

**INSTITUTE OF ADVANCED STUDIES IN  
EDUCATION DEEMED UNIVERSITY OF  
GANDHI VIDYA MANDIR**

# **HAND~BOOK**



**iase**  
deemed  
university

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**Sardarshahar, Dist. Churu (Rajasthan)**

**Bye-Laws regarding Service Conditions of the Officers,  
Teachers and Employees of the University (Section 26K)**

**Chapter-I  
Preliminary**

**(1) Title of the Bye-Laws:-**

- (i) **Short Title:** - These Bye-Laws may be called as Service and Conduct Bye-Laws 2017 for Officers, Teachers and Employees of IASE Deemed University, Sardarshahar.
- (i) **Effective date:** These Bye-Laws shall be effective from the date of the Notification after the assent of the Chancellor.
- (iii) **Scope Extent of Application:-** These Bye-Laws shall apply to all Teacher/Officers/Employees of the University appointed after the establishment of the University but shall not apply to those who are on deputation and on contract appointment (after retirement) whose conditions of service shall be such as determined by the University and approved by the Board of Management.
- (iv) **Power to make or amend the Bye-Laws:** The Board of Management of the University, subject to the conditions laid down in the Rules of the University, will have authority and power to make new Bye-Laws or relax these Bye-Laws or amend them in such manner as may appear to it to be just, fair and reasonable.

**(2) Definitions:-**

In these Bye-Laws unless the context otherwise requires.

- (i) "Appointing Authority" means Board of Management / the Vice Chancellor /Registrar of the University.
- (ii) "Cadre" means the sanctioned strength of the University under different categories of employees.
- (iii) "Board" means the Board of Management (BOM) of the University.
- (iv) "Competent Authority" means Board of Management / any other authority/Officer/Employee to whom powers are conferred by the Rules or Bye-Laws or any Authority of the University. The Board of Management may declare any of its teacher/officer/employee as

competent authority and delegate to them, any power under these Bye-Laws with condition as stated in the delegation order.

- (v) "Compensatory Allowance" means an allowance granted to the Teachers/Officers/Employees to meet personal expenditure necessitated by the circumstances in which duty is performed. It includes the traveling allowance.
- (vi) "Disciplinary Authority" means the appointing authority or to whom such powers have been delegated.
- (vii) "Duty" includes (a) service on probation, (b) Joining time on transfer, (c) A course of instruction or training in India or Abroad specially approved as duty by the competent authority (d) Period of compulsory awaiting posting sanctioned by the competent authority.
- (viii) "Employee" means an employee of the University including officer's teachers and of the subordinate staff University.
- (ix) "Foreign Service" means service in which Teachers/Officers/Employees serves and receives his pay from some other agency/organisation/counters with the approval of the University.
- (x) "Honorarium" Means recurring or non-recurring payment granted to Teachers/Officers/Employees 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 Teachers/Officers/Employees to join a new post or to travel from a station to which he is posted.
- (xii) "Leave Salary" means the, monthly amount paid by the University to Teachers/Officers/Employees who are on leave.
- (xiii) "Lien" means the title of Teachers/Officers/Employees 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) "Officers" means an officer of the University as per Section 15 of the Rule of IASE Deemed University, Sardarshahar and the others declared as Officers by the Bye-Laws of the University.
- (xv) "Officiating" means an arrangement when Teachers/Officers/Employees officiates in a post on which another

- person holds lien and also may include officiating on a vacant post on which no other Teacher/Officer holds lien.
- (xvi) "Probation" means a person appointed on a sanctioned vacant post for determining his suitability for eventual confirmation on that post.
- (xvii) "Probationer" means a person appointed on probation on or against a substantive vacancy.
- (xviii) "Selection Committee" means a committee constituted for selection of Teachers/Officers and Employees under the provisions of the Rules and Bye-Laws of the university or by a competent authority.
- (xix) "Substantive Appointment" means the appointment of Teacher/Officer/ Employee on a permanent post and on which he acquires a lien.
- (xx) 'Bye-Laws' means the by laws of the university made under section 26 of the memorandum of association and rules.
- (xxi) "Teacher" means a teacher of the University as provided under the Rules and Bye-Laws.
- (xxii) "University" means IASE Deemed University, Sardarshahar.
- (xxiii) "Pay" means (i) Monthly pay which is authorised by the University to a Teacher/Officer/Employee in a pay scale for which he/she is entitled on monthly basis on account of his/her appointment, in his/her regular grade of the cadre other than all allowances, Special pay and personal pay, and (b) Any other emolument which may be specially classed as pay by the Board of Management.
- (xxiv) "Salary" means the pay including prescribed allowances
- (xxv) "Office" means a unit under the University.
- (xxvi) "Presumptive Pay" means the pay to which Teacher/Officer/Employee would be entitled if he/she held the post substantively and was performing its duties. It does not include special pay.
- (xxvii) "Month" means a calendar month in calculating a period expressed in terms of month and days of particular calendar month.
- (xxviii) "Age" means the age reckoned from the date of birth as stated in matriculation certificate/School leaving certificate/Birth Certificate.

- (xxix) "Age of superannuation" 60 years (62 years for the Registrar) of age or as notified by the University from time to time.
- (xxx) "Holiday" means- all the Sundays and the holidays declared by the University in its academic calendar / specially notified by the University.
- (xxxi) "Tenure Appointment" means a permanent post which individual Teacher/Officer/Employees may not hold for not more than a specified period.

