाये।

"शेष अनारक्षित सीटें अनारक्षित (खुली गुणागुण) कोटि (Unreserved):(UR) की समझी जायेंगी"

6. परिनियम के "2.1 (ii) में अंकित पैरा "5.7.1 दिव्यांगों के लिए सभी संस्थानों में कुल निर्धारित सीटों की 4 (चार) प्रतिशत सीटें दिव्यांग कोटा के लिए आरक्षित है जो निर्धारित कुल सीटों की संख्या में ही सम्मिलित होंगी" के पश्चात् निम्न संशोधन जोड़ा जाये—
"2.1 (ii) "5.7.1 दिव्यांगों के लिए सभी संस्थानों में कुल निर्धारित सीटों की 5 (पांच) प्रतिशत सीटें दिव्यांग कोटा के लिए आरक्षित है जो निर्धारित कुल सीटों की संख्या में ही सम्मिलित होंगी"
7. परिनियम के "2.1 (iii) Inserted by notification No. BSU (Regulation)-16/2015-1477 dated 31-05-2018" के स्थान पर जो कि शिक्षा शास्त्री बी.एड हेतु संशोधन किया गया था, जिसे "Deleted" पढ़ा जाये।
8. परिनियम के "3.1-Fee Structure will be strictly as per recommendation of the committee set up by the State Gout. under the NCTE guidelines" के स्थान पर निम्न प्रकार से पढ़ा जाये।
"3.1-Fee Structure for B.Ed. Two year programme will be strictly as per recommendation of the committee set up by the State Gout. under the NCTE guidelines"
9. परिनियम के "4.7-Successful candidates will be called for counselling at the Centre as directed by the Nodal University. Up to three time to the member of available seats will be called for counselling." के स्थान पर निम्न प्रकार से पढ़ा जाये।
"4.7-Counselling of Successful candidates will be done by the Nodal University."
10. परिनियम के "Annexure-1-table contact details-State convener" के स्थान पर निम्न प्रकार से पढ़ा जाये।

"Annexure-1-table contact details-State Nodal Officer"

The existing Statute may be deemed amended to the above extent.

By the order of the Hon'ble Chancellor

(Brijesh Mehrotra)

Additional Chief Secretary

Memo No.- BSU (Regulation)-16/2015-251 /GS(I), Dated-31-01-2020

Copy forwarded to all Vice Chancellors, Universities of Bihar for information and strictly compliance of the above amendments.

Law Officer-Cum-Incharge-OSD(J)

Memo No.- BSU (Regulation)-16/2015-251 /GS(I), Dated-31-01-2020

Copy forwarded to the Principal Secretary, Education Department, Govt. of Bihar, Patna for information.

Law Officer-Cum-Incharge-OSD(J)

Memo No.- BSU (Regulation)-16/2015-251 /GS(I),

Dated-31-01-2020

Copy forwarded to the Vice Chancellor/Registrar, Lalit Narain Mithila University, Darbhanga for information.

Law Officer-Cum-Incharge-OSD(J)

Memo No.- BSU (Regulation)-16/2015-251 /GS(I),

Dated-31-01-2020

Copy forwarded to the Principal, Patna Women's College, Patna/Dr. Jakir Hussain Teacher's Training College, Laheriasarai, Darbhanga/S.M. Zaheer Alam Teacher's Training College, Bahera, Darbhanga/ Islamia Teacher's Training College, Phulwarisharif. Patna/St. Xavier's Teacher's Training College, Digha Ghat, Patna/ Millat Teacher's Training College, Madhubani for information and strictly compliance of the above amendments.

Law Officer-Cum-Incharge-OSD(J)

Memo No.- BSU (Regulation)-16/2015-251 /GS(I),

Dated-31-01-2020

Copy forwarded to the Technical Director, NIC-Cum-Incharge Computer Cell, Raj Bhavan, Patna for uploading on the website of Raj Bhavan/Custodian, Guard File for record.

Law Officer-Cum-Incharge-OSD(J)

70.GOVERNOR'S SECRETARIAT, BIHAR

RAJ BHAVAN, PATNA-800022

Letter No PU(Statute)-34/2017 - /GS(I),

Dated-28-01-2020

From,

R V S Parmar

Law Officer-cum-Incharge OSD(O)

To,

The Vice Chancellor

All the Universities of Bihar,

(Except RAU, Pusa, BAU, Sabour & BASU, Pama).

Sub:- Regarding amendment in the existing Statutes for the appointment of Assistant Professor / Part Time in the Faculty of Law in the Universities of Bihar.

Sir,

I am directed to invite a reference to the subject noted above and to inform that the Hon'ble Chancellor, after due consideration of amendment in Draft Statute on the recommendation of the three Vice Chancellors committee, has been pleased to

Law approve in the the Universities amendment of in Bihar Statute (Copy for appointment enclosed) in exercise of the teachers of the powers in the Faculty vested in of him u/s 36(7) of the Bihar State University Act, 1976 and Patna University Act, 1976 as amended up-to-date by repelling earlier provisions in this regard.

Yours faithfully,

End.-As above.

Sd/

(R VS Parmar)

Law Officer-cum-Incharge OSD(J)

Memo No.- No PU(Statute)-34/2017 - /GS(I), Dated-28-01-2020

(1) Copy along with copy of approved amended Statute forwarded to the Additional Chief Secretary, Department of Education, Government of Bihar, Patna.

(2) Copy along with copy of approved amended Statute forwarded to the Principal Secretary, Information and Broadcasting, Government of Bihar, Pama for its publication in the official Gazette.

(3) Copy along with copy of approved amended Statute forwarded to Technical Director, NIC, I/c, Computer Cell, Raj Bhawan, Patna with a request for uploading on Raj Bhawan Website.

(4) Copy forwarded to PRO, Raj Bhawan, Patna/ All Assistant, University Section / Guard File for information and necessary action.

Law Officer-cum-Incharge OSD(J)

Proceedings of the meeting of the Committee of Vice Chancellors constituted vide letter No. PU-34/2017/2423/GS (1) dated 22-08-2017, held on 09-01-2020 in Raj Bhavan, Patna to discuss the amendment in the Statute for appointment of Assistant Professor/Part Time in the faculty of Law in the Universities of Bihar.

A meeting of the Committee constituted by Raj Bhavan vide letter No. PU-34/ 2017/2423/GS (1) dated 22-08-2017 was held on 09-01-2020 at Raj Bhavan to discuss proposed amendment in the Statutes for prescribing qualification and procedure for selection of teachers in Law for the Universities of Bihar imparting Law Education.

In continuation of the previous proceedings, today the Committee approved the amendment in the standard format for amendment.

Vice Chancellor

L.N. Mithila University, Darbhanga

Vice Chancellor

B.N. Mandal University, Madhepura

S.No	Clause	Existing	After Amendment
1	4.5	Good academic record as defined by the concerned university with at least 55% marks or an equivalent grade in the point scale wherever grading system is followed, at the Bachelor Degree level in Law from an Indian University, or an equivalent degree from an accredited foreign university. Besides this: Senior Advocates (designated or non designated) practicing in District Courts and High Courts having at least 15 years of professional experience and intending to offer lectures in centres of Law institutions are eligible to apply as a part time Lecturer/ Assistant Professor (Part time) or has worked as Judicial Magistrate/Judge for ten years or has taught at least ten years at any Judicial academy or has completed the post graduation in Law as per UGC norms with 55% marks.	Good academic records as defined by the concerned university with at least 55% marks and 50% marks for SC/ ST/ Physically challenged applicant or an equivalent grade in a point scale wherever grading system is followed, at the Bachelor Degree level in Law from an Indian University, or an equivalent degree from an accredited foreign university. Besides this, Senior Advocates (designated or non-designated) practicing in District Courts and High Courts having at least 15 years of professional experience and intending to offer lectures in centres of Law institutions are eligible to apply as a part time Lecturer/ Assistant Professor (Part Time)/ (Guest faculty) Or has worked as judicial magistrate/ judge for 10 years Or has taught at least ten years at any judicial academy, Or has completed the post-graduation in law as per UGC norms with 55% marks and with 50% marks for SC/ ST applicants and physically challenged persons.

Law Officer

Vice Chancellor

Governor's Secretariat

Patna University, Patna

Proposed amendment in the existing Statutes for the appointment of Assistant Professor/ Part Time in the Faculty of Law in the Universities of Bihar.

Vice Chancellor

Vice Chancellor

L.N. Mithila University, Darbhanga

B.N. Mandal University, Madhepura

71. GOVERNOR'S SECRETARIAT, BIHAR

RAJ BHAVAN, PATNA-800022

पत्रांक :-बी.एस.यू. (डायरेक्टिव)-43/2019...../रा०स० (I) दिनांक-

प्रेषक,

विजय कुमार, भा.प्र.से

अपर सचिव

सेवा में,

कुलपति/सचिव,

बिहार के सभी विश्वविद्यालय

विषय- विश्वविद्यालय/स्नातकोत्तर विभाग/महाविद्यालयों आदि में शिक्षकेत्तर कर्मचारियों की नियुक्ति प्रोन्नति हेतु पदों का रोस्टर क्लीयरेंस संबंधित प्रमण्डलीय आयुक्त से कराना सुनिश्चित करने के संबंध में।

महाशय,

निदेशानुसार उपर्युक्त विषयक सामान्य प्रशासन विभाग, बिहार, पटना द्वारा निर्गत ज्ञापांक-11/वि०-58/1998 सा०प्र०-1500, दिनांक-30.01.2018 की छायाप्रति संलग्न करते हुए अनुरोध है कि पत्र के क्रमांक 5 में निहित दिशा-निर्देश के आलोक में विश्वविद्यालय/मुख्यालय/स्नातकोत्तर विभागों/महाविद्यालयों आदि में शिक्षकेत्तर कर्मचारियों की नियुक्ति/प्रोन्नति आदि की नियमानुसार विहित प्रक्रिया के अनुपालन की दिशा में पदों का रोस्टर क्लीयरेंस प्रमण्डलीय आयुक्त से कराना सुनिश्चित करने की कृपा की जाये।

अनुरोध है कि नियुक्ति की कार्यवाही शिक्षा विभाग, राज्य सरकार से स्वीकृति के उपरान्त की जाए तथा नियुक्ति की प्रक्रिया प्रारम्भ करने से पूर्व पूर्ण प्रतिवेदन से राज्यपाल सचिवालय को भी अवगत कराया जाये।

अनु०:यथा उपर्युक्त।

विश्वासभाजन,

ह०/-

अपर सचिव

ज्ञापांक-बी.एस.यू. (डायरेक्टिव)-43/2019...../रा.स. (I),

दिनांक-

प्रतिलिपि:-अपर मुख्य सचिव, शिक्षा विभाग, बिहार, पटना को सूचना एवं आवश्यक कार्यार्थ प्रेषित।

ह०/-

अपर सचिव

ज्ञापांक-बी.एस.यू. (डायरेक्टिव)-43/2019 3006/रा.स. (I),

दिनांक-16.10.2019

प्रतिलिपि:-तकनीकी निदेशक को राजभवन की वेबसाईट पर अपलोड करने हेतु/जन सम्पर्क पदाधिकारी, राजभवन पटना को सूचनार्थ प्रेषित/ कार्यालय आदेश पुस्त को अभिलेख हेतु प्रेषित।

अपर सचिव

72. GOVERNOR'S SECRETARIAT, BIHAR

RAJ BHAVAN, PATNA-800022

पत्रांक :-वी.के.एस.यू. 32 / 2018 / 798 / रा०स० (I)

दिनांक-07.03.2019

प्रेषक,

विजय कुमार,

संयुक्त सचिव

सेवा में,

कुलसचिव

वीर कुँवर सिंह विश्वविद्यालय,

आरा।

विषय:-विश्वविद्यालय में गैर-शैक्षणिक पदों पर शिक्षकों की प्रतिनियुक्ति के संबंध में।

महाशय,

निदेशानुसार आपके पत्रांक 572 / Estab. / 19 दिनांक 08.02.2019 के संबंध में कहना है कि विश्वविद्यालय के कार्यों के कुशल सम्पादन हेतु महत्वपूर्ण पदों पर कुछ ही शिक्षकों की सेवा न लेकर चक्रानुक्रम में वैसे महत्वपूर्ण पदों पर उनकी प्रतिनियुक्ति के स्थान को बदलते रहने की आवश्यकता है।

अतः यह सुनिश्चित किया जाये कि विश्वविद्यालय के महत्वपूर्ण पदों पर कुछ ही शिक्षकों को पदस्थापित / प्रतिनियुक्त नहीं रखा जाये तथा अन्य अनुभवी शिक्षकों को भी अन्य महत्वपूर्ण पदों पर कार्य करने का अवसर प्रदान किया जाये।

विश्वासभाजन,

संयुक्त सचिव

73. GOVERNOR'S SECRETARIAT, BIHAR

No.BU-22/2000-342 /GS(I)

Dated-5-02-2005

From: J.K. Sinha

Deputy Secretary

Governor's Sectt., Bihar.

To

The Vice Chancellor

All the Universities of Bihar

(excepting Patna University, Rajendra Agricultural University, Nalanda Open University and M.M.H.A. University)

Sub.: Shifting back of the date of promotion Of University Professors under 16 year Time Bound Promotion Scheme.

Sir,

I am directed to invite a reference to this Sectt.'s letter No.BU-22/20002811 /GS(I), dated 30.8.2000 and letter No. 1954/GS(1), dated 14.9.2002 on the subject noted above and to say that in pursuance of the order of the Hon'ble High Court dated 19.8.2004, in LPA Nos. 443, 467 and 468 of 2001, the Hon'ble Chancellor, after hearing the parties concerned and the Patna University, has been pleased to pass order on 14.1.2005, a copy of which is enclosed herewith for your information and necessary action in the light of the order passed by Hon'ble Chancellor.

Hon'ble Chancellor has further been pleased to vacate the stay order as communicated to you by this Secretariat's letter dated 30.8.2004 and 14.9.2002 as referred to above in view of the observation made in the order dated 14.1.2005.

You are, therefore, requested to review and re-examine the cases of shifting back of the date of promotion of University Professors under 16 year Time Bound Promotion Scheme, if made after 30.8.2000, in the light of the order of Hon'ble Chancellor dated 14.1.2005 and complete the process of promotion and rescreening within a period of three months at the latest and send compliance report to this Secretariat.

In the meantime, the status quo may be maintained.

Yours faithfully

Deputy Secretary

Order

The Division Bench of the Hon'ble High Court, Patna while disposing of L.P.A. Nos. 443, 467 and 468 of 2001 in its order dated 19.8.2004 advised the Chancellor to dispose of the matter relating to promotion of Readers to the post of University Professors/shifting back of the date of promotion of University Professors under 16 years Time Bound Promotion Scheme, which was stayed by this Secretariat's letter dated 8.4.2000. The Governor's Secretariat by order dated 8.4.2000 had directed the Vice-Chancellor, Patna University, not to take any further action as a follow up after the notifications, stated to have been issued on 31.3.2000 and further the agenda items dealing with promotion of teachers to the post of University Professor should be stayed till further order. The aforesaid letter No. RU-65/98-64/GS dated 8.4.2000 was challenged before the Hon'ble High court, Patna in CWJC Nos. 12405, 11709 of 2000 and CWJC No.2969 of 2001 and Hon'ble Single Judge while disposing of aforesaid writ petitions, in his order dated 19.4.2001, quashed the aforesaid order dated 8.4.2000 holding that the stay order is not in conformity with section 10(4) of the B.S.I-J• Act' 1976' and therefore, the same is not sustainable in law. The order dated 19.4.2001 Passed by Hon'ble Single Judge was challenged by the Chancellor, universities of Bihar in L.P.A. Nos. 443, 467 and 468 of 2001, in which Division Bench of the Hon'ble High Court, holding that the Chancellor was fully justified in passing the order in exercise of the powers under section-10(4) of the Act has advised to dispose Of the matter within six weeks when the matter is brought to the notice of the Chancellor.

The main controversy in this case is, shifting back of date of promotion of the University Professor under 16 years Time Bound Promotion scheme or for the matter of that promotion Of teachers on completion of 16 years of their service without complying with the Provisions of 16 years Time Bound Promotion Statue. This controversy initially arose with the decision of the Patna University Syndicate dated 27.9.99 under its item Nos. 12, 14.16 and 17 of the agenda of the said meeting whereby the Syndicate resolved to promote the Readers to the post of University Professors on completion of 16 years on the recommendation of the University Service Commission with effect from the date of registration of candidates under them for Ph.D. research. When this matter came to the notice of the then Hon'ble Chancellor Justice B.M.Lall), the aforesaid decision of the Syndicate was ordered to be stayed. As I have stated above, the said order regarding stay was challenged and the same was quashed by the Hon'ble Single Judge of the Hon'ble High Court against Which L.P.As. were filed and Hon'ble High Court while disposing of the L.P.A. has referred back the matter for early disposal, Before hearing of the matter, by representation dated 13.9.2004, Shri Shambhu Nath Guha, Prof-In-Charge, Science College, Patna and by separate representations dated 12.10.2004, Shri Madan Prasad Sinha, Principal, B.N. College, Patna and Bakshi Vidya Nand Sinha, President, Patna University Retired Teachers Association intervened in the matter and requested that their are also involved in this case, so they may be allowed to participate in the hearing and their prayer was allowed. In the same way, Shri D.K. Sharma and 14 other teachers of Patna University and Colleges under Patna University, vide representation dated 29.9.2004 and Shri M.O. Siddiqui and Shri. D.K. Sharma, vide representation dated 3.12.2004, also requested to allow them to participate in the hearing and their prayer was allowed.

The brief history of the case are as follow :-

The "statute for Time Bound Promotion of the Lecturers to the post of Readers and for the Readers to the post of University "Professors" was approved by the Hon'ble Chancellor on 24.12.1986. Rule 1(2) of the said statute reads as under:"(2) A Reader, serving in a university Deptt. or in a Degree College, managed and maintained by the University who has completed at least 25 years of continuous service as teacher, not below the rank of Lecturer in one or more Universities, shall on the recommendation of the Bihar State University (Constituent Colleges) Service Commission, be promoted on the basis of Time Bound Promotion Scheme to the post of University Professor, subject to the conditions given in proviso to Clause 1 above.

Subsequently, by way of amendment, Rule 1 (3) was inserted in the said Statute on 20.11.1987, which reads as under :-

"(3) A Reader possessing the qualification University Professor prescribed by the University Grants Commission serving in a University Department or in a Degree College, managed and maintained by the University and who has completed at least 16 years of continuous service as Lecturer/ Reader in one or more Universities, shall on recommendation of the Bihar state University (Constituent Colleges) Service Commission, be promoted to the post of University Professor, other conditions remain the same.

By the aforesaid amendment the change brought out in the Rule 1 (2) of the Time Bound Promotion Statute that instead of putting in 25 years of service for securing Time Bound Promotion to the post of University Professor, a Reader who has put in 16 years of service as Lecturer and Reader and possessing the academic qualification prescribed by the University Grants Commission for the post of University Professor is eligible to be promoted as University Professor on the recommendation of Bihar State University (Constituent Colleges) service Commission.

The University Grants Commission Regulation, 1991 provides qualification for promotion to the post of University Professor as follows :-

"An eminent Scholar with published work of high quality actively engaged in research with ten years of experience in postgraduate teaching and/or research at the University/National level Institutions, including experience of guiding research at doctoral level."

or,

"A outstanding Scholar with established reputation who has made significant contribution to knowledge."

The Deputy Registrar, Patna University on 1.12.1987 requested the eligible teachers to apply for their promotion as University Professor in accordance with the amended provisions of the statute together with documents and so many teachers including those who have intervened in this case, submitted their applications along with relevant documents for consideration of their cases for promotion to the post of University Professors. In the mean time, Vice-Chancellors of the Universities in their meeting

decided that for the purpose of Time Bound Promotion under 16 years Scheme, a candidate apart from 16 years teaching experience, should be holder of Ph.D. Degree and must have successfully guided research leading to the award of Ph.D. Degree of at least one Research Scholar. On 22.4.1988, Human Resources Deptt., Govt. of Bihar issued an executive direction to all the Universities of Bihar laying down some additional qualifications and experience for the purpose of promotion to the post of University Professor under Time Bound Promotion Scheme, such as, apart from 16 years teaching experience, the candidate should be holder of Ph.D. Degree and must have successfully guided research Scholar leading to conferment to Ph.D. Degree at least of one person.

Some of the aggrieved teachers filed writ application being CWJC No. 3049/ 1988, (Dr. S.N. Subuktgeen and Others Vs. State of Bihar and others) before Patna High Court praying therein for quashing of the aforesaid executive direction dated 22.4.88, issued by the Human Resources Deptt., Govt. of Bihar. CWJC No. 3049/1988 was allowed, vide order dated 8.2.1989 by Division Bench of the Hon'ble Patna High Court and the executive direction dated 22.4.1988 issued by the Commissioner Cum-Secretary of the Human Resources Deptt., Govt. of Bihar was quashed, as they run contrary to the statute and respondents were directed to screen the candidates strictly in accordance with the statute and the qualification laid down by the University Grants Commission, ignoring the executive directions dated 22.4.1988•

In the light of the aforesaid judgment passed in CWJC No. 3049/1988, some teachers of the Patna University were provisionally promoted to the post of University Professors in anticipation of the concurrence of the Commission. But the University Service Commission did not take any action in the matter of according its concurrence to the provisional promotion granted to the teachers of the Patna University. instead the University Service Commission, came out with a resolution no. 24/BSUSC dated 11.12.1992 interpreting the term "experience of guiding research at doctoral level" as used in U.G.C. Guidelines as follows :-

"At least one research student must have been awarded Doctoral Degree under his / her supervision".

The aforesaid resolution no. 24/BSUSC dated 11.12.92 was approved by the Hon'ble Chancellor, Universities of Bihar, vide letter dated 11.5.1993 and the Commission asked the Patna University to rescreen the cases for promotion in the light of the resolution dated 11.12.1992. The Patna University, in the light of the aforesaid directions of the University Service Commission, again screened the cases of the teachers for their promotion and issued notifications. Then, the Officer on Special Duty of the Hon'ble Chancellor, vide letter No. BSU 28/91-2184.G.S.(1) dated 15.7.1997, informed the Chairman, Bihar State University (Constituent Colleges) Service Commission that the Hon'ble Chancellor does not feel inclined to attach any additional qualification apart from the minimum qualification laid down for the post of University Professor in schedule 1 of University Grants Commission (qualifications required of a person to be appointed as a teaching staff of the University and Institutions affiliated to its Regulations, 1991 and by the said letter of the O.S.D., the Governor's Secretariat's letter No. BSU 40/91-649 GS(I) dated 11.5.1993 granting approval to the resolution of the Service Commission was superseded.

Again, in pursuance to the aforesaid direction of the Hon'ble Chancellor, Commission, after examining the applications, granted its concurrence, revised the date of promotion of the teachers including some petitioners. The said recommendation of the Commission regarding filling/ revision of the date of promotion was placed before the Syndicate of the Patna, University and the same was approved by the Syndicate on 29.07.1999.

But the O.S.D.(U), Governor's secretariat, Bihar, vide, his letter No. 3566 G.S.(I), dated 30.07.1999 communicated to the Patna University that the Hon'ble Chancellor in exercise Of powers conferred to him u/s 10(7)(ii) of the Patna University Act, 1976 as amended up-to-date, has directed to stay the implementation of the resolution passed by the Syndicate of the Patna University on 29.07.1999. The aforesaid order of the then Hon'ble Chancellor was challenged before the Hon'ble High Court in CWJC No. 10671/1999 and the Hon'ble High Court vide order dated 30.3.2000 vacated the stay order. In the light of the order dated 30.3.2000 passed in CWJC No. 10671 / 1339, the Patna University issued notification regarding shifting/ revision of the date of promotion of some teachers including petitioner Shri Madan Pd. Sinha and others, vide notification contained in Memo No. 6/163 dated 31.3.2000. But the secretary to the Governor of Bihar, vide his letter No. 64 dated 8.4.2000 informed the Vice-Chancellor, Patna University that Hon'ble Chancellor has been pleased to direct that no further action should be taken as a follow up of the notification dated 31.3.2000 and further that the agenda item relating to promotion of the University teachers should be stayed till further orders. I have stated earlier that how said order dated 8.4.2000 was challenged before Hon'ble High Court and now matter has come before me for consideration.

It appears to me that the main controversy here is that what should be the minimum qualification for promotion to the post of university professor. The Rule 1 (3) of the Statute for Time Bound Promotion for the Lecturers to the post of Readers and for the Readers to the post of University Professors provides that a Reader possessing the qualification of a University Professor prescribed by the University Grant Commission with atleast 16 years of continuous service as Lecturer/ Reader in one or more Universities, shall be eligible for the promotion to the post of University professor. Apart from other qualifications, the University Grant Commission Regulation, 1991 provides that candidate should have "experience of guiding research at doctoral level." Here the matter for consideration is what is to be understood by the expression "experience of guiding research at doctoral level" as used in the minimum qualification prescribed for the post of professors. In the Statute or in the Guidelines of the University Grant Commission, nowhere it has been clearly mentioned that what is the meaning of expression "experience of guiding research at doctoral level"

It has been submitted on behalf of Dr. Madan Pd. Sirdata and others that the additional qualification laid down by the Govt. of Bihar vide letter dated 22.4.1998 that a candidate should be holder of Ph.D. Degree and must have successfully guided Research Scholar leading to conferment of Ph.D. Degree at least of one person, was quashed by the Hon'ble High Court because it sought to amend the provisions of the Statute by Executive Fiat, which ran contrary to the provisions of the Statute. It has been further submitted that again University Service Commission came out with the resolution dated 11.12.1992 interpreting the term "experience of guiding research at doctoral level" as used in the

U.G.C. Guidelines as follows : "At least one research student must have been awarded Doctoral Degree under his/her supervision."

The aforesaid resolution of the University Service Commission was approved by the Chancellor vide letter dated 11.5.1993. But again Chancellor superseded his approval dated 11.5.1993 by letter dated 15.7.1997.

It has been submitted that when Hon'ble Chancellor superseded his earlier direction then again there was no occasion which warranted any action or intervention by the Hon'ble Chancellor by issuing letter dated 8.4.2000 directing the University not to take any further action as a follow up of the notification dated 31.3.2000 regarding shifting back of the date of promotion. The petitioner has further argued that Hon'ble High Court vide judgment in order dated 30.9.1997 passed in CWJC No. 2014 of 1997 has already settled the controversy regarding the experience of guidance of research. The relevant portion of the aforesaid judgment are as follow : thus while guiding research at the Doctoral level starts from the date of registration of the students of Ph.D. Degree, it has got nothing to do with publication of result of Ph.D. Degree of such students. It is the experience during the intervening guiding period at the doctoral level, which is the requirement to count experience of a Reader for promotion to the post of University Professor and the same has got nothing to do after the student obtained Ph.D. Degree on passing the examination.

Accordingly, I hold that the petitioners are entitled to count their experience of guiding research at the doctoral level from the date they guided their respective students and not from the date such students obtain Ph.D. Degree

In the light of the observation made in the aforesaid judgment, it has been submitted on behalf of the petitioners that they are entitled to count their experience of guiding research at the doctoral level from the date any Ph.D. student got registered under them and not from the date when he submits his thesis and obtained Ph.D. Degree.

