

MANAV RACHNA UNIVERSITY (SERVICE CONDITIONS OF NON-TEACHING STAFF) REGULATIONS, 2019

In pursuance of the provisions under Section 33(1) of the Haryana Private Universities Act, 2006, the Board of Management of the Manav Rachna University, hereby makes the following Regulations relating to the manner of appointment terms and conditions of service of non-teaching staff appointed by the University.

1. SHORT TITLE AND APPLICATION

1.1 These Regulations may be called Manav Rachna University (Service Conditions of Non-Teaching Staff) Regulation, 2019)

1.2 These shall come in force from the date of notification by the University.

1.3 These shall apply to all of the University (other than teachers) and shall include Administrative post like Registrar, Chief Finance & Accounts Officer, Controller of Examinations, Deputy Registrar, Deputy Controller of Examinations, Assistant Registrar, Assistant Controller of Examinations, Assistant General Managers, Managers, Sports officer, technical supporting staff, office staff and such other post of University as may be decided by the Board of Management.

The terms and conditions of service of the staff appointed by the University shall be those as embodied in the Agreement of service which every employee of the University appointed on regular basis shall be required to enter into.

2. DEFINITIONS

Words and expressions used in these Regulations shall have the meanings assigned to them in the Act, Statutes and Ordinances of Manav Rachna University, unless the context otherwise requires.

3. QUALIFICATIONS FOR APPOINTMENT

The qualifications and experience for appointment to the posts in the various categories or cadres of the University shall be such as may be prescribed by the UGC for the position of Registrar, Deputy Registrar, Asst. Registrar and similarly placed positions of Chief Accounts and Finance Officer and Controller of Examination as envisaged in the Act including the position of Librarian, Director (Physical Education), by the Govt. of Haryana. For positions below Assistant Registrar, as decided by the Board of Management from time to time.

4. APPOINTMENT / RECRUITMENT

Recruitment of posts shall be made by any one of the following modes:

- (a) By Direct Recruitment
- (b) By Transfer / Deputation
- (c) On Contract / As Consultant

4.1 BY DIRECT RECRUITMENT

Subject to the provision in the Recruitment Rules, direct recruitment will imply issue of an open advertisement through leading news papers followed by Interviews conducted by the Selection Committees. On the basis of recommendations of Selection Committee, all appointments will be made; provided that wherever necessary, appropriate screening may be conducted by the University on the basis of qualifications and experience or test.

4.2 BY TRANSFER / DEPUTATION

In case of appointment of employees borrowed from Government Departments and/or other Institutions / Organizations, the terms and conditions of the transfer / deputation would be based on the terms and conditions

as laid down by the University, provided that an employee on deputation could be permanently absorbed in the University on such conditions as prescribed.

4.3 ON CONTRACT BASIS

Appointment can also be made on contractual basis or as Consultants on such terms and conditions as laid down in the rules. The University may waive the conditions of Qualification and Experience and conditions of Advertisement in case of emergency for a short duration giving reasons for the same.

4.4 RESERVATIONS

There will be no reservation of any kind for recruitment of non teaching including technical staff.

5. MEDICAL FITNESS

5.1 Every person, on his first appointment in the University through direct recruitment on regular basis shall be required to produce a medical certificate of fitness in the prescribed form from the Medical Officer nominated by the University. In case, he is not declared fit by the medical officer, the candidate may prefer an appeal within a month against the findings of the medical officer examining him, to the Vice Chancellor, who, after considering the appeal of the candidate, may refer the candidate to a medical board of a Govt. of Haryana / NCT of Delhi / Govt. of India Hospital for undergoing fresh Medical Examination and the decision of the medical board shall be final.

Provided that in case where a person has already been medically examined by a medical authority of a Govt. Hospital for his previous appointment and if the required standard of medical fitness for the new post is the same, he shall not be required to undergo a fresh medical examination.

5.2 For efficient discharge of duties, the appointing authority may require an employee to appear before a medical board of Govt. of Haryana/ Delhi Hospital/Govt. of India Hospital to test his physical or mental fitness necessary for the efficient discharge of the duties of his post, whenever it has reasons to believe that the employee is not fit to perform his duties satisfactorily. The employee shall however, have the right to appeal to the appellate medical board against the decision of the first medical board.

6. VERIFICATION OF CHARACTER AND ANTECEDENTS OF EMPLOYEES

The Character and antecedents of every employee on his first entry into service of the University may be got verified immediately from the District Authority of the concerned and his/her continuance in the University shall be conditional to his good character and antecedents.

7. JOINING TIME

The joining time for employees shall be according to the time period mentioned in the Offer of Appointment. However, in exceptional cases it can be extended up to maximum of 6 months by the Competent Authority.