### **(3) General Conditions of Service**

- (i) Unless otherwise provided in the Bye-Laws or in the orders of the university, recruitment to any post, the minimum age for entry into University service shall not be less than 18 years for Teachers/Officers/ Employees. The age of the Teacher/Officer/Employees shall be determined with the entry made in the Secondary/Senior Secondary certificate, or school leaving certificate. In case the person appointed in the University is on such post, whose minimum qualification is below secondary then the date of birth indicated in the certificate issued by the municipality or *Panchayat* or school according to the entry made in their respective record will be taken in to consideration.
- (i.) Categories and grades of the posts under the University shall be as specified by the competent authority from time to time.
- (i.i) The qualifications for appointment to various posts in the University shall be as determined by the competent authority from time to time.
- (iv) (a) Recruitment on various posts in respect of Teachers and Officers in the University shall be made according to and in the manner prescribed by Rajasthan Universities Teachers and Officers (Selection for appointment) Act-1974 as amended from time to time or UGC rules for Deemed University.
- (b) Recruitment for various posts of Employees other than Teachers and Officers in the University shall be made according to the Rules/Bye-Laws or in the manner approved by the Board of Management.

- (c) Every Teacher/Officer/Employee on first appointment in the University will be required to submit a medical certificate of fitness issued by the Medical Jurist or a medical officer approved by the University.
- (v) When Teacher/Officer/Employee has been dismissed, removed or reduced from any rank, class, category or grade in the University service, the vacancy caused thereby shall not be substantively filled to the prejudice of such person until the appeal, if any preferred by him/her 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.
- (vi) The absence of a Teacher/Officer/Employee including probationer from duty whether on leave or on foreign service or on deputation and who holds a lien on a post, shall not, if he is otherwise fit, render him ineligible for appointment to a permanent or officiating vacancy in the higher class, category, grade or post which may fall vacant during his absence.
- (vii) Probation period, confirmation and extension of probation:**
- (a) All the appointments on permanent or substantive posts shall be made on probation for a period of two years or for such period as amended time to time by Board of Management. Where the work of Teacher/Officer/ Employee, appointed on probation is not satisfactory the appointing authority may (i) in the case of a person appointed to a higher post revert him to the post held by him immediately before such appointment, (ii) in the case of a person appointed by direct recruitment, terminate his service with one month's notice. (iii) May extend the period of probation by one year, once only.
- The intention of extending the period of probation shall be intimated in writing by the appointing authority to the Teacher/Officer/Employee concerned in writing at least one month before the date of expiry of the probation period.

- (b) Every Teacher/Officer/Employee appointed to a permanent post under the University shall, on satisfactory completion of his period of probation, be eligible for confirmation on the post.
- (c) No Teacher/Officer/Employee shall be confirmed on any post unless: - Such post is permanent and no one else holds a lien on the post, and the service of the Teacher/Officer is found satisfactory by the appointing authority.
- (viii) If a Teacher/Officer/Employee who is not confirmed in service, wishes to resign from service, he shall give one month notice in writing to the appointing authority. If the Teacher/Officer/Employee fails to give such notice, the University shall recover one month's salary from him in lieu of notice or the salary for the period for which notice falls short of one month.
- (ix) Unless Teacher/Officer/Employee service has been terminated during the probation period, the Head of the Office or the institution under whom the Teacher/Officer/Employee is working, shall send to the appointing authority, at least two months before the date of expiry of the probation period, a report about the working and conduct of the Teacher/Officer/Employee appointed as probationer, with a definite recommendation for his confirmation in service or otherwise.
- (x) If the University decides to relieve Teacher/Officer/Employee, not confirmed in service, one month's notice in writing shall be given to him/her or in lieu of notice he shall be paid salary of one month. Provided that no notice of discontinuance shall be necessary in case of (i) appointments for specific period, and (ii) appointment against leave vacancy.
- (xi) A confirmed Teacher/Officer/Employee shall be required to give three months notice in case he desires to be relieved from service or he shall pay to the University three months salary in lieu of such notice, or salary for the period for which notice falls short of three months.-
- (xii)

- (a) If the University decides to relieve Teacher/Officer/Employee who are confirmed in service, a notice to that effect shall be served on him three months before the date on which he/she is to be relieved, giving reason of relieving. In the absence of such notice the University shall pay to him three months salary.
- (b) Termination of service by notice in case of permanent Teacher/Officer/Employee shall be resorted to only when the post he holds ceases to exist and University does not have suitable alternative post to offer him/her. Services of Teacher/Officer/Employee may be terminated on account of unsatisfactory work, misconduct etc, only after fulfilling the conditions laid down under these Bye-Laws elsewhere.
- (xiii) Teacher/Officer/Employee, before leaving the University, shall hand over the charge of his post to a duly authorized Teacher/Officer/Employee and shall return to the University all books, apparatus, furniture and other material issued to him/her for his personal or official use and shall pay up in full all outstanding dues on account of occupation of residential quarters, water, electric charges, loans and advances, if any. In case of default the head of the institution in which he is employed shall recover the amount due to him from his dues payable to him by the University as per Bye-Laws of the University.
- (xiv) Willful absence from duty may be treated as misconduct for the purpose of these Bye-Laws. Absence without leave moreover amounts to interruption in service involving forfeiture of past service, unless the absence is commuted into extraordinary leave by sanctioning authority on explanation submitted by the employee.
- (xv) All appointments of Teachers/Officers/Employees made in substantive capacity, prior to the commencement of these Bye-Laws, shall be deemed to have been made under the provisions of these Bye-Laws.
- (xvi) For Service Records,