On the other hand, it has been submitted on behalf of Shri D.K. Sharma, Prof. M.O. Siddiqui and others that the Hon'ble High Court in CWJC No. 3049 / 1988 Dr. S.M. Subuktgeen and others Vs. State of Bihar and others quashed the direction of the Govt. dated 22.4.1988 not because the direction was wrong, faulty or otherwise illegal but merely because the manner in which the direction was sought to be enforced by an executive order was not permissible. In another words for procedural infirmity and not on merits, the direction was quashed. It has been further submitted on behalf of the O.Ps. that the resolution of the University Service Commission vide resolution no. 24/BSUSC dated 11.12.1992 which was approved by the Hon'ble Chancellor on 11.5.1993 effectively became a part of the Statute and after approval of the Hon'ble Chancellor it was not merely executive flat. But I am unable to accept this argument. For framing of the Statutes, there is specific procedure prescribed in BSUSC Act, 1976 as amended up-to-date and the aforesaid approval of the resolution of the University Service Commission by the Chancellor does not amount to framing of the Statutes. But I agree with the argument that the Hon'ble High Court has not declared the executive direction given by the Govt. to be illegal, void and inoperative but quashed the same because of procedural infirmity therein. In

para 13 of the order passed in CWJC No. 3049 and 3050 of 1988, the Division Bench of the Hon'ble High Court observed that :-

"If there is any deficiency in the Statute or if some additional qualification is fit to be provided for that can only be done by amending the Statute and other provisions connected therewith."

It has been submitted on behalf of the O.Ps. that University Service Commission, vide resolution No. 24/BSUSC dated 11.12.1992 had not issued any executive direction regarding additional qualification rather Commission only tried to clarify and interpret to what is to be meant by the expression "experience of guiding research at doctoral level" as used in U.G.C. Regulation. It clarified that at least one research student must have been awarded doctoral degree under the person's supervision and such qualification was necessary in larger academic interest. It has been further submitted that u/s 10(6) of the B.S.U.S.C. Act, 1976, it is the duty of the Universities to consult the Commission in respect of the principle to be followed in making promotion, as also, the suitability of the candidate for such promotion. So the Commission while interpreting the expression "experience of guiding research at doctoral level" advised the University that what should be the guidelines while making recommendations for promotion.

It has been further submitted that if mere enrolment of a research student under a teacher was sufficient for the purpose of qualifying him for promotion to the post of professor then it would lead to destroy the academic standards and would lead to absurd and anomalous results. Examples have been cited that where a person never guided early time a research student for promotion. Similarly, at instances yet he was being there given when the research student was enrolled successively under different teachers but whether or not he finally succeeded yet all those teachers were given benefit of experience of guiding research at doctoral level. So OP's have prayed to restore the position and enforce the criteria laid down by University Service Commission in their resolution no. 24/ 1992 dated 11.12.1992 which was approved by the Chancellor vide letter dated 11.5.1993.

I have examined the different judgments delivered by the Hon'ble High Court, Patna and Supreme Court of India on this point. But, nowhere it has been clearly mentioned that for expression "experience of guiding research at doctoral level" as used in U.G.C. Regulation, 1991 means registration of a research scholar under a teacher for Ph.D. Degree and the same is sufficient for the purpose of qualifying him for promotion to the post of Professor under Rule 1 (3) of the Statute. In CWJC No. 3049 of 1988, Hon'ble High Court was of the opinion that if there is any deficiency in the Statute or some additional qualification is felt to be provided for, that can only be done by amending the statutes and other provisions connected thereto. But in this judgment the Hon'ble High Court has nowhere mentioned that the word "experience of guiding research at doctoral level" means the date when any Ph.D. Student got registered under the teacher. Further in CWJC No.2014 of 1997 (Dr. Kalpnath Singh & Others Vs. Bihar State University Service Commission and others) the Hon'ble High Court held that a Ph.D. student under the guidance of a teacher becomes student from the date of registration. The Hon'ble High Court has further observed that :-

"thus while guiding research at doctoral level starts from the date of registration of the student for Ph.D. Degree, it has got nothing to do with publication of results of Ph.D. Degree of such students. It is the experience during the intervening guiding period at the doctoral level, which is the requirement to count experience of a Reader for promotion to the post of University Professor and the same has got nothing to do after the student obtained Ph.D. Degree on passing the examination."

So it appears that although the Hon'ble High Court has observed that the experience starts from the date of registration of the student for Ph.D. Degree, but it has nowhere mentioned that the date of registration is sufficient experience for promotion of a Reader to the post of University Professor. In another words it has nowhere been mentioned that the date of registration is sufficient to fulfill the criteria given expression "experience of guiding research at doctoral level". In my opinion, by no stretch of imagination, it can be said that a teacher got the sufficient experience of guiding research at doctoral level on the very date a student is registered under him. The registration of a student under a teacher procedural phenomena and a teacher starts guiding a student on or after the date of registration. Now, question is whether it is sufficient for promotion under UGC Regulation 1991.

The word "experience" has been defined in Oxford English Dictionary as — practical contact with and observation of facts or events (2) knowledge or skill acquired over time." According to Oxford English Dictionary, "experienced" means having knowledge or skill in a particular field gained over time".

Then, the Chambers Dictionary has defined experience as "practical acquaintance with any matter gained by trial : long and varied observation, personal or general"

So for gaining experience, length of time is an important factor. In one day no one can gain sufficient, knowledge or experience or skill in a particular field. When the U.G.C. Guidelines says that "Experience of guiding research at doctoral level", how can it be interpreted that in one day a person acquires full and complete experience of guiding research. In my opinion, a teacher starts gaining experience from the date of registration more especially when research scholar starts working under his guidance after registration and at this starting point it can not be said that teacher has acquired sufficient experience of guiding research at doctoral level and has fulfilled the qualifications as laid down in the U.G.C. Regulation for promotion to the post of University Professor.

When the expression "experience of guiding research at doctoral level" has been mentioned in U.G.C. Regulation, 1991 and no interpretation of this expression has been given, then one has to evolve some mechanism to interpret or clarify this expression. Hon'ble High Court has also not prohibited any such interpretation.

To clarify or interpret the expression "experience of guiding research at doctoral level" there is no need to issue any executive guidelines. There are sufficient scope in the Acts and Statutes to interpret this expression.

Section 10 Of the Bihar State University (Constituent Colleges) Service Commission Act, 1987 is quoted hereunder :-

"10. duty of the Universities to consult the Commission in certain matters - it shall be the duty of the Universities to consult the Commission in respect of

(b) the principle, to be followed in making promotion, as also, the suitability of the candidates for such promotion."

Thus, from the above mentioned provision, it is clear that University has to consult Commission in respect of the principle to be followed in making promotion, as also, the suitability of the candidates for such promotion and commission may suggest guideline in accordance with Act and Statute.

The date of registration cannot be treated mechanically as a cut date for fulfillment of the criteria regarding "experience of guiding research at doctoral level". While giving the liberty to the Commission and the University to decide the suitability of a candidate for promotion to the post of University Professor, some guidelines has to be evolved according to the provisions of the Statute and it cannot be a mechanical process. In Para-7 of the judgment of CWJC No. 2014/ 1997, Hon'ble Judge has observed that - to find out the "experience of guiding research at doctoral level", it is necessary to quote the relevant provisions of the Magadh University Regulation for Ph.D. Degree. It means, while clarifying the expression "experience of guiding research" one has to take the help of the Regulation of different universities as well as Patna university and also the meaning of the word 'experience'. In Regulation for Ph.D. Degree, maximum period has been provided for submission of the thesis, in the same way minimum period has also been provided before which thesis cannot be submitted. In other words, no one can submit thesis within few days from the date of registration. Naturally, between the date of registration and submission of the thesis, a student acquires the experience of doing research work and the teacher or guide acquires the experience of guiding research. Whether the student has actually done something towards achievement of their goal during this period can be assessed from the publication of research paper and other material and that research work and publication of a standard and contribution to knowledge will be the experience of a teacher towards guiding research.

It appears to me that the letter No. RU-65/98-64/GS dated 8.4.2000 was issued from this Secretariat directing the Vice Chancellor, Patna University not to take further action as a follow up after the notification stated to have been issued on 31.3.2000 when it came to notice of the then Hon'ble' Chancellor that University Service Commission as well as Pama University has resolved to promote/shift back the date of promotion from the Reader to the post of University Professor on completion or 10 years service with effect from the date of registration of a candidate under them for Ph.D. Research without satisfying the test of "experience of guiding research at doctoral level" clearly in contravention of the norms prescribed by the U.G.C.

So, on the basis of the discussions made above, I hold that the expression "experience of guiding research at doctoral level" cannot be interpreted as the date of registration of the students for Ph.D. Degree under a teacher and also it cannot be said that on the date of registration a teacher acquires sufficient experience of guiding research at doctoral level and fulfils the qualification as laid down in the U.G.C. Regulation for promotion to the post of University Professor, The expression "experience of guiding research at doctoral level" means the experience acquired by a teacher or guide during the

intervening period i.e. from the date of registration upto the conclusion of the research. So while recommending for promotion the date of registration should not be mechanically taken as a cut date for promotion. The screening committee of the University should examine the eligibility, suitability and fitness of a teacher on the basis of gained experience of guiding research during length of time supported by actual research work done by the student and publication of standard research papers and other materials which may really be considered as contribution to knowledge. This may or may not be upto award of Ph.D. Degree but there must be considerable work done during a considerable span Of time towards achieving the goal under the same guide.

Accordingly in the light of the power conferred upon me u/ s 10(4) read with section 35(3) of Patna University Act 19761 set aside the notification dated 31.3.2000 of Patna University regarding promotion/shifting back of date of promotion of Reader the post of University Professor based on the decision of the Syndicate of University dated 29.7.1999 because they are not consistent with provisions of Statute. I further direct the University to rescreen the eligibility suitability and fitness of Reader concerned for the promotion as University Professor under Rule 1 (3) of the Statute Of Time Bound Promotion on the basis of observation made above without mechanically treating date of registration of a student under a lecturer for Ph.D. Degree as cut date for promotion.

Thus stay imposed vide Governor's Secretariat letter No. RU-65/98-64/GS dated 8.4.2000 is disposed of accordingly.

(Buta Singh)

Chancellor

Universities of Bihar

74. GOVERNOR'S SECRETARIAT, BIHAR.

No. BSU-23/85-1535-GS(1)

Patna, the 23 September, 1985.

From

Shri P.K. Sarkar,
Officer On Spl. Duty to the Governor, Bihar.

To

The Vice-Chancellor,
Patna University, Patna.
Magadh University, Bodh Gaya
L.N. Mithila University, Darbhanga

Bihar University, Muzaffarpur Bhagalpur University, Bhagalpur Ranchi University, Ranchi.

Subject :- Regulation for Bachelor of Physical Education (B.P.Ed.) examination.

Sir,

I am directed to invite a reference on the above subject and to say that the Chancellor under Section 5(2) of the Inter University Board Act, 1981 has been pleased to approve the following regulation for implementation in the University.

Regulation for Bachelor of Physical Education (B.P.Ed.) Examination.

1. Any graduate enrolled as a student of the University may be admitted to the examination for the degree of Bachelor of Physical Education on payment of prescribed fee, if he has completed a regular course of study as prescribed extending over one academic year in a college of Physical Education admitted to the privilege of the University.

Provided that a person who has passed an examination recognised by the University as equivalent to the/ Bachelor's examination in any faculty shall be deemed to be a graduate for the purpose of the regulation.

2. (1) In order to be admitted to the B.P.Ed. Course, a candidate must have

(i) passed the Bachelor examination of the University in any faculty or an examination recognised by the Academic Council as equivalent thereto;

(ii) attained the age of eighteen years but must not be of more than thirty years;

(iii) produced a medical fitness certificate from a Medical Board consisting of three M.B.B.S. Doctors, constituted by the University testifying (a) absence of any ailment and infirmity and (b) fitness to participate in strenuous exercised, and

(iv) satisfactorily passed the physical efficiency test in (a) 100 metres run (b) putting the shot (c) high jump (d) long jump (e) 800 metres run (200 metres run for females).

2. Selection for admission shall be made according to the merit list to be prepared on the basis of admission test to be held by the college through a selection committee constituted with at least one representative of the University, on the following guide lines :-

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(a) Games and Individual Activities at school and college level. 70 Marks. (b) Personality Test. 30 Marks.

3. (a) The number of seats in any college for the B.P.Ed. course shall not exceed 100 which shall be distributed as follows :-

(a) General Seats. 66

(b) For scheduled castes and Scheduled tribes. 14

(c) For females. 10

(d) For outside State candidates. 5 (e) For ward of Army personnel or Physical Education Teachers or University employees. 5

(b) In case any seat, of the reserved category remains unfilled by the person of that category, the same shall be added to the number of general seats.

4. In order to be eligible for appearing at the B.P.Ed. examination, a candidate must have :

(i) attended at least 80% of the lectures delivered in each theory paper;

(ii) attended at least 80% classes in practical skills;

(iii) completed at least 15 lessons in teaching ability and 5 lessons in officiating ability;

(iv) produced a certificate from the Principal of the college in the form prescribed by the Academic Council, of having satisfactorily completed the regular course of study as prescribed and of having good conduct.

In special circumstances to be recorded in writing the Vice-Chancellor may condone shortage of attendance up to 5%.

5. (i) The following shall be subjects and full marks and duration of the examination to be conducted by the University :-

PART I

Principles of Physical Education and Duration-Theory Paper	Full Mark	Duration
(i) Educational Psychology including counselling and guidance.	100	3 Hrs
(ii) Organization, Administration and Supervision of Physical Education.	100	3 Hrs
(iii) Methods, Measurements and Elementary statistical Methods.	100	3 Hrs
(iv) Principles of coaching and officiating.	100	3 Hrs
(v) Anatomy, Physiology, Health, Education including Athletic injuries.	100	3 Hrs
(vi) History of Physical Education, Yoga Recreation and camping.	100	3 Hrs
Total	600	

PART II Practical Skill

(i)	Officiating.	50 marks.
(ii)	First Aid and case of Athletic injuries	
	Physiotherapy.	50 marks.
(iii)	Major Games.	100 marks.
(iv)	Athletic (Track & field)	100 marks.
(v)	Gymnastics and other activities.	100 marks.
(vi)	Physical exercises, Yoga and other games.	100 marks.
	Total.	500 marks.

PART III

Practical Teaching.	Full marks.
(i) General lesson & Internal Assessment of Practice Teaching and observation of record Book.	80+20
(ii) Particular lesson (Track or field or a Major Game), observation of Record Book.	80+20
Internal Assessment of Practice teaching and observation of Record Book.	

(2) There shall be one internal and one external examiner for each part of the practice teaching and practical skill. The theory Paper shall be evaluated by external examiners. The Paper-Setters shall be externals.

(3) Each candidate shall maintain a work book for practice teaching which shall contain records of at least 20 lessons (10 in General and 10 in Particular) supervised by a qualified Physical Education personnel and also the mark awarded by the department which shall be submitted to the examiners conducting the University Examination in practice teaching for final assessment.

(4) Practice teaching and practical examination shall be of 4 hours duration.

Examination and Pass Marks.

6. The examinations shall be conducted by means of written papers, practice teaching and practical examinations.

7. The examination shall be held annually which shall commence ordinarily from the 15th April.

8. In order to pass the examination a candidate must obtain at least

(a) 33% of the full marks in each written paper;

(b) 40% in each practical skill and Practical Teaching; and (c) 45% in the aggregate of all the parts taken together.

Classification of result.

9. The results of the examination will be classified in three divisions as follows viz :-

(a) Candidates who obtain not less than 70% Of the total aggregate marks shall be placed in the First Class with distinction.

(b) Candidates who obtain 60% or more but less than 70% of the total aggregate marks shall be placed in the First Class.

(c) Candidates who obtain 45% or more but less than 60% of the total aggregate marks shall be placed in the Second Class.

10. As soon as possible after the examination, the University shall publish a list of successful candidates with those who passed in the First Class with distinction in order of merit and of rest in respective divisions in alphabetical order.

11. A candidate who passes in the total aggregate but fails in one theory paper or one practice teaching or one practical skill by not more than 5% marks or in two theory papers or two practice teaching or two practical skills or in one theory paper and one practice teaching or one practical skill or in one practice teaching and one practical skill by not more than 3% marks in each, he shall be given the marks by which he is short and his result shall be determined accordingly.

12. A candidate who after being sent up for the examination fails to appear at or to pass the examination does not join the college again may, on payment of the requisite fee, be allowed to appear at the examination as ex-collegiate student up to three consecutive examinations subsequent to one for which he was sent up. A Candidate who has exhausted all the chances shall be required to attend a regular course of study for one year for appearing at the examination.

Provided that a candidate who has failed to pass the examination may, if he so desires, be exempted from appearing in the practical teaching and / or the practical skill in which he has secured at least the minimum pass marks. If such a candidate passes the examination, he shall be declared to have passed the examination but shall not be awarded any class.

13. Each successful candidate shall be awarded the degree of Bachelor of Physical Education indicating the class obtained in the form prescribed by the Academic Council. Further action in the matter may be taken accordingly.

Yours faithfully,

Officer On Spl. Duty to Governor, Bihar.

Memo. No. 1535-GS(I) Patna, the 23.9.85

Copy forwarded to the Education Commissioner, Bihar, Patna/Chairman, Inter University Board, Patna, for information.

Officer On Spl. Duty to Governor, Bihar.

75. BIHAR SCHOOL EXAMINATION BOARD (SENIOR SECONDARY)

AFFILIATION BYE-LAWS FOR INTERMEDIATE COLLEGES + SCHOOLS.

CHAPTER-I

1. Short Title.—(i) These Bye-laws shall be called Bihar School Examination Board Affiliation Bye-laws.

(ii) These Bye-laws shall come into force from with effect from 08.07.2011

2. Definitions.—In these Bye-laws, unless the context otherwise requires :

(1)• "Affiliation" means formal enrolment of a school among the list of approved schools of the Board following prescribed/ approved courses of studies up to class XII as well as those preparing students according to prescribed courses for the Board's examinations.

"Affiliation Committee" means Affiliation Committee of the Board.

(iii) "Board" means the Bihar School Examination Board.

(iv) "Chairman" means the Chairman of the Bihar School Examination Board.

(v) Director (Academic), means the Director (Academic) of Bihar School Examination Board.

(VI) "Secretary" means the Secretary of the Bihar School Examination Board. (vii)

"Examination" means examination conducted by the Board.

(viii) "Extension" means extension of affiliation granted to the school by the Board.

(ix) "Affiliation Fee" means charges payable by the schools to the Board in connection with affiliation.

(x) "School Management Committee" means the committee for managing the school.

(n) "Government Aided School" means school receiving grant-in-aid from the Union Government/ State Government.

(xii) "Government School"/ Nationalised school (Rajkiyakrit Vidyalaya) means a school controlled by the Department of Education of the State Government.

(xiii) "Grant-in-aid" means aid in the form of maintenance from the Central Government or State Government or Local Authority as the case may be. (xiv) "Head of Institution" means the Principal/ Headmaster of a Senior Secondary or Secondary School affiliated by the Board.

(xv) "Institution" means an educational institution affiliated by the Board.

(xvi) "Kendriya Vidyalaya" means a school run by Kendriya Vidyalaya Sangathan, an autonomous organisation under the Ministry of Human Resource Development of the Government of India.

(xvii) "Jawahar Navodaya Vidyalaya" means a school run by the Navodaya Vidyalaya Samiti of the Government of India.

(xviii) "Parents-Teachers Association" means an association of the parents and teachers of a particular school.

(xix) "Private Unaided School" means a school run by a Non Government Organisation.

(xx) An autonomous Secondary and Senior Secondary Schools means such schools recognised by State Government and is run under the approved rule / guideline formulated by State Government.

(xxi) "Reserve Fund" means fund created by the school authority as per requirement of the Board having its account in a Post Office/ Nationalised Bank in the joint names of the Secretary, Bihar School Examination Board/ the Manager of the school concerned.

(xxii) "Senior Secondary School" means school preparing students for both the Secondary (Class-x) and Senior Secondary School Certificate (ClassXII)B Examination of the Board or for Senior School Certificate (ClassXII) Examination only.

(xxiii) "Secondary School" means school preparing students for the Secondary School (Class-X) Examination of the Board.

(xxiv) "School run by Public Undertaking" means a school run by the Public Sector Undertaking wholly financed by that undertaking.

(xxv) "Composite Affiliation" means affiliation from Class IX to XII.

(xxvi) "Session" means the period of twelve months duration, i.e. normally from the month of April of the current year to the month of March Of the following year.

(xxvii) "Teacher" means a person in the employment of an institution affiliated with the Board for teaching purposes.

(xxviii) "Up gradation" means up gradation of secondary school to senior secondary stage i.e., Classes X to XI and XII.

2. Words importing the singular number will also include the plural number and vice versa.

3. Words importing the masculine gender will also include the fen-tinine gender•

CHAPTER-II

3. conditions for Affiliation.—1. The Board may consider for affiliation Of the following categories of schools within the State of Bihar.

(i) Government or Government aided schools;

(ii) Schools directly governed/ managed by Government Department.

(iii) Schools directly managed by Public Sector Undertakings or by reputed societies for Public Sector Undertakings under the financial control Of such Public Sector Undertakings or by Societies formed by such Undertakings.

(iv) Private, unaided schools established by a Non government Organisation under the Societies Registration Act, 1860 of the Government of India or under of the State Governments as educational, charitable or religious societies having non-proprietary character or by Trusts.

2. Applications for affiliation may be considered under the following four categories :

(i) Affiliation of a secondary school.

(ii) Up-gradation/ Affiliation of a school for senior secondary stage.

(iii) Composite Affiliation.

Note : The Board may grant Affiliation to schools in vocational courses subject to fulfilment of conditions provided in clause 11 (7) of these Byelaw's.

3. Any educational institution in Bihar which fulfils the following minimum essential conditions can apply to the Board for affiliation:

(i) The school seeking Affiliation with the Board shall have to apply in a prescribed Performa and shall contain the following information for the consideration of the Board.

(ii) (a) The School owns and possesses at least 1158 sq. mtr. (029 acers) of land for physical infrastructure and has the minimum play ground area of 1 acre.

For school in Urban area a play ground may be shared between two or three schools.

(b) The complete details of the Members/ Secretary/ Chairman of the Society/ Management/ Trust which is managing the school.

(c) The school must have qualified teaching staff as per the norms of the Board.

(d) In cities the land should not be less than one acre with adequate building & arrangement with other institution/ organization for imparting Physical & Health Education and for conducting games, to the satisfaction of Affiliation Committee. In case of lease, it will be accepted if it is for at least 30 years. Provided further that in case of any portion which is leased out below 30 years, such case may be considered provided that land has been allotted by the Govt. or Govt. Agencies and it is as per the Law of the land. In all such cases school should have at least one acre Of land by ownership or by lease for 30 years and in all case the total land area should not be less than about 2 acres.

(e) Physical Infrastructure:

The total floor space area of a Secondary/ Senior Secondary School should be 1110 sq. mtrs (0.27 acres), broadly distributed as follows :

Classroom for secondary classes (6 nos., each of 40 sq. mtrs.)	240 sq. mtrs.
Classroom for senior secondary classes (6 nos., each of 35 sq. mtrs.)	210 sq. mtrs.
Headmaster's room (1 no.)	30 sq. mtrs.
Staff room for 20 teachers (1 no.)	50 sq. mtrs.
Laboratory (3 nos., each of 50 sq. mtrs.)	150 sq. mtrs.
Computer room (1 no.)	50 sq. mtrs.
Mathematics room (1 no.)	50 sq. mtrs.
Library room (1 no.)	50 sq. mtrs.
Multipurpose rooms (2 nos. each of 25 sq. mtrs)	50 sq. mtrs.
Games equipment room (1 no.)	30 sq. mtrs.
Storeroom	40 sq. mtrs.
Medical room (1 no.)	20 sq. mtrs.
Administration room (1 no.)	20 sq. mtrs.
Veranda	150 sq. mtrs.
Toilet for students (4 nos. each of 2.5 sq. Mtrs.) Toilet for staff members (2 nos. each of 2.5 sq. Mtrs)	10 sq. mtrs.
Cemented space for tube well	5 sq. mtrs.
Staff quarters for guard	30 sq. mtrs.

Total

1110 sq. mtrs.

(f) The school must have the needed furniture, equipment and facilities (at least the minimum prescribed by the Board) for Sciences, Home Science, Technical subjects, Vocational subjects and various activities under Work Experience and Art Education.

(g) Apart from the building specification which have been mentioned about each secondary/ Senior Secondary School should have atleast 25 Computer with Internet Connectivity.

(h) All Secondary/ Senior Secondary Schools should have : Boundary walls (pucca); Ramps to provide access to disabled children; Tube wells with overhead tanks (2 nos.) Sewerage and Sanitation Facilities; Electrification; and Fire Safety Measures.

(i) The school should scrupulously observe prescription from the Municipal Authority regarding drinking water and fire safety precaution in the school. A certification from the Municipal/ Fire Authorities regarding sanitary conditions arid water/ fire safety should be submitted along with the application. A fresh certificate regarding fulfillment of these requirements should be obtained and submitted to the Board every five years.

(j) The School should have adequate facilities for providing recreati011 activities and physical education as well as for conduct of various.

activities and programmes for developmental education and for the social, cultural and moral development of the students and for safeguarding their health.

Provided that the aforesaid condition may be relaxed by the Board in case of non-availability of school in particular area or place. The affiliation committee shall have powers to relax the condition of affiliation in case of women's institutions.

4. Access

(a) Senior Secondary Schools should be provided within five kilometers of every habitation.

(b) All secondary level classes, i.e. from Class IX to XII will be combined in a single school, called the Senior Secondary School. In both the secondary education classes, i.e. IX and X, there will be three sections each. Each section will accommodate 40 students.

(c) In both the senior secondary education classes, i.e. Classes XI and XII, there will again be three sections each, to cater to the three streams of education - humanities, science and commerce. If there is demand for some stream, the stream may have more than one section, depending on the demand.

4. Last Date for Submission of Applications.—1. Application in the form prescribed for (a) affiliation of a secondary school, (b) up-gradation of the school for senior secondary stage as the case may be, along with the prescribed fee should reach the Board's office latest by 30th June of the year preceding the session from which approval of syllabus/ affiliation/ up-gradation is sought.

2. The Chairman of the Board may in appropriate cases entertain an application even after the last date of submission of application.

5. Society I Trust running the School.—1. In case of schools belonging to category 3(I)(b) there should be a properly constituted Registered Society/ Trust. It should be of a non-proprietary

character and its constitution be such that it does not vest control in a single individual or members of a family. The aims of the society/ trust should be as laid down under clause 16 of these Bye-Laws.

2. Formation of the Society/ Trust should also conform to the rules prescribed in this regard by the State Government.

6. School Management Committee.—There shall be managing committee constituted for every school recognized for Secondary/ Senior Secondary school except school managed or maintained by the State Government which will have separate managing committee as notified by State Government.

7. Financial Resources.—1. The school must have sufficient financial resources to guarantee its continued existence.

2. No part of income from the institution shall be diverted to any individual in the Trust/ Society/ School Management Committee or to any other person. The savings, if any, after meeting the recurring and non-recurring expenditure and contributions to development, depreciation and contingency funds may be further utilized for promoting the school. The accounts should be audited and certified by a

Chartered Accountant and proper accounts statements should be prepared as per rules. A copy each of the Statement of Accounts should be sent to the Board every year.

3. The channelling of finds by the management to person (s) or enterprise other than for furthering education in the school will contravene the rules governing affiliation and call for appropriate action by the Board.

