



# SHRI KRISHNA AYUSH UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act-25 of 2017)

Umri Road, Sector-8, Kurukshetra, Haryana-136118

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No. 55

Dated: 15.03.2024

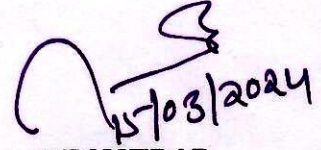
## NOTIFICATION

In supersession of previous Notification issued vide No. 44 dated 23.02.2024 and in pursuance of decision taken by the Executive Council in its 10<sup>th</sup> meeting held on 19.01.2024 under item No. 10.9, Shri Krishna AYUSH University, Kurukshetra has adopted the University Non-Teaching Employees (Terms and Conditions of Service) Rules, 2009 (except the pay scales and ACR writing Rules) of Pt. B. D. Sharma University of Health Sciences, Rohtak for its Non-Teaching (Non-Technical) employees. A copy of these Rules i.e. Ordinance on Conditions of Service for Non-Teaching (Non-Technical) University Employees called as 'Shri Krishna AYUSH University Non-Teaching (Non-Technical) Employees Service Rules-2024' is enclosed herewith for information of all concerned and will be effective with immediate effect.

This issues with the approval of competent authority.

Dated: 15.03.2024

Endst. No. SKAU/EA-II/1.1/2024/920-925

  
REGISTRAR  
Dated: 15/03/24

A copy of the above is forwarded to the following for information and to get noted to the regular non-teaching (non-technical) staff working under their control:-

1. Principal, Institute for Ayurved Studies & Research.
2. Finance Officer.
3. Concerned Branch Officers/Incharges.
4. Supdt. Incharge (IT) for uploading the Notification on the University website.
5. PA to Vice-Chancellor (for kind information of Hon'ble Vice-Chancellor).
6. P.S. to Registrar (for kind information of worthy Registrar).

DA: As above.

  
Assistant Registrar (Estt.)  
for Registrar

# CONDITIONS OF SERVICE FOR NON-TEACHING (NON-TECHNICAL) UNIVERSITY EMPLOYEES

## CHAPTER-I

### APPLICATION AND DEFINITION

#### SECTION I

##### Short title and commencement:

- (1). These rules may be called the Shri Krishna AYUSH University Non-Teaching (Non-Technical) Employees Service Rules-2024.
- (2). These rules shall come into force with immediate effect.

#### SECTION II

##### Definitions and Interpretations:

- (3). In these rules, the following terms and expressions shall have the meaning hereby assigned to them:
  - i) The 'Act' means the Shri Krishna AYUSH University Kurukshetra Act No. 25 of 2017.
  - ii) 'Average Pay' means the average monthly pay earned during one year immediately preceding the month in which the event occurs which necessitates the calculation of average pay.
  - iii) 'Appointing authority' means the authority competent to make appointment to a post which an employee for the time being held.
  - iv) 'Cadre' means the strength of a service or a part of a service sanctioned as a separate unit.
  - v) 'Compensatory Allowance' means an allowance granted to meet personal expenditure necessitated by the circumstances in which duty is performed. It includes a travelling allowance, dearness allowance but does not include a sumptuary allowance.
  - vi) 'Duty' includes service on probation provided that such service is followed by confirmation;
  - vii) 'Employee' means a University Employee.
  - viii) 'Fee' means recurring or non-recurring payment to an employee from a source other than the funds of the University; whether made directly to an employee or indirectly through the intermediary of the University.
  - ix) 'Foreign Service' means service in which an employee receives his substantive pay with the sanction of the University from a source other than the funds of the University.

- x) 'Honorarium' means recurring or non-recurring payment granted to an employee from the funds of the University as remuneration for special work of an occasional or intermittent nature.
- xi) 'Joining Time' means the time allowed to join a new post or to travel to or from a station to another to join a post.
- xii) 'Leave Salary' means the monthly amount paid by the University to an employee who is on leave.
- xiii) 'Lien' means the title of an employee 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.
- xiv) 'Month' means a calendar month. In calculating a period expressed in terms of months and days, complete calendar month, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.
- xv) 'Non-teaching Employees' means employees as mentioned in Schedule-I or as revised from time to time.
- xvi) 'Officiating' means an employee may officiate in a post when he performs the duty of a post on which another person holds a lien. An employee may also officiate in a vacant post on which no other employee holds the lien.
- xvii) 'Pay' means the amount drawn monthly by an employee as:-
- (a) The pay other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by his position in a cadre; and
  - (b) Special pay and personal pay.
- xviii) 'Personal Pay' means additional pay granted:-
- (a) to save an employee from loss of substantive pay in respect of a permanent post, other than a tenure post, due to 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.
- (xix) 'Probation' a person on probation on a post is appointed for determining his fitness for eventual substantive appointment to the post.
- (xx) 'Special Pay' means an addition of the nature of pay, to the emoluments of a post or of an employee granted in consideration of:-
- (a) the specially arduous nature of the duties; or
  - (b) a specific addition to the work or responsibility.
- (xxi) 'Permanent post' means a post carrying a definite rate of pay sanctioned without limit of time.