- (a) The Head of Office/Institution shall maintain a service book of each Teacher/Officer/ Employee in the form as has been prescribed.
- (b) Entries, in the service book of Teacher/Officer/Employee shall be authenticated by the officer/officers under whom Teacher/Officer /Employees is working.
- (xvii) The Registrar shall maintain **Annual Assessment Report** of all Officers/Employees working in the University. Accordingly, all the Officers/Employees working in the University are required to submit **Annual Assessment Reports by the end of July every year.**
- (xviii) Unless otherwise distinctly provided for in these Bye-Laws or elsewhere the whole time Teacher/Officer/Employee will be treated to be at the disposal of the University whenever required, he/she can be put to any additional work without the claim for additional remuneration.
- (xix)
- (a) As a Principle of Lien, two or more Teachers/Officers/ Employees cannot be appointed substantively to the same permanent post at a time.
- (aa) Teacher/Officer/Employee cannot be appointed substantively except as a temporary measure to two or more permanent posts at the same time.
- (ab) Teacher/Officer/Employee cannot be appointed substantively to a post on which any other Teacher/Officer/Employee holds a lien.
- (xx) Unless in any case it be otherwise provided in these Bye-Laws, Teacher/Officer/Employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien on previously acquired post on promotion and confirmation on other post.
- (xxi) **Teacher/Officer/Employee holding substantively permanent post retains a lien on that post:-**
- (a) While performing the duties of that post.

- (aa) While on Foreign Service or holding temporary post or officiating on another post.
- (ab) During joining time on transfer to another post unless he is transferred substantively to a post on lower pay, in which case his lien is transferred to the new post from the date on which he is relieved of his duties from the old post.
- (ac) While on leave.
- (ad) While under suspension.
- (xxii) Teacher/Officer/Employee may be required to subscribe to General Provident Fund (GPF) in accordance with the Bye-Laws framed by the University.
- (xxiii) Conditions of drawing pay and allowances: Subject to any exception specially made in these Bye-Laws Teacher/Officer/Employee shall begin to draw the pay and allowances attached to his post with effect from the date he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge these duties.
- (xxiv) When Teacher/Officer/Employee on appointment to some other University post is required to undergo training for any specified period before he assumes independent charge of that post, such Teacher/Officer/Employee shall, if resigns or takes up another emolument during training period or within two years after the completion thereof, refund to the University the emolument paid to him during the period of such training but excluding the amount paid to him by way of traveling and daily allowance under the relevant Bye-Laws.
- (xxv) Teacher/officer/Employee who has undergone extraordinary leave shall not be granted leave of any kind exceeding 5 years continuously. In case Teacher/Officer/Employee does not resume duties after remaining on leave for a continuous period of 5 years, he shall, unless the Vice-Chancellor under exceptional circumstances of the case otherwise determines, be removed from service.

## Chapter-II

### Leave

- (i) **Earning of leave and Right to Claim leave:**
  - (a) Leave is earned by the actual period of duty and it cannot be claimed as of right. Leave so sanctioned may be refused or revoked at any time by the authority empowered to sanction leave. In case of refusal, reasons shall be recorded by the leave sanctioning authority.
  - (b) When Teacher/Officer/Employee is recalled on duty before the expiry of the leave, he shall be entitled to be treated as on duty from the date he starts for the station of his duty and to draw traveling allowance to the headquarter. He will get leave salary for the period preceding the date on which he joins the duty.
- (ii) **Commencement and Expiry of leave:** Leave begins from the date from which it is sanctioned and ends on the day on which sanctioned period of leave expires. Sunday, other holidays and vacation may be prefixed or suffixed to leave subject to the limit of absence on leave prescribed under each kind of leave.
- (iii) **Address while on leave: Every University Teacher/Officer/Employee, proceeding on leave shall record on his application for leave, the address, mobile number and e mail address at which he/she may be contacted during leave.**
- (iv) **Grant of leave beyond the date of retirement:** No leave shall be granted beyond the date on which Teacher/Officer/Employee superannuate or compulsorily retires.
- (v) **Joining duty on Return from leave on Medical grounds:** Teacher/Officer/Employee who has been granted leave on medical grounds shall be required to produce a medical certificate of fitness from the authorized (by the government/University) medical attendant before resuming duty. The competent authority may also require Teacher/Officer/Employee to produce a medical certificate when the ground of leave applied for is illness.
- (vi) **Re-joining of Duty before the Expiry of the leave:** Except with the permission of the competent authority, no Teacher/Officer/Employee on

leave shall ordinarily join duty before the expiry of the period of leave sanctioned to him.

- (vi) **Application for leave:** Leave other than casual leave, duty leave, deputation leave for availing a grant of Government of India, U.G.C. or other Governments for which application is initially recommended and forwarded by the University shall be applied for in the prescribed form. It will be applied for sanction sufficiently in advance before it is availed of, except in special case of emergency and on stating satisfactory reason.
- (vii) **Increment during Leave:** If the increment falls due during leave on full pay and half pay other than casual leave, the effect of increase of pay will be given from the date the Teacher/Officer/Employee resumes duty without prejudice to the normal date of increment.
- (ix) **Absence after the Expiry of Leave:** Teacher/Officer/Employee who remains absent after the expiry of his sanctioned leave shall not be entitled to any leave salary unless otherwise such absence has been regularized by the competent authority. Willful absence from duty after the expiry of sanctioned leave shall be liable to punishment.
- (x) **Leave Account:** A leave account in the form given in service book will be maintained for each Teacher/Officer/Employee.
- (xi) **Admissibility of leave to Temporary Teacher/Officer made Permanent:** A temporary Teacher/Officer/Employee if without interruption of duty is appointed substantively to a permanent post, his leave account will be credited with the amount of leave as per provisions contained in these Bye-Laws.
- (xii) **Casual leave:** The number of casual leave granted to an individual in a year (1<sup>st</sup> July to 30<sup>th</sup> June) shall be 15 days only, provided that in the case of Teacher/Officer/Employee joining service during the course of a year it will be granted as under:
  - (a) Up to 5 days for service of 3 months.
  - (b) Up to 10 days for service of more than 3 months, but less than 6 months.
  - (c) Up to 15 days for service of more than 6 months.