8. Library.—1. The Library should be well equipped and should have at least five books (other than textbooks) per student in its stock subject to a minimum of 1500 at the beginning. In the selection of books, newspaper and magazines norms of guidelines provided by the Board should be followed and purchases should be made in consultation with the subject teachers.

2. The Library shall not contain any book or other forms of literature that espouse or propagate communal disharmony or casteism or discrimination based on religion, regions or language etc. The school should not stock in the library any book disapproved by the Government/ Board.

9. Fees.—1. Fees charges should be commensurate with the facilities provided by the institution. Fees should normally be charged under the head prescribed by the Department of Education of the State for schools of different categories. No capitation fee or voluntary donations for purpose of seeking admission in the school or for any other purpose will be charged/ collected in the name of the school. In case of such malpractices, the Board may take appropriate action leading to disaffiliation of the school.

2. In case a student leaves the school for such compulsion as transfer of parents or for health reason or in case of death of the student before completion Of the session, pro-rata return of quarterly/ term/ annual fees should be made.

3. The unaided schools should consult parents through parents representative before revising the fees. The fees should not be revised during the mid session.

10. Admission of Students.—Admission in the school affiliated to the Board shall be made without any distinction of religion, caste and creed admission Of SC/ ST/OBC students shall be governed by the prevailing Reservation laws of the State Government for the time being in force.

11. Miscellaneous.—1. The school seeking Board's affiliation/already affiliated to it shall be open to inspection by the Inspection Committee deputed by the Board' the Education Department and the Health Department Authorities.

2. The school shall supply information and returns called for by the Board/ State Government within the prescribed Mme given for its furnishing to the authority concerned.

3. The building and furniture of affiliated Institutions shall be placed at the disposal of the Board for conducting any examination and spot evaluation free Of charge. The Management and the Principal shall cooperate with the Board in the conduct of examinations and evaluation of scripts. If asked by the Board, the School shall provide at least one examiner in each subject offered by the school and more than one, if more than 200 students have been sent for the examination. In case they fail to do so, the Board shall have the right to take appropriate action including initiating action for disaffiliation of the school. However, the size of the school will be taken into account before such a condition is imposed in order to avoid disruption of academic work in the school.

4. The school shall maintain records of attendance of all students in Secondary/ Senior Secondary classes for purposes of admission to the Board's examinations. The entries in these registers shall be properly checked at the end of each session and signed. The attendance registers shall be open to inspection by the officers of the Board/ Inspection Committee.

5. The school shall arrange the medical check-up of the students at least once a year and keep a proper record of the same.

6. The school shall take steps to ensure that valued education with particular emphasis on National Integration is imparted to students through teaching various subjects and activities in the school curriculum.

7. In the interest of promoting Vocational Courses, schools/ colleges may be permitted to have limited affiliation of the Board for Vocational Courses only, subject to the condition that they would fulfill the other conditions of the Affiliation Bye-Laws including the curriculum prescribed by the Board.

Provided further that the school /colleges will impart education on Vocational Courses in collaboration with such organizations/ industries which are directly concerned with the particular Vocational Courses of study and are available at reasonable distance.

8. The Board and the State Government may conduct an audit of the funds of the school as and when it thinks necessary.

9. Board's Examination :

(i) It is mandatory for a school affiliated to Board to follow the Examination.

Bye-laws of the Board in Toto.

12. One Time Affiliation Fee.—An institution seeking approval of affiliation etc. must pay the prescribed fee as given below along with the application in a Bank draft in favour of the Secretary, Bihar School Examination Board, Budh Marg, Patna

Enrolment of students	Amount of Reserve Fund from 1st and onwards
Upto 500	Rs. 75,000/-
from 501 to 750	Rs. 1,00,000/-
Above 751	Rs. 1,50,000/-

Provided that this condition shall not be applicable to an institution established and run by the State Government.

13. Transfer/ Sale of School.—The Board would not allow any transfer/ sale of school or school property by one Society/ Management/ Trust to another Society/ Management/ Trust through agreement sale deed. In case such transaction is effected explicitly or implicitly, the Board shall withdraw its affiliation with immediate effect.

CHAPTER-III

14. Submission of Applications for Affiliation and Follow-up Action.—1. The school fulfilling the norms of Affiliation given in Chapter-II may apply to the Board for approval of Affiliation/ Up-gradation and Composite Affiliation of Senior Secondary Classes on the prescribed form along with prescribed fee given in Appendix II before 30 June of the year, preceding the year in which Class IX/ XI as the case may be in proposed to be started.

2. Before applying, the school should ensure that it fulfils the essential requirements will be considered in case the essential requirements of affiliation as given in clause 3 of Chapter II. No application will be considered in case the essential requirements are not fulfilled by the School.

3. On receipt of applications, the Board will examine the documents on various conditions and in case it observes that the school fulfils the essential conditions an inspection committee will be appointed in order to assess the suitability of the school for affiliation of the school with Board for classes applied for.

4. In case on scrutiny of application, it is found that the school does not fulfill the minimum conditions, it will be informed accordingly and no further action will be taken by the Board till the essential conditions are fulfilled to the satisfaction Of the Board.

5. Committee of Affiliation.—A committee of affiliation shall be constituted by the Board for granting and withdrawing affiliation of Secondary and Senior Secondary School established by Non-government Organisations. The committee Of affiliation shall consist of following :

- (i) Chairman, of the Board.
- (ii) Secretary, Bihar School Examination Board or his nominee.
- (iii) A person to be nominated by Board.

The Chairman of the Board shall function as the Chairman of the committee and the Secretary of the Board shall function as Secretary of the Affiliation Committee.

When the Board is superseded under section 10 A of the Bihar School Examination Board Act, 1952; the Administrator appointed by notification for carrying out the functions of the board shall function as Chairman of the Committee.

6. If any dispute arises out of the functioning of the committee or any person dissatisfied with the decision of the board may within 30 days of the communication of such decision prefer appeal before the authority as mentioned in sub section (4) of section-IO (b) of Bihar School Examination Board Act- 1952 as amended from time to time and its decision shall be final and binding upon the parties.

7. The Affiliated institutions shall not claim any grant from Government. The Government shall not take over such institutions.

8. The inspection report along with observations of the office will be placed before The Affiliation Committee of the Board at its next meeting to decide whether the school be granted affiliation, as the case may be. The decision about grant of affiliation etc. will be communicated to the school immediately after the approval Of Affiliation Committee. Provided that in appropriate cases the said conditions can be relaxed by the Chairman of the Board. Subject to the conditions that the school will make fresh applications for affiliation for the Secondary classes or Senior Secondary Classes on the prescribed form in accordance with the Bye-laws and conditions for Affiliation/ Up-gradation even when session has been started.

9. The school should not start classes of IX/ XI without written approval of the Board. The Board shall not be responsible for any consequence in case class IX/ XI is started without written approval of the Board.

10. Those schools which satisfy all the conditions of the affiliation Bye-Laws including that of the land will be given affiliation for a period of three years and renewable thereafter subject to compliance of the conditions of such affiliations and provisions of the Act and Bye-Laws.

11. Not with standing anything contained hereinabove, any Branch (es) or Units (s) of a School/ Group of School (s) affiliated/ seeking affiliation to the Board shall not be deemed to be affiliated to the Board even if such main school seeking Affiliation stands affiliated to the Board unless such Branches/ Units apply afresh and are granted affiliation by the Board as provided heretofore.

12. Request for extension of Affiliation for Secondary/ Senior Secondary classes shall be made by the School Authority by 30 June of the preceding year in which the affiliation expires.

CHAPTER-IV

15. Withdrawal of Affiliation

Affiliated School

1. Affiliation may be withdrawn by the Board either in a particular subject or in all subjects. Institution imparting secondary education may be disaffiliated if the Board is satisfied that such institutions are not fit to enjoy continuing affiliation to the Board.

2. (i) The non Government recognized secondary schools were taken over on 02-10-1980 vide Bihar non Government Secondary School (taking over of management and control) Act 1981. Such schools shall be deemed to have been affiliated to the Board for the purposes of secondary examination.

- (ii) The proposed secondary schools which were recognized and taken over after 02-10-1980 shall be deemed to have been affiliated to the Board for the purposes of secondary examinations.
- (iii) The proposed schools which were recognized under section 18 and 19 of Bihar 1981 non as Government proprietary Secondary schools shall School also (taking be deemed over to of have management been affiliated and control)to the Act, Board for the purposes of secondary examinations.
- (iv) The non Government recognized secondary schools which were recognized prior to 02-10-1980 or after 02-10-1980 and later on declared minority aided secondary school, shall be deemed to have been affiliated to the Board for the purposes of secondary examinations.
- (v) All the Boys and Girls Government Secondary Schools shall be deemed to have been affiliated to the Board for the purposes of secondary examinations.

3. Proceedings for withdrawal of affiliation may be initiated by the Board after reasonable notice to the school Management Committee of non observance of the following conditions by the schools:

- (i) Financial irregularities including diverting of funds for purpose other than those provided for in these Bye-laws.
- (ii) Engagement in activities prejudicial to the interest of the State, inculcating or promoting of disloyalty or dissatisfaction against the Government established by law.
- (iii) Encouraging or tolerating disharmony/ hatred between different section of the Society.
- (iv) Non-fulfillment of conditions laid down regarding deficiencies to be removed even after due notice.
- (v) Disregard of rules and conditions of affiliation even after receiving warning letters.
- (vi) Hindrance in the smooth functioning of the school on account of dispute between rivalries within the school management.
- (vii) Poor academic performance of the school for three consecutive years in not being able to kept at least 50 percent of passes of the general pass percentage.
- (viii) Non-availability of proper equipment/ space/ staff for teaching a particular subject.
- (ix) Any other misconduct in connection with the admissions/ examinations/ any other area which in the opinion of the Board warrants immediate disaffiliation of the school.
- (x) In case of transfer of property/ sale of school by one Society/ Management/ Trust to another Society/ Management/ Trust through agreement/ Sale deed.
- (xi) Any violation of the norms that have been prescribed by the Hon'ble Supreme Court of India in the writ petition (Criminal) nors. 666-70 Of 1992 Vishaka and others V / s State of Rajasthan and others delivered on 13-08-1997 for protection of women from sexual harassment at the work place if established would attract strict action against the institution which may even lead to disaffiliation.
- (xii) Violation of the provisions of sub-clause 3 of chapter II.

4. The Board shall provide adequate time and opportunity to the Management of the school served with a "Show Cause Notice" upto a maximum of one year for adequate compliance/removal of defects failing which the Board may declare the institution disaffiliated.

Such decision by the Board shall be final and binding. The maximum period of reply to "Show Cause Notice" may not exceed one month.

5. Mere submission of application form for affiliation or its pendency with the Board shall not entitle any school a right "to be affiliated to the Board" nor will it resort to do anything in any manner which may create any wrong impression in the public mind to this effect.

6. Within the general framework of Clause 15 of Chapter-IV, the Board reserves the right to withdraw affiliation in the event of a school failing to observe affiliation norms and rules and /or the pass percentage in most of the subjects goes lower than the pass percentage of each subject at the examinations of the Board, continuously for three years, the Board will ask such a school to rectify the deficiencies in the given adequate time (6 months to one year). If the school fails to show improvement, it will lose the status of an affiliation school and will revert to a disaffiliated school status.

7. In the event of a school failing to maintain the prescribed norms for affiliated schools and/or rules of the Board and/or the school deteriorates in standards of performance, the Board will ask such a school to rectify the deficiencies and come upto standard prescribed for maintaining affiliation within a period not exceeding one year. If the school fails to meet the requirement it may lose the status of an affiliated school and may be dis-affiliated, if considered necessary by the Board.

8. In case a school is subjected to disaffiliation and if files application for revival of the affiliation within five years of such disaffiliation, its case shall be considered on merits by the Affiliation Committee without charging fresh fee for affiliation. However, repeated violation of the Bye-laws will lead to permanent disaffiliation of the school.

CHAPTER-V

SOCIETY/TRUST RUNNING THE SCHOOL

16. Role/ Aims of Society/trust.—1. The Society/ Trust running the school has a critical and key role to play in providing a good and healthy climate to the school to fulfill its aims and objects to enable the staff provide quality education and to be a center for educational excellence. To achieve this aim, the role and responsibilities of the Society/ Trust are defined as under :

(i) It should ensure that the school gets proper land, building equipment, furniture and qualified staff at least as per norms of the Board.

(ii) It shall ensure that the school is run as a community service and not as a business and that commercialization does not take place in the school in any shape whatsoever.

(iii) It shall ensure that the funds accruing from the school are spent for the benefit of the school and for its expansion.

(iv) It shall safeguard the autonomy of the Principal and provide him total support except when the Principal goes against the established and clear directive laid down by the management.

(v) It shall have control over the school management committee and shall approve the budget/ tuition fees and annual charges etc., for the school.

(vi) It shall have control over any capital expenditure i.e., on land and the construction of building, its expansion and procurement of major equipment's for the school.

- (vii) It shall generate funds for the needs Of the school whether it is recurring or non-recurring.
- (viii) It shall ensure that the school has the basic essential facilities such as Laboratory equipment, equipment for games and sports and other cocurricular activities, Library books etc.
- (ix) It shall have the power to constitute Selection Committee/Departmental Promotion Committee for various categories of staffs.
- (x) It shall have powers to lay down conditions of service as per norms of Board / Government and to approve promotion/ appointment/ termination of the employees as well as to grant special increments or rewards to the staff.

2. Society/ Trust will ensure that the school is running as per the provisions of the Education Act/ Affiliation norms and shall be committed to provide quality education to the children and for this shall take necessary steps as per its needs.

17. School Managing Committee, Its Constitution, Power and Functions.—1. Schools other than Government schools affiliated with the Board shall have a school Managing Committee.

2. The School Managing Committee should consist of the following as per Board's norms :-

(a) the managing committee of a recognized aided school shall consist of not more than fifteen members; and the managing committee of a private unaided school shall consist of not more than twenty one members; subject to the total number of members specified in clause (a), every managing committee shall include the following namely :-

- (i) the Head of the school He will be a Member Secretary of the School Managing Committee.
- (ii) two parents of students in the school;
- (iii) two teachers of the schools;
- (iv) two other persons (of whom one shall be women); who are, or have been, teachers of any other school or of any college, to be nominated by the Trust/ Society/ Board.
- (v) two members, from out of a panel recommended by the Trust/ Society to be nominated by the Board. If the Panel is not accepted fresh panel may be asked. The names recommended should not below the rank of a Principal of a Sr. Sec. School;
- (vi) the remaining members to be nominated or elected as the case may be, in accordance with the rules and regulations of the Society or trust by which the school is run.
- (vii) *No Head Master/ Principal shall be appointed in the school who is related to any member of the School Managing Committee.

For the purpose of this rule, the relation includes the following Brothers, Sisters, Husband, Wife, Son, Daughter, Son in-law/ daughter in-law.

Provided further that the above provisions shall be implemented with immediate effect and those affiliated earlier and not complying with above provisions shall be required to take remedial measures with suitable qualified substitutes within a year positively.

Provided further that any violation of rules will lead to the disaffiliation of the school.

3. The term of the members of the Managing Committee shall be three years. A member can be re-nominated for another term but a member cannot remain in office for more than two

consecutive terms except ex-officio members and the members of the Trust/ Society of the School. The duties, power and responsibilities of the School Managing Committee shall be as follows and it shall function subject to the control and in accordance with the policy of the Society/ Trust.

18. Powers and Functions of the School Management Committee.—Subject to overall control of the Society / Trust, the School Managing Committee shall have the following powers/ functions :

- (i) It shall have the power to supervise the activities of the school for its smooth functioning.
- (ii) It will work according to the specific directions given by the Society regarding admission policy. However, admissions will be made as per merit without discretion on the basis of caste/ creed/ religion and region.
- (iii) It shall look into the welfare of the teachers and employees of the school.
- (iv) It shall evolve both short-term and long-term programmes for the improvement of the school.
- (v) It shall have the powers for making appointment of teachers and nonteaching staff.
- (vi) It shall exercise financial powers beyond those delegated to the Principal within the budgetary provision of the school.
- (vii) It shall have the power to take stock of academic programmes and progress of the school without jeopardizing the academic freedom of Principal.
- (viii) It shall guide the Principal to maintain tone and discipline in the school. (ix) It shall ensure that the norms given in the Act of the State and by the Board regarding terms and condition of service and other rules governing recognition/affiliation of the school are strictly adhered to.
- (x) It should ensure that the school gets Furniture, Science equipment, Library books and other teaching aids and the requisite sports material in adequate quantity and on time.
- (xi) It shall exercise powers to take disciplinary action against staff.
- (xii) It shall have powers to sanction leave to the Head of the Institution including casual leave.
- (xiii) It shall ensure that no financial irregularity is committed or any irregular procedure with regard to admission/examination is adopted.
- (xiv) It shall have the power to propose to the Society rates of tuition fees and other annual charges and also review the budget of the school presented by the Principal for forwarding the same to Society for approval.
- (xv) The Managing Committee will meet at least twice in an academic session.

19. Manager/ Correspondent of the school-duties, Powers and Responsibilities.—(i) The Manager/ Correspondent will be an important and necessary link between the Trust/ Society and the school.

- (ii) He should ensure that the directions from the Society are conveyed to the School Managing Committee and to the Head of the Institution properly.
- (iii) He will exercise general supervision over the school, subject to the control of the Managing Committee.

- (iv) He shall exercise such financial powers as are prescribed in the Scheme of Management and delegated to him.
- (v) He shall sign on the appointment letters, letters for disciplinary action against the staff and termination, and suspension letters etc. on behalf of the Managing Committee.
- (vi) He shall not interfere with the Head of the school in discharge of his responsibilities and duties.
- (vii) All letters concerning affiliation/ recognition shall be countersigned by
20, Head of the School - Duties, Power and Responsibilities.—(i) Head of the School/ Principal will be the ex-officio. Hony. Secretary of the School Managing Committee.
- (ii) Will function as, the Head of the office of the school under his charge and carry out all administrative duties required of a head of office.
- (iii) Will be the drawing and disbursing officer for the employees of the school except that in the case of an unaided school, he may perform only such function, as drawing and disbursing officer as may be specified in the instructions issued by the Society.
- (iv) Be responsible for the proper maintenance of accounts of the school, school records, service books of teachers, and such other registers, returns and statistics as may be specified by the Society/ Board.
- (v) Handle Official correspondence relating to the school and furnish, within the specified dates, the returns and information required by the State Government/ Board.
- (vi) Make all payments (including salaries and allowances of teachers and other non-teaching staff) in time and according to the instructions governing such payment.
- (vii) Ensure that the tuition fees, as levied, are realised and appropriately accounted for and duly appropriated for the purpose for which they were levied.
- (viii) Make purchases for stores and other materials required for the school in accordance with the rules governing such purchases and enter all such stores in stock register and shall scrutinize the bills and make payments.
- (ix) Conduct physical verification of school property and stock at least once a year and ensure the maintenance of stock registers neatly and accurately.
- (x) Be responsible for proper utilization of the Pupils Fund.
- (xi) Make satisfactory arrangements for the supply of good drinking water and provide other facilities for the pupils and ensure that the school building, its fixtures and furniture, office equipment, lavatories, play grounds, school garden and other properties and carefully maintained.
- (xii) Supervise, guide and control the work of the teaching and non-teaching staff of the school.
- (xiii) Be in-charge of admission in the school, preparation of school time-table, allocation of duties and teaching load to the teachers, and shall provide necessary facilities to the teachers in the discharge of their duties and conduct of school examination accordance with the instructions issued by the Government/ Board from time to time; and he shall discharge these duties in consultation with his colleagues.

(xiv) Plan the year's academic work in advance in consultation with his colleagues and hold staff meeting at least once a month, review the work done during the month and assess the progress of the pupils.

(w) Help and guide the teachers to promote their professional growth and actively encourage their participation in courses designed for in service education.

(xvi) Promote the initiative of the teachers for self-improvement and encourage them to undertake experiments which are educationally sound.

(xvii) Supervise class room teaching and secure co-operation and coordination amongst teachers of the same subject areas as well as inter subject coordination.

(xviii) Arrange for special remedial teaching of the children belonging to the weaker sections of the community also of other children who need such remedial teaching.

(xix) Arrange for informal and non-class room teaching.

(xx) Plan and specify a regular time-table for the scrutiny of pupils written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively.

(xxi) Make necessary arrangement for organising special instructions for the pupils according to their needs.

(xxii) Organise and coordinate various co-curricular activities through the house system or in such other effective ways as he may think fit.

(xxiii) Develop and organise the library resources and reading facilities in the school and ensure that the pupils and teachers have access to and use of books and journals of established value and usefulness.

(xxiv) Send regularly the progress reports of the students to their parents or guardians.

(xxv) Promote the physical well being of the pupil, ensure high standard of cleanliness and health habits, and arrange periodical medical examinations of the students and send medical reports to parents or guardians.

(xxvi) Devote at least twelve periods in a week to teaching of the pupils.

CHAPTER-VI

21. Exemption from Minimum Qualifications.—The Board has laid down minimum qualifications in respect of Heads and teachers for teaching subject/ classes. Generally no exemption from minimum qualifications is considered by the Board.

CHAPTER-VII

22. Teachers and Supporting Staff Requirements.—Each Secondary and Senior Secondary School should have 20 teachers. Out of them apart from Headmaster: Eight will be TGTs for Secondary-Language (two teachers), mathematics (one teachers) natural science (two teachers), social science (one teacher), physical education (one teacher) and arts (one teacher); and 11 PGTs for Senior Secondary language (two teachers), mathematics (one teacher), natural science (three teachers), social science (two teachers), commerce subjects (two teachers) and computer (one teacher). Five non-teaching staff (technical) will include laboratory technician (three), computer assistant (one) and librarian (one). For administrative work, each school will have six non-

teaching (others) staff members (office assistant (two), caretaker (one), office attendant (two) and guard (one).

CHAPTER-VIII

INTERPRETATION REPEAL AND SAVING

23. Interpretation.—On any question as to the interpretation of any provision of these Bye-laws, the decision of Chairman shall be final.

24. Repeal and Saving.—1. The existing provisions regarding affiliation regulations and any notification or orders issued there-under are hereby repealed by these bye-laws, provided that:

(i) Such repeal shall not affect the previous operation of the said regulations or any notifications or orders made, or anything done, or action taken, there-under.

(ii) Any proceeding under the same Regulations pending at the commencement of these Bye-laws shall be continued and disposed Of as far as may be, in accordance with the provisions of these Bye-laws, as if such proceedings under these Bye-laws.

(iii) Nothing in these Bye-laws shall be construed as depriving any person to whom these Bye-laws apply, or any right of appeal which had accrued to

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him under the regulations, notifications or orders in force before the commencement of these Bye-laws.

(iv) An appeal pending at the commencement of these Bye-laws against an order made before such commencement shall be considered and orders thereon shall be made in accordance with these Bye-laws as if such orders were made and the appeals were preferred under these Bye-laws. 2. As from the commencement of these Bye-laws any appeal or application for review against any orders made before such commencement shall be preferred to or made under these Bye-laws as if such orders were made under these bye-laws.

25. Jurisdiction to file suits.—Any dispute arising out of the provision of these By-laws will be subject to Patna Court only.

APPENDIX-I

GUIDELINES TO SCHOOLS AND INSPECTION

COMMITTEES FOR INSPECTION FOR AFFILIATION ETC.

1. The schools awaiting inspection for approval Of affiliation/up gradation should make available the following information/ records / documents duly completed for Inspection Committee They will mention about these aspects in their Inspection Report.

2. The Constitution of the Society / Trust running the school, copy of the certificate of registration ; names of the members of the Society / Trust with occupation and address (affidavit regarding relationship among the members).

3. Composition of the School Managing Committee, names of the members of the school Managing Committee with occupation and addresses and its formation should be as per guidelines given in chapter VI. Affidavits etc. with regard to relation of the members of the School Managing Committee with each other be obtained and verified.

4. Statement of income and expenditure of the school, and the balance sheet; (copy of the audited accounts of the past three years,) sources of income (regular or otherwise) for development or expansion of existing facilities, library laboratories, play fields etc.

5. An up-to date statement showing the names and qualifications, date of birth of the principal and teachers and allotment of teaching work in the Secondary Senior Secondary Classes. In the case of unaided privately managed schools, the degrees, diplomas or certificates, in original of the members of the staff must be shown to the Inspection Committee. The Inspection Committee should certify of having seen the original certificates / degrees etc. carefully for each member of the staff.

6. Proof in respect of subjects offered for graduation in respect of trained graduate teachers teaching original classes mark IX-X sheet and from post the graduate universities teachers from teaching which they classes got with preferably their degrees. A statement should be obtained in the prescribed Performa.

7. Service agreement with employees: salaries paid to the staff : scale of pay and allowances which should at least be at par With corresponding categories of teachers employed in Government institutions ; disbursement of salaries to be made by cheques at the beginning of the month, but not later than 10th of each month , provision of the provident Fund and other benefits to the employees be verified.

The service agreement should be as per Board's norms/ State or U.T. Government norms :

8. Reserve Fund : whether this has been maintained and its details or whether the school has funds to maintain the same, if affiliation is granted.

9. Building and class rooms : Proof regarding possessing 2 acres of land, general suitability of the land and building for school purposes; adequacy of classrooms: availability of spare rooms for co-curricular activities as per norms prescribed.

10. Library facilities : dimensions of the stack room and of the reading room : number of books with details regarding the cost of books, indicating also the different categories of books; annual budgets for the library; number of the magazines subscribed to etc. as per norms prescribed in these Bye-laws.

11. Laboratories : dimensions and number of laboratories for the different science subjects; equipment; apparatus and chemicals as prescribed by the Board; annual budget for expansion of facilities in the laboratories.

12. Physical and Health Education : details of play grounds available ; other recreational facilities ; provision for medical check-up ; availability of a school doctor.

13. Statement of number of pupils: class and section-wise enrolment separately of boys and girls and total enrolment with pupil teacher ratio.

14. Record of internal assessment : record of third language results in Class IX/X; record of work Experience, Art Education, Physical and Health Education activities etc.

15. Health and sanitary conditions : health and sanitary conditions certificate from the municipal authorities, fire safety and safe drinking water certificates.

16. Prospective plans : in case school is expanding from class IX to become a secondary School or from Secondary to senior Secondary ; plans detailed information on sources of finance and availability of additional land etc.

17. Fulfillment of conditions laid down by the Board earlier, evidence to be provided to the Inspection Committee (applicable in the case of subsequent inspections only)

Note: The information regarding the above items should be prepared and certified by the Manager /Correspondent and the Principal for handing over to the Inspection Committee (two folders) which will forward a copy of the same along with its report in duplicate to the Board.

APPENDIX II

MINORITY INSTITUTIONS

1. Determination of Minority Character of an Educational Institution.---The benefits of Article 30(1) of Indian Constitution can be claimed by the community only on proving that it is a religious or linguistic minority and the institution was established by it. The question of proof in a Court of Law is regulated by the provisions of the Indian Evidence Act. This act requires that when there is written document, other evidence is to be excluded but if there is no written document, other evidence is admissible.

2. Object of Establishment of Minority Educational Institutions.—It is not always necessary that the objects for which a minority may establish an educational institution must include the conservation of its language, script or culture. Article 30(1) only emphasizes that the body establishing and administering an educational institution belongs to a minority based on religion of language. It says nothing about the character of education to be imparted by them. Hence an institution will be a minority institution, even if it imparts secular education. Once it is proved to be a minority institution, the character of education to be imparted and of administration will be at the choice of those who can administer it. In these matters, the choice cannot be of any one also.