- (xxii) 'Subsistence allowance' means monthly allowance given to an employee who is not in receipt of pay or leave salary.
- (xxiii) 'Substantive pay' means the pay other than special pay or personal pay or any other emoluments classified as pay which an employee is entitled to on account of a post to which he has been appointed substantively.
- (xxiv) 'Temporary post' means a post carrying a definite rate of pay sanctioned for a limited time.
- (xxv) 'Time scale pay' means pay which rises by periodical increments from a minimum to a maximum.
- (xxvi) 'Travelling allowance' means an allowance granted to an employee to cover the expenses which he incurs in travelling in the interests of the University.
- (xxvii) The 'University' means the Shri Krishna AYUSH University Kurukshetra.

**(4). Extent of application:**

These rules shall apply to all non-teaching employees of the University except the following categories of the employees:-

- (a) persons on deputation from Govt. of India/any State Govt. or any statutory board or corporation. They shall be governed by the terms and conditions of the deputation.
- (b) Persons appointed on Part-time basis.
- (c) Persons appointed on contract basis. They shall be governed by the terms of contract.
- (d) Work charged employees and casual labour.
- (e) Any class of employee or any individual employee serving in connection with the affairs of the University who may be specifically exempted from the operation of these rules.

**(5). Power to interpret and implement rules:**

The Vice-Chancellor shall have the power to interpret these rules and issue such administrative instructions as may be necessary to give effect to them.

**(6). Provision for existing employees:**

As per Shri Krishna AYUSH University, Kurukshetra Act 2016, the posts created at Shri Krishna Govt. Ayurvedic College & Hospital, Kurukshetra and filled before the commencement of this Act as vested in Shri Krishna Govt. Ayurvedic College & Hospital, Kurukshetra shall vest in Shri Krishna AYUSH University, Kurukshetra. Section 33 and clause 34 of the Schedule of Shri Krishna AYUSH University, Kurukshetra Act, 2016 is applicable to such vested posts. Subject to the provisions of the University Act, every person (whose services have been transferred by the Government to the University), who was employed in Shri Krishna Government Ayurvedic College & Hospital, Kurukshetra on and before the commencement of this Act, shall become an employee of the University and shall hold his/her office or service therein on the same terms and conditions and with the same rights and privileges as to

pension, leave, gratuity, provident fund and other matters, as he/she would have held, if this Act had not been enacted and shall continue to do so with the following amendments in the service conditions:-

- (i) The age of superannuation will be 60 years.
- (ii) The internal candidates will be given relaxation in the upper age limit of recruitment by 5 years.

## CHAPTER II

### General Conditions of Service

#### (7). Posts, Recruitment and Appointments:

- (i) **Categorization of posts:** Cadres, the posts and their scales of pay under the University shall be as specified in **Schedule-I** to these Rules. The Executive Council may revise the schedule at its discretion from time to time.
- (ii) **Qualifications for appointment:** The qualifications and experience for appointment to the posts in various cadres in the University shall be as specified in **Schedule-II** to these Rules. The Executive Council may revise the schedule at its discretion from time to time.
- (iii) **Fitness:**
  - (a) Appointment of persons by direct recruitment shall be subject to their being found medically fit by Medical Board constituted by the Medical Superintendent or any other Medical Officer authorized for the purpose by the Vice-Chancellor. The doubtful cases may be referred to the Specialist Medical Board constituted for the purpose, whose decision shall be final.
  - (b). No person shall be appointed to any post unless the appointing authority is satisfied that he possesses good character and antecedents. The antecedents shall be got verified by the appointing authority in case of category-A posts. As to the appointments on posts other than Category-A, it shall, inter-alia, be provided/made clear in the appointment letter that in case subsequently any adverse facts come to the notice of the University regarding his/her character and antecedents, his/her services are liable to be terminated.
- (iv) **Method of Recruitment:**

Recruitment to the posts shall be made:

  - (a) by direct recruitment;
  - (b) by promotion; and
  - (c) by deputation from any Govt. Deptt./Public Sector Deptt. of State Govt. or any other University of Haryana with the same qualifications and experience as prescribed in these rules.

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(v) **Recruitment by Promotion:**

- (a) Appointment to a post in any grade by promotion shall be made, whether in a permanent or officiating capacity, from amongst employees serving in posts in the next lower grade.
- (b) Every appointment by promotion shall be on seniority-cum-merit basis. Seniority alone shall not be the sole criterion for promotion. Suitability and efficiency will also be determining factors in the matter of promotion.

(vi) **Age on direct recruitment:**

- (a) No person who has not attained the age of 18 years shall be appointed to any post in the University.
- (b) No person who has attained the age of above 42 years shall be appointed on any first entry post in the University, relaxable by five years in the case of internal candidates. The upper age for such posts shall also be relaxable as under.-

For SC/ST/BC candidates : 5 years

For Ex-servicemen : As per Haryana Govt. instructions as are made applicable/amended from time to time.

Note: If for certain posts, the upper age limit is higher than 42 years on account of special grounds/qualifications/experience, those provisions shall continue to remain in force. However, Executive Council, may relax upper age limit on special grounds in case of any class or category of posts.

(vii) **Appointments in the place of employees dismissed, removed or reduced in rank:**

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

(viii) **Re-employment in service beyond the date of retirement:**

Nothing in these rules shall be construed to limit or abridge the power of the Executive Council to re-employ persons in the service of the University who have reached the date of retirement prescribed in the 'Act' provided that:-

- (a) such re-employment is certified to be in the interest of the University.
- (b) for other special circumstances to be recorded in writing and sanctioned by the Vice-Chancellor.