- (d) Casual leave may be taken in one or more installments as the applicant desires, but shall not ordinarily exceed 10 days at a time. Casual leave shall not be combined with any other kind of leave, except duty leave but it may be taken in combination with University holidays provided the period of total absence does not exceed 15 days. Normally casual leave will be sanctioned by the competent authority as and when applied for. Sundays or other University holidays falling within the period of casual leave shall not be counted as casual leave. Un-availed casual leave shall lapse after the close of the year.
- (xiii) **Special Casual Leave:** Special casual leave may be granted to a University Teacher/Officer/Employee to the extent noted below for undergoing sterilisation operation.
- (a) **Male/Female Teacher/Officer/Employee:** The University Teacher/Officer/Employee who is hospitalised the period during which he/she remains as indoor patient in the hospital shall be treated on special casual leave provided such period is in excess of 6 days in the case of male and 7 days in the case of female. The special casual leave for the period of hospitalisation shall be granted subject to the production of medical certificate from the authorised Medical Doctor along with the bill and certificate of the Hospital.
- (b) Special casual Leave may be extended upto 90 days with full pay and allowances if a Teacher/Officer/Employee is hospitalised due to an accident during his/her official duty (**A maximum of Rs. 3 Lakh may be reimbursed for a major accident when the employees is hospitalised for a longer period. In such reimbursement a prior approval from the Chancellor/Vice-Chancellor is required. In case of Minor injuries the medicinal expenditure during the days of hospitalisation may be incurred by the University with the permission of Chancellor/Vice-Chancellor.**)
- (xiv) **Academic Leave (Only for Teacher):**
- (a) Academic leave for absence from duty up to a limit of 15 days in an academic year may be sanctioned to the teachers by the competent authority for the following purposes:

- (aa) To conduct an examination of a University and other recognized institution or of a statutory Board.
  - (ab) To deliver academic lectures.
  - (ac) To attend meetings of the committees, Boards, Faculties and other academic bodies of a University or of a statutory Board.
  - (ad) To inspect academic institution attached to a University or a statutory Board.
  - (ae) To attend meetings of the selection committee of other institution, board, statutory corporation and public service commission.
  - (af) Any other purpose which is deemed by the competent authority to be of academic nature.
- (b) Application for academic leave shall ordinarily be submitted and sanction of competent authority be obtained before the leave is actually availed of
- (c) During the first year of service of a teacher the grant of academic leave will be regulated as follows:
- (ca) For service of 3 months or less – 5 days.
  - (cb) For service exceeding 3 months but not exceeding 6 months – 10 days.
  - (cc) For service exceeding 6 months – 15 days.
- (d) Sunday or University holidays falling in between period of academic leave will not be debit able to the academic leave account
- (e) The sanctioning authority may at its discretion permit combination of academic leave with holidays and casual leave
- (f) Un-availed academic leave shall not be carried forward in the next academic year.

(xv) **Special Academic Leave (Only for Teachers):**

- (a) When a University teacher is invited by another University / Institute, National Institution, in a UGC scheme as a visiting Professor for a period of three months to 12 months, he may be granted special academic leave without pay and allowances
- (b) When a University teacher is invited by another University / institution under the UGC, National Institution etc. scheme as a visiting fellow for a period from 2 weeks to 8 weeks, he may be granted special academic leave with pay and allowance for the duration of visiting fellowship
- (c) When a University teacher is made a national lecturer by the UGC and is invited to deliver lectures under the programme, he may be granted special academic leave for the purpose with pay and allowance

When a teacher is invited to deliver memorial lecturer in a University he may be granted special academic leave with pay and allowance for the purpose

(xvi) **Permission for absence from Headquarters:** Permission for absence from Headquarters on University work of non-remunerative nature (including the work of various projects) will be sanctioned by the competent authority up to a limit of 30 days in an academic year, provided that the work is undertaken with the prior permission of the competent authority.

(xvii) **Deputation Leave (Only for Teacher/Officer):** Deputation leave on full pay and allowances may be granted to a teacher/ officer provided he has been deputed by the University for:

- (a) Attending conference, congress and convention recognized by the University in India and abroad on behalf of the University.
- (b) Delivering lectures in institution and universities recognized by the University.
- (c) Working on delegations or committee appointed by the government or by another agency recognized by the University.

- (d) Attending such short term courses, workshop as the Vice-Chancellor may approve as useful for the University where the person does not receive any salary or honorarium.
- (e) Availing the fellowship award under the cultural exchange program and other programmes in such case the applications were forwarded by the University to the UGC or Govt. of India etc. according to the terms and conditions attached to the programme of such award/ fellowship.
- (f) If a teacher/ officer has availed such leave for visiting abroad for more than 3 months, he will not be entitled for deputation leave up to 5 years after his return from leave.
- (g) The Vice-Chancellor may sanction deputation leave up to 30 days at a time in an academic year. If the period of deputation leave is for more than 30 days, sanction of the Board of Management will be necessary.
- (h) If the teacher/ officer concerned receives any honorarium or remuneration during deputation and period of deputation leave is more than three months, such leave shall be sanctioned on half pay and allowance only.

Deputation leave shall not ordinarily be combined with any other kind of leave. However, if a Teacher/Officer on deputation leave, outside India applies for any kind of leave, which is due to him in continuation of deputation leave, such application may be considered on its merits.