3. Fulfillment of Statutory Requirements for seeking Recognition.—An Institution seeking recognition must fulfill the statutory requirements concerning the academic standards, the qualifications of teachers, and of the students seeking admission. It must have the financial resources and the capability to run on a sustained basis. When the applications seeking recognition are not considered favourably, grounds of rejection must be communicated to the educational institutions filling such applications so as to enable them to overcome obstacle to their early recognition.

4. Medium of instruction in Minority Educational Institutions.—The State Government or the University is not empowered to prescribe the medium of instruction to be followed by minority educational institutions. However, in case of institutions receiving grants-in-aid, there are certain standards or proficiency to be observed. No decision, within our knowledge lays down that teaching of a State language compulsorily is within such conditions for grant of aid. But if such a condition is laid down, the institution receiving the aid will be well advised to observe it.

5. Constitution of Governing Bodies in Minority Educational Institutions.— The Minority educational institution must be free to induct competent and reputed individuals from other communities in the Managing Committees / Governing Bodies. The minority character of an institutions is not impaired so long as the constitution of the Managing Committee / Governing Body provides for an effective majority to the members of the minority community.

The State should not have any power, directly or through the University, to direct the constitution of the governing bodies in a manner so as to deprive a majority of the effective administration of its educational institution. However, the State or the University may lay down general guidelines to ensure that only qualified persons find a place in the Governing Bodies.

6. Disciplinary Control over Staff in Minority Educational Institutions.— While the management should exercise the disciplinary control over staff, it must be ensured that they hold an inquiry and follow a fair procedure before punishment is given. With a view to preventing the possible misuse of power by the management of the Minority Educational Institutions, the State has the regulatory power to safeguard the interests of their employees and their service conditions including procedure for punishments to be imposed.

7. Admission of Students in Minority Educational Institutions.—The minority educational institutions must have the freedom to give special consideration to the students of their own community in matters of admission. Government should not insist on admission in these institutions being thrown open to all strictly in order of merit. The Government cannot enforce the rules of reservation in favour of Scheduled Caste, Scheduled Tribes and other backward communities of admission of students in these institutions.

In granting admission to the children belonging to the minority community itself, rules of natural justice and fair play must be applied and donations or other extraneous factors should not be allowed so as to discriminate against the less advantaged children from the same minority community.

8. Appointment of Teachers in Minority Educational Institutions.—The Government cannot enforce the rules of reservation in favour of Scheduled Castes, Scheduled Tribes and other Backward classes for the posts of teachers and other staff in minority educational institutions.

APPENDIX III

GUIDELINES FOR GRANT OF AUTONOMY

1. A School may be granted autonomy :

- (i) to design its own curriculum :
- (ii) to plan its own examinations : or
- (iii) both

2. The design of the curriculum and evaluation by the school shall be subject to the following conditions :

- (i) The curriculum or syllabi of subjects should, by and large be within the Board's Scheme of Studies especially in the matter of number of subjects to be taught, as for example, there will be no deviation from the three language formula.

- (ii) The curriculum shall be in consonance with the general National Policy as adopted by the Board from time to time.
- (iii) The school shall promote the spirit of secularism and National Integration
- (iv) Wherever National Policy requires amendment in the curriculum it will be done by the school.
- (v) The standard of curriculum shall, in no way, be less than obtaining in the Board's syllabi.
- (vi) The school will have the freedom to experiment with new subjects which may be taken as additional subjects.
- (vii) The Board shall issue the certificate on the basis of school assessment duly monitored by the Board.

3. Purpose of School Autonomy :

Following are the major purposes of granting autonomy to selected schools:

- (i) To allow the schools to do better and achieve greater heights.
- (ii) To allow a greater scope for experimentation in school education.
- (iii) To cater to the diversity of local/social needs in a vast country like India; and
- (iv) To provide for decentralization of educational planning and administration.

76. Statutes for the Appointment as Assistant Professor in the Universities of Bihar — 2020

Memo No. BSU Dated 10.8.2020 as amended by Memo No.- BSU (Statute)-25/2014-2011
/GS(I) Dated- 18/09/2020

Chapter-1

1.0 Short title, extent and commencement- These Statutes may be called "Statutes for appointment of Assistant Professor for the Universities of Bihar 2020".

1.1 It shall apply to the Universities governed by Bihar State Universities Act, 1976 and Patna University Act, 1976

1.2 It shall come into force with effect from the date of issue of the notification.

Chapter-2

2.0 Definitions- In these statutes, unless there is anything repugnant in the subject or context,

2.1 "Statutes" means "Statutes for appointment of Assistant Professors for the Universities of Bihar - 2020".

2.2 "State Government" means "The Government of Bihar".

2.3 "University" means as defined under the Bihar State Universities Act, 1976 and Pama University Act, 1976

2.4 "Teacher" means "Assistant Professor"

2.5 "Commission" means Bihar State University Service Commission.

2.6 "Chairman" means Chairman of Bihar State University Service Commission.

2.7 "Member" means Member of Bihar State University Service Commission.

2.8 "Department" means "Department of Education, Bihar"

2.9 "Appointing officer" means Vice-Chancellor of respective University.

Chapter-3

3.0 Appointment of Teachers (Assistant Professors)

3.1 Objective

3.1.1 Candidate should have sufficient knowledge of subject teaching and research capability.

3.1.2 He should motivate students to develop scientific temper and inculcate logical understanding of the subject;

3.1.3 He should be well-versed with modern tools and technology of teaching and can make use of it in their classes/ teaching.

3.2 Procedure of appointment

3.2.0 The appointment shall be made through All India Advertisement.

3.2.1 The appointment of Assistant Professors shall be made on the recommendation of the Bihar State University Service Commission on the basis Of guideline laid down by the University Grants Commission and accepted / modified by the Government of Bihar.

3.2.2 The appointing officer on the basis of subject wise vacant posts of teachers along with reservation roster shall send requisition to the Commission through the Education Department.

The Department will consolidate the requisition from the Universities and send the same to the Commission.

3.2.3 However, the Department shall recommend the subjects for which the Commission will select the candidates on priority.

3.3 Essential qualifications

3.3.1 A master degree with 55% marks or an equivalent grade in a point scale, wherever the grading system is followed, in Concerned / Relevant / Allied subjects. Relaxation of 5% marks for SC/ST/BC-I (Non-creamy layer)/ BC-II (Non-creamy layer) Candidate of the State, while physically challenged persons from any part of the country will be given relaxation of 5% marks at Master's Degree. But both benefits shall not be admissible to the same candidate.

A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September 1991.

3.3.2 Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil. /Ph.D. Degree) Regulation, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/ SET:

provided that regarding recognition of SLET/SET the provisions of UGC Regulation 2018 shall be applicable.

provided further that the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET / SLET / SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfilment of the following conditions :-

- (a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- (b) The Ph.D. thesis has been evaluated by at least two external examiners;
- (c) An open Ph.D. viva voce of the candidate has been conducted;
- (d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal (UGC 'Care'/ SCOPUS).
- (e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/ funded/supported by the UGC / ICSSR / CSIR or any similar agency.

.....hence the applicants who have registered for Ph.D Degree from the Universities in Bihar during the period of 11.07.2009 till the date of Implementation of UGC Regulation, 2009 in the Universities of Bihar and subsequently obtained Ph.D Degree shall be exempted from the requirement of NET/SLET/SET for recruitment if they have been awarded Ph.D Degree in compliance with the above 5 conditions mentioned from A to E and certificate regarding fulfilment of conditions has been issued by the Registrar/Dean (Academic Affairs) of that University. "—TAs amended by Memo No.- BSU Dated- 18/09/2020]

The fulfilment of these conditions is to be certified by the registrar or the Dean (Academic Affairs/Faculty) of the University concerned.

Note: NET/SLET /SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET. Or

The Ph.D. degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai) or (iv) US News World Ranking.

3.3.3 In the context of disciplines like Music, Performing Arts, Visual Arts and other Traditional Art forms like sculpture etc and Drama/Natya the eligibility Of a traditional or professional artist will be judged according to the criteria for specific disciplines laid down in 'UGC Regulation on Minimum Qualifications for Appointment of Teacher and other Academic Staff in Universities and colleges and

Measures for the Maintenance of Standards in Higher Education, 2018.' 3.4 Age limit

The maximum age for appointment to a post of Assistant Professor shall not be more than 55 years, as on January 1st of the year of advertisement.

3.5 Pay Scale

The Pay scale of Assistant Professors of the University shall be the same as recommended by the University Grants Commission from time to time and accepted by Government of Bihar.

3.6 Interview Board

3.6.1 The Interview Board constituted shall have at least three subject experts nominated by the Chairman of the Commission. The Chairman of the Interview Board will be the Chairman or Member of Commission nominated by the chairman of the Commission.

3.6.2 The Procedure for interview shall be decided by the Commission.

3.7 Scrutiny and Short listing of Candidate:- Short listing of Candidate shall be based on the points scored by them in academic qualification and academic achievements as enumerated in Table - I

3.8 Eligibility of candidates with degree in Concerned / Relevant / Allied Subjects:- The eligibility of candidates with degree in concerned / relevant / allied subjects for any specific subjects will be decided by the commission on the recommendation of a committee consisting of two or three subject experts. The equivalence of similar subjects with different names in different universities will be decided by committee consisting of two or three subject experts.

3.9 Number of candidates called for interview:- The number of candidates to be called for interview shall be decided by the commission.

Chapter-4

4.0. Reservation

4.1 The current Reservation Policy of the State Govt. as applicable on the date of advertisement will strictly be followed category- wise and subject-wise as per the roster prepared by the

university administration/state govt. If a candidate under reserved category qualifies in the general merit list he/she will be selected under general category.

Chapter-5

5.0 Selection Process

5.1 The selection process shall be transparent and the Commission shall consider both academic qualifications and performance in the interview both for selecting the candidate for the post of Assistant Professors.

5.2 Educational qualification shall carry 100 marks and interview 15 marks. The distribution of marks for academic achievements is given in Table - I

5.3 Conversion of Grade points to Percentage Equivalent will be carried out as per the Conversion Formula laid down by the University concerned.

5.4 The merit list will be prepared on the basis of addition of scores of academic qualification (Full marks - 100) and interview (Full marks - 15) i.e. total marks - 115.

5.5 The Commission will prepare a composite merit list of the subjects on the basis of vacancies and reservation roster. Out of this composite merit list a University wise panel, with due consideration of preference of universities given by the candidates, will be prepared for onward transmission to the department/university.

5.6 In the event of total marks obtained from educational qualification and interview being the same candidate having higher marks in educational qualifications will be placed higher in the final merit list. In the event of candidates having same educational qualification marks, candidate who are elder in age according to the date of birth will be placed higher in the final merit list and in the event of candidates having same date of birth, candidates whose name appears alphabetically first in Devnagiri Script will be placed higher in the final merit list.

5.7 The procedure for interview shall be decided by the Commission. The merit list prepared by the Commission shall be valid for one year from the date of issuance.

6.0 Appointment

6.1 The Vice-Chancellor shall, subject to the provisions of the Act, have power to make appointment of the teachers, as per recommendations of the Commission, within the grade and scale of pay and within the sanctioned strength.

6.2 The recommendations of the Commission shall be placed before the syndicate of the concerned University for orders, ordinarily at its next meeting.

6.3 Notwithstanding anything to the contrary as contained in the Statutes, if any college/university teacher was appointed in another University on a teacher's post, he shall be allowed continuity of his/her service for the purpose of his pay and allowances and grant of retirement benefits as admissible but not for determination of seniority.

7.0 Joining Date

7.1 The appointment letter should clearly mention the time period within which the candidate shall join the post.

7.2 On the request of the candidate the joining date may be extended up to a maximum of six months.

7.3 If selected candidate fails to join his post on or before the due date his appointment shall stand cancelled.

8.0 Service Matters

8.1 Any matter referred by the University to the Commission will be routed through the Department. The Department will review such referred matter and forward the same with its considered opinion.

8.2 The provisions of this Statute shall have effect notwithstanding anything inconsistent therewith contained in any other Statutes for the time being in force or any instrument having the effect of the Statutes.

Table-I
Distribution of points for Short listing / Selection of Candidates for the Post of
Assistant Professors in Universities

S.	Academic Record	Score		
1.	Graduation	Above = 15	60% to less than = 13	55% to less than 45% to less than 60% = 10 55% = 05
2.	Post-Graduation	Above = 25	less than = 23	55% (50% in case of SC/ST/BC 1/BC2 (non-creamy layer) / PWD) to less than = 20
3.	M.Phil.	Above = 07	55% to less than 60% = 05	
4.	Ph.D.	30		
5.	NET with JRF			
	NET	05		
	SLET/SET	03		
6.	Research Publications (2 marks for each research publications published in peer Reviewed or UGC-CARE, listed/ SCOPUS Journals)	10		
7.	Teaching/Post Doctoral Experience (2 marks for one year each)#	10		
8.	Awards			

International / National Level (Awards given by International Organisations / Government of India / Government of India recognized National Level Bodies)	03	
State-Level (Awards given by State Government)	02	

However, if the period of teaching / Post-doctoral experience is less than one year then the marks shall be reduced proportionately. Credit will be given only on the basis of certificate countersigned by the Registrar of the University.

Note:-

(A) (i) M.Phil + Ph. D	Maximum	30 Marks
(ii) JRF/NET/SET	Maximum	07 Marks
(iii) In awards	Maximum	03 Marks
category (B)		80
Academic Score		10
Research		10
Publications		
Teaching		
Experience		
Total		100

(C) SET/SLET Score shall be valid for appointment in respective state Universities /Colleges / Institutions only.

77. Statute for proper functioning of Arayabhatta Knowledge University

Memo No. /06 (part-1)-1396, dated 25.5.2011 No. 15/M1-51/06 (part-I)-1396—For proper functioning of Arayabhatta Knowledge University, Bihar, in exercise of powers conferred under Section 28 of Arayabhatta Knowledge University, Act 2008, the Governor of Bihar is pleased to issue the first Statutes of Arayabhatta Knowledge University, as under The Aryabhatta Knowledge University, Patna

Objects and Reasons of the A. K. University Act 2008

The A. K. University Act 2008 provides for the establishment of a University at Patna to conduct and facilitate affiliations of Institutions the conventional as well as new frontiers of professional education. All the colleges and institution imparting professional education for example Engineering & Technology including Information Technology, Nanotechnology and Biotechnology, Management, Medicine, Health Technology, Public Health, Pharmacy, Optometry, Nursing, Education, Law etc. is to be affiliated to this University! The object is to achieve excellence in teaching, research and extension work in these areas and other matters connected therewith or incidental thereto.

THE ARYABHATTA KNOWLEDGE UNIVERSITY, PATNA

(Vide Sec.27 of the Act.)

THE STATUTES OF THE UNIVERSITY CHAPTER -1

SECTION

1. Chancellor. — The Governor of Bihar by virtue of his office shall be the Chancellor of the University and shall exercise his powers as vested upon him under sub section (2) to (11) of Section 8 of the Act.

2. The following shall be the officers of the University .— The emoluments of the officers, except teachers appointed as officers, shall be as fixed by the State Government from time to time.

(h) The Vice Chancellor

(b) The Deans of Faculties

(c) The Registrar

(d) The Finance officer

(e) The Examination Controller

(f) The Librarian

(g) Such other officers as may be declared by the Statutes from time to time

3. Vice-Chancellor.-

(a) The Vice Chancellor shall be appointed by the Chancellor from out of a panel recommended by a committee constituted under sub section 2 Of section 10 of the Act. Provided that if the chancellor does not approve Of for appointment of any of the persons included in the Panel, he may call for an extended fresh Panel.

(b) The committee referred to in sub-section (a) above shall consist of three persons, out of whom one shall be nominated by the Executive council, one by the Chancellor and one by the State government, and the member nominated by the government shall be Convener of the

(c) committee.

Provided that none of the member of the committee shall be an employee of the University or a College or an Institution by the University or Government or member of the Governing body or of any Authority of the university.

Provided further that the Panel shall be prepared from out of candidates who submit their curriculum vitae or is sponsored by some reputed person or Institution in the field of science, medicine, dental science, technology, Law, management or any other relevant fields.

(d) The Vice-Chancellor shall be whole time salaried officer of the university (e) The Vice — Chancellor shall hold office for a term of three years except the first Vice-Chancellor who will hold office for four years from the date on which he assumes charge of office or until he attains the age of 70 years, whichever is earlier, and he may be reappointed for another term within the prescribed age limit.

Provided that the chancellor may require the Vice-chancellor after his term has expired, to continue in office until the new V.C. assumes office or for such period not exceeding a total period of one year, as may be specified by him.

(f) Notwithstanding any thing contained in sub-section (d), the chancellor may at any time for reasons to be recorded in writing and in consultation with the State Government require the vice-chancellor to resign his post from the date as may be specified in the order on grounds of incapacity, misconduct, or violation of the provisions of the Act or Statutes.

Provided that no such order shall be made by the Chancellor unless the Vice-chancellor has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

Provided further that the Chancellor shall consult the State Government before passing such order.

Provided also that the chancellor may for sufficient reasons before making such order, place the Vice-Chancellor under suspension, pending enquiry for a term not exceeding one month.

(g) The emoluments and other conditions of service of the vice-chancellor shall be as follows:

(i) The Vice-Chancellor shall be a whole time officer and shall be paid pay and allowances other than house rent allowance, at the rates fixed by the state government from time to time and he shall be entitled to rent free, furnished residence during his term of office and no charge shall fall on the Vice-chancellor in respect of the maintenance and security of such residence. Where the person appointed as Vice-chancellor gets pension from the Central or the State government or any University or from any other source, the amount of pension due to him from such source shall be deemed to be the part of his salary as vice-chancellor.

(ii) The Vice-Chancellor and his/her spouse and dependent sons and daughters shall be entitled to free medical treatment and the University shall reimburse their medical bills.

(iii) The Vice-Chancellor shall also be entitled to other benefits and allowances such as free fuel for staff car, telephone electricity, newspapers and magazine, etc. as may be fixed by the Executive Council.

Provided that where an employee of the University, or a college or an Institution maintained by the university, or of any other university, or any college or institution maintained by or admitted to the Privileges of such other University, is appointed as the Vice-chancellor he may be allowed to contribute to provident fund of which he is a member and the previous employer shall transfer the balance standing to the credit of the employee in his Provident Fund Account to his present employer/university and the V. C. shall continue in the same scheme in which he was member in the former organisation.

(h) The Vice — Chancellor shall be entitled to various kinds of Leave as per Leave Rules framed under this statute.

(i) The Vice-Chancellor shall be entitled to Travelling allowance and Daily allowance at the rate prescribed by the State Government.

(j) If the office of the Vice-Chancellor becomes Vacant due to death, resignation or otherwise, or if he becomes unable to perform his duties due to ill-health or any other cause, the senior most professor of the university shall perform the duty of the Vice-Chancellor with the approval of the Chancellor till new Vice-Chancellor joins.

4. Power and duties of Vice-Chancellor.—

(a) The Vice-Chancellor shall be the Chief Executive and Academic officer of the university and in the absence of the Chancellor shall preside at meetings of the Court and convocation of the university.

(b) The Vice-Chancellor shall be ex-ocfio chairman of the Executive Council, the Academic Council, Selection Committee, Finance Committee and such other committee constituted under this Statute.

(c) The Vice-Chancellor shall be entitled to be present and address, any meeting of any Authority or other body of the university, but shall not vote in the first instance but shall have and exercise a casting vote in the case of equality of votes.

(d) The Vice-Chancellor shall be responsible for the proper administration of the and for a close coordination and integration of teaching, research and extension work and other matters connected therewith or incidental thereto.

(e) It shall be the duty of the Vice-Chancellor to see that this Act, the Statute, the Ordinances and the Regulations are duly observed and he shall have all the powers necessary to ensure such observance.

(f) The Vice-Chancellor shall have all the Powers necessary for the proper maintenance of discipline in the university and he may delegate any such power to such officer or officers as he may deem proper.

(g) The Vice-Chancellor shall have the power to convene or cause to be convened the meeting of the Court, the Executive Council, the Academic Council, the Finance Committee, Selection

Committee and any Authority and Body constituted under the provisions of the Act of the university.

(h) The Vice-Chancellor shall exercise general supervision and control over the affairs of the university and shall ensure the faithful observance of the provisions of the Act and Statute and Regulations.

(i) Except when the Executive council or Academic council is in Session, the Vice-Chancellor if he is of the opinion that immediate action is necessary on any matter, may exercise any power conferred on any Authority of the university by or under this Act and shall apprise the authority concerned at its next meeting of the action taken by him on such matter.

Provided that such exercise of power shall be made only in emergent situation and in no case in respect of creation, and up gradation of posts and appointments thereto.

Provided further that if the authority concerned is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

(j) Where any action taken by the Vice-chancellor under sub section (i) of section 4 of this Statute affects any person in the service of the university to his disadvantage such person may prefer an appeal to the Chancellor within thirty days from the date on which such person has been served with a notice of the action taken.

(k) The Vice-Chancellor shall exercise such other power and perform such other duties as may be assigned to him by the Statutes or the ordinances.

(l) The Vice-Chancellor shall appoint Dean Students welfare and Proctor from amongst the teachers and paper setters and examiners from the panel of names submitted by the Board of moderators.

(m) The Vice-Chancellor shall be responsible for the presentation of the budget and Accounts to the court.

5. The Schools (Faculties) and Deans of School-

(a) The university shall have the following Schools-

(i) School of Engineering & Technology.—This will include Information Technology, Nanotechnology and Biotechnology, Renewable energy etc.

(ii) School of Management Teachings. This will include all streams connected with the management and administration of business or public undertakings.

(iii) School of Health & Medicine.—This will include Medicine, Health Technology, Public Health, Pharmacy, Optometry, Nursing and such other streams.

(iv) School of Educational Training & Research. This will include educational training of different grades and intellectual and social Instructions.

(v) School of Law & Legal Science.

School of Art, Culture and Sports,

(vii) And such other Schools as may be declared by the Statute to be School of the university.

(b) Dean of School shall be appointed by the Vice-Chancellor from amongst the professors in the School concerned by rotation in order of seniority for a period of two years.

Provided that in case there is only one professor or no professor in a School, the Dean shall be appointed, for the time being from amongst the Associate professors by rotation in order of seniority.

Provided further that a Dean on attaining the age of superannuation shall cease to hold office as such.

(c) The seniority shall be reckoned with effect from the date of appointment as university professor or as Associate professor as per merit list decided by the Selection Committee on the original post as the case may be.

Provided that : -

(i) Among two or more such teachers appointed in the same rank on the same date whose inter-seniority can not be decided by relevant provisions of Statutes the seniority shall be determined according to their seniority decided by the University at the time of appointment.

(d) When the office of the Dean is vacant or when the Dean is on leave by reason of illness, or any other cause and is unable to perform duty of his office, the Senior most professor or Associate professor, in that School as the case may be shall perform the duties of the Dean with the approval of the Vice-Chancellor.

(e) The Dean shall be Academic officer of the school and shall be responsible for the conduct and maintenance of the standards of teaching and research in the school and shall have such other functions as may be prescribed by the ordinances.

(f) The Dean shall have the right to be present and to speak at any meeting of the Boards of Studies or committee of the school, as the case may be but shall not have the right to vote thereat unless he is a member thereof.

(g) Each School shall subject to the control of the Academic council, have charge of the courses of studies, conduct courses and Research work in such subjects as may be assigned to such school by Regulation.

(h) Subject to the provisions of the Act each school shall have the following powers:

(i) To constitute the Board of the Courses of study of the Departments allotted to it.

To exercise such powers as may be assigned to it by the Academic council from time to time.

6. Registrar.—

(a) A Master's degree with at least 55% of the marks or its equivalent.

(b) At least 15 years of experience as Lecturer / Asstt. Professor with eight years in Reader's grade along with experience in educational administration.

Or

Comparable experience in research establishment and / or other institutions of higher education.

Or

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

(c) The Registrar shall be appointed by the Executive council on the recommendation of Selection committee of the university and shall be a whole time salaried officer of the university.

(d) The Registrar shall be appointed for a term of 5 years and shall be eligible for reappointment.

(e) The emoluments shall be such as approved by the State Government from time to time and other terms and condition of service of the Registrar shall be such as may be prescribed by the Executive Council from time to time.

Provided that the Registrar shall superannuate on attaining the age as prescribed by the State Government.

(f) Notwithstanding any thing contained in the Act or the Statute, the Executive council may appoint an officer of the Central or State Government to be the Registrar on such terms and conditions as may be prescribed by the Executive Council in consultation with the State Government.

(g) When the office of the Registrar is vacant or when the Registrar is by reason of illness, absence or any other cause, unable to perform the duties of his office the duties of the office shall be performed by such officer as the Vice-chancellor may appoint for the purpose.

(h) (i) The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers and officers, and to suspend the employees and to initiate enquiry into the charges, and impose penalty as provided in this Statute.

Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(ii) An appeal shall lie to the vice-chancellor against any order of the Registrar imposing any of the penalties specified in the Statute.

(iii) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall upon the conclusion of the inquiry as provided in the Regulation make a report to the vice-chancellor along with his recommendations.

Provided that an appeal shall lie to the Chancellor against an order of the Vice-chancellor imposing any penalty within a period of sixty days.

(i) The Registrar shall be ex-officio secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of either of these authorities and he shall be ex-officio member-secretary of the court. (j) It shall be the duty of the Registrar:-

(i) To be the custodian of the records, the common seal and such other property of the university as the Executive council shall commit to his charge;

(ii) To issue all notices convening the meeting of the Court, the Executive council, the Academic Council and of any Committee appointed by these Authorities;

(iii) To keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council and of any Committee appointed by these Authorities;

(iv) To conduct the official correspondence of the Court, the Executive council and the Academic Council and other Statutory committees;

(v) To supply to the Chancellor, copies of the agenda of the meetings of the Court and Executive council as soon as they are issued and minutes of such meetings;

(VI) To represent the university in suits or proceedings by or against the university, sign powers of attorney and verify pleadings or depute his representative for the purpose; and

(vii) To perform such other duties as maybe specified in the Statutes, the Ordinances or the Regulations or as may be required from time to time by the Vice-Chancellor or the Executive council.

7. Finance officer.—

(a) The Finance officer shall be appointed by the Executive council on the recommendations of the Selection committee of the university either on deputation or by re-employment from amongst the officers of the office Of the Accountant General, Bihar or Bihar Account Service or Bihar Finance Service and he shall be a whole time salaried officer of the university.

(b) The Finance officer shall be appointed for a term of 5 years and shall be eligible for re-appointment, and shall retire at the age as prescribed by the State Government.

(c) The emoluments shall be such as approved by the State Government from time to time & other terms and conditions of service of the Finance officer shall be such as may be prescribed by the Executive council from time to time.

(d) When the office of the Finance officer is vacant or when the Finance officer is by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

(e) The Finance officer shall be ex-officio secretary of the Finance committee, but shall not be deemed to be a member of such committee.

(f) In all proposals having financial implications the advice of the Finance officer shall be obtained.

(g) The Finance officer shall-

(i) Exercise general supervision over the funds of the university and shall advise as regards its financial policy; and

(ii) Perform such other function as may be assigned by the Executive council or prescribed by the Statutes or Ordinance.

(iii) Work under Administrative control of the Vice-Chancellor.