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(c) the re-employment can be for a period of one year after the date of retirement and extendable on year to year basis for a period of three years in total.

(ix) Direct appointment shall be made, after advertising the post and on the recommendations of the Establishment Committee/Selection Committee, by the Vice-Chancellor/Executive Council as the case may be.

(x) Ministerial posts will have two cadres: one for the Stenographic Staff, namely Steno-typists, Junior Scale Stenographers, Senior Scale Stenographers, Personal Assistants and Private Secretaries and the other for the Ministerial Staff, namely Clerks/Typists, Accountants/Assistants, Superintendents, Assistant Registrars, Deputy Registrars. Eligible employees will be promoted within their own cadres subject to Rule (7)(xi).

(xi) (a) The posts of Assistant Registrar/Deputy Registrar shall be filled up as under:-

(1) By promotion : 50%

(2) By direct recruitment : 50%

(b) The posts upto the level of Superintendents (other than Clerks/Steno-typists) shall be filled up cent-percent by promotion on the basis of seniority-cum-merit.

(c) Clerks:

(1) 80% by direct recruitment.

(2) 20% by promotion from amongst regular/confirmed group- D employees of the University.

(d) In the cadre of Stenographers, the posts of Steno-typists shall be filled by direct recruitment.

(e) The posts of Senior Scale Stenographer and Junior Scale Stenographer shall be filled by promotion on the basis of seniority from amongst the Junior Scale Stenographers and Steno-Typists respectively subject to their qualifying a test in English or Hindi shorthand and typing.

(f) The posting of Private Secretary to Vice-Chancellor shall be made by the Vice-Chancellor in such a manner as he may deem appropriate from amongst Deputy Registrars/Asstt. Registrars/Private Secretary. The posting of Personal Assistant to Vice-Chancellor shall be made by Vice-Chancellor from amongst the Personal Assistants/Superintendents as he may deem appropriate. However, in case of Non-availability of suitable persons, a Senior Scale Stenographer can also be posted as Personal Assistant to Vice-Chancellor in his own pay scale. The post of Private Secretary may be filled from amongst the Personal Assistants having three years' experience on seniority-cum-merit basis.

(g) The posts of Personal Assistants may ordinarily be filled from amongst the Senior Scale Stenographers having two years' experience on seniority- cum-merit basis.

- (h) The employees of the University shall be entitled to the benefits such as Provident Fund, Gratuity, Pension, Group Insurance Scheme etc. as provided for in the Act and the Statutes on the pattern of Government.

**Note:** The promotional posts of Clerks, Data Entry Operator, Junior Scale Stenographers, Senior Scale Stenographers, Assistants, Personal Assistants, Superintendents, Junior Programmer, Private Secretary, Assistant Registrars and Deputy Registrars etc. may be filled up by promotion, as the case may be on seniority-cum-merit basis in their respective cadre(s).

**(8) Probation and confirmation:**

- (i) Every person appointed permanently to a post under the University after the commencement of these rules, whether by promotion, or by direct recruitment, shall be on probation in such post for a period of two years if appointed by direct recruitment and one year, if appointed otherwise, provided that the appointing authority may, in any individual case, extend the period of probation for a further period not exceeding one year, the reasons thereof to be recorded in writing.
- (ii) Where a person appointed to a post under the University on probation is, during his period of probation, found unsuitable for holding that post or has not completed his period of probation satisfactorily the appointing authority may:-
- (a) in case of a person appointed by promotion, revert him to the post held by him immediately before such appointment;
- (b) in case of a person appointed by direct recruitment, terminate his services under the University without notice; and
- (c) Extend his period of probation to the extent necessary as specified in sub-rule (i) above.
- (iii) Every person appointed to a permanent post under the University by promotion or by direct recruitment shall, on satisfactorily completing his period of probation, be eligible for confirmation in that post.
- (iv) No employee shall be confirmed in any post unless-
- (a) such post is permanent and no one else holds a lien on the post.
- (b) the service of the employee under the University is approved by the appointing authority.
- (v) A person on probation; if reverted or removed from service during or at the end of period of probation, shall not be entitled to any compensation.

**(9) Seniority:**

- (i) Confirmed members of each grade shall be ranked senior to persons who are officiating or are on probation in that grade.

Provided that persons appointed/promoted in a substantive or officiating capacity to any category of post prior to the date these rules came into force shall retain the relative seniority already assigned to them or such seniority as



may hereafter be assigned to them under the existing formula applicable to their cases.

- (ii) The seniority inter-se of persons appointed by direct recruitment shall be determined by the order of merit in which they are selected for appointment on the recommendation of the Establishment Committee/Selection Committee irrespective of the dates of joining the duties. Persons appointed as a result of an earlier selection shall be senior to those appointed as a result of subsequent selection.
- (iii) The seniority inter se of persons appointed to a particular category of post by promotion or by transfer/deputation shall be the same as in the category of post from which they have been promoted or transferred/deputed.
- (iv) In the case of members appointed by deputation/transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher pay in his previous appointment; and if rates of pay drawn are also the same, then by their service in the appointment and if the length of such service is also the same, the older member shall be senior to the younger member.
- (v) A person promoted shall be junior to a person appointed by direct recruitment if the date of selection/promotion is the same.