- (a) **Leave not due:**-Leave not due may be granted to a Teacher/Officer/ Employee who are in permanent employment subject to the following conditions:
  - (a) That no privilege leaves and half pay leave are available in his / her leave account.
  - (b) The authority competent to sanction leave is satisfied that there is reasonable prospect of the Teacher/Officer returning to duty on its expiry.



- (c) The leave not due shall be limited to the half pay leave, he is likely to earn thereafter.
- (d) Leave not due during the entire service shall be limited to time and 240 days in all may be granted otherwise than on medical certificate of the authorised medical attendant(Doctor)
- (e) Leave not due shall be debited against the half pay leave, the Teacher/Officer/Employee may earn subsequently.

**(xviii) Maternity Leave:**

- (a) A female Teacher/Officer/Employee of the University who is pregnant, on giving notice to the University in writing that she expects to deliver a child, shall be permitted if she so desires to abstain herself on maternity leave for a period of 180 days from the date of its commencement. Maternity leave will be granted only twice during the entire period of service of Teacher/Officer/ employee.
- (b) The University may at its discretion have her medically examined by a lady doctor.
- (c) Teacher/Officer/Employee, who has availed herself of the maternity leave for more than two occasions before the enforcement of these Bye-Laws, shall not be entitled to any maternity leave under these Bye-Laws. However, if there is no surviving child even after availing such leave twice, maternity leave may be granted on one more occasion. Similarly female Teacher/Officer/Employee who has not availed of the maternity leave and already has three surviving children will not be sanctioned maternity leave when applied for.
- (d) Maternity leave will also be admissible to a temporary female Teacher/Officer/Employee provided she has been in continuous service of not less than 180 days in the 12 months preceding the date of the expected delivery.
- (e) A female Teacher/Officer/Employee on maternity leave shall draw leave salary equal to the pay and allowance she draws on the day preceding that on which she proceeded on such leave.

(xix) **Paternity Leave:** A male Employee with less than two surviving children may be granted paternity leave (maximum two times) for a period of 15 days during confinement of his wife i.e. 15 days before the birth of children to three months after the birth of children and if such leave is not availed of within this period it shall be treated as lapsed. During the period of such leave, the Employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity leave shall not be debited against the leave account but such entry should be made in the service book separately and may be combined with any other kind of leave (as in the case of maternity leave). Such leave shall not be allowed in case of miscarriage including abortion of the Employee's wife.

(xx) **Leave without pay to take up employment elsewhere:**

(a) Teacher/Officer/Employee having completed 5 years permanent service in the University may be permitted to take up employment outside the University (the pay will not be chargeable to the University) at the discretion of the Vice- Chancellor. In such cases, he may be granted leave without pay for one year. During the period of such absence the lien of the Teacher/Officer/Employee shall be retained on the post held by him substantively before proceeding on leave, provided further, that in the case of Teacher/Officer/Employee who has completed 10 years of permanent service in the University may be sanctioned 2 years leave without pay at the discretion of the Board of Management / Vice-Chancellor. Lien of the Teacher/Officer/Employee shall be retained as mentioned above. Provided that an employee shall not be granted more than four years of Leave without Pay for employment overseas in any case during entire service period.

(c) A Teacher/Officer who has put in at least 10 years permanent service in the University and is offered a tenure appointment as Vice-Chancellor of another University or any other such high position with a tenure appointment for a period exceeding two years may be permitted to accept the same and granted leave without pay for maximum two terms of such appointment irrespective of the length of the term at the discretion of the Board of Management. During the period of such leave

the lien of a teacher shall be retained on the post held by him substantively before proceeding on leave.

- (c) A Teacher/Officer/Employee seeking leave under this rule must return and join the University service on the expiry of the leave, failing which he will be deemed to have willfully abstained himself from duty.
- (d) Teacher/Officer/Employee will not earn increments in his grade of the University for the period, he avails leave under this rule and the period spent by him on leave under this rule shall not be included in the total period of the service calculated for the purpose of pension.
- (e) If some University Teacher/Officer/Employee contests election of parliament or state legislature and is declared elected, leave under this rule may be granted by the Board of Management and all the provisions under this rule shall apply in the case of such Teacher/Officer/Employee mutatis mutandis.

(xxi) **Extra Ordinary Leave:**

- (a) Extra ordinary leave shall be without pay and allowance and sanctioned by the Vice-Chancellor.
- (b) The period of extra ordinary leave shall not count towards increments. The date of increment will be shifted by the days of extra-ordinary leave availed during a year.
- (c) In case of permanent Teacher/Officers/Employees the duration of extra ordinary leave in the entire service period shall not exceed the following limits :-
  - (ca) Three months on any one occasion for reasons, other than medical grounds, to be recorded in writing.
  - (cb) Extra ordinary leave on medical grounds of illness of the Teacher/Officer/Employee may be granted up to a period of one year for every period of 5 years service subject to a maximum of 5 years during his entire period of service. However in cases involving hospitalisation and post-operative treatment such leave up to 90 days in any one year be granted irrespective of the length of the service of the Teacher/Officer/Employee.