8. PAY AND ALLOWNCES

The pay and other allowances payable to all the categories of employees shall be decided by the Board of Management.

9. DECLARATION OF AGE

Every employee shall make a declaration of his age to the University at the time of his entry into service, based on his matriculation or equivalent certificate and in the case of non-matriculantes, such other documentary proof as may be acceptable to the authority based on which the age will be accepted.

10. AGE OF ENTRY INTO SERVICE

A person whose age is less than 18 years shall not be appointed to any post in the University.

11. RECORD OF SERVICE

There shall be a personal file/ personal history sheet for every employee in which all papers, records and other documents relating to his services in the University shall be placed and maintained.

12. WHOLE TIME OF AN EMPLOYEE

12.1 Unless otherwise expressly provided for, the whole time of an employee shall be at the disposal of the University and he shall serve the University in such capacity and in such a manner and at such places as he may, from time to time, be directed by the University.

12.2 An employee of the University may be called upon to perform any work as may be assigned to him in the interest of and for the purpose of furtherance of objectives of the university.

13. ANNUAL INCREMENTS

13.1 An annual increment shall be granted to each employee as a matter of course from the 1st day of the month of the July every year, provided he has completed service of 12 months unless it is withheld. If a teacher joins on such date that he does not complete 12 month on 1st day of the month of July falling immediately after his joining but has completed minimum of 10 month of service he shall be considered for grant of annual increment from the 1st day of the month of July. In case an employee joins the service in September onwards he shall be considered for grant of annual increment from 1st day of July in the subsequent year. However, if an employee has entered in to the service of the university during January to March of the year, he shall be granted annual increment from the 1st day of January next year..

An increment may be withheld if his conduct has not been good and/or his performance has not been satisfactory, in the opinion of the appointing authority. No increment shall, however, be withheld without assigning the specific reasons in writing and without following the procedure laid down in this regard. An employee shall have the right to appeal to the Board of Management against the decision to withhold his annual increment.

13.2 The following services in the stages of full time scale count for increment:

- (i) Period of duty
- (ii) All kinds of leave other than extraordinary leave
- (iii) Service in another post, other than the post carrying less pay, whether in substantive or officiating capacity.

14. COMPULSORY DEDUCTIONS

No deduction of any kind shall be made from the salary of an employee except the deduction mutually agreed between employee and the Management.

15. PROBATION AND CONFIRMATION

15.1 Every person appointed against a substantive post on direct recruitment shall be on probation on such post for a period of twelve months provided that the appointing authority may extend the period of probation for a further

period not exceeding 12 months and the reasons thereof to be recorded in writing and communicated to person concerned within reasonable period after expiry of the probation period.

- 15.2 In case the work of an employee on probation is not found to be satisfactory, periodical warning should be given to him.
- 15.3 The services of an employee appointed on probation, may be terminated by one month's notice or by the payment of a sum equivalent to one month's salary by either party choosing to terminate the appointment, without assigning any reason.
- 15.4 During the period of a probation, if an appointee is found unsuitable for holding that post or has not completed his period of probation satisfactorily, the appointing authority may terminate his services from the rolls of the University by giving one month's notice or paying him one month's salary in lieu thereof. However, if such person was on the roll of the University prior to his direct selection of the present post, Board of Management may consider his confirmation on the previous post.
- 15.5 Every person appointed against a post under the University by direct recruitment shall, on satisfactory completion of his/her period of probation, be eligible for confirmation in the post and subject to the conditions laid down in the Rules / Regulations, to be notified.

16. PROMOTION

- 16.1 An employee may be considered for promotion to the post in the next higher grade and pay by the Board of Management subject to completing prescribed years of regular service in pay scale and having consistently satisfactory performance appraisal report.

17. SENIORITY

17.1 Seniority of Direct Recruits

Relative seniority of all direct recruits will be according to the order of merit based on the select list drawn by Selection Committee. Persons appointed from an earlier select list shall rank senior en-bloc to those appointed from subsequent list.

- 17.2 Delay in joining duty – Seniority will not be affected, if person ranked higher in the select list joins the post not later than three months from the date of issue of appointment letter to him.

17.3 Seniority of employees appointed by Promotion or absorbed by transfer vis-a-vis with direct recruits:

- 17.3.1 The relative seniority of persons appointed by promotion/absorption to any post in the University from any other Department of the Central / State Government, Autonomous organization and statutory body, shall be determined in accordance with the order of their selection for such absorption.
- 17.3.2 In the case of person appointed by the promotion his seniority in the cadre to which he is promoted shall be counted from the date of promotion and shall be placed below the direct recruits in accordance with the percentage of recruitment prescribed for the cadre in that particular year.
- 17.3.3 In the case of a person who is initially taken on deputation and absorbed later, his seniority in the cadre in which he is absorbed will normally be counted from the date of absorption. If he has, however, been holding already, (on the date of absorption) the same or equivalent post on regular basis in his parent department, such regular service shall also be taken into account in fixing his seniority subject to the condition that he will be given seniority from the date, he has been holding the post on deputation, (or) the date from which he has been appointed on regular basis to the same or equivalent post in his parent department; whichever is later.