Note: A roster shall be maintained for the vacancies to be filled by direct recruitment and by promotion according to the respective quotas.

**(10) Temporary and permanent service:**

- (i) An employee shall be a temporary employee of the University, until he is confirmed in a permanent post under the University;
- (ii) An employee confirmed in permanent post under the University shall be a permanent employee of the University.

**(11) Notice of Termination of Service:**

- (i) The services of a temporary employee may be terminated by the Executive Council without assigning any reason-
  - (a) During the period of probation following the first appointment, at any time without notice; and
  - (b) If the appointment is temporary at any time by a notice of one month in writing given by the appointing authority to the employee or forth-with by payment to him of a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he was drawing them immediately before the termination of his service, or as the case may be, for period by which such notice falls short of one month.
- (ii) The Service of a permanent employee may be terminated by a notice of three months or on payment of pay plus allowances drawn by him immediately before the termination of his service for such period as the notice falls short of three months, or without notice on payment of three months pay plus

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allowances drawn by him immediately before the termination of his service, if the post in which he was confirmed is abolished.

- (iii) An employee who is given notice of termination of service may be granted, during the period of notice, such earned leave, as may be admissible to him, and where the leave so admissible and granted is more than three months, his services shall be terminated on the expiry of such leave.

**(12) The termination of service:**

The service of an employee shall be liable to be terminated on any of the following grounds:-

- (i) Gross negligence in the discharge of duty;
- (ii) Serious Misconduct;
- (iii) Insubordination or any breach of discipline;
- (iv) Absence from duty without leave;
- (v) Physical or mental unfitness for the discharge of duty;
- (vi) Any act prejudicial to the University or its property.

Provided that in the case of a permanent employee, an order passed under this clause except under sub clause (v) shall be treated as a major penalty and the procedures laid down in this regard shall be followed.

Provided further that where an employee is removed from service for a reason other than specified in sub clause(s) (i) & (vi), he shall be given three months' notice in writing or be paid three months' salary in lieu of the notice period.

**(13) Retirement:**

- (i) The age of retirement/ superannuation of the member of the Service of the University shall be of 60 years.
- (ii) Notwithstanding the provisions of sub-clause (i) above, an employee shall be prematurely retired:-
  - (a) On his being declared medically unfit for service by a Medical Board to be appointed by the Executive Council in this behalf, or
  - (b) On the imposition of the penalty of compulsory retirement.
- (iii) The University employee is eligible to seek voluntary retirement on medical ground or otherwise after the completion of 20 years of qualifying service.

Provided in case any enquiry involving charges of corruption etc. is pending against him, such a request may be considered if he is cleared of the charges.

**(14) Resignation:**

Subject to the acceptance of resignation by the Competent Authority, a permanent/temporary employee may, by notice of three months/one month in writing,

addressed to the appointing authority, resign from the service of the University, or by payment of a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he was drawing them immediately before the acceptance of his resignation:

Provided the appointing authority may, if it deems proper in any case, permit a permanent/temporary employee to resign the service on notice of less than three months/one month.

**(15) Contract/Re-Employment.**

Provided that the Vice-Chancellor, in the interest of the University, on the recommendations of the Committee, may engage any such person on contract/re-employment basis for a period not more than one year. However, the said period may be extended on year to year basis as per requirement in exceptional circumstances. The said appointment shall be on fixed remuneration to be decided by the Executive Council. However, no person shall be engaged or period of any such person shall be extended beyond the age of 70 years.

**(16) Service Books:**

- (i) University shall maintain a Service Book for each employee in such form as may be prescribed by the Executive Council or by appointing authority. The Service Book shall be maintained and kept in the custody of the Registrar or any other officer authorized by him.
- (ii) The entries in the Service Book of an employee shall be authenticated by the Registrar or any other Officer authorized in this behalf by the Vice-Chancellor.
- (iii) Every step in an employee's official life, including the temporary or officiating promotions of all kinds, increments, leave etc. shall be recorded in his Service Book and each entry attested under the dated signature of the Head of the Branch or the Registrar as the case may be.

**Note:** (a) Special precaution should be taken at the time of filling up Page-1 of the Service Book specially in respect of the date of birth, as it is to determine the final date of retirement of an employee. The officer authorized to maintain Service Books shall perform this important function personally and attest the entry of date of birth in token of his/her having done so. It shall be based on Matriculation/ Higher Secondary Certificate or an equivalent certificate where the date of birth is indicated. In the case of class 'D' employees or holder of other posts, where the minimum academic qualification is not Matric/ Higher Secondary Examination and if the record of date of birth is not available then the certificate of age issued by the Medical Board as designated by the University shall be acceptable.

(b) In case where only the year of birth of an employee is entered, the 1<sup>st</sup> of July of that year shall be taken to be the date of birth. If the month is also given but the date is not entered, 16<sup>th</sup> of the month shall be taken to be the date.