- (c) Where Teacher/Officer/Employee is suffering from tuberculosis, cancer, leprosy and any other terminal disease and is undergoing treatment in a recognised hospital / clinic, he / she may be granted such leave on any one occasion up to 18 months irrespective of his / her length of service.
- (d) In case of temporary Teacher/Officer/Employee extra ordinary leave without pay and allowance may be granted for a period not exceeding one month, when no other leave is admissible to him.
- (xxii) **Quarantine leave:** Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of an infectious disease in the family or in the house hold of Teacher/Officer/ Employee. Quarantine leave may be granted on the certificate of the medical officer or public health officer for a period not exceeding 21 days or in exceptional cases 30 days. Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave. Teacher/Officer/Employee on quarantine leave will not be treated as absent from duty and his pay is not affected.
- (xxii.) **Hospital Leave:**
- (a) A competent authority may grant hospital leave to such Teacher/Officer/ Employee of the University whose duties involve handling of dangerous machinery, explosive materials, poisonous drugs etc. or the performance of hazardous tasks, while under medical treatment for illness or injury is such illness or injury is directly due to risks incurred in the course of their official duties. Hospital leave is an addition to other forms of leave that may be admissible to a University Teacher/Officer/Employee under these Bye-Laws.
- (b) Hospital leave may be granted on full pay or half pay as the competent authority may consider necessary.
- (c) The hospital leave may be granted subject to maximum period of 3 months on full pay in any period of three years. Hospital leave on half pay will be counted for the purpose of this limit as half the amount of leave on full pay.

(d) Hospital leave may be combined with any other kind of leave which may be admissible provided that the total period of leave after such combination shall not exceed 180 days.

(xxiv) **Special Disability Leave:**

(a) This leave may be granted to Teacher/Officer/Employee, whether permanent or temporary who is disabled by injury inflicted upon him or caused in, or in consequence, of the due performance of his official duties or in consequence of his official position. Such leave shall not be granted unless the disability manifests itself within 3 months of the occurrence to which it is attributed, and is promptly brought to the notice by the Teacher/Officer/Employee to the competent authority.

(b) The period of leave granted shall be such as is certified by a competent medical authority to be necessary and shall in no case exceed 24 months in consequence of any one disability.

(c) Special disability leave may be combined with leave of any other kind and shall be counted as duty.

(c) Special disability leave may also be granted to Teacher/Officer/Employee who is disabled by an injury caused by a violent action or criminal assault in due performance of duties.

(e) Leave salary during the period of special disability leave shall be:

(ca) Full pay for the first 3 months, and

(cb) Half pay for the remaining period.

(xxv) **Study Leave:**

(a) Study leave may be granted to a regularly selected Teacher/Officer/Employee so as to enable him/her to undertake higher studies or specialised training in the subject having a direct and close connection with his sphere of duties and thus likely to increase his usefulness to the University.

(b) A Teacher/Officer/Employee may be granted study leave provided he/she has rendered five years continuous service in any department/college/ research centre/extension centre/ schemes etc. on the date of application. Five years of continuous service of a Teacher/Officer/Employee in the University shall include the period of

probation. Provided if a teacher, officer and employee has rendered three years service after regular appointment he/she may be considered for grant of Study Leave (Without Pay and allowances)

- (c) An application for study leave shall be submitted through the Head of Department and the Dean of the Faculty who will duly forward and recommend it to the Vice Chancellor.
- (d) The study leave shall not ordinarily be admissible to a/an Teacher/Officer/Employee who has attained the age of 50 years, subject to the condition that study leave availed previously, if any and the study leave being considered for sanction does not exceed three years during the entire period of service.
- (e) Applications for study leave submitted on a prescribed proforma shall be considered by an Advisory Committee constituted by the Vice-Chancellor. The committee shall examine the applications and make its recommendations to the Vice-Chancellor.
- (f) The advisory committee shall consider the applications for study leave in the order in which they are received and shall take into consideration the following:
  - (fa) The recommendations of the forwarding officer.
  - (fb) The possibilities of increased usefulness of the applicant after the expiry of study leave to the University.
  - (fc) Prior study leave, if any, granted to the applicant.
  - (fd) The pendency of any enquiry or disciplinary proceedings against the applicant.
  - (fe) An applicant who has been awarded financial assistance for the period of study leave by any institution of higher learning may be given preference over other applicants.
  - (ff) Normally not more than 10 per cent of the sanctioned strength of a Teacher/Officer/Employee will be granted study leave at any one time except when in special circumstances, the Vice-Chancellor may otherwise decide.

- (g) During the leave period the Teacher/Officer/Employee will send report of the progress of research of the research project /programme /work at least once in six months through his supervisor/guide to the University, through the Head of the Department/Dean/Director of the University.
- (a) Study leave shall ordinarily not exceed maximum period of three years during the entire period of service in the University. A period of 12 months at one time should ordinarily be regarded as a reasonable period.
- (i) Teacher/Officer/Employee to whom study leave has been sanctioned shall be entitled to leave salary equal to full pay and other allowances as admissible on such pay.
- (j) Any person who avails himself of study leave shall bind himself by signing a bond that on his return after the expiry of the said leave, he shall continue to serve the University for a minimum period of 2 years if the study leave sanctioned was up to one year, and for Four years if the study leave was for more than one year but up to 2 years, and if the Study Leave is granted for 3 years the period of Bond for a minimum period of 7 years and also the incumbent has to furnish a Bank Guarantee as stipulated the competent authority for the period of Study Leave plus the Bond period on the salary and in the grade which he enjoyed at the time of his proceeding on study leave increased by normal increments due during the period of leave. In case during this period he desires to leave the University, he may be allowed to do so provided he refunds the whole amount received by him from the University as study leave pay and allowance except when in the opinion of the Board of Management, which shall be recorded in writing, that wider public/University interest is involved. Provided a teacher who is unable to complete his Ph.D/ higher study, within the period of study leave granted to him or who fails to rejoin the service of the University on the expiry of his study leave or who rejoins the service of the University but leaves the services without completing the prescribed period of service after rejoining the service or who within the same period is dismissed from the services of the University shall be liable to refund to the University the amount of the leave salary and allowances and other expenses

incurred on the teacher/ officer /employee together with interest thereon and damages from the date from which his resignation is accepted.