(h) Subject to the control of the Executive council, the Finance officer shall-

(i) Hold and manage the property and investments of the university including trust and endowed property;

(ii) ensure that the limits fixed by the Executive council for recurring and non-recurring expenditure for a financial year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;

(iii) be responsible for

(1) Preparation of annual Accounts and budget of the university,

(2) Maintenance of Accounts,

(3) Audit of Accounts from time to time,

(4) Compliance of Audit-objection,

(5) Timely receipt of grants from the State Government or the UGC and submission of Utilisation certificates.

(iv) Keep a constant watch on the State of the cash and bank balances and on the State of investments;

(v) watch the progress of the collection of revenue and advise on the methods of collection employed;

(VI) ensure that the registers of buildings, land, furniture and equipment are maintained up to date and that stock checking of equipment's and other consumable materials in all Offices, Départements, Centres and specialized laboratories is conducted.

(vii) bring to the notice of the Vice-Chancellor unauthorized expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and

(viii) call for from any Office, Département, Centre, Laboratory, College or Institution maintained by the university any information or returns that he may consider necessary for the performance of his duties.

(i) Any receipt given by the Finance officer or the Person or persons duly authorized in this behalf by the Executive council for any money payable to the university shall be sufficient discharge for payment of such money. 8. Controller of Examinations-

(a) The controller of Examinations shall be appointed by the Executive council on the recommendations of the University Selection committee and he shall be a whole — time salaried officer of the university.

(b) The controller of Examinations shall be appointed either on deputation or by direct appointment for a term of 3 years or as decided by the Executive council and shall be eligible for re-appointment.

(c) The emoluments shall be such as approved by the State Government from time to time and other terms and conditions of service of the controller of Examinations shall be such as may be prescribed by the Executive Council.

(d) The Controller of Examination shall be assisted by the Assistant Controller of Examination in conducting examination of various courses.

Provided that the controller of Examinations shall retire on attaining the age as prescribed by the Government.

(e) When the office of the Controller of Examinations is vacant or when the Controller of Examinations is by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

(f) The Controller of Examinations shall arrange for and superintend the Examinations Conducted by the University in the manner prescribed by Statutes, ordinances, or regulations.

9. Librarian.—

(a) The Librarian shall be appointed by the Executive council on the recommendation of the Selection committee and he shall be a whole time salaried officer of the University.

(b) The qualification of the Librarian shall be such as prescribed by the University Grants Commission.

(c) The emoluments of the Librarian shall be such as approved by the Government from time to time.

(d) The Librarian shall exercise such power and perform such function and dues as may be assigned to him by the Executive council or by the Vice-Chancellor from time to time.

(e) The Librarian shall superannuate on attaining the age as prescribed by the Government.

10. Other officers of the University.—

(a) Subject to the provision of sub section (7) of section 9 of the Act. the following shall also be the officer of the university in addition to the officers mentioned at section 2 of the Statutes :

(f) The Dean, Students' welfare

Proctor

(iii) Development officer

(iv) Budget & Accounts officer

(v) Deputy Registrar

(vi) Assistant Registrar

(vii) Inspector of the Colleges

(viii) Pension & Retirement Benefits officer

(ix) Medical officer

(x) University Engineer Planning officer

(xii) Assistant Controller of Examination 02 (Two)

Note:- The Vice-Chancellor with the approval of the State Government may retain the services of any legal practitioner as "Legal Consultant" on fixed monthly professional fee or otherwise for time to time consultation on legal issues as also for defending cases in Court.

Vice-Chancellor may also appoint one Liaison officer as per need.

(b) The Dean of Students' Welfare : -

(i) The Dean of Students' Welfare shall be appointed by the Vice-Chancellor for a period of two years from amongst the University professors.

Provided that if the Vice-Chancellor thinks it necessary for administrative reasons he may revert the Dean to his original post and appoint another person as Dean for the unexpired period.

(ii) The teacher appointed as the Dean, Students' Welfare under subsection (1) shall hold lien on his original post, and he shall be eligible for all the benefits which would have otherwise accrued to him, in case he would not have been appointed as Dean, Students' Welfare. Duties, Powers And Functions of Dean, Student's Welfare: Duties, Powers and Functions of Dean. Student's Welfare:

(iii) Subject to the provisions of the Act, the Statutes and general supervision and control of the Vice-Chancellor, the Dean, Students' Welfare shall exercise powers and perform duties as under: (1) To supervise and generally guide the activities of the Executive council of Students' Union of the University and Colleges.

(2) To promote and encourage cultural, social and literary activities with a view to fostering health, corporate life in the student community.

(3) To establish and direct programme of students guidance and counselling.

(4) To act as a liaison between the Government of India, State Government, the University, other Universities and national and cultural organisations on the one hand and the students executive council, University Departments, colleges and institutions on the other, for purposes of planning and executing different scheme, programmes and activities relating to students welfare.

(5) To take initiative for the institution and award of scholarships, free studentship and half-free studentships and be responsible for timely disbursement of all types of scholarships to students of the University and Colleges and to administer the funds and operate the accounts sanctioned for the purpose. Also to correspond with the State Government, Central Government, U.G.C. and such other bodies and persons from whom the grants for scholarships are to be received.

(6) To take steps to provide for proper amenities in the hostels attached to the University including the working of the messes, canteens consumer's co-operative stores and to exercise general supervision in respect of the hostels attached to colleges.

(7) To take proper steps in respect of the grievances of students regarding the facilities available to them in the libraries, hostel's common rooms and health centres.

(8) To perform such other duties as may be assigned to him from time to time by Vice-Chancellor.

(9) To promote extra-curricular activities such as games, sports, N.C.C. etc.

(iv) The Dean, Students' Welfare shall submit a detailed report about the activities of the Students Union of the University and colleges during the academic year to the Executive council on or before 31st May, following the close of the financial year.

(c) Proctor : -

(i) The Vice-Chancellor shall appoint 'Proctor' from amongst such teachers of the University as are not below the rank of Associate Professor.

His tenure shall be of two years and on the expiry of his tenure, he may again be appointed:

Provided that if at any time the Vice-Chancellor thinks it proper on administrative grounds, he may send the Proctor back to his original post and appoint another person as Proctor for the time expired period of his term.

(iii) In case of vacancy of the Proctor caused due to resignation or illness or any other reason his duties shall be discharged by person appointed for the purpose by the Vice-Chancellor.

(d) Duties, Powers and Functions of The Proctor.—Subject to the provisions of the Act and Statutes and general supervision and control of the Vice-Chancellor, the Proctor shall exercise the powers and perform duties as under:-

(i) The Proctor shall be responsible for maintenance of discipline amongst students in the University, office, departments and institutes and colleges in and around the University campus and for that he shall exercise such powers as may be delegated to him by the Vice-Chancellor from time to time and

shall perform such other duties as may be assigned to him by the Vice-Chancellor from time to time.

(ii) All complaints relating to students' indiscipline brought to the notice of the Proctor shall be investigated by him and he shall make necessary recommendations to the authorities concerned.

(iii) Without prejudice to the powers vested in the Vice-Chancellor or the Principal of a college or the Head of University Department or Institute but subject to approval of the Vice-Chancellor, the Proctor shall have powers to

(i) fine any student for breach of discipline,

(ii) suspend any student and prohibiting from entering the premises of the Department or college or institution or hostel or other places of residence extending up to period of one month, or

(iii) order legal action to be taken against a student;

Provided that before taking any such action against a student the Proctor shall make such enquiry as he may consider necessary and satisfy himself about the gravity of the offence and involvement of the student concerned and recommend to the authority considered, for award of proper punishment. The Principal of the college concerned, the Head of the University Department or Institute or the Superintendent of the Hostel concerned shall implement the order and send compliance report to the Proctor within the time stipulated.

(iv) The Proctor shall be entitled to visit any University Department or Institute or college or Hostel or any other place or student's residence or any other place where the occurrence of breach of discipline on the part of student or students has taken place or is likely to take place and he shall have the authority to interrogate any student on relevant matters and the student shall furnish all information required of him;

Provided that Proctor shall visit any such place only with the prior permission of the Vice-Chancellor except that in case of emergency, he may visit such a place on his own accord and inform the Vice-Chancellor thereafter as soon as possible.

(v) Heads of the University Departments or Institutes or Principals of Colleges shall report to the Proctor every case of students indiscipline brought to their notice and action taken by them or recommended to be taken against the student concerned in the matter.

(vi) The Proctor shall maintain a register of all cases of indiscipline on the part of students stating therein the name and other details of the student concerned and action taken against him either by the Head of the Department or Institute or Principal of college or by any other authority.

11. Authorities of the University.—The following shall be the authorities of the University, namely : -

(a) The Court,

- (b) The Executive council;
- (c) The Academic council;
- (d) The Schools (Faculties);
- (e) The Examination Board;
- (f) The Finance Committee;
- (g) The Planning and Evaluation Committee; and
- (h) Such other authorities as may be declared to be the authorities of the University by the Statutes.

12. The Court: -

(a) The Court shall be constituted by the State Government which shall consist of the following persons, namely — (1) The Minister, HRD-Chairman ;

(2) The Vice-Chancellor;- Vice-Chairman

(3) The Principal Secretary/Secretary, Human Resource Development Department;

(4) Dean Students' Welfare

(5) Proctor

(6) Principal Secretary/Secretary, Health and Family Welfare;

(7) Principal Secretary/Secretary, Science and Technology;

(8) The Director of Technical Education, Bihar;

(9) The Deans of Schools;

(10) Five Principals of Colleges maintained by the University as are not Deans to be nominated by the Vice-Chancellor in rotation;

(11) Four persons to be selected by the Speaker of the Assembly from amongst the members of the Bihar Legislative Assembly, one of whom shall be from Scheduled Caste/ Scheduled Tribe, one from other Backward Classes and one from women;

(12) Two persons, to be selected by the Chairman of the Council from amongst the members of the Bihar Legislative Council.

(13) One employee of the University / College elected by the University / and College employees Association.

(14) One student from amongst the students of University to be elected by the members of the Students' Union;

(15) Such members of the Executive council as are not members of the Court under the above provisions.

(16) Four persons to be nominated by the State Government who are known for their academic interest.

(b) Meeting of the Court:-

(i) Annual meeting of the Court shall be held once a year on the date to be fixed by the Executive council either in the month of August or September every year for such number of days as it is necessary.

The meetings of the Court shall be presided over by the Chairman and in his absence, by the Vice-Chairman.

(ii) At the annual meeting of the Court, a report on the working of the University during the previous year, together with budget and a statement of the receipts and expenditure, the balance-sheet as audited, and the financial estimates for the next year shall be presented.

(iii) A copy of the statement of receipts and expenditure, the balance sheet and the financial estimates referred to in sub section (2) of section 10 of the Statute shall be sent to every member of the Court at least seven days before the date of the annual meeting.

(iv) Special meeting of the Court may be convened by the Executive council upon a requisition in writing signed by not less than one third of the total number of members of the Court, only one special meeting in a year.

(v) One third members of the Court shall form a quorum for a meeting of the Court.

(c) Term of office of members of the Court:-

(i) The term of office of members of the Court other than the ex officio member, the members whose terms have not been specified under this Act, shall be three years from the date of their notification:

Provided that a member elected, or nominated as a representative of anybody shall be deemed to have vacated office with effect from the date on which he ceases to be a member of the body which elected or nominated him:

(ii) The Court shall have perpetual succession and any of its acts or proceedings shall not be invalid merely because of any vacancy or vacancies in its membership.

(d) Powers and duties of the Court:-

(i) Subject to the provisions of this Act and Statutes, the Court shall be the supreme governing body of the University, and shall exercise control over all the affairs and properties of the University, and shall exercise all such powers as are not otherwise specified by this Statute.

(ii) In particular and without prejudice to the generality of the foregoing powers, the Court shall exercise the following power and perform the following duties, namely -

(1) of making the Statutes

(2) of passing resolution after having considered the annual report, the annual account, the financial estimates and audit report on such accounts;

(3) of exercising the powers for the purpose of control in Colleges, and of superintendence which include affiliation and disaffiliation of Colleges:

Provided that affiliation or disaffiliation of Colleges shall not take effect, unless it is approved by the State Government. Before granting such an approval, the State Government shall consider the financial viability of the College, the nature and form of the proposed management of the college, the viability of the academic standard and all other conditions which are likely to have adverse effect on the interests of students admitted to such a college

(4) of instituting and conferring such degrees, titles, diplomas and other academic distinctions as may be prescribed by the Statutes; and

(5) of exercising such other powers and of performing such other duties as are conferred or imposed upon it by the Act or the Statutes.

(e) For participating in the meeting of the Court, local members shall be entitled to conveyance allowance as applicable to State Government employees. Members coming from outside shall get Daily allowance in addition to Travelling allowance as per State Government Rule"

(f) (i) In addition to the fees, grants, donations, gifts and contributions received from UGC, State Government, and other Agencies' the University shall endeavour to augment its resources with the cooperation of corporate house etc. for meeting requirement Of fund for Research & Development, construction work, and for awarding scholarships.

(ii) The State Government may consider to provide Grant for development of the University and promotion of academic activities

(iii) Fund received from the State Government from time to time shall be expended / disbursed with the approval of the Executive Council as per direction of the State Government.

13. The Executive council.—The Executive council shall be the principal Executive body Of the university and shall consist of the following persons(a) Ex-officio members of the Executive Council

The Vice-Chancellor (Chairman)

Director, Higher Education

(iii) Director, Health Services

(iv) Director, Science and Technology

(v) Deans of the faculty of Engineering, Medicine, Education, Law, an Management,

Dean Students Welfare

(vii) Proctor

(b) Other members

(i) Two Principals of Colleges and two Heads of the university Department by rotation for a period of one year.

(ii) One reputed educationist nominated by the Chancellor:

Provided that if in the foregoing sub section of section 13 of the Statute there be no scheduled caste member, then in that case the Chancellor shall nominate a scheduled caste member having academic interest.

(iii) Fifty percent of members of the Executive council shall form a quorum for meeting of the Executive council.

(c) Powers and functions of Executive council-

(i) The Executive council shall be the chief Executive body of the university and shall hold office for a period of three years.

(ii) The Executive council shall hold, control and administer property and fund of the university including endowments, donations and such other transfer made for the benefit of the university and dispose of any such property for the purpose of the university:

Provided that no property shall be disposed of except with the prior approval of the State Government.

(iii) Subject to the provisions of this Act, the Statutes and the ordinances, the Executive council shall in addition to all other powers vested in it, have the following powers namely:-

- (1) Determine and regulate all matters concerning the university.
- (2) To create teaching and other academic posts including chairs, to determine the number and emoluments of such posts as approved by the State Government and to define the duties and conditions of service of officer* (other than the Vice-Chancellor and teachers of the university).
Provided that no action shall be taken by the Executive council in respect of the number and qualifications of teachers and other academic staff otherwise than after consideration of the
- (3) To appoint such Professors, Associate Professors, Assistant Professors and other academic staff including chairs, as may be necessary on the recommendation of the Selection committee of the University.
- (4) The Executive council may appoint a teacher or any other academic staff working in any other university or organization for undertaking a joint project in accordance with the manner laid down in the ordinances.
- (5) The Executive council may appoint a person selected in accordance with the procedure laid down in Statute for a fixed tenure or such terms and conditions as it deems fit.

Provided that appointment on any post shall be made only after the prior sanction of the post by the State Government.

Provided further that if at any time circumstances warrant immediate action in the interest of the university appointment may be made against the post (s) already proposed to the State Government for sanction but such appointment shall be subject to the sanction by the State Government and pending sanction shall not Continue for more than six months.

- (6) To promote inter-facial research by making joint appointments of teaching staff in different Schools, Departments and centres,
- (7) To create administrative position and other posts and to define their duties and conditions of service and make appointments thereto in the manner prescribed by the ordinances;
- (8) To grant Study leave to teachers of the university and to make necessary arrangements.
- (9) To regulate and enforce discipline among employees in accordance with the Statutes and the ordinances;
- (10) To manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the university and for that purpose to appoint such agents as it may think fit;
- (11) To fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendation of the Finance committee;
- (12) To invest any money belonging to the university, including any unapplied income in such stocks, funds, share or securities from time to time as it may think fit or in the purchase of immovable property with the like powers of varying such investment from time to time;

- (13) To transfer or accept transfers of any movable or immovable property on behalf of the university;
- (14) To provide building premises, furniture and apparatus and other required infra structure for carrying out the work of university;
- (15) To enter into, vary, carryout and cancel contracts on behalf of the university;
- (16) To entertain adjudicate upon and if deemed proper to redress grievances of the employees and students of the university who may for any reason may feel aggrieved;
- (17) TO fix remuneration and traveling and other allowances for paper setters and examiners and Board of moderators in consultation with the Academic council;
- (18) To select a common seal for the university and provide for the use of such seal;
- (19) To make such special arrangements as may be necessary for the abode of women students;
- (20) To institute fellowships, scholarships, studentship medals and prizes;
- (21) To provide for the appointment of visiting professors, professor Emeritus, consultants and scholars and determine the terms and conditions of such appointments;
- (22) To enter into partnership with industry and non-governmental agencies for the advancement of knowledge and establish a corpus of funds out of the profits of such partnership; and
- (23) To exercise such other powers and perform such other duties as may be conferred or imposed on it by this Act or the Statutes.

14. The Academic Council: -

(a) The Academic Council shall consist of :

(i) The Vice-Chancellor;

(ii) The Deans of Faculties;

(iii) The Director, Higher Education, Bihar;

(iv) All Heads of University Departments;

(v) All Principals of colleges / maintained by the State Governments;

(vii) Not more than two experts outside the University service, to be coopted by the Academic Council for specific purposes according to needs;

(vii) The President of the University Students' Union.

(b) The term of office of members, other than the ex-officio members, shall be for a period of three years with effect from the dates of their respective election or nomination and shall include any further period which may elapse between the expiration of the said period of three years and the date of the next succeeding election or nomination, as the case may be, not being an election or nomination to fill up any casual vacancy;

Provided that any member elected or nominated shall be deemed to vacate office with effect from the date on which he ceases to be a member of the body which elected or nominated him.

15. Power and functions of Academic Council.—Subject to the provisions of this Act the Statutes and the Ordinances, the Academic council shall in addition to all other powers vested in it have the following powers, namely : -

- (a) To exercise general supervision over the academic policies of the university and to give directions regarding methods of instruction, coordination of teachings among the colleges and the institutions, evaluation of research and improvement of academic standards;
- (b) To bring about and promote inter-school coordination and to establish or appoint such committees or boards as may deem necessary for the purpose;
- (c) To consider matters of general academic interest either on its own initiative or a reference by a school or the Executive council, and to take appropriate action thereon; and
- (d) To frame such Regulations and Rules consistent with the Act and Statutes and the ordinances regarding the academic functioning of the university, discipline, residence, admissions, award of fellowship and studentship fees, concessions, corporate life and a attendance.
- (e) One third of the Members of the Academic council shall form a quorum for a meeting of the Academic council.

16. Finance Committee.—

- (a) The Finance Committee shall consist of the following members namely:-
 - (i) The Vice-Chancellor as the Chairman
 - (ii) An officer of the State Government of the rank of Joint Secretary or above to be nominated by the State Government.
 - (iii) One person to be nominated by the Court;
 - (iv) Three persons to be nominated by the Executive council, out of whom at least one shall be a member of the Executive council;
 - (v) Three persons to be nominated by the Chancellor from amongst teachers not below the rank of university professor.
- (b) Five members of the Finance Committee shall form a quorum for a meeting of the Finance Committee.
- (c) All the members of the Finance Committee other than ex officio members, shall hold office for a term of three years.
- (d) A member of the Finance committee shall have the right to record a minute of dissent if he does not agree with any decision of the Finance Committee.
- (e) The Finance Committee shall advise the university on any question affecting its finance.
- (f) The Finance Committee shall prepare the annual estimate of income and expenditure of the university and colleges and study centers.
- (g) The Finance Committee shall have power to scrutinise the estimates Of the colleges and Study Centers.
- (h) The Finance Committee shall be responsible for maintenance of Accounts of income and expenditure of the university.
- (i) The Finance Committee shall meet at least thrice every year to examine the accounts and to scrutinise proposals of expenditure.

(j) All proposals relating to creation of Posts, and those items which have not been included in the Budget, shall be examined by the Finance Committee before they are considered by the Executive Council.

(k) The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the university (which in the case of productive works, may include the proceed of loans).

(l) The Finance Committee discharges such other functions of financial nature as may from time to time be entrusted to it by the Executive Council.

17. The Research Council

(a) In each School of the university there shall be a Post Graduate Research Council for registration and for imparting proper guideline of research work and the council shall work under the general control of the Academic council.

(b) The Research Council shall consist of the following persons

(i) The Vice-Chancellor

The Dean of the concerned school.

(iii) All Heads of the Department of the concerned school and

(iv) Four teachers of the concerned school to be nominated by the ViceChancellor in each academic year.

(c) The Research council shall meet at least three times a year.

18. Board of Planning.—

(a) The Board of Planning shall consist of the following members, namely:

(i) The Vice-Chancellor;

(ii) One person to be nominated by the Court;

(iii) Three persons to be nominated by the Executive council, out of whom at least one shall be a members of the Executive council; (iv) One person to be nominated by the State Government ; and (v) One person to be nominated by the Chancellor.

(b) Five members of the Board of Planning shall form a quorum for a meeting of the Board of Planning.

(c) All members of the Board of Planning, other than ex officio members, shall hold office for a term of three years.

(d) The Board of Planning shall meet at least twice every year for the purpose of preparing plan and programme for development and improvements of the university and its courses study, for reviewing and evaluating the progress achieved in such plan and programme, testing and evolving new methods of teaching, and for consultation and exchange of information with similar organization, other universities and research institutes for these purposes.

(e) The Registrar shall act as secretary to the Committee.

19. Board of Affiliation.—

(a) The Board of Affiliation shall consist of the following members namely :

(i) The Vice-chancellor

(ii) Principal Secretary/Secretary, Department of Human Resource Development, Government of Bihar.

(iii) The Director of Higher Education, Bihar;

(iv) The Director of the Department concerned;

(v) One person to be nominated by the Court;

Two Person to be nominated by the Executive Council;

(vii) Two Person to be nominated by the Academic Council; and

(viii) One Person to be nominated by the Vice-Chancellor.

(b) Four members of the Board of Affiliation shall form a quorum for a meeting of the Board of Affiliation.

(c) The Board of Affiliation shall meet at least thrice every year depending upon number of cases to examine and scrutinise proposals for admitting colleges and institutions to the privileges of the university.

(d) All the Colleges and institutions covered by the Act shall be required to seek affiliation from the A.K. University.

(e) The Board shall constitute team from amongst its members who will as and when required visit the Colleges and will examine and assess their status regarding their claim for the grant of autonomy and will submit report to the Affiliation committee in the light of the criteria laid down by the UGC as to what extent autonomy can be considered.

(f) Fee for affiliation of Colleges/Institutions shall be decided with fine structure therein by the Executive council.

The details of admission and exclusion of colleges shall be prescribed by the ordinances.

20. Board of Studies.—

(a) Each Department shall have a Board of Studies. (b) The constitution of the Board of Studies and the term of office of its members shall be prescribed by the ordinances.

(c) Subject to the overall control and supervision of the Academic Council, the functions of a Board of Studies shall be to approve subject for research for various degrees and other requirements of research degrees and to recommend to the concerned School in the manner prescribed by the ordinances-

(i) Courses of Studies and appointment of Examiners for courses, but excluding research degrees;

(ii) Appointment of supervisors for research; and

(iii) measures for the improvement of the standard of teaching and research.

Provided that the above functions of a Board of Studies shall, during the period of three years immediately after the commencement Of this Act, be performed by the Department.

21. Other Authorities of the university (vide section 17 of the Act.)

(a) The Examination Board The Vice Chancellor shall be the Chairman Of the Examination Board and Deans of all Schools shall be its members.

(b) The Examination Board shall give advice in respect of conduct Of Examinations, appointment of Examiners, setting and moderating question papers, preparation, moderation and publication of examination results, submission of such examination results to the Academic

council and generally regulating the methods of improvement in the procedure of correct evaluation of achievements of Students. The final decision however shall be of the vice-chancellor in the above matter.

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(c) The Examination Board shall submit to the Vice-Chancellor panel of names for appointment of question setters and examiners and the Vice-Chancellor shall make appointment from the panel.

(d) The Vice-Chancellor shall be competent to order for re-evaluation of the answer books if he is satisfied that the evaluation of the answer book has not been fairly done or evaluation has been done in violation of the provisions of the Statute Regulations, Ordinance, or Rules.

22. Selection Committee.—

(a) There shall be a Selection committee for making recommendations to the Executive council for appointment to the posts of professor, Associate professor, Assistant professor, officers of the university, Librarian and Principals of colleges and Institution maintained by the university. The Selection Committee shall also decide cases relating to the seniority promotion and establishment matters of the teachers and officers of the university under the provisions contained in the Statutes.

(b) The Selection Committee for appointment to the posts specified in column 1 of the table below shall consist of the Vice-Chancellor as chairman of the committee, one nominee of the chancellor and one member of the SC/ ST/OBC having academic interest to be nominated by the State Government and such other members specified in the corresponding entry in column 2 of the said Table. The qualification for appointment to the posts shall be such as prescribed by the University Grants Commission.

(i) Professor

(1) The Dean of the School.

(2) The Head of the Department, concerned if he is a professor.

(3) Three persons of the concerned subject not below the rank of University professor not in active service of the University to be nominated by the Vice-Chancellor out of a panel of names recommended by the Vice-Chancellor and HOD of the subject concerned with the approval of the Chancellor for their special knowledge of or interest in the subject with which the appointment of professor concerned.

(ii) Associate Professor / Assistant Professor

(1) The Head of the Department of the concerned subject.

(2) One Professor of the subject nominated by the Vice-Chancellor.

(3) Two persons not in active service of the university, nominated out of a Panel of names recommended by the Vice-Chancellor with the approval of the Chancellor.

Provided that in the case of appointment of Asstt. Professor if teacher in the concerned subject of the rank of Professor of this University or any other University is not available, other teacher not below the rank Of Associate Professor may be appointed.

(iii) Officer of the University other than librarian

- (1) Two members of the Executive council nominated by the Vice-Chancellor.
- (2) One person not in active service of the university nominated by the Executive council.
- (iv) Librarian
- (1) Two Persons not in active service of the university who have special knowledge of the subject of the Library science or Library Administration nominated by the Executive council.
- (2) One person not in active service of the university nominated by the Vice-Chancellor.
- (v) Principal of College or institution maintained by the university
- (1) Three persons not in active service of the university to be nominated by the Executive council for their special knowledge of or interest in the subject in which instruction is being provided by the college or institution not below the rank of university professor. Provided that out of the three specialists one shall be a Vice-Chancellor of the outside university. or ex-Vice Chancellor of any University.

(c) The appointment of officers other than the (Dean, Students welfare, Proctor) shall be made on the recommendation of the Selection Committee constituted for the purpose and the officers shall be a whole time salaried officer of the university.

The appointment of Dean, Students welfare, Proctor shall be made by the Vice-Chancellor for a period of two years from amongst the university Professor/Associate Professor, Readers or Principal of the College under the university.

Provided that if the Vice-Chancellor for administrative reasons or thinks it necessary otherwise he may revert the DSW / Proctor to their original posts and appoint another person on the post for the unexpired period. The duties, powers and functions of the officers shall be prescribed by the Statutes.

(d) The meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of chancellor's nominee, the State Government nominee and the experts nominated by the Executive council.