(c) Date of birth cannot be altered unless the employee concerned applies for correction of his/her age as recorded, within two years from the date of his/her entry into University Service. University authorities, however, reserve the right to make a correction in the recorded age at any time against the

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University Employee's interest when it is satisfied that the age recorded has been incorrectly entered with the motive that the employee may derive some unfair advantage therefrom. The Registrar will, however, have the discretion to refuse or grant such application and no alteration shall be allowed unless it is proved to his/her satisfaction that the date of birth as originally given by the applicant, was a bonafide mistake and that he/she has derived or likely to derive no unfair advantage therefrom.

- (iv) (a) The period of suspension and other interruptions in service with full details, warning or other punishment, shall be noted in the Service Book.
- (b) Personal certificates and character certificates shall not, however, be entered in the Service Book.
- (v) It is the duty of every employee to see that his/her Service Book is properly maintained. He/she shall also be required to put his/her signature in Col. 8 as and when there is any change in his/her emoluments, as a proof of his/her having verified his/her entries. The Officer-in-charge of service books may permit the employee concerned to examine his/her service book should he/she desires to do so at any time.

**(17) Personal Files:**

Besides the confidential reports, the work and conduct of an official, copies of documents/ communications, specified below shall also be placed on the personal files:

- (a) All orders imposing any of the penalties under the University Employees (Punishment & Appeal) Regulations.
- (b) All communications conveying adverse remarks.
- (c) Letters of appreciation for outstanding work or performance or an overall assessment of his/her work and conduct during the year.

**(18) Residuary conditions of Service:**

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

**(19) Power to relax:**

Notwithstanding anything contained in these rules, the Executive Council may, in the case of any employee, relax any of the provisions of these rules to relieve him of any undue hardship arising out of the operation of such provisions, or in the interests of the University.

**(20) Abolition of posts:**

Three months' notice shall be given to a University employee in permanent service before his services are terminated on the abolition of his post as a result of retrenchment only. If notice of three months is not given and the University employee has not been provided with other employment, then his emoluments for the period by which the notice actually given falls short of three months may be paid to him in addition to the retirement benefits to which he may be entitled.

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**(21) Handing over charge:**

An employee, before leaving the University service or on transfer, shall hand over the charge of his post to a duly authorized employee and shall return to the University all books, apparatus, furniture etc. issued to him. He shall also pay all charges due to him for occupation of residential quarter, water, conservancy and electricity charges, if any. If he fails to do so, university may recover the amount due to him on account of these and other items out of his last salary or his other dues.

**CHAPTER III**

**PAY AND ALLOWANCES**

**(22) Scales of Pay:**

The scales of pay for the posts in the University service shall be as specified from time to time by the University.

**(23) Initial Pay:**

An employee shall, on his appointment to a post on a time-scale of pay, draw pay at the minimum of the time-scale unless the appointing authority decides that he shall draw pay at any higher stage:-

Provided that, when such appointment is made by promotion; the employee may be given an option for fixation of his/her pay as under:-

- (i) (a) Either his/her initial pay may be fixed in the higher post by increasing his/her pay by one increment in the lower scale and his/her salary fixed in the higher scale at the stage next above without any further review on accrual of increment in the pay scale of the lower post, or
- (b) His/her pay on promotion may be fixed initially in the higher scale at the stage next above the pay he/she was drawing in lower post, which may be re-fixed on the date of accrual of next increment in the scale of pay of the lower post as indicated at (a) above. If the pay is fixed under (b) above, the next date of increment will fall due on completion of 12 months' service in the new scale from the date of fixation of his/her pay, if otherwise admissible (the employee shall, however, have an option for fixation of his/her pay). The option must be exercised, in writing, within one month of the date of promotion. Option once exercised shall be final.
- (ii) Provided further that if he/she had previously served in the same post or in any other post under the University on the same or identical time-scale of pay and was drawing pay higher than the pay admissible to him/her under clause (i), he/she shall draw such higher pay and the period of his/her duty in such post on such pay shall also count for the purpose of increment in the higher post.

**(24) Increments:**

- (i) An increment shall ordinarily be drawn as a matter of course unless it is withheld by the competent authority on account of misconduct or unsatisfactory work. Before doing so, the competent authority shall give an opportunity to the employee making any representation that he may desire to make and shall take such representation into consideration as laid down in the University Employees

(Punishment & Appeal) Regulations. In ordering the withholding of an increment, the competent authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

- (ii) Increments shall accrue on the 1<sup>st</sup> day of the month they become due.
- (iii) Where an efficiency bar is prescribed in the time-scale the increment next above the bar shall be given to an employee with specific sanction of the authority empowered to withhold the increment.

**(25) Service counting for Increment:**

The following service shall count for increment on the time-scale of post:-

- (i) duty in that post or any other post of the same or higher grade, whether continuous or not;
- (ii) duty in an equivalent or higher post in foreign service;
- (iii) duty on a temporary post and on probation; and
- (iv) leave other than extra-ordinary leave.

Provided that the competent authority may direct that extraordinary leave shall also count for increments if it is satisfied that such leave was taken on account of illness or for any other cause beyond the control of the employee.

- (v) A period of overstay of leave shall not count for increment unless the period is converted into leave other than extraordinary leave (leave without pay).

**(26) Pay during suspension:**

- (i) An employee under suspension shall, during the period of suspension, draw subsistence allowance equivalent to half the rate of pay which is admissible to him immediately before the commencement of the suspension and such compensatory allowances admissible from time to time on the basis of pay which he was in receipt on the date of suspension, subject to fulfillment of other conditions laid down for the drawl of such allowances.