- (k) Study leave shall be counted as service for the purpose of increment, pension, general provident fund and gratuity. The benefit of increments falling during the period of study leave shall be operative only after the person has resumed his duty.
- (l) The study leave shall be deemed to have been cancelled in case it is not availed of within a period of six months from the date of issue of sanction.
- (m) The study leave can be combined with earned leave, half pay leave, extraordinary leave and other kind of leave.
- (n) The study leave/extraordinary leave for pursuing higher studies can also be granted to temporary employees of the University as per Bye-Laws laid down by Government of Rajasthan and adopted by Board of Management.
- (xxvi) **Sabbatical Leave (Only for Teacher):** The sabbatical leave would be for academic, scientific, technological and other related activities at any relevant institution or organization in India or abroad to enable the academic and scientific staff to enhance their professional competence. The applications may be submitted as per proforma.
- (a) **Eligibility:**
  - (aa) Sabbatical leave may be granted to a teacher, provided he/she has rendered not less than six years of service in the University.
  - (ab) The leave would be granted once in ten years provided the teacher concerned has not gone on deputation or assignment or study leave for a duration of one year or longer during the preceding six years.
  - (ac) The teacher must have at least five years service left before superannuation after completion of the Sabbatical leave.
- (b) **Duration:** The Sabbatical Leave will be limited to a maximum period of one year, twice during the entire career of a teacher.



(c) **Manner of Application**

- (ca) The teacher desirous of availing Sabbatical Leave shall apply in the prescribed proforma which can be obtained from University Office.
  - (cb) The teacher concerned will furnish a letter of acceptance from the host organization for undertaking the proposed study, research, training / teaching or the related professional activities relevant to the mandate of the University.
  - (cc) Application for Sabbatical Leave shall be forwarded by the concerned institution with its recommendation to the University at least six months in advance. Recommendation of the University of the Host Institution should also be made available while applying for sanction of the leave.
- (d) **Competent Authority:** The Vice-Chancellor will be competent authority to grant Sabbatical Leave on the recommendation of the Advisory Committee. The Advisory Committee shall be the same as constituted for the Study Leave.

(e) **Payment of Salary and Other Allowances:**

- (ea) During the period of Sabbatical Leave within the country, the teacher will be entitled to full salary and other allowances as would have been otherwise admissible to him/her while serving on regular position
- (eb) For all purposes, the period of Sabbatical Leave will be treated as a period spent on duty without entitlement of TA and DA
- (ec) In addition to the salary, the teacher is permitted to receive subsistence allowance including travel expenses from an institution abroad, if he /she is spending the period of Sabbatical Leave in a foreign University /Laboratory / Institute.

(f) **Other Conditions:**

- (fa) Sabbatical Leave could be availed by a teacher while receiving any kind of scholarship or fellowship from any organization, national or international.

- (fb) The sabbatical leave cannot be combined with any other leave.
- (fc) The teacher concerned will give an undertaking before proceeding on Sabbatical Leave that he / she would utilize the leave for the purposes mentioned in (c) (ii) above for which the Sabbatical Leave has been sanctioned and would not accept any commercial employment during the period of the leave and that he / she would refund the salary and other emolument paid to him/her during the leave period in case he / she resigns within three years after availing the leave to join other institution. institution abroad, if he /she is spending the period of Sabbatical Leave in a foreign University /Laboratory / Institute.
- (fd) During the period of Sabbatical Leave, the teacher will continue to retain official accommodation that may have been provided to him/her on the same terms and conditions as are applicable to other University teachers.
- (fe) The host institution within the country will provide all necessary facilities including office space, laboratory, transportation and suitable accommodation in the host organization.

(xxvi.) **Compensatory Leave (Only for Non-teaching employee):** - A permanent or a temporary employee of the University may be sanctioned compensatory leave for duties performed by him / her under the orders of the competent authority on Sundays and holidays as well as during breaks. The total number of extra hours will be commuted into six hours days to determine the number of days for which compensatory leave on full pay is to be credited to his / her leave account. Compensatory leave shall lapse if not availed of during the same year.

**The Classification, Emoluments and Allowances to the  
Teachers/Officers/Employees of the University: (section 26 k of the rules)**

**Recognition of Teachers**

- (1) The qualifications of the teachers of the University and the scale of pay shall be such as prescribed by the University Grants Commission or other concerned Council from time to time and approved by the Board of Management of the University on the recommendation of the Academic Council. This will not be applicable on ad-hoc/temporary appointments.
- (2) No person shall be appointed or recognized as a teacher of the University except on the recommendation of a Selection Committee constituted for the purpose.
- (3) The Vice-Chancellor shall convene the Meeting of the Selection Committee.
- (4) The Selection Committee shall consider and submit their recommendations to the Board of Management as to the appointment referred to it. If the Board of Management is unable to accept the recommendations made by the Committee, it shall record its reasons and submit the case to the President (Chancellor) for final orders.

Provided that no reference to the President shall be required when a Selection Committee's recommendations pertain to any post carrying a pay scale of less than 8000-13500 (or its revised equivalent from time to time).

- (5) Recommendations of Selection Committee for appointment in the University shall remain valid for a period of 6 months from the date the panel of names recommended by the Selection Committee is approved by the Board of Management and no appointment shall be deemed to have been validly made unless made within 6 months of the date on which the Board of Management approved the recommendations of the Selection Committee.
- (6) i. No appointment from the panel of names recommended by a Selection Committee and approved by the Board of Management shall be made in senior grades (like Reader and Professor in

Teaching Cadres, Deputy Registrar and Registrar in Administration, Deputy Librarian and Librarian in Library) against leave vacancies.

- (7) A person holding a temporary appointment after due and regular selection shall be eligible for permanent absorption without facing a selection committee again when a permanent vacancy arises provided that the permanent vacancy does not call for any specialization and for this purpose the period served by him in temporary capacity shall count towards probation up to a maximum of one year.