Provided that the Proceedings of the Selection committee shall not be valid unless : -

- (i) where the number of chancellor's nominee, the State Government nominee and the persons nominated by the Executive council is five in all, at least four of the them attend the meeting and
- (ii) where the number of Chancellor's nominee, the State Government nominee and the persons nominated by the Executive council is four in all at least three of the them attend the meeting.
- (iii) The Vice-Chancellor or in his absence the person delegated by him shall preside at the meeting of the selection committee.
- (e) The procedure to be followed by the selection committee shall be laid down in the ordinances.
- (f) If the Executive council is unable to accept the recommendations made by the Selection Committee, It shall record its reasons and submit the case to the Chancellor for final orders.
- (g) If the Vice-Chancellor is satisfied that in the interests of work it is necessary to fill any vacancy, the appointment may be made on a purely temporary basis subject to maximum period of six months.

(h) No teacher or officer appointed against temporary vacancy by the ViceChancellor shall continue beyond six months unless his appointment is approved by the Executive Committee.

23. Special mode of appointment.—

(a) Notwithstanding anything contained in Statutes the Executive council may invite a person of high academic distinction and professional attainments to accept a post of professor or Associate professor or any of the equivalent academic post in the university on such terms and conditions as it deems fit and on the person agreeing to do so appoint him to the post;

(b) The Executive council may appoint a teacher or any academic staff serving in other university or organisation for undertaking any joint venture project in accordance with the manner prescribed by the ordinance.

(c) Subject to the provisions contained in Sub-Sections (2) and (9) of section 6 of the Act, the Vice-Chancellor in case of necessity may appoint some person having experience and proficiency in administrative, legal, academic, and financial work as officer on special duty (OSD) for a period of six months for providing required support services, which with the approval of the Executive council may be extended for further six months. It shall not be necessary in such cases to advertise the post or for the person concerned to apply for the post. The emoluments payable to the O.S.D. shall be such as approved by the Government.

Provided that the Executive council may also create supernumerary posts for a specified period for appointment of such persons;

Provided further the number of supernumerary posts so created shall not exceed five percent of the total posts in the university.

24. Settlement of disputes /Arbitration.—If any dispute or difference or claim of any nature whatsoever arises between employees or Students and the University connected with or in connection with arising out of any academic issue or otherwise then the representatives of employees or students and the university shall meet together promptly, at the request of any party, in an effort to resolve such dispute, differences, by discussion between them.

Failing amicable settlement between the parties, the dispute or differences shall at the request of the employee/student, be referred to a tribunal of Arbitration

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consisting of one member nominated by the employee / student concerned and an umpire appointed by the Chancellor. The decision of the Tribunal shall be final, and no suit shall lie in any Civil Court in respect of the matters decided by the Tribunal. Every such request shall be deemed to be a submission to arbitration upon the terms of this clause within the meaning of the Arbitration and Conciliation Act 1996.

25. Conferment of Honorary degrees—

(a) The Executive Council may on the recommendation of the Academic Council and by a resolution passed by a majority of not less than two thirds of the members present and voting, make proposal to the Chancellor for the conferment of honorary degree of Doctor of literature or Doctor Of science which shall be conferred upon a person on the ground that he is by reason

of eminent position and attainments or in recognition of his contribution to learning or eminent services to the cause of education, research and development, a fit and proper person to get such a degree.

Provided that in case of emergency, The Executive Council may on its own motion make such proposal.

(b) The Honorary degree shall be conferred at a convocation, or at a special convocation, and may be taken in person or in absentia.

(c) Representation of persons at the convocation, on whom the Honorary degree is to be conferred, shall be made by the Vice-Chancellor.

(d) If evidence is laid before the Executive council to show that any person on whom a degree, diploma, license, title or mark of honour has been conferred by the Executive council, has been convicted of what is in their opinion an offence involving, moral turpitude or financial irregularity, the Executive council may propose to the court that the degree, diploma, license, title or mark of honour should be cancelled, and if the proposal is accepted by not less than two thirds of the members present and voting at a meeting of the court, and is confirmed by the Chancellor, the degree, diploma, license, title or mark of honour shall be withdrawn and cancelled accordingly.

26. Withdrawal of degrees, etc.—The Executive council may, by a resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw a degree or academic distinction conferred on or any certificate or diploma granted to, any person by the University for good and sufficient cause.

Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon him to show cause within such time as may be specified in the notice as to why such a resolution should not be passed and until his objection, if any, and any evidence he may produce in his support, have been considered by the Executive council.

27. Maintenance of discipline amongst students and employees of the University.— (a) The Vice-Chancellor shall have the authority and power to take action for maintaining discipline and disciplinary action in relation to the students and employees of the university as per provisions contained in

(b) There shall be a proctor of the University to assist the Vice-Chancellor in the exercise of the Powers referred to in sub section (a) above, who shall be appointed by the Vice-Chancellor from amongst the Professors and Associate Professors.

(c) The Vice-Chancellor may delegate all or any of the Powers referred to in sub section (a) above as he may specify in this behalf.

(d) Without Prejudice to the generality of his powers relating to the maintenance of discipline and taking such action, as may seem to him appropriate for the maintenance of discipline, the Vice — Chancellor may, in exercise of such powers, by order, direct that any student or students be expelled or rusticated, for a specified period, or be not admitted to any course of study in a College, Institution or Département or a school of the university for a stated period, or be

punished with fine for an amount to be specified in the order, or be debarred from taking an examination or examinations conducted by the University, College, Institution or Department or a School for one or more years, or that the results of the student or students concerned in the examination or examinations in which he or they have appeared be withheld or cancelled.

(e) The Principals of Colleges, Institutions, Deans of Schools of studies and Head of teaching Departments in the university shall have the authority to exercise all such disciplinary powers over the students in their respective colleges, institutions, School and teaching Departments in the university, as may be necessary for the proper conduct of such Colleges, Institutions, Schools and teaching Departments.

(f) Without prejudice to the powers of the Vice-Chancellor and the Principals and other persons specified in sub section (e) above elaborate rules of discipline and proper conduct shall be made by the university and principals of the Colleges, Institutions, Deans of school of studies and Head of teaching Departments in the university may also make such supplementary rules as they deem necessary for the purposes stated therein.

(g) At the time of admission, every students shall be required to sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the university.

28. Convocations.—Convocations of the university for the conferment of degrees or for other purposes shall be held in such manner as may be prescribed by the ordinances.

29. Acting chairman of meetings.—Where no provision is made for a president or chairman to preside over a meeting of any authority of the university or any committee of such authority or when the President or Chairman so provided for is absent the members present shall elect one from among themselves to preside at such meeting.

30. Resignation from membership.—Any member, other than an ex-officio member of the court, the Executive council, the Academic council or any other authority of the university or any committee of such authority may resign by letter addressed to the Registrar and the resignation shall take effect as soon as such letter is accepted by the Vice-Chancellor.

31. Disqualification from membership.—

(a) A person shall be disqualified for being chosen as, and for being, a member of any of the authorities, or for being appointed as, and for being, an officer, of the university if (i) he is of unsound mind; or

(ii) he is an undischarged insolvent; or

(iii) he has been dismissed / discharged from the service of the University, or State or Public undertakings.

(iv) he has been convicted by a court of law of an offence involving moral turpitude or financial irregularity and sentenced in respect thereof to imprisonment.

(b) If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned in sub section (a) above, the matter shall be referred to the

Chancellor and his decision shall be final and no suit or other proceeding shall lie in any Civil Court against such decision.

32. Resident condition.—Notwithstanding anything contained in the Statutes, a person who is not ordinarily resident in India shall not be eligible to be an officer of the University or a member of any authority of the University.

33. Membership of authorities by virtue of membership of other bodies.—Not with standing anything contained in the Statutes, a person who holds any post in the university or is a member of any authority or body of the university by virtue of being a member of a particular authority or body or as the holder of a particular appointment, shall hold such office or membership only for so long as he continues to be a member of that particular authority or body or the holder of that particular appointment as the case may be.

34. Ordinance how made.—

(a) The ordinance made under section 29 of the Act may be amended, repealed or added to at any time by the Executive council in the manner specified in the following sub-sections.

(b) No ordinance in respect of the matters enumerated in sub-section (d) of section 29 of this Act shall be made by the Executive council unless a draft of such ordinance is proposed by the Academic council.

(c) The Executive council shall not have power to amend any draft of any ordinance proposed by the Academic council under sub-section (a) above, but may reject the proposal or return the draft to the Academic council for re-consideration, either in whole or in part, together with any amendment which the Executive council may suggest.

(d) Where the Executive council has rejected or returned the draft of an ordinance proposed by the Academic council, the Academic council may consider the question afresh and in case the original draft is reaffirmed by a majority of not less than two-thirds of the members present and voting and more than half of the total number of member of the Academic council, the draft may be sent back to the Executive council which shall either adopt it or refer it to the State Government whose decision there on shall be final.

(e) Every ordinance made by the Executive council shall come into effect immediately.

(f) Every ordinance made by the Executive council shall be submitted to the State Government within two weeks from the date of its adoption.

(g) The State Government shall have the power to direct the university to suspend the operation of any ordinance.

(h) The State Government shall inform the Executive council about his objection to the ordinances referred to in sub-section (g) and may, after receiving the comments of the university, either withdraw the order suspending the ordinances or disallow the ordinances, and decision of the State Government shall be final.

35. Regulation.—

(a) The authorities of the university may make regulations consistent with this Act, the Statutes and the ordinances for the following matters, namely:

- (i) laying down the procedure to be observed at their meetings and the number of members required to form a quorum;
- (ii) Providing for all matters which are required by Act, the Statutes or the Ordinances to be prescribed by Regulations; and
- (iii) Providing for all other matters solely concerning such authorities or committees appointed by them and not provided for by this Act, the Statutes or the Ordinances.

(b) Every authority of the university shall make Regulations providing for the giving of notice to the members of such authority of the dates of meeting and of the business to be considered at meetings and for keeping of a record of the proceedings of meetings.

(c) The Executive council may direct any amendment in such manner as it may specify of any Regulation made under the Statutes or the annulment of any such Regulation.

36. Statutes How Made—Every new Statute or addition to the Statute or any amendment or repeal thereof in the Statute shall require the assent of the Chancellor who shall accord his/her assent on the advice of the State Government.

37. Delegation of powers.—Subject to the provision given at the foot of section 45 of the Act and provision of the Statutes, any officer or authority of the university may delegate his or its powers to any other officer or authority or person under his or its respective control but subject to the condition that overall responsibility for the exercise of the powers so delegated shall remain with the officer or the authority delegating such powers.

38. Transitional provision.—Subject to the provision of section 45 of the Act, the following officers and authorities shall be appointed/nominated by the State Government for a term of four years:-

(a) Appointment

i. The first Vice-Chancellor - for four years

ii. The first Registrar - for four years

iii. The first finance officer- for four years

(b) Nomination iv. The first member of the court- for four years

v. The first member of the Executive council - for four years

Provided that if any vacancy occurs in the above mentioned offices or authorities, the same shall be filled by appointment or nomination, as the case may be by the Government, and the person so appointed or nominated shall hold office for so long as the officer or member in whose place he is appointed or nominated would have held office, if such vacancy had not occurred.

39. Committees.—

(a) An authority of the University may appoint as many standing committees as it may deem fit, and may appoint to such committees persons who are not members of such authority.

(b) A committee appointed under sub-section (a) above may deal with any subject delegated to it, subject to subsequent confirmation by the authority appointing it.

There shall be the following standing committees in the university: Affiliation and new teaching programme committee

Post creation, absorption and confirmation committee (for teachers and officers)

- (iii) Approval, Seniority and pay fixation committee
- (iv) Promotion committee (officer & non teaching staff)
- (v) Students residence and welfare committee Scholarship and stipend Committee
- (vii) Study Leave Committee
- (viii) Equivalence Committee
- (ix) Statutes Committee
- (x) Library Committee
- (xi) Building Committee
- (xii) Purchase and Sale Committee
- (xiii) Press Committee
- (xiv) Discipline Committee
- (xv) Admission Committee
- (xvi) Students Discipline Committee
- (xvii) Academic Calendar Committee
- (xviii) Sports Committee
- (xix) Cultural activities Committee

The composition, powers and functions of these committees shall be as follows:-

(c) Affiliation & new teaching programme committee.—The Committee may consist of following : -

- (i) The Vice-Chancellor — Chairman Deans of Schools concerned
- (iii) Two representatives of the Executive Council
- (iv) Two representatives of the Academic Council
- (v) The Registrar of the University - Member Secretary

The following shall be the powers and functions of the Committee: (1) To scrutinise the applications for grant of fresh affiliation or extension of a affiliation to colleges and to make its recommendations.

(2) To scrutinise the applications for starting new teaching programmes in Constituent Colleges or P.G. Department and to make its recommendations.

(3) To recommend the names of Inspectors for inspection of the colleges and the departments for the above purposes.

(d) Post creation, absorption and confirmation Committee.—The Committee shall consist of the following: -

- (i) The Vice-Chancellor-Chairman
- (ii) One senior Principal to be nominated by the Vice-Chancellor
- (iii) One senior Head of the University department to be nominated by the Vice — Chancellor
- (iv) The Director, Higher Education, Government of Bihar, Patna
- (v) Two members to be nominated by the Executive council

The Registrar-Member Secretary

The following shall be the powers and functions of the Committee:-

(1) To consider the need for creation of new posts of teachers and officers and to make its recommendations.

(2) To consider the cases of absorption of temporary teachers and officers (other than the purely temporary lecturers) for absorption in permanent service of the University and to make its recommendations.

(3) To consider the cases of teachers and officers and to make its recommendations for their confirmation.

(e) Approval, seniority and pay fixation Committee.—The Committee shall consist of the following:-

(i) The Vice-Chancellor-Chairman

(ii) Three members to be nominated by the Vice-Chancellor

(iii) Two senior teachers to be nominated by the Vice-Chancellor

(iv) One member to be nominated by the Finance Committee

(v) The Registrar-Member Secretary.

The following shall be the powers and functions of the Committee:(1) To consider the cases and to make its recommendations for appointments in affiliated colleges.

(2) To consider representations and to make its recommendation in regard to seniority in respect of teachers and officers of the University.

(3) To consider cases and recommendation for fixation of pay of teachers, officers and other employees of the University.

(f) Promotion Committee.—The Committee shall consist of the following:(i) The Vice-Chancellor-Chairman

(ii) Two members to be nominated by the Executive Council

(iii) Senior most Dean of the School.

(iv) The Registrar -Member Secretary

The Committee shall consider the cases and make its recommendations for promotion of officers and other non-teaching staff of the University.

(g) Student's Residence and Welfare Committee.—The Committee shall consist of the following :-

(i) The Vice-Chancellor-Chairman

(ii) Four Deans of Faculties to be nominated by the Vice-Chancellor

(iii) Two senior Principals to be nominated by the Vice-Chancellor

(iv) Tre senior most Warden

(v) Two members to be nominated by the Executive Council

(vi) The Dean, Student's Welfare-Member Secretary

(vii) The Proctor

The Committee shall look after the management and maintenance of Students' residence and make its recommendations for their proper up keep including the appointments of Warden, Superintendents, Assistant Superintendents and other staff. The Committee may also look after the other welfare activities of students.

(h) Scholarship and Stipend Committee.—The Committee shall consist of the following: -

- (i) The Vice-Chancellor-Chairman
- (ii) The senior most Dean of School
- (iii) One senior most Principal
- (iv) A senior teacher to be nominated by the Vice-Chancellor
- (v) Dean Students Welfare

The Committee shall examine the castes of Students for award Of scholarships and stipends by the University and take such steps as may be necessary for timely disbursement of scholarships and stipends.

(i) Study Leave Committee.—The Committee shall consist of the following:(i) The Vice-Chancellor-Chairman

- (ii) Senior most Dean of School
- (iii) Two members to be nominated by the Executive Council
- (iv) Two members to be nominated by the Academic Council
- (v) The Registrar- Members Secretary

The Committee shall consider the applications of teachers and make its recommendations for grant of Study Leave.

(1) Equivalence Committee .—The Committee may consist of the following

- (i) The Vice-Chancellor-Chairman
- (ii) Two Deans of School
- (iii) Two Heads of University Departments (as are not Deans of School) to be nominated by the Vice-Chancellor.
- (iv) The Registrar-Member Secretary

The Committee shall scrutinise the cases for giving equivalence to the examination conducted by other Universities/ autonomous Institutions and make its recommendation for consideration of the Academic Council.

(k) Statutes Committee.—The Committee shall consist of the following:

- (i) The Vice-Chancellor-Chairman
- (ii) Two members to be nomina ted by the Vice-Chancellor
- (iii) Three teachers to be nominated by the Vice-Chancellor
- (iv) University Legal Counsel
- (v) The Registrar-Member Secretary

The Committee shall prepare draft Statutes, Ordinances, Regulations and Rules of the University and amendments relating thereto, take steps for printing of University Calendar containing laws of the University and consider proposals for making amendments in the Statutes, Ordinances, Regulations and Rules of the University and make its recommendations.

(l) Library Committee.— The Committee shall consist of the following:

- (i) The Vice-Chancellor-Chairman
- (ii) All Deans of Schools

- (iii) Two senior University Professors to be nominated by the Vice-Chancellor
- (iv) The University Librarian-Member Secretary

The Committee may look after the proper maintenance and management of the University Library including purchase of books, periodicals, journals etc.

(m) Building Committee.—The Committee shall consist of the following:

- (i) The Vice-Chancellor-Chairman
- (ii) The Superintending Engineer, P.W.D.
- (iii) One member to be nominated by the Executive Council
- (iv) One member to be nominated by the Finance Committee
- (v) Development officer of the University
- (vi) The Registrar
- (vii) The University Engineer-Member Secretary

The committee shall consider all matters relating to location and construction of new buildings in University and Colleges and repair and maintenance of existing buildings. It shall also consider tenders received for such construction repairs and make its recommendations.

(n) Purchase and Sales Committee.—The committee shall consist of the following:

- (i) The Vice-Chancellor-Chairman
- (ii) Three members to be nominated by the Executive Council
- (iii) The Finance officer-Member Secretary

The Committee shall consider annual requirements of University's stores including Examination stores, shall open and consider tenders and the samples and makes its recommendations for purchases to be made from time to time.

The Committee shall conduct auction and make arrangement for the sale of saleable articles or for settlement of land, orchard etc. of the University Estate.

(o) Press Committee.—The Committee shall consist of the following: (i) The Vice-Chancellor-Chairman

- (ii) Two members to be nominated by the Executive Council
- (iii) Three senior teachers to be nominated by the Vice-Chancellor
- (iv) The Superintendent of the Government Press, Patna
- (v) The University Press in-charge / Manager-Member Secretary

The Committee shall look after the management, maintenance and functions of the University Press including purchases to be made for the Press.

(p) Discipline Committee (for teachers, officers and other staff of the University).— The Committee shall consist of the following:

- (i) The Vice-Chancellor-Chairman
- (ii) Three members to be nominated by the Executive Council
- (iii) One seniormost teacher amongst the Deans of School
- (iv) The Proctor
- (v) The Registrar-Member Secretary

The Committee shall consider all cases of indiscipline on the part Of teachers, officers and other staff of the University and make its recommendations for decision by the authorities concerned.

(q) Admission Committee.—The Committee shall consist of the following:

(i) The Vice-Chancellor-Chairman

(ii) Three senior Deans of School to be nominated by the Vice- Chancellor

(iii) Two Heads of University Departments to be nominated by the Vice-Chancellor.

(iv) Two Principals of Colleges to be nominated by the Vice-Chancellor (v) Dean, Students' Welfare-Member Secretary

The Committee shall consider the cases for admission of students in the University Department and Colleges, consider amendments to the Rules of admission and take such steps as may be necessary to ensure admission according to rules on general and reserved seats.

(r) Students Discipline Committee.—The Committee shall consist of the following:

The Vice-Chancellor

(ii) The senior most Dean of School

(iii) The senior most Warden

(iv) Two Heads of University Departments nominated by the Vice-Chancellor

(v) One Principal of the College located at the University head-quarter to be nominated by the Vice-Chancellor.

(vi)The Dean Students Welfare

(vii) The Proctor-Member Secretary

The Committee shall examine and consider all cases of indiscipline on the part of students and make its recommendations.

(s) Academic Calendar Committee .—The Committee shall consist of the following: The Vice-Chancellor

All Deans of Faculties

(iii) Two Heads of University Departments to be nominated by the Vice-Chancellor

(iv) Two senior principals to be nominated by the Vice-Chancellor (v) The Dean, Student's Welfare-Members Secretary.

The Committee shall prepare University Academic Calendar each year for the full duration of the course in respect of the students to be admitted in following academic session. The academic calendar should contain the date of starting the teaching, the courses to be covered in each area of each academic year and the dates of University examinations.

(t) Sports Committee.—The Committee shall consist of the following:

(i) The Vice-Chancellor

(ii) The Director Prof-in-Charge of Sports

(iii) Two Heads of University Departments to be nominated by the Vice-chancellor

(iv) Two Principals of colleges of whom one shall be Principal of a Women's College, to be nominated by the Vice-Chancellor.

The Committee shall look after all the works relating to development and holding of games or sports in the University and Colleges.

The term of membership of the Committee other than ex-officio members shall be three years from the date of their nomination provided that a member nominated as a representative of any body, shall be deemed to vacate office with effect from the date on which he ceases to be the member of the body.

40. Sponsored Research and Resource Mobilisation.—The university shall strive to encourage teachers and faculties to pursue research activities and enhance interaction with industry for supporting the faculty, teachers and students of the university to work on sponsored research and industrial projects and consultancy. The university may offer short term courses as well as training programs for industry, institutes and organisations, under the guidelines of the University Grand Commission/AICTE/MCI etc.

(a) Provided that the University would endeavour to generate fund also through public private partnership under the direction of Executive Council and try to meet a considerable part of its expenses through the system.

(b) Other sources of income shall be from -

(i) Application fee from colleges/institutions seeking affiliation based on intake capacity and number of courses.

(ii) Registration fee (one time) per student.

(iii) Examination fee per semester per student (iv) Donations and charity.

(c) In addition various Government and non-Government Agencies shall be encouraged and persuaded to sponsor projects to discover new facts and information.

41. Work Load.—

(a) The work load of the Teachers of the University/Colleges and Institutions for teaching and research inter alia shall be as prescribed by the U.G.C. from time to time.

(b) Provided that at least one paper shall be published by every teacher in six month period and after approval by the UGC to be published in referred journal.

42. Accountability.—If a teacher is found lacking in achieving prescribed academic standards inter alia by not taking interest in research work or is found deficient in engaging classes or otherwise if he neglects his assignments or duty, the Executive Council shall be competent to stall his promotion and also to initiate disciplinary action under the provisions contained in section 30 to 33 of Chapter II of the Statute of the University.

43. Academic Calendar.—The University shall prepare and publish Academic Calendar as approved by the Academic Council and the Executive Council.

CHAPTER II

GENERAL CONDITIONS OF SERVICE Name of the Statutes. Section:

1. These Statutes may be called Service Statutes of the University and they shall apply to all such persons as are in the service of the University.

2. Unless there is anything repugnant to the subject or context, the terms used in these Statutes, shall have the meaning as set forth below:-

(a) "Average Pay" means the average monthly pay earned during the ten complete months immediately preceding the month in which the event occurs which necessitates the calculation

of average pay. If no pay was earned during a portion of the aforesaid ten months, such portion shall be excluded from the calculation and the average pay shall be determined by the pay earned during the remaining portion.

Note: - The expression "the ten complete months immediately preceding" used in this definition should be interpreted literally. Thus any period or periods, during which a University servant may have been on leave, or on joining time, should be excluded, if no "pay" is drawn during such period or periods. But the emoluments drawn during vacations by a University Servant of a vacation department should be treated as pay drawn on duty, and should be taken into account in calculating the average pay.

(b) "Foreign Service" means a service in which a University servant receives his substantive pay, with the sanction of the Executive Council, from any other employer.

(c) "Holiday" means a holiday prescribed or certified by the Executive Council of the University; and in relation to any particular office, department, institute or college a day or days on which it is ordered by the Vice-Chancellor to be closed.

(d) "Leave Salary" means the monthly amount paid by the University to a University servant on Leave.

(e) "Lien" means the title of a University servant to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.

(f) "Month" means a Calendar month. In calculating a period expressed in terms of month and days, complete calendar month, or months, irrespective of the number of days in each should first be calculated and the odd number of days calculated subsequently.

(g) "Officiate" : - A University Servant officiates in a post when he performs the duties of a post on which another University servant holds a lien. A University servant may, however, be appointed to officiate in a vacant post on which no other person holds a lien, by the authority competent to make a substantive appointment on the vacant post.

(h) "Pay" means the amount drawn monthly by a University servant as

(i) The pay to which he is entitled by reason of his position and grade of pay

(ii) Special pay

(iii) Any other recurring emoluments which maybe specifically classed as pay by the Statutes.

(i) "Permanent post" means a post carrying a definite rate of pay and sanctioned without limit of time.

(j) "Personal pay" means pay granted to a University servant;

(i) To save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to any resignation of such substantive pay otherwise than as a disciplinary measure; or

(ii) In exceptional circumstances on other personal considerations.

(k) "Probationer" means a University servant employed on probation in or against a substantive vacancy in a particular cadre.

Note: - The term does not include a University servant who holds a permanent post substantively and is merely appointed on probation to another post.

(l) "Special Pay" means an addition to the emoluments of a post or to the pay of a University servant, granted in consideration of (i) The specially arduous nature of the duties; or

(ii) A specific addition to the work or responsibility; or

(iii) The healthiness of the locality in which the work is performed.

(m) "Substantive Pay" means the pay other than special pay, personal pay, or emoluments classed as pay to which a University servant is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a grade of pay.

(n) "Temporary post" means a post carrying a definite rate of pay and sanctioned for a limited time.

(o) "Tenure post" means a permanent post which an individual University servant may not hold for more than a specified period.

(p) University employee — means a person in the employment of the University other than casual workers. "University servant — entitled to vacation" means teachers in the employment of the University.

(q) "Allowance" means C.L.A., H.R.A., Medical allowance, Conveyance allowance and such other allowance as may be specifically sanctioned by the Government from time to time.

(r) "Presumptive pay of a post" means the pay to which a University servant would be entitled if he held the post substantively.

(s) "Honorarium" means a recurring or non-recurring payment of temporary nature granted to a University servant or to persons temporarily employed for support services by the Vice-Chancellor for special work of an occasional nature.

3. Appointment : -

(a) (i) Post for appointment other than D. S. W., Proctor and O. S. D. shall not be created without prior sanction of the State Government.

(ii) Except where otherwise provided in the Statutes, no person may be substantively appointed to a permanent post in the University service unless he produces, on payment of a medical examination fee to be fixed by the Executive council, a medical certificate of good and satisfactory health, signed by such qualified person or persons composing a Board as may be appointed by the Executive council for the purpose from time to time.

(iii) The form of medical certificate to be used in case of appointment of officers, teacher and other servants of the University shall be prescribed by the Executive council.

(iv) The production of a fresh medical certificate will not be necessary unless specially required by the appointing authority, if the person selected for appointment is a University servant, who has already produced a medical certificate before, and has been in the university service since then without a break.

(b) (i) More than one person can not be appointed substantively to the same permanent post at the same time.

(ii) A University servant can not be appointed substantively, except as a temporary measure, to two or more permanent posts at the same time.