- (ii) Where the period of suspension exceeds six months, the competent authority may vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows:-

(a) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50% of the subsistence allowance admissible during the next six months if the period of suspension has been prolonged for reasons to be recorded, in writing, not directly attributable to the employee.

(b) In case the prolongation is directly attributed to the employee, the subsistence allowance may be reduced by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of six months.

(c) The competent authority suspending an employee should serve a charge sheet upon such employee within three months of the issue of suspension orders.

*Adinf*  
15/13/24

(d) On receipt of the reply of the charge sheet from the suspended employee, the competent authority should appoint an enquiry officer within one month of the receipt of the reply.

(iii) **Payment on re-instatement:** An employee on re-instatement after suspension, may be allowed the following payment by the authority competent to order re-instatement:-

(a) **If he is honourably acquitted:** full pay and allowances for the period of suspension and the whole period of absence will be treated as on duty.

(b) **If not honourably acquitted:** Such proportion of pay and allowances as the re-instating authority may order provided that such proportion shall not be less than the subsistence allowance admissible during suspension. The period of absence will not be treated on duty unless the re-instating authority so directs.

(iv) No payment under sub-rule (i) above shall be made unless the University employee furnishes a certificate to the effect that he is not engaged in any other employment, business, profession or vocation during the period of suspension. The permissible deductions from the subsistence allowance will be as under:-

(a) Income-tax (provided the employee's yearly income calculated with reference to subsistence allowance is taxable).

(b) House Rent and allied charges, i.e. water etc.

(c) Repayment of loans and advances other than from Provident Fund taken from the University at such rates as the Vice-Chancellor may decide.

(d) Subscription to GIS.

**(27) Special pay, personal pay, honorarium and fee:**

The Executive Council/Vice-Chancellor may sanction to an employee in any special circumstances such special pay, personal pay, honorarium or fee and on such conditions as it he may deem fit.

**(28) Drawl of Pay:**

(i) An employee shall be entitled to draw the pay of the post to which he is appointed from the date on which he assumes the charge of the post.

(ii) Pay in respect of any month shall become payable on or after the first working day of the following month.

(iii) An employee resigning from the service of the University without the notice prescribed shall not, unless the Vice-Chancellor directs otherwise, be allowed to draw pay due but not drawn.

**(29) Pay and allowances for holding the additional charge of post:**

(i) An employee placed in charge of the current duties of a higher post will receive pay in the basic post plus 1/10<sup>th</sup> of the minimum of the scale of pay applicable to the higher post.

- (ii) No allowance will be admissible when an employee holding one post is placed in charge of the current duties of a post of equivalent status of his own basic post. The employee concerned will receive pay in his basic post only.

Note: The additional pay or allowance will not be admissible if the period of additional charge is 30 days or less.

- (30) The employees will be eligible to House Rent Allowance, City Compensatory allowance, Travelling Allowance and other allowances as sanctioned by the University according to the rules in force from time to time.

(31) **Repeal and Savings:**

All the guidelines/decisions of the Executive Council or any authority regarding the matters governing method of appointments in respect of the posts included in the Schedule to these Rules shall stand repealed. However, anything done in accordance with the repealed guidelines shall not be affected by this repeal in any manner.

Nothing in these Rules shall affect reservations, relaxations in age-limit and other concessions required to be provided by the University for the Scheduled Castes, Schedules Tribes, Other Backward Classes, Person with Disability, Ex-servicemen and Other special categories of persons in accordance with the orders issued by the State Government, University Grants Commission and approved by the Executive Council of the University from time to time in this regard.

**SCHEDULE-I**

Sr. No.	Designation of posts	No. of Posts	Scale of pay
1.	Controller of Examinations	01	FPL-17
2.	University Librarian	01	-- (Pay scale not approved by the Govt. for want of qualification for the post)
3.	Deputy Registrar	02	FPL-12
4.	Assistant Registrar	05	FPL-10
5.	Superintendent	07	FPL-7
6.	Private Secretary to V.C.	01	FPL-6
7.	Personal Assistant	03	FPL-6
8.	Assistant	20	FPL-6
9.	Clerk/ Data Entry Operator (DEO)	45	FPL-2
10.	Steno-typist	01	FPL-2
11.	Store Keeper	05	FPL-2
12.	Driver	04	FPL-4
13.	Assistant Librarian	02	FPL-2
14.	Library Attendant	02	DL
15.	Peon	05	DL
16.	Sweeper	10	DL