Provided that the person was selected for initial appointment as above in response to an advertisement inviting applications for permanent vacancies but was appointed temporarily for want of a permanent vacancy.

- (8) If a post is advertised as a temporary/against leave/lien vacancy post, persons whose names are recommended by the selection committee holding selections in response thereto shall be appointed temporarily. They shall not be eligible for permanent absorption, should such a vacancy arise later.

#### **Pay and Allowances:**

- (i) **Scale of Pay:** The scale of pay of the posts in cadre/cadres of Teacher/Officer/Employee in the University shall be such as may be prescribed from time to time by the Board of Management and the State Government.

(a) **Initial Pay:** Unless the appointing authority decides otherwise, Teacher/Officer/Employee shall, on his appointment to a post on a time scale of pay; draw pay at the minimum of the time scale or such initial pay as may be recommended by the selection committee and approved by Board of Management.

(b) If a Teacher/Officer/Employee of the University is deputed for training by the University, he shall draw such pay as he would have drawn, had he not been deputed for training. Every such Teacher/Officer/Employee shall be required to execute, before proceeding on training, a bond in the

term prescribed by the Board of Management, to serve the University after completion of the training for a period mentioned below:

S. No.	Period of Training	Period to serve the University for which bond is to be executed
(i)	Exceeding 3 months but up to six months	One year
(ii)	Exceeding six months but up to one year	Two year
(iii)	Exceeding one year but up to two year	Four year

- (c) If the University Teacher/Officer/Employee is deputed for training and the period of course of study is treated as duty, he shall be entitled to compensatory allowance at the rates prescribed under University traveling allowance rules.
- (d) When a University Teacher/Officer/Employee is sent or deputed to undergo regular course of study or training within the state or outside the state for the purpose of acquiring a degree or diploma from a University or any other autonomous institution or college etc., the compensatory allowance under these rules shall not be admissible irrespective of whether the period of training is treated on duty or not.
- (ii) **Fixation of pay when pay of the post is revised :** - Whenever the pay scale of a post is revised, the pay of Teacher/Officer/Employee, unless specified in the pay revision orders, shall be fixed at a stage equal to the stage of the pay last drawn by him and if there is no such stage, at the next lower stage plus personal pay equal to the difference to be absorbed in future increments provided that he may at his option retain his old pay scale until that date on which he is to earn his next or any subsequent increment in the old scale, or until he vacates his post or ceases to draw pay on that time scale. The option once exercised shall be final.
- (iii) **Increment:** An annual increment shall ordinarily be drawn as a matter of course on the recommendation of the Controlling Officer, unless it is withheld by the competent authority, for unsatisfactory work or conduct. If the increment is withheld, a notice with reason has to be given one month before the increment is due.
- (iv) **Service counting for increments:** - The following service shall count for increments on the time scale of post:

- (ε) Duty on post or any other post of the same or higher grade, whether continuous or not;
- (b) Time spent as joining time from one post to another;
- (c) Duty on equivalent or higher post in Foreign Service.
- (d) Duty on temporary post and on probation, and Leave other than Extraordinary leave, provided that the Board of Management may direct by a special order relating to an individual case that period of extraordinary leave shall count for increments for any of the following reasons.
  - i. Any cause beyond the control of the University Teacher/Officer's/ Employee.
  - ii. Pursuing higher studies beneficial for the discharge of his duties.
  - iii. Any other reason considered to be in the interest of the University by the Vice-Chancellor.
- (v) **Date of Increment:** The increment of University Teacher/Officers/ Employee may be admitted from the first of the month in which it would fall due under the operation of the normal rules, orders or regulations pertaining to increment or as notified by the University from time to time.
- (vi) **Pay during suspension:**
  - a. Teacher/Officer/Employee under suspension shall be entitled during the period of suspension to draw a *subsistence allowance* at an amount equal to the half pay which is admissible and allowances as based on such amount of the pay.
  - b. In case Teacher/Officer/Employee remains under suspension for a period exceeding six months and the progress of enquiry is not delayed due to default on the part of the suspended Teacher/Officer/employee, the competent authority may increase the subsistence allowance up to 75% of his pay. The allowances in that case will be based on such increased pay.
  - c. Teacher/Officer/Employee who has been dismissed, removed or compulsorily retired or suspended, when reinstated, the authority competent to order the reinstatement shall consider and make specific orders :-
    - (i) Regarding the pay and allowance, to be paid to the Teacher/Officer/Employee for the period of absence from duty or for the period of suspension.

- (ii) Whether or not the paid period shall be treated as period spent on duty.
- (iii) When the competent authority holds that the Teacher/Officer/Employee has been fully exonerated, the Teacher/Officer/employee shall be given the full pay and allowance to which he would have been entitled had he not been suspended.
- (iv) In other cases the Teacher/Officer/Employee shall be given proportion of such pay and allowances as competent authority may determine
- (vii) No payment of subsistence allowance shall be made unless the Teacher/Officer/Employee submit a certificate that he was not engaged in any other employment, business, profession, vocation. Or any work for payment during the period of suspension.
- (viii) **Grant of leave during suspension:** No leave of any kind will be granted to a University Teacher/Officer/Employee under suspension. However, permission to leave headquarters may be given in case of serious illness of himself/in the family, or for the reason found reasonable by the competent authority, for a reasonable period keeping in view the state of enquiry and the possible effect of the Teacher/Officer/Employee absence on its progress. Teacher/Officer/Employee under suspension shall be required to mark his attendance daily at the place as may be directed by the competent authority.
- (ix) **Premature increments / Merit pay:** The Board of Management may at its discretion or on the recommendation