4. Whenever a permanent post in any grade and pay-scale is available for substantive appointment, the claim of a University servant who has been holding a tenure or temporary post for not less than two years and possesses the requisite qualifications prescribed for the post, and his work is found to be satisfactory, may be considered in the first instance for substantive appointment to that permanent

post;

Provided that: -

(a) In case of a Teacher or Registrar or Finance Officer or Inspector of Colleges, the temporary or tenure appointment which he may be holding must have been made on the recommendation of the Selection Committee on the basis of open advertisement and ;

(b) In case of any other post the temporary or tenure appointment which the employee is holding must have been made in accordance with the provisions of the Act and Statutes, for substantive appointment on a permanent post.

5. (a) Save as other wise provided in the Actor the Statutes, the posts of University Professors, Readers, Lecturers, Principals, Registrar, Inspector of Colleges and Finance Officer shall be filled by open advertisement.

(b) When a vacancy occurs or new post is sanctioned by the Government, the Registrar shall submit a note to the Vice-Chancellor for taking steps to fill the post.

(c) The Vice-Chancellor after careful consideration of the report of the Registrar shall order for advertisement.

(d) The Executive Council shall be competent to make appointment on the vacant post of lecturer for a period not exceeding six month in accordance with the provisions contained in the Statutes.

6. (a) When a vacancy occurs or new post is sanctioned by the Government other than those specified in section (4) above, the Registrar shall submit a note to the Vice-Chancellor for taking steps to fill the post.

(b) The Registrar shall, along with the note, submit to the Vice-Chancellor the names of all those persons in the University Service and holding substantive appointment in the immediate lower grade, and who satisfy the prescribed qualifications.

(c) In case of officers other than those specified in section 4 above the ViceChancellor shall, with the approval of the Chancellor, decide whether the post is to be filled by promotion or by direct recruitment after proper advertisement.

(d) The Vice-Chancellor shall, after the above steps are taken,

(i) Where he is empowered to do so without reference to the Selection Committee or Executive Council, order the appointment of a University Servant to the vacant post by promotion or order the vacancy to be advertised;

(ii) Where the appointment is to be made by the Executive Council, without reference to the Selection Committee, place the papers with such recommendations, if any,

before the Executive Council for orders, which may appoint the University servant by promotion or order the vacancy to be advertised;

(iii) Where reference to the Selection Committee is obligatory, order the submission of necessary papers to the Selection Committee.

(e) The Registrar shall, thereafter, prepare the draft of the advertisement, giving the terms and the qualifications requisite for the vacant post, get the same approved by the Vice- Chancellor, and,

(i) Where the appointment is to be made by the Vice-Chancellor or the Executive council, without reference to the Selection Committee, publish the approved advertisement;

(ii) Where the appointment to be made on the recommendation of the Selection Committee, in case it is decided to fill a post by promotion' the Registrar shall send to the Selection Committee a list of all eligible candidates for promotion accompanied by all papers relating to them for necessary action, and in case it is decided to make appointment by direct recruitment, he shall advertise the vacancy after obtaining approval of the Vice-Chancellor.

(f) (i) All applications received in pursuance of the advertisement published by the Registrar, under sub-section (e) (i) of section 6 shall be placed before the proper appointing authority for orders.

(ii) The recommendations of the Selection Committee received in pursuance of steps taken under sub-section (e) (ii) of section 6 with all connected papers, shall be placed before the Executive Council for orders ordinarily at its next meeting.

7. The Vice-Chancellor shall, subject to the provisions of the Act, have power to make appointment to posts within the grade and scale of pay and within sanctioned strength of such staff and servants who are not teachers, academic staff and officers of the University and have control and full disciplinary powers over such staff and servants.

8. Joining date

(a) In all letters of appointment the date by which the persons appointed is to join his post shall be mentioned.

(b) The joining date may be extended by the appointing authority.

(c) If a University servant takes charge of a post in the afternoon, he shall, for the purpose of calculation of pay and allowance, be regarded as having taken charge of it on the subsequent date.

(d) If any person appointed to any University service fails to join his post by the joining date, including extension, if any allowed, the appointing authority may cancel his appointment and proceed to appoint the next person if any, selected for the post, or order steps to be taken afresh according to the prescribed procedure, for filling the vacancy.

(e) If a person, anyhow, joins before the prescribed date his joining shall be taken into account only from the prescribed date for all purposes.

9. Joining time

(a) Joining time may be granted by the Vice-Chancellor to a University servant to enable him:

(i) to join anew post to which he is appointed while on duty in his old post; or

(ii) to join a new post -

(1) on return from leave on average pay of not more than four months duration;
or

(2) when he has not had sufficient notice of his appointment to the new Post,
on return from leave other than that specified in subsection (i); or

(b) The joining time admissible under this chapter may be reduced or refused by the University.

(c) Not more than one day is allowed to a University servant in order to join a new post, when the appointment to such post does not necessarily involve a change of residence from one station to another.

(d) The joining time of a University servant in cases involving a transfer from one station to another is subject to a maximum of 7 days,

(e) The joining time allowed to a University servant returning from leave out of India, exceeding four months, shall be subject to a maximum of fifteen days.

(f) If a University servant is authorized to make over, or to take over, charge of a post elsewhere than its headquarter, his joining time shall be calculated from and to the place at which he makes over or takes over charge.

(g) If a University servant is appointed to a new post while in transit from one post to another, his joining time begins on the day following that on which he receives the fresh order of appointment.

(h) If a University servant takes leave while in transit from one post to another, the period which has elapsed since he handed over charge of his old post must be included in his leave, unless the leave is taken on medical certificate. In the latter case the period may be treated as joining time.

(i) The following provisions apply to vacation department only: -

(i) A University servant, who is directed to join a new post on the expiry of a period of vacation of which he has not been allowed to avail himself, is entitled to the number of days joining time ordinarily admissible with effect from the date on which he is relieved of the duties of his former post.

(j) The joining time of a University servant, who is directed to join a new post on the expiry of a period of vacation of which he has availed himself, is regulated as follows:-

(i) If he received the order of transfer before the period of the vacation commences; he must make over charge of the duties of his former post on his last working day before such period, and must take over charge of his new duties on the first working day after such period.

(ii) If he receives the order of transfer during the period of vacation, he shall not be entitled to any joining time, and must take over charge of his new duties on the first working day after such period of vacation, provided that, if the number of days, from the date on which he receives the order of transfer to the end of the period of vacation, is less than the number

of days joining time ordinarily admissible, he shall be entitled to joining time to the extent of the difference in continuation of the period of vacation. If he receives the order of transfer at some place other than his headquarter, the time spent in returning to his headquarter shall not be included in calculating the number of days from the date of receipt of the order of transfer to the end of the period of vacation.

(iii) A University servant joining a new post in the circumstances specified in subsection (j) (ii) of section 9 shall, for the purpose Of this section, be held to have been precluded from enjoying the vacation during the time actually spent in traveling form the Old station to the new.

(iv) A University servant returning from leave, to which vacation is suffixed, is not entitled to any joining time, and shall not be held to have been precluded from enjoying any portion of the vacation.

(k) In the circumstances mentioned below the University authority may' on such condition as it thinks fit, extend the joining time admissible to any University servant under these rules, provided that the prescribed maximum shall not be exceeded except for very special reasons, which should be recorded : -

(i) When the University servant has been unable to use the ordinary mode of travelling or, non withstanding due diligence on his part, has spent more time on the journey than is allowed by the rules; or When such extension is considered necessary for the public convenience or for the saving of such public expenditure as is caused by necessary or purely formal transfers;

(iii) When the rules have in any particular case operated harshly as, for example, when a University servant has through no fault on his part, missed a plane / train etc. or fallen sick on the journey.

(l) A University servant on joining time shall be regarded as being on duty and shall be entitled to be paid as follows : -

(i) If on joining time under sub-section (a) (i) of section 9, he is entitled to the pay which he would have drawn if he had not been transferred or the pay which he will draw on taking charge of his new post, whichever is less;

(ii) If on joining time under sub-section (j) (iii) (iv) of section 9 he is entitled : -

(1) When returning form extra-ordinary leave, other than extraordinary leave not exceeding fourteen days granted in continuation of other leave, to no payment at all;

(2) When returning form leave of any other kind, to the leave salary which he last drew on leave at the rate prescribed for the payment of leave salary in India.

(iii) Leave cannot be claimed as of right. When exigencies of the University service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

10. Leave.—University servants in permanent employment and those who are in temporary employment continuously for more than two years.

The general principles which should ordinarily be observed in granting or refusing leave will be as follows: -

(a) Leave should not be granted to an extent which would unduly deplete the strength of a service or department available for duty. When the duty strength has been reduced to an essential minimum, no further leave of any description should be granted except in cases of the most absolute necessity. When it is impossible in the interests of the University service, to grant all applications for leave, the following considerations should be taken into account in deciding which applications should be granted:

(i) The University servants who can, for the time being, best be spared due regard being paid to the facility with which they could, if necessity arose, be recalled from leave;

(ii) The amount of leave due to the various applications;

11. Earned Leave.—

(a) (i) The Earned Leave admissible to a University servant excluding teacher and Academic staff will be one eleventh of the period on duty, subject to the following conditions.

(ii) University servant will cease to earn such leave when the accumulated earned leave due amounts to 300 days or as revised by the Government from time to time.

(iii) If an University servant applied for leave at short intervals on the score of health, leave should be refused except on medical certificate. In such a case the frequency of the leave taken in the past should be brought to the notice of the medical examiners and they should be asked to advise with special care on the time required to establish a complete recovery.

(iv) The authority competent to grant leave for going out of India shall satisfy itself that the applicant for leave has adequate financial backing to enable him to meet the expenses connected with his stay abroad and the grant of leave is not likely to involve the University in any form of financial liability beyond what is admissible under the Statutes applicable to the case.

Note : - In calculating "earned leave" the actual number of days of duty performed should be counted and then divided by 11. Fraction of a day should not appear in the calculation, fraction below half being ignored and those of half and more reckoned as one day.

(b) The following provisions apply to University servants entitled to vacation (i.e. teachers)

(i) The E. L. admissible to a teacher shall be $\frac{1}{30}$ of the period on duty, subject to maximum of 12 days in a year.

Explanation : - For the purpose of this Statute vacation counts as duty.

Accumulation of unutilised E.L. in entire service period shall be maximum of 300 days or as revised by the Government from time to time for its employees.

(c) A University servant may anytime be granted the whole or any part of the earned leave due to him.

(d) Earned leave may be combined with vacation provided

(i) No additional expenses shall be incurred by the University for a period of the vacation.

(ii) Vacation shall not be both prefixed and suffixed to leave.

(iii) Leave will not be both prefixed and suffixed to vacation; and

- (iv) The combined period of such leave and vacation shall not exceed the limit upto which leave may be accumulated by the University servant concerned under sub-section (a) (i) of section 11.

12. Half pay leave.—Half pay leave will be earned without any restriction to the limit of accumulation, in the course Of service, at the following rates for each completed year of service:-

- (a) 20 days for each completed year of service.
- (b) Such leave can be availed of on private affairs as well as on medical certificate. There will be no limit on the half pay leave that can be availed of at a time on medical certificate or on private affairs, and this will apply even when such leave is taken preparatory to retirement: Provided that no half pay leave may be granted unless the authority competent to sanction leave has reason to believe that the University servant will return to duty after its expiry.

Explanation: The term "completed year of service" used in this Statute means continuous service of specified duration under the University and includes period spent on duty as well as on leave (including-extraordinary leave).

- (c) Half pay leave may be combined with vacation provided that : -
 - (i) no additional expense shall be incurred by the University for the period of vacation;
 - (ii) vacation shall not be both prefixed and suffixed to leave;
 - (iii) leave will not be both prefixed and suffixed to vacation;
 - (iv) the combined period of leave and vacation taken at any one time shall not exceed the total amount admissible under Statute above; and
 - (v) no vacation or portion of vacation will be prefixed or suffixed during which the University servant was ill and unfit to perform duties.

13. Commuted leave.—At his option a University servant can have the half pay leave due converted into half the amount of full pay leave. Such converted leave will be termed "commuted leave". It will be granted only on medical certificate, subject to maximum limit of 300 days during the entire service.

Commuted leave may be combined with earned leave but such combination will be limited to 300 days whether such leave is availed in India or out of India. The Maximum limit of 300 days in the case of a University servant apply also to the combination of earned leave, vacation and commuted leave.

Provided that no commuted leave may be granted under this Statute unless the authority competent to sanction leave has reason to believe that the University servant will return to duty on its expiry.

14. Leave not due.— Save in the case of leave preparatory to retirement, leave not due may be granted on medical certificate, such leave being limited during the entire service to 300 days. This will be debited against the half pay leave which the University servant earns subsequently. Leave not due should be granted only if the authority empowered to sanction leave, is satisfied that there is a reasonable prospect of the University servant returning to duty on the expiry of the leave and earning an equal amount of half pay leave thereafter.

Note :- In case where a University servant who has been granted leave not due, under this Statute, applies for permission to retire voluntarily the leave not due, shall, if the permission be granted, be cancelled and his retirement shall have effect from the date on which such leave commenced.

15. Extra ordinary leave.—Extra ordinary leave without pay may be granted to a University servant in special circumstances : -

- (a) When no other leave is admissible under these Statutes;
- (b) When other leave being admissible, the University servant concerned applied in writing for the grant of extra ordinary leave.

16. University servants in continuous temporary employment whose service does not exceed two year

- (a) The Statutes under this sub-head prescribe the conditions on which leave may be granted to a University servant, who does not hold a lien; or a suspended lien on a permanent post, while officiating in a post, or holding a temporary post.
- (b) For a University servant to whom the Statutes under this sub-head apply, not entitled to vacation, the leave admissible in respect of his service will be:
 - (i) Earned Leave.—To a University servant in one-twentieth the period spent on duty, provided that he will cease to earn leave while he has to his credit such leave amounting to 80 day;
 - (ii) Half pay Leave.—To a University servant 15 days for each completed year of service.
 - (iii) During the first two year of service half pay leave will be admissible to a temporary or officiating University servant on medical certificate only, and he will not be eligible to commute such leave to full pay leave.
Provided that no half pay leave may be granted unless the authority competent to sanction leave has reason to believe that the University servant will return to duty after its expiry.
 - (iv) A University servant entitled to vacation (i.e. teachers) shall not during the first two years Of his service earn any leave; provided that if he has been permitted to avail himself of less than 20 days of the vacation and has rendered continuous duty for not less than one year, he may be allowed "earned leave" upto a maximum of 20 days reduced by the number of days of the vacation which he has been allowed to avail; provided further that he shall cease to earn leave while he has to his credit such leave amounting to 20 days.
- (c) The amount of leave due is the amount of earned leave and half pay leave admissible reduced by the amount of earned leave and half pay leave' respectively which have been taken.
- (d) A University servant to whom the Statutes under this sub-head apply' may, during the first two years of service be granted extra-ordinary leave without pay up to a limit of two months at any one time.
- (e) lapse.

(f) On completion of two year continuous service a temporary or officiating University servant will be eligible for the leave terms indicated in sub-

head (b) (i) except that he will not be eligible for any leave not due. The provisions relating to earned leave or half pay leave will not have any retrospective effect in such cases, i.e. he will begin earning earned leave, or half pay leave at the rates mentioned in Section 11 and 12 respectively, only from the date on which the 3rd year of service commences.

(g) The grant of leave to a temporary University servant shall be subject to the condition that but for the grant of the leave, he would have continued to hold a post in University service until the expiry of the leave:

(h) If a University servant to whom the Statutes under this sub-head apply is, without interruption of duty, substantively appointed to a permanent post or has served continuously for more than two years, his leave account shall be credited with the amount of leave which would have been admissible to him under the Statutes if he had been in permanent employment or in continuous temporary service for more than two years in respect of his previous duty, diminished by the amount of all leave which he has already taken prior to his substantive appointment or prior to completion of two years of temporary service as the case may be.

17. Part time university servant or university servant remunerated by honorarium / fees.—A University servant whose pay is fixed at a definite rate, but whose whole time is not required or the service of the University may be granted leave as follows:-

(a) He may be granted leave for such period as will not involve any extra expense to the University. Such leave counts as duty and leave salary shall be equal to the pay drawn at the time of taking leave.

(b) After not less than six years of duty he may be granted leave for a period not exceeding six months. Such leave shall be granted only once in his service and leave salary shall be equal to half the pay drawn at the time of taking leave.

(c) He may be granted leave on medical certificate upto a maximum of twenty months at any one time, provided that at least three years of duty shall intervene between any two periods of leave on medical certificate. Leave salary during such leave shall be equal to half the pay drawn at the time of taking leave.

(d) Leave of only one kind admissible under sub-section (a) of this section may be combined with leave of any other kind admissible under this clause.

(e) A University servant remunerated by honoraria maybe granted leave as provided in section 17 provided that -

(i) he shall make satisfactory arrangement for the performance of this duties during his absence.

(ii) no extra expense to the University shall be involved.

(iii) during leave of the kind contemplated in sub section (b) of section 17 the whole of the honoraria shall be paid to the person who officiates in his post.

18. Probationers and apprentices and short term inferior staff paid from contingent grant.—

(a) Leave may be granted to a probationer on the term which would be applicable to him if he held his post substantively otherwise than on probation.

(b) Leave may be granted to an apprentice appointed against a substantive post or a post likely to be sanctioned, as follows : -

(i) Leave on medical certificate not exceeding one month in any year of apprenticeship. Leave salary during such leave shall be equal to half the pay drawn at the time of taking leave.

(ii) Extra-ordinary leave not exceeding one month in any year of apprenticeship.

(c) If any apprentice is, without interruption of service, appointed substantively or in an officiating capacity to a permanent post, his leave account shall be credited with half the amount of leave which he would have earned had he held a permanent post substantively during the period of apprenticeship and it shall be debited to the amount of leave already taken under this sub head.

19. Leave Salary.—

(a) A University servant on earned leave will be entitled to leave salary at a uniform rate equal to the average monthly pay earned during ten complete months preceding the month in which the leave commences.

(b) A University servant on half pay leave or leave not due will be entitled to leave salary equal to half the leave salary admissible on earned leave.

(c) A University servant on commuted leave will be entitled to leave salary equal to twice the amount admissible under sub-section (b) above.

(d) A University servant on extra ordinary leave is not entitled to any leave salary, except when he takes such leave for purposes of study, in which case the Executive Council may grant leave salary equal to half the salary admissible on earned leave, provided the total period of leave does not exceed three years.

(e) The University employees on superannuation shall get the amount equal to leave salary of the period of unavailed earned leave subject to the following conditions : -

(i) The amount of leave salary will be limited to the unavailed earned leave not exceeding 300 days or as revised by the State Government from time to time for its employees.

(ii) The leave salary will be paid in one lump at the time of retirement

(iii) The dearness allowance will be paid equal to the amount of D. A' payable for the period concerned at the time of retirement. The city transport allowance, Medical allowance and house rent allowance and the house rent will, however, not be paid along with the leave salary.

(iv) The authority competent to sanction earned leave shall sanction such leave salary on superannuation.

20. Study leave to teachers.—University and College teachers who have not obtained M.Phil / Ph.D degree shall be allowed Study leave to qualify for M.Phil / Ph.D. degree in accordance with rules framed by the University Grants Commission.

21. Maternity /paternity leave.—

(a) Subject to the conditions hereinafter specified maternity leave / paternity leave be granted to a female / male University servant by the authority empowered to grant Earned leave to the University servant concerned.

(b) The period of maternity leave granted may extend upto a date of 135 days months subsequent to the date of its commencement or six week subsequent to the date of confinement whichever is earlier.

Provided that such female employees who have already two children shall not be entitled to maternity leave.'

(c) The period of paternity leave relating to the confinement of female employee may extend upto 15 days subsequent to the date of commencement.

(d) The pay during such leave shall be equal to the pay drawn by the University servant concerned while last on duty.

(e) Leave of any other kind may be granted in continuation of maternity leave, if the request for grant is supported by a medical certificate for self illness or illness of the newly born baby.

(f) Maternity leave / paternity leave shall not be debited against the leave account.

Note:- Maternity leave under these Statutes may also be granted in case of miscarriage, including abortion, subject to the following consideration:(i) that the female University servant, if temporary, has been in University service for not less than one year before the commencement of the leave; and

(ii) that the leave does not exceed six weeks and the application is supported by a certificate from the authorized medical attendant.

22. Special casual leave to female employees .—Special C. L. in a month to all female employees shall be sanctioned for two continuous days by the authority competent to sanction Casual Leave. Special C. L. if not utilised shall expire at the end of the month.

23. Special disability leave.—

(a) Subject to the conditions hereinafter specified, the Executive Council may grant special disability leave to a University servant who is disabled by injury, or caused in or in consequence of the due performance of his official duties or in consequence of his official position.

(b) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to the notice of his superior officer. The Executive Council may in its discretion relax this restriction.

(c) The period of such leave shall be such as is certified to be necessary by a medical board. It shall not be extended except on the certificate of a medical board, and shall in no case extend beyond 24 months.

(d) Such leave may be combined with leave of any other kind.

(e) Such leave may be granted more than once, if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than 24 months of such leave shall be granted in consequence of any one disability.

(f) Such leave shall be counted as duty, and shall not be debited against leave account.

(g) Leave Salary during such leave shall be equal:-

(i) for the first four months of any period of such leave including a period of such leave granted under sub-section (e) above as leave salary admissible on earned leave; and

(ii) for the remaining period of such leave, to half pay, or at the University servant's option, for a period not exceeding the period of earned leave which would otherwise be admissible to him to such pay as on earned leave.

24. Special leave.—University servants, diagnosed to be suffering from Tuberculosis, Leprosy or Cancer, shall be allowed over and above any leave that may be due under the provisions of the Statutes, special leave on half average pay upto a total of 12 months during the whole service, on production of a medical certificate to the satisfaction of the leave granting authority.

25. Quarantine leave.—

(a) Quarantine leave may be granted when an employee is ordered by the competent authority not to attend office in consequence of the presence Of any infections disease such as small pox, Diptheria, Plague, Cholera, Meningitis or any other disease which the State Government declares as infections disease, in his family or household. Such leave may be granted on the certificate of the medical officer of the University for a period not exceeding twenty one days which may, in exceptional cases, be raised to thirty days.

(b) Quarantine leave will be on full pay and will not be debited against the employees leave account.

26. Casual leave.—

(a) Ordinary casual leave is intended to meet special circumstances resulting from illness or urgent private affairs, and will be granted with full pay and admissible allowance. Absence on casual leave shall be treated as duty for the purposes of calculation of other leave.

(b) Ordinary casual leave may be granted for 12 days incase of teacher & 16 days in case of non teaching employee within one calendar year.

(c) Ordinary casual leave may be both prefixed and suffixed to holidays but not to vacations, if permission has been granted to join it, provided the resulting period of absence from duty does not exceed twelve days.

(d) Ordinary casual leave shall always be applied for sanction before it is taken, except in cases of emergency and for satisfactory reasons.

(e) In exceptional circumstances, for urgent special reasons, the ViceChancellor may grant special leave, subject to maximum of 7 days in a year.

27. Sanction of Leave.—

- (a) All Kinds of Leave, except Study Leave to officers / Principal / HOD's and Directors of Institutes shall be sanctioned by the Vice-Chancellor.
- (b) Study Leave to teacher shall be sanctioned by the Executive council.
- (c) Earned Leave to teachers shall be sanctioned by the V.C. and all other Leave by the Head of the Department or Institution concerned.
- (d) All kinds of Leave to Non-teaching employees and academic staff shall be sanctioned by the Registrar / HOD's / Principals / Directors of Institute in respect of their establishments.

28. Lien.—

- (a) Unless it is otherwise provided, a University servant on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.
- (b) Unless his lien is suspended under sub-section, (c) of this section or transferred under sub-section (c) of this section, a University servant holding substantively a permanent post retains a lien on that post:
 - (i) While performing the duties of the post;
 - (ii) While on deputation, or holding a temporary post or officiating in another post;
 - (iii) While on leave ; and
 - (iv) While under suspension.
- (c) (i) The lien of a University servant on a permanent post which he holds substantively shall remain suspended, if he is appointed in a substantive capacity
 - (1) To a permanent post outside the grade of pay on which he is borne, or
 - (2) To a tenure post, or
 - (3) Provisionally, to a post on which another University servant would hold a lien, had his lien not been suspended under this Article.
- (ii) The Executive council may, at its option, suspend the lien of a University servant on a permanent post which he holds substantively, if he is deputed out of India or transferred to foreign service, or in circumstances not covered by sub-section (c) above is transferred, whether in a substantive or officiating capacity, to a post in another grade of pay, and if in any of these cases there is reason to believe that he will remain absent from the post on which he holds a lien for a period of not less than three years.
- (iii) If the lien of a University servant on a post is suspended under subsection (c), the post may be filled substantively and the University servant appointed to hold it substantively shall acquire a lien on it; provided that the arrangements shall be reversed as soon as the suspended lien revives.
- (iv) The lien of a University servant which has been suspended under subsection (c) (3) (ii) of section 28 above shall revive as soon as he ceases to hold a lien on a post of the nature specified in sub-section (c) above.
- (v) The lien of a University servant which has been suspended under subsection (ii) above shall revive as soon as he ceases to be on deputation out of India or on foreign service or to hold a post in any other grade of pay, provide that a suspended lien shall not revive if the University

servant takes leave and there is reason to believe that he will, on return from leave continue to be on deputation out of India or foreign service or to hold a post in another grade of pay, and the total period of absence on duty will not fall short of three years, or that he will hold substantively a post of the nature specified in sub section (c) above.

(d) (2) The lien of a University servant on a post, a may in no circumstances be terminated, even with his consent, if the result will be to leave him without a lien or a suspended lien upon a permanent post.

(ii) In a case covered by sub-section (c) (i) the suspended lien may not, except on the written request of the University servant concerned, be terminated while he remains in the University service.

29. Vacation Duty.—

(a) A University servant entitled to vacation shall be considered to have availed himself of vacation or a portion of a vacation unless he has been required, by general or special order of the appropriate authority, to perform duty of any kind during such vacation or portion thereof other than routine duties which do not necessitate his personal presence at the place where such duties are normally performed.

Provided that if he has been prevented by an order from enjoying more than fifteen days of the vacation he shall be considered to have availed himself of no portion of the vacation.

(b) A University servant entitled to vacation who leaves his place of duty during a vacation is liable to be recalled at his own expense.

(c) The teachers shall be entitled to 1/3 no. of days of leave of the total no. of days worked during vacation.

30. Misconduct .—It is transgression of some established and definite rules of action, where no discretion is left except what necessity demand. It is failure to do what is required of a person to be done. An omission to do what is required of a person to do what is required of a person to do may, therefore, constitute misconduct even though the person has not acted willfully or maliciously.

The following acts inter-alia may be constructed as misconduct which may invite punishment as provided in the Statute,

- (a) Continued neglect of duty
- (b) Habitual absence
- (c) Willful disobedience of oral or written order
- (d) Attempt to circumvent the Statutes and rules of the University
- (e) Inciting staff and taking recourse to agitation
- (f) Indulgence in cognizable offences
- (g) Addiction to use drug or drink during duty hour
- (h) Financial irregularities and causing financial loss to the University / Institutions.
- (i) Continued absence beyond five years.

31. Termination of Service.—

(a) Subject to the provisions of the Act the service of a University servant may be terminated by the Executive council on one or more of the following grounds : -

(i) abolition of post;

(ii) reduction in establishment;

(iii) inconsequence of a change in the nature of the duties of his office. (iv) infirmity, either mental or physical, of a permanent nature; (v) continued absence from duty for more than five years.