## SCHEDULE-II

Sr. No.	Designation of Post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for other than by direct recruitment
1	2	3	4
1.	Controller of Examinations	<p>100% by Direct Recruitment OR By deputation from any Govt./Autonomous Medical/Dental/AYUSH College/Institute of Haryana with requisite qualification and experience.</p> <p><b>Essential Qualifications &amp; experience:</b></p> <p>i) MD/MS Degree from a Medical/Dental/AYUSH College/institute recognized by the NMC/DCI/NCISM.</p> <p>ii) Fifteen years (15) teaching experience in a recognized Medical/ Dental/ AYUSH College/Institute.</p>	
2.	University Librarian	<p>(i) Master's degree in Library Science/Information Science/Documentation with at least 55% of the marks or its equivalent Grade of B of the UGC seven point scale and a consistently good academic record.</p> <p>(ii) At least thirteen years experience as a Deputy Librarian in a University Library or eighteen years' experience as a College Librarian/Asstt. Librarian in a recognized University.</p> <p>(iii) Evidence of innovative Library services and well-versed with all aspects of electronic facility (computer, internet, online facilities etc.) and literature of modern libraries.</p> <p><b>Desirable:</b></p> <p>(i) M.Phil/Ph.D. Degree in Library Science/Information Science Documentation.</p> <p>(ii) Experience of library of reputed medical institutions.</p>	--
3.	Deputy Registrar	<p>50% by direct recruitment with the following qualification &amp; experience:</p> <p>(i) A Master's Degree with atleast 55% of the marks or its</p>	<p>50% by promotion amongst the Assistant Registrar on seniority-cum-merit basis having:-</p> <p>(i) Bachelor degree from a recognized</p>

*ADIF*  
15/3/24

		<p>equivalent grade of B in the UGC seven point scheme.</p> <p>(ii) Five years administrative experience as Assistant Registrar or in an equivalent post in a Govt. Institute/ University recognized by the UGC/medical College recognized by MCI. OR</p> <p>(iii) Nine years of experience as an Assistant Professor in the Grade Pay of Rs. 6000 and above in a College/ University with experience in Education Administration.</p> <p>(iv) Comparable experience in research establishment and/ or Institution of Higher Education.</p> <p>(v) Computer knowledge- Minimum 3 months course from a recognized institution.</p>	<p>university.</p> <p>(ii) Five years experience as Assistant Registrar.</p> <p>(iii) Computer knowledge- Minimum three months course from a recognized institution.</p> <p>OR</p> <p>By deputation from the equivalent/ higher post in the cadre or working as Assistant Registrar for five years.</p>
4.	Assistant Registrar	<p>50% by direct recruitment with the following qualifications and experience:-</p> <p>(i) A Master's Degree with atleast 55% of the marks of its equivalent grade of B in the UGC seven point scale.</p> <p>(ii) Five years administrative experience as a superintendent from a Govt. Institute/ University recognized by the U.G.C./ Medical College recognized by MCI.</p> <p>(iii) Computer knowledge-Minimum three months course from a recognized institution.</p>	<p>(i) 50% by promotion from amongst Superintendent/ Section Officer/ Budget &amp; Planning Officer etc. or equivalent/higher posts in the cadre on seniority-cum-merit basis having:-</p> <p>i) Bachelor Degree from a recognized University.</p> <p>ii) Five years experience on the said post.</p> <p>OR</p> <p>By deputation from the equivalent or higher post or Superintendent/Section Officer/ Budget &amp; Planning Officer or equivalent posts with experience of five years in a University.</p>
5.	Superintendent	--	<p>100% by promotion from amongst the Deputy Superintendents/ Legal Assistants/ Assistants/ Accountants etc. or equivalent posts in the cadre on seniority-cum-merit basis having:-</p> <p>(i) Bachelor Degree from a recognized University.</p> <p>(ii) Four years experience on the said posts on seniority-cum-merit basis;</p> <p>OR</p> <p>By deputation from the equivalent posts in the cadre in other universities of Haryana State recognized by UGC or the medical colleges of Haryana recognized by MCI having knowledge of computer.</p> <p>OR</p> <p>By deputation from amongst Deputy Superintendent/ Legal Assistant/ Assistant/ Accountant or equivalent having four years experience.</p>

6.	Private Secretary to VC	--	(i) Bachelor Degree from a recognized University. (ii) By promotion from amongst the Personal Assistants having three years experience on the said post on seniority-cum-merit basis.
7.	Personal Assistant	--	100% by promotion from amongst the Senior Scale Stenographers on seniority-cum-merit basis having:- (i) Bachelor Degree from a recognized University. (ii) Five years experience on the post of Senior Scale Stenographers.
8.	Assistant	-	(i) Bachelor Degree from a recognized University. (ii) By promotion from amongst the Cashiers/Clerks/Clerk-cum-Typists/ Clerk-cum-Data Entry Operators or equivalent posts in the cadre having five years experience on the said post on seniority-cum-merit basis.
9.	Clerk / Data Entry Operator (DEO)	80% by direct recruitments: (i) Graduate from a recognized University (for Ex-Serviceman having pensionable service and 1 <sup>st</sup> Class army certificate OR having Graduate Certificate issued by the competent authority of Defence Services). (ii) Candidate will have to qualify a written test of language/General knowledge of Graduation standard as may be prescribed by the competent authority. (iii) Candidate will have to qualify a test of data entry at the speed of 30 w.p.m /Computer skills (including use of internet and E-mail) as may be prescribed by the competent authority. (iv) Knowledge of Hindi/ Sanskrit upto Matric. (v) The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and applications (SETC) within the probation period of two years extendable by one year. The candidate appointed against the post of Clerk in the Group-C shall not be entitled to earn any increment in his pay scale till he/she qualifies the said test failing which the services of the such employees shall be dispensed	20% promotion amongst the Group D posts on seniority-cum-metric basis having:- (i) Graduate from a recognized University. (ii) Five years service in Group D posts where the scale of pay is less than that of Clerk. The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and applications (SETC) within the probation period of one year extendable by one year failing which he/she will be reverted back. (iii) Knowledge of Hindi/Sanskrit upto Matric.