17.4 Seniority in case of suspension

Seniority of persons under suspension or against whom disciplinary proceedings are pending: Original seniority of such an employee will not be affected, if he is completely exonerated of the charges held to be wholly unjustified.

18. TEMPORARY AND PERMANENT SERVICE

18.1 An employee shall be in temporary service of the University, until he is confirmed on a substantive post of the University subject to the provisions as laid down in these regulations.

18.2 An employee confirmed in a substantive post in the University shall be in the permanent service of the University subject to the provisions in the Act, Statutes, Ordinances and Regulations.

19. RETIREMENT

The staff of the University (Other than Registrar, Chief Finance and Audit officer & Controller of Examinations who will retire on attaining the age of 65 years) shall retire on superannuation on attaining the age of 62 years. While an employee whose date of birth falls on any day other than the first day of the month, shall retire on superannuation on the first day of that month, and those, whose date of birth is first day of the month, shall retire on superannuation on the last date of the previous month.

20. EXTENSION/RE-EMPLOYMENT IN SERVICE

20.1 The Board of Management, on the recommendation of the Vice-Chancellor may grant extension in service or reemploy the Registrar or a distinguished superannuated Employees after he has attained the age of 62 years/ 65 years on contractual basis on year to year basis or as decided up to the age of 70 years , if the Board of Management is satisfied that services of an employee are required in the interest of the University.

20.2 Subject to the provision of sub clause (1), the terms and conditions of services of a re-employed employee including his salary and other benefits admissible to him (except leave) will be in accordance with the guidelines prescribed by the Board of Management from time to time.

21. RESIGNATION

Subject to the acceptance of resignation by the competent authority, a non teaching staff may, resign from the service of the University by giving in writing a notice of appropriate period as per terms and conditions of his letter of appointment to the Board of Management/ Appointing Authority or by paying salary for the said period in lieu thereof: provided that such resignation shall take effect only from the date on which the resignation is accepted by the Board of Management/ the Appointing Authority.

22. SPECIAL PROVISION FOR EXISTING EMPLOYEES

Every person holding a regular post in the University at the time of notification of these regulations, other than those employees who are on deputation, shall on such commencement be deemed to have been appointed under the provisions of these regulations and will be required to sign the agreement as prescribed, in case he intends to continue.

23. ANNUAL PERFORMANCE APPRAISAL REPORT (APAR):

(a) Such authorities of the University as may be prescribed by the University, shall report confidentially each year in the form prescribed by the University on the performance including work and conduct of the employees who have served under a particular officer for a period not less than three months in the calendar year immediately preceding.

(b) All APARs shall be submitted in the prescribed form to Reviewing / Accepting authority by the reporting officers as laid down in the regulations.

24. TRAVELLING & DAILY ALLOWANCES

An employee of the University shall be entitled to travelling and daily allowances according to the provisions notified by the University from time to time.

25. LEAVE RULES

The employees of the University shall be governed by the Leave Rules for non-teaching employees as laid down in the MRU (Leave) Regulations.

26. LIEN AND DEPUTATION

The appointing authority may allow an employee of the university to be on deputation to an outside agency on such terms and conditions as mutually agreed upon between the University and the borrowing organization.

27. Conduct, Discipline, Penalty & Appeal

The employee of the University shall be governed by the conduct, discipline, penalty and appeal rules as prescribed in the Statutes/ Regulations.

28. CAREER PROGRESSION SCHEME (CPS)

Career Progression Scheme (CPS) as approved by the Board of management shall be applicable to non teaching staff.

29. EMPLOYEES PROVIDENT FUND

The non-teaching employees of Manav Rachna University shall be covered by Employees Provident Fund, as applicable till further policies are framed in terms of Provident Fund,

30. GRATUITY

The non teaching staff of the university shall be entitled to gratuity after rendering continuous services for not less than five years in the university, subject to other provisions /conditions under payment of Gratuity Act, 1972.

31. RESIDUARY CONDITIONS OF SERVICE & REMOVAL OF DOUBTS

Any matter relating to the conditions of service of employees for which no specific provision is made in these Regulations, shall be determined by the Board of Management. Where a doubt arises as to the interpretation or application of any of the provision of these regulations, the matter will be referred to the Board of Management for a decision, which shall be final.

32. In these Regulations, wherever the word 'he' and his are mentioned, the same shall be read as 'she' / 'her' respectively in case of female employees.