(b) If a University servant is selected for discharge except on the ground mentioned in sub-section (a) (iv) and (v) he shall, unless he is appointed to another post, the conditions of which are deemed to be at least equal to those of his own, by the authority competent to discharge him, have the option:

(i) of taking any compensatory salary or gratuity to which he may be entitled either in one lump sum or spread over several years to be calculated according to the rules made by the Executive Council; or of accepting another appointment or transfer to another post, even on a lower pay, if offered, and his previous services may be counted.

Note I — In case of termination of service of permanent employee under sub-section (a) (i to iv) of this section the employee shall be entitled to retirement benefits under the provisions of the Retirement benefit statute of the university.

Note II— Termination of service under sub-section (a) (v) of this section shall entail forfeiture of past service.

(c) A permanent servant of the University may at any time terminate his engagement by giving three month's notice in writing or by paying a sum equal to three month's salary to the University provided that the appointing authority may accept shorter notice or a sum equal to the salary for the period.

(d) Subject to the provisions of the Act and Statutes the engagement of permanent employees, except those removed or dismissed may be terminated on any of the grounds mentioned in section 31 by the appointing authority but only after giving three month's notice in writing or on payment of three month's salary in lieu of notice.

(e) in the case of employees holding temporary appointments the engagement may be terminated by the employees or by the appointing authority by giving one month's notice in writing or on payment of one month's salary in lieu thereof, except where the appointment is terminable without any prior notice.

32. Suspension.—

(a) A University servant shall be placed under suspension for reasons to be recorded in writing and while doing so the following principles may be observed:-

(i) If a University servant is being prosecuted on a criminal charge, he should be placed under suspension if he has been refused bail by the court and has been committed to prison,

(ii) In cases of criminal prosecution, a University servant should be suspended if the charge against him is such that on being found guilty of it, he is likely to be sentenced to a term of imprisonment, or on which he would be dismissed or removed from service, in a departmental

enquiry. In such cases however the order of suspension need not be passed in every case immediately after cognizance has been taken. In suitable cases it may be passed after charges have been framed.

(b) Where a University servant is being proceeded against departmentally on charges of gross misconduct, bribery, corruption or dereliction of duty, the question of suspension should be considered with reference to the *prima facie* evidence available against him. If there are good reasons to believe, on the basis of the material available at the time of the initiation of the proceedings, that the University servant has been guilty of gross misconduct or dereliction of duty or bribery or financial irregularity or corruption which, if proved, would lead to his dismissal or removal, he should be placed under suspension. In cases in which such *prima facie* evidence is lacking at the start, the question of suspension of the University servant may be kept pending till the findings of the enquiring officer are available. In such cases he should be required to proceed on such leave as may be due to him, and, if there is no leave to his credit, on extraordinary leave. On the conclusion of the enquiry, if it is found that the University servant is guilty of gross misconduct or dereliction of duty or of bribery or financial irregularity or corruption which would entail his dismissal or removal from service, he should be placed under, suspension•

(c) In all cases where there are reasons to believe that the University servant' if allowed to continue in active service, might attempt to tamper with the evidence, he should be required to proceed on such leave as may be due to him or, if there is no leave to his credit, on extra-ordinary leave. If he refuses to proceed on leave, he may be suspended.

Provided that the period of suspension of such University servant shall not exceed one year from the date of suspension except in circumstances beyond the control of the University.

(i) Time passed under suspension pending enquiry into conduct will count as service if the suspension is immediately followed by reinstatement, but time passed under suspension when suspension is adjudged as a specified penalty will not so count.

(ii) If a University servant, who has been suspended pending enquiry into his conduct, is reinstated, but with forfeiture of any part of his allowances for the period of suspension, this period will not count as service, unless the authority which reinstates him expressly declares at the time that it shall so count.

33. Resignation & dismissal.—

(a) Resignation from service, or dismissal or removal from it for misconduct, insolvency, inefficiency not due to age. or failure to pass a prescribed examination entails forfeiture of past service, for purposes other than benefits under contributory pension scheme.

(b) Any authority, which on revision or appeal, reverses an order dismissing or removing a University servant, may declare that his past service will count.

(c) An interruption in the service of a University servant entails forfeiture of his past service, except in the following cases :

(i) Authorised leave of absence,

- (ii) Unauthorised absence in continuation of authorized leave of absence so long as the office of the absentee is not substantively filled. If his office is substantively filled, the past service of absentee will be forfeited;
- (iii) Suspension immediately followed by reinstatement, which need not be to the same office;
- (iv) Abolition of office or loss of appointment owing to reduction of establishment;
- (v) Time occupied in transit from one appointment to another, provided that the University servant is transferred under the order of the competent authority.

34. Superannuation.—

- (a) All teaching and non-teaching employees of University/College shall superannuate on attaining the age of 62 years or as approved by the State Government from time to time.
- (b) A University employee whose date of retirement falls on the first day of a month will retire from service with effect from the afternoon of the last day of the preceding month and if the date of retirement falls on any other date of the month he will retire in the afternoon of the last date of that month.

35. Penalties.—

- (a) The following penalties may, for good and sufficient reason and as provided in these Statutes, be imposed by the appointing authority upon members of the University service namely:

- (i) Censur;
- (ii) Withholding of increments or promotion.
- (b) The order withholding increment or promotion shall specify the period for which increment or promotion is withheld and whether withholding increment shall have cumulative effect;
- (i) recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders;
- (ii) Suspension;
- (iii) reduction to a lower post or to a lower stage in a time scale;
- (iv) removal from the University service which does not disqualify from future employment;
- (v) dismissal from the University service which will ordinarily disqualify from future employment, Explanation I - The discharge:
 - (a) of a person appointed on probation, during or at the end of the period of probation, on any ground arising out of the specific conditions laid down by the appointing authority, e.g. want of a vacancy, failure to acquire any prescribed special qualification, or to pass any prescribed test;
 - (b) of a person appointed otherwise than under contract to hold a temporary appointment, on the expiry of the period of the appointment, and
 - (c) of a person engaged under contract, in accordance with the terms of his contract; does not amount to removal or dismissal within the meaning of this article.

Explanation II — The discharge of a probationer, whether during or at the end of the period of probation, for some specific fault or on account of his unsuitability for the service, amounts to removal or dismissal within the meaning of this article.

36. Disciplinary action.—

(a) No order of dismissal, removal or reduction shall be passed on a University servant unless he has been informed in writing of the ground on which it is proposed to take action, and has been afforded a reasonable opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges which shall be communicated to the person charged together with a statement of the allegations on which each charge is based and of any other circumstance which it is proposed to take into consideration in passing orders on the case. He shall be required to put in written statement of his defence within a month, and to state whether he desires to be heard in person, if he so desires or if the authority concerned so directs, an oral enquiry shall be held. At that enquiry oral evidence shall be heard on such of the allegations as are not admitted by the person charged and he shall be entitled to cross-examine the witnesses, to give evidence in person, and to produce such witnesses as he may wish, provided that

the person or persons conducting the enquiry may, for special and sufficient reasons to be recorded in writing, refuse to examine a witness. The examination and cross examination of prosecution and defence witnesses, will be completed ordinarily within a month which may be extended by the Enquiry officer as per requirement subject to maximum of one month. The Enquiry officer shall record his finding if the charges levelled against the delinquent employee has been proved or not proved. He will refrain from suggesting punishment.

(b) After the enquiry against the person charged has been completed and after the authority competent to impose a penalty has arrived at a provisional conclusion in regard to the penalty to be imposed, the accused University servant shall be supplied with a copy of the report of the enquiring authority and called upon to show cause within two weeks against the particular penalty proposed to be inflicted.

Note : - (1) In all cases the Enquiry officer appointed shall be a person not connected with the work of the delinquent employee. After completion of the evidence, the Executive Council shall clearly record his finding on each count and call upon the accused to show cause within two weeks against any proposed punishment.

(2) When the orders for punishment are passed by the authority, it would be sufficient if the authority passing the orders of punishment definitely records his agreement or disagreement with the person or persons who conducted the enquiry.

(3) A second show cause shall be issued before passing final order of punishment.

(4) to the advice of the person or the Board conducting the enquiry, the University may appoint a pleader to represent the case on its behalf and like-wise the person being charged may employ a pleader for his defence.

(c) The proceedings shall be drawn up and conducted in the following manner:-

(i) Name, rank and grade of the University servant proceeded against should be clearly stated.

(ii) Details of charges.—Each charge must be specified charges should be drawn up and separately numbered and should give the date, occasion and nature of the offence committed. A copy of the charges should normally be given to the person charged within a fortnight from the

dates of the first communication to the University servant concerned of the intention to take action against him.

(iii) The authority shall deliver or cause to be delivered to the employee a copy of the Articles of charge, such statement of the imputations of misconduct or misbehaviour and a list of documents and witnesses by which each article of charge is proposed to be sustained and shall require the employee to submit within 15 days statement of his defence and to state whether he desires to be heard in person.

(iv) If the University servant charged is literate, he should submit should his be defence in writing. The written statement of defence submitted within a month from the date of communication of charges to the University servant concerned. It should be attached to the proceedings. In case of illiterate servants, the defence may be recorded by the enquiring officer.

(v) Evidence : A memorandum of evidence should be prepared, where the full statement of a witness has been recorded in English or Hindi it should be attached to the proceedings.

(VI) Character roll of the University servant charged : -The character roll of the University servant should be examined and a note made regarding the good and hard work done by the University servant in the past.

(vii) Findings : -The officer or authority who is competent to pass orders of dismissal, removal or reduction in rank should consider the findings along with the past record of the person concerned, and if he is of the opinion that any of the above punishments should be imposed, he should supply a copy of the findings to the person concerned and ask him to submit within two weeks a representation, if any, against the proposed punishment. On receipt of the representation an order shall be recorded. If the punishment imposed is other than dismissal or removal, the order should clearly indicate how the period of suspension, if any, should be treated.

Note :- Final order in a case in which a University servant has been prosecuted should issue as soon as the judicial proceedings have concluded without waiting for an appeal, if any, or its result.

(d) An order-sheet should invariably be used from the beginning and the recent of the proceeding should be prepared as the case proceeds from day in day and not after the case has been decided. The order sheet shall form part of the proceedings.

(e) When any order of punishment has been passed, the University servant punished shall be entitled to receive a copy of the order of punishment free of cost, and shall also be allowed to take a copy of the rest of the record, on payment of the prescribed fee.

(f) In order that copies of the whole of the proceedings may, without objection, be supplied to the University servant punished, the authority, conducting such a proceeding must base his findings and orders on facts and inferences appearing in or deduced from the record and should not refer to such confidential papers as cannot be embodied in the record.

(g) The full procedure indicated above need not be followed in the case Of a Probationer discharged in the circumstances described in explanation (ii) Art• 15, In such cases it will be sufficient if the probationer is given an opportunity to show cause in writing against his discharge after being apprised of the grounds on which it is proposed to discharge him, and his reply against

the discharge is duly considered before orders are (h) If from the facts elicited in a criminal case brought against a University servant in which he has not been convicted, or in a civil suit instituted against him, it is apparent that his retention in the University service is *prima facie* no longer desirable, such facts may be used as the basis of an order calling on him to show cause why he should not be punished by dismissal or otherwise. In such a case the University servant concerned should have an opportunity of submitting his defence and tendering such further evidence as he may deem fit to produce.

37. Censure, Withholding of Increment Etc. and Recovery from pay—No order imposing the following penalties, viz : (a) Censure;

(b) Withholding of increments or promotion including stoppage at the efficiency bar;

(c) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders (other than an order based on facts which have led to his conviction in a criminal court or an order superseding him for promotion to a higher post on the ground of his unfitness for that post) shall be passed on a University servant, unless he has been given adequate opportunity of making such submission as he may desire to make and the representation/ representations if any, has/have been taken into consideration before the order is passed.

Provided that the requirement under this section may, for sufficient reasons to be recorded in writing, be waived where there is difficulty in observing them and they can be, waived without injustice to the University servant concerned.

Note : - The frill procedure indicated in section 36 need not be followed. It will be sufficient if the University servant is given an opportunity of explaining the charges made against him and the explanation so submitted is taken into consideration before orders are passed.

38. Termination of temporary University Servant—The following procedure shall be followed in discharging a temporary University servant : -

(a) When the form of appointment of a temporary University servant on a temporary post provides for the termination of service by either party giving notice of a specified period, either party can serve such notice at any time, and the service should be considered to have been terminated on expiry of the specified period of notice. The termination of service in such circumstances does not amount to "removal and dismissal" from service under the relevant article of the Indian Constitution.

(b) When a temporary appointment expressly stated to be on a temporary basis for some specified job is sanctioned to continue until further order and is subject to the condition that the service may be terminated at any time without notice, on abolition of post the termination of service does not amount to "removal and dismissal" from service and the service can be terminated at any time without notice.

(c) In case of a person who is appointed for a particular period and it is necessary to terminate his service before the expiry of that period, full departmental proceedings will not be necessary and it will be sufficient if an explanation is called for from the person concerned asking him to

show cause why his services should not be terminated, and the explanation if any, so submitted, is considered before any order is passed.

(d) In case of persons not covered under sub-section (a), (b) and (c) above, full departmental proceedings will be necessary before the temporary service can be terminated.

(e) In all other cases which are not covered by the foregoing provisions full departmental proceedings are necessary before temporary services can be terminated.

39. Appeal.—

(a) Every University servant shall be entitled to appeal in the manner hereinafter provided against an order passed by any University authority (i) Imposing upon him any of the penalties specified in Section 36. Terminating his appointment otherwise than on the expiry of the period of his appointment or on his reaching the age of superannuation.

(b) An appeal against any order passed under Section 36 shall lie to the Chancellor whose decision shall be final.

(c) In the case of an appeal against an order imposing any penalty specified in section 36 the appellate authority shall consider : -

(i) Whether the facts on which the order was based have been established;

(ii) Whether the facts established afford sufficient ground for taking action ; and

(iii) Whether the penalty is excessive, adequate or inadequate and after such consideration, shall pass such order as it which thinks proper. (d) An authority against whose order an appeal is preferred under this clause shall give effect to any order made by the appellate authority which shall form part of the record.

(e) Every person preferring an appeal shall do so separately and in his own name ordinarily within sixty days from the date on which the appellant was informed of the order appealed against.

(f) Every appeal preferred under this Article shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language, and shall be complete in itself. Every such appeal shall be submitted through the head of the office to which the appellant belongs or belonged, who shall forward the same to the appellate authority within a fortnight.

40. Fixation and Regulation of pay of Teachers.—

(a) On the recommendation of the University Grants Commission, the pay scale of the working teaching employees of the University / Colleges Institutions have been revised by the State Government w.e.f.1st January 2006.

(i) There shall be only three designations in respect of teachers in universities and colleges, namely, Assistant Professors, Associate Professors and Professors. However, there shall be no change in the present designation in respect of Library and Physical Education Personnel at various levels.

(ii) No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D. and satisfies other academic conditions, as laid down by the University

Grants Commission (UGC) from time to time. This shall, however, not affect those who are already designated as 'Professor'.

(iii) The pay of teachers and equivalent positions in Universities and Colleges shall be fixed according to their designations in two pay bands of Rs.15600 - 39100 and Rs.37400-67000 with appropriate "Academic Grade Pay" (AGP in short). Each pay Band shall have different stages of Academic Grade Pay which shall ensure that teachers and other equivalent cadres covered under this Scheme, subject to other conditions of eligibility being satisfied, have multiple opportunities for upward movement during their career.

(iv) National Eligibility Test (NET) shall be compulsory for appointment at the entry level of Assistant Professor, subject to the exemptions to the degree of Ph.D. in respect of those persons obtaining the award through a process of registration, course-work and external evaluation, as have been / or may be laid down by the UGC through its regulations, and so adopted by the University. NET shall not be required for such Masters' programmes in disciplines for which there is no NET.

(c) Their revised pay shall be as under:

Sl.	Designation	Existing payscale	Revised payscales Pay Band	AGPI	New designation
i.	Lecturer	8000-27513500	15600-39100	6000	Asstt. Professor
ii.	Lecturer (Sr. Payscale)	10000- 32515200	15600-39100	7000	Asstt. Professor (Sr. Payscale)
iii.	Lecturer (Selection Grade)	12000- 42018300	15600-39100	8000	Asstt. Professor (Selection Grade)
iv	Reader	12000- 42018300	15600-39100	8000	Reader
	Reader 18300	12000-420- 18300	37400-67000	9000	Associate Professor
v.	University Professor	16400- 45020900- 50022400	37400-67000	10000/ 12000	Professor
vi.	Principal	16400- 45020900- 50022400	37400-67000	10000	Principal (U.G.) ²
vii.	Principal	16400- 45020900- 50022400	37400-67000	10000	Principal (P.G.) ³
viii.	ViceChancellor	25000 (fixed)	75000+Sp1. allowance	5000	Vice-Chancellor

ix.	Pro-V.C.	16400- 45020900- 50022400	37400-67000	10000/ Pro-V.C. 12000 +4000 spl. Allowance subject to max. of 80000 including pay, AGP and spl. pay.
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1. Academic Grade Pay

2. Under Graduate

3. Post Graduate

(c) Fixation of pay, increments, etc. under the new scheme shall be done as per rules and orders issued by the State Government.

(d) Allowances

(i) Dearness allowance shall be admissible at the rate notified by the State Government from time to time

(ii) House rent allowance, city transport allowance, Travelling allowance and Medical allowance shall be admissible at the rate applicable to State Government employees from the date of Notification.

(iii) Blind, handicapped and physically infirm employees shall be entitled to Transport allowance at double rate.

41. Fixation and Regulation of pay of Non-Teaching Employees.—

(a) The pay of the Non-Teaching employees of the University / College shall be as prescribed / approved by the State Government from time to time. The State Government have revised the payscale of officers / non teaching employees of the University w.e.f. 1st January 2006 but actual payment shall be from 1st April 2007. Fixation of pay, increments etc. under the new scheme in respect of different categories of officers and employees Of the university / college shall be done as per rules and orders issued b! the State Government.

(b) Payment of revised pay to the non-teaching employees in the new pay scheme shall be made for the post on which the employees have been legally appointed.

(c) Allowances.—Non-teaching employees of the shall get Dearness

allowance, House Rent allowance, and Medical allowance as admissible to State Government employees.

(i) Non-teaching employees posted at Patna shall be entitled to City Transport allowance as admissible to State Government employees.

(ii) Deputation allowance and Travelling allowance shall be admissible at par with State Government employees.

(iii) Blind, handicapped and physically infirm employees shall be entitled to City Transport allowance at double rate.

Note:- In all matters, not specifically dealt within these Statutes of Chapter II, the rules and orders applicable to the employees of the State Government shall apply to the employees of the University.

42. Reduction of pay.—

(a) The Executive council, if it orders transfer of a University employee from a higher to a lower grade or post as a penalty for misconduct or inefficiency, may allow him to draw any pay, not exceeding the maximum of the lower grade of post, which it may think proper. His date of future increment shall remain the same.

(b) If a University servant is put on account of misconduct or inefficiency at a lower grade or post or to a lower stage in his pay scale, the Executive council shall state the period for which it shall be effective and whether, on restoration it shall operate to postpone future increments and if so, to what extent.

43. Pay of Temporary Post.—

(a) A person appointed to a temporary post will draw the pay of that post.

Note : - 1. When a temporary post is created which may have to be filled by a person not already in University service, the pay of the post shall be fixed with reference to the minimum that is necessary to secure the service of a persons capable of discharging efficiently the duties of the post.

2. When a temporary post is created which will probably be filled by a person who is already a University servant his pay shall be fixed with due regard to.

(a) the character and responsibility of the work to be performed ;and

(b) the existing pay of University servant of status sufficient to warrant his selection for the post.

(b) The pay of a University servant appointed to hold as a temporary measure, or to officiate in two or more independent posts at the same time shall be regulated as follows: -

(1) the highest pay to which he would be entitled if his appointment to one of the posts stood alone, may be drawn on account of his tenure on that post.

(ii) for each other post he may draw such extra remuneration as may be fixed by the Vice-Chancellor which should not ordinarily exceed 20 percent of the presumptive pay of the post whose duties the University servant is performing.

(iii) if a compensatory allowance is payable for one or more of the posts he may draw such allowance as the Executive council may fix, provided that such allowance shall not exceed the total of the compensatory allowances payable for all the posts.

Note : - 1. "Independent posts" mean posts which are independent Of one another, i.e. posts the incumbent of one of which is not expected to do the duties of any of the others.

2. Holding charge of another independent post means discharging the full responsibilities of the post.

44. Payment in case of Dismissal, Removal or Suspension.—

(a) The pay and allowance of a University servant who is dismissed or removed from service cease from and including the date of such dismissal or removal.

(b) University servant under suspension shall be entitled to the following payments namely:

(i) Subsistence grant at an amount equal to the leave salary which the University servant would have drawn, if, he had been on leave, on half average pay, or on half pay and in addition, cost of living allowance based on such leave salary.

Provided that where the period of suspension exceeds twelve months, the authority which made or is deemed to have made the order of suspension, shall be competent to vary the amount of subsistence allowance subsequent to the period of the first twelve months, as follows:-

(1) The amount of subsistence grant may be increased by a suitable amount, not exceeding 50 percent of the subsistence grant admissible during the period of the first twelve months, if in the opinion of the said authority the period of suspension has been prolonged, due to reasons to be recorded in writing not directly attributable to the University servant.

(2) The amount of subsistence grant may be reduced by a suitable amount, not exceeding 50 percent of the subsistence grant admissible during the period of the first twelve months, if , in the opinion of the said authority, the period of suspension has been prolonged, due to reasons to be recorded in writing, directly attributable to the University servant.

(3) The rate of cost of living allowance will be based on the increased or, as the case may be, the decreased amount of subsistence grant admissible under sub-section (1) and (2) above.

(ii) Any other compensatory allowance to which a University servant may be entitled from time to time on the basis of pay which he received on the date of suspension.

Provided that the University servant shall not be entitled to that compensatory allowance unless the authority is satisfied that the University servant to meet the expenditure for which he is granted the allowance.

(c) No payment under sub section (a) shall be made unless the University servant furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

(d) When a University servant who has been dismissed, removed, or suspended is reinstated, the authority competent to order the reinstatement shall consider and make a specific order;

(i) regarding the pay and allowance to be paid to the University servant for the period of his absence from duty ; and

(ii) Whether or not the said period shall be treated as a period spent on duty.

(e) Where such competent authority holds that the University servant has been fully exonerated, or in the case of suspension that it was wholly unjustified, the University servant shall be given the full pay to which he would have been entitled, had he not been dismissed, removed or suspended, as the case may be, together with any allowance of which he was in receipt prior to his dismissal, removal, or suspension.

(f) In other cases, the University servant shall be given such proportion of such pay and allowances as such competent authority may prescribe; Provided that the payment of allowance under sub-section (f) or (g) shall be subject to all other conditions under which such allowances are admissible.

(g) In a case falling under sub-section (f) the period of absence from duty shall be treated as a period spent on duty for all purposes.

(h) In a case falling under sub-section (g) the period of absence from duty shall not be treated as period spent on duty, unless such competent authority specifically directs that it shall be so treated for any specified purpose.

Provided that if the University servant so desires such authority may direct that the period of absence from duty shall be converted into leave of any kind due and admissible to the University servant.

45. Honoraria, fees and reward.—

(a) Subject to the provisions of the Act, unless it is otherwise distinctly provided, the service of a whole-time University servant shall be at the disposal of the University during the period of such employment and he shall not engage himself in any trade, business, occupation or in any work other than that of his office without the previous permission of the Vice-Chancellor whose order in the matter shall be final, and he will not, except in case of accident or sickness certified by competent medical authority, absent himself from his said duties without the previous permission in writing of the person authorized in that behalf.

(b) Unless in any case it be otherwise expressly provided by the University, a University servant shall not without the previous sanction of the Executive Council or the Vice- Chancellor or of the Principal where so authorised, be granted an honoraria or a fee or be permitted to accept an honoraria or a fee.

(c) The Executive council may permit a University servant :

- (i) to perform a specified service or series of services for any person or body outside the University, if it be satisfied that this can be done without detriment to his duties or responsibilities, and to receive a non-recurring or recurring honorarium or fee or rewards,
 - (ii) to perform any additional or extra work for the University which is occasional in character and either so laborious or of such special merit as to justify a special honorarium or fee, and which is taken up with the prior consent of the sanctioning authority.
- (d) The amount of an honorarium or fee shall be fixed with due regard to the value of the service in return for which it is given and keeping in view the general principle enunciated in these Statutes.
- (e) No University servant may act as an arbitrator or as a commission or give evidence in any case which is likely to come before him for orders or decision in the course of his official duties.
- (f) A University servant, whose duties involve the carrying out of scientific or technical research under the University shall not apply for or obtain or cause or permit any other person to apply for or obtain a patent for an invention made by such servant in respect of or connected with the subject of his research under the University, or utilize for any personal gain or profit, or alienate his right, in any, relating to such invention, save with the permission of the Executive council, and only on such terms and conditions as the Executive council may impose. If a question arises whether the invention is connected with the subject of the University servant's research under the University, the decision of the Executive council shall be final.
- (g) Any University servant is eligible to receive without special permission:
- (i) the premium or reward awarded for an essay or plan or scheme in a public competition, or for any invention or publication unconnected with his work under the University;
 - (ii) any remuneration or fee payable under the laws of the University for work done for any other University or an examining body by an Act of legislature.
 - (iii) any remuneration, admissible and sanctioned by any court or officer, for giving evidence or for acting as a commission on technical matters;
 - (iv) A whole-time University servant may be employed in any manner required by the competent authority without claim for additional remuneration.

46. Service Books.—A service Book shall be maintained for every University employee. In this book every step in the University employee's official life shall be recorded and each entry shall be attested by such officer as prescribed by the Regulations of the University.

47. Except Vice-Chancellor the age of superannuation shall be Sixty two years for all employees of the University or as decided by the Government from time to time.

These Statutes shall come into force with effect from the

Note : - In all matters not specifically mentioned in the Statutes under this chapter shall be governed by the rules and order issued by the State Government.

48. Holidays

New years day	1 One day
Birthday of Guru Govind Singh	1 One day
Makar Sankranti	1 One day
Basant Panchmi	1 One day
Republic day	1 One day
Chehalem	1 One day
Maha Shivratri	1 One day
Birthday of Prophet Mohammad	1 One day
Holi	3 Three days
Ram Navami	1 One day
Good Friday	1 One day
Birthday of Baba Saheb Ambedkar	1 One day
Birthday of Veer Kunwar Singh	1 One day
May day	1 One day
Budh Purnima	1 One day
Shabe Braat	1 One day
Raksha Bandhan	1 One day
Krishna Janam Ashtmi	1 One day
Last Friday of Ramzan	1 One day
Id-ul Fitr	1 One day
Anant Chaturdashi	1 One day
Birthday of Mahatma Gandhi	1 One day
Mahalaya	1 One day
Durga Pooja	9 Nine days
Deepavali and Chhath	9 Nine days

Id-ul-Zoha	1 One day
Moharram	2 Two days
Christmas day	1 One day

Total 52 days Summer Vacation only for Teacher 26 days 1st June to 30th June

Note :—

1. In addition to the above holidays, V.C. shall have option to declare 4 days leave.
2. Islamic holidays according to the visibility of the Moon.

Based on Patna University Calendar approved by the Chancellor.

By order of the Governor of Bihar,

K.K. RAI, Joint Secretary to
government.