		with.	
10.	Steno-typist	<p>(i) Graduate from a recognized University with 80 w.p.m. speed in English Shorthand and ability to transcribe it at the speed of 15 w.p.m. 8% mistakes are permissible.</p> <p>(ii) Candidate will be required to qualify a speed test at 9000 key depressions in English or 7500 key depression in Hindi per hour.</p> <p>(iii) Knowledge of Hindi/ Sanskrit upto Matric Standard.</p> <p>(iv) The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and applications (SETC) within the probation period of two years extendable by one year otherwise he/she shall not be entitled to earn any increment till he/she qualifies the said test failing which the services of such employees shall be dispensed with.</p>	--
11.	Store Keeper	<p>80% by direct recruitments:</p> <p>(i) Graduate from a recognized University (for Ex-Serviceman having pensionable service and 1<sup>st</sup> Class army certificate OR having Graduate Certificate issued by the competent authority of Defence Services).</p> <p>(ii) Candidates will also have to qualify a test of data entry at the speed of 30 w.p.m/Computer skills (including use of Internet &amp; Email) as may be prescribed by the competent authority.</p> <p>(iii) Knowledge of Hindi/Sanskrit upto Matric.</p> <p>(iv) The candidate shall have a qualify the State Eligibility Test in Computer Appreciation and applications (SETC) within the probation period of two years expendable by one year. The candidate appointed against the post of Store Keeper in the Group C shall not be entitled to earn any increment in his pay scale till he/she qualifies the said test failing which the services of such employees shall be dispensed with.</p>	<p>20% promotion amongst the Group D posts on seniority-cum-metric basis having:-</p> <p>(i) Graduate from a recognized University.</p> <p>(ii) Five years service in Group D posts where the scale of pay is less than that of Store Keeper. The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and applications (SETC) within the probation period of one year extendable by one year failing which he/she will be revered back.</p> <p>(iii) Knowledge of Hindi/Sanskrit upto Matric.</p>

12.	Driver	<p>50% by direct recruitment:-</p> <p>(i) Matric with knowledge of Hindi or Sanskrit.</p> <p>(ii) Should have a light/heavy valid driving licence, as the case may be, atleast three years old.</p> <p>(iii) Should have passed the driving test. The driving test of candidates applying for the post of Driver will be conducted by the University.</p> <p>(iv) He should not be colour blind.</p>	<p>50% by promotion:-</p> <p>(i) Matric with knowledge of Hindi or Sanskrit.</p> <p>(ii) Three years experience on Class-III/IV posts.</p> <p>(iii) Should have a light/heavy valid driving licence, as the case may be, atleast three years old.</p> <p>(iv) Should have passed the driving test. The department concerned will conduct the driving test.</p> <p>(v) He should not be Colour Blind.</p>
13.	Assistant Librarian	<p>(i) Graduate from Recognized University;</p> <p>(ii) Bachelor Degree in Library Science (B.Lib) from a recognized institution/University;</p> <p>(iii) 3 years experience in a library of Government institution/University/ Govt. added Institution;</p> <p>(iv) Knowledge of Hindi/Sanskrit upto matric</p> <p>(v) Knowledge of Computer.</p>	--
14.	Library Attendant	<p>By direct recruitment:-</p> <p>(i) B.Lib. Information Science with at least 55% marks.</p> <p>(ii) Typing on computer with a speed of 30 w.p.m.</p> <p>(iii) Knowledge of Library &amp; Information Management System.</p>	--
15.	Peon	Matric with knowledge of Hindi/Sanskrit	--
16.	Sweeper	Can read & write Hindi	--

**Note:**

(i)

**Computer knowledge:** Minimum three months certificate course from a recognized Institution will be essential prior to the promotion on the promotional posts as per option on the same posts in the University. Persons having qualifications in the field of Computer will be exempted.

(ii)

**Age:**

(a) No person less than the age of 40 years and more than the age of 58 years shall be appointed to the post of Controller of Examinations, Controller of Finance and Deputy Registrar by Direct Recruitment. However, upper age limit may be relaxed by the Executive Council by giving the reasons in writing.

(b) No person, less than the age of 30 years and more than the age of 55 years shall be appointed to the posts of Law Officer and Assistant Registrar by Direct Recruitment. However, upper age limit may be relaxed by the Executive Council by giving the reasons in writing.

(c) No person, less than the age of 18 years and more than the age of 42 years shall be appointed to the posts of Accounts Officer, Junior Programmer, Clerk, Steno-typist, Driver, Peon etc. by Direct Recruitment. However, upper age limit may be relaxed by the Executive Council by giving the reasons in writing.

(iii) Pt. B. D. Sharma University of Health Sciences, Rohtak has made the provision for deputation of employees of medical colleges of Haryana recognized by MCI in their Rules. Being an AYUSH University, the employees working in all Haryana Govt. Departments including State Universities; Govt. Medical Colleges recognized by MCI; Govt. AYUSH Colleges recognized by NCISM; shall be considered for deputation.

Adinf  
15/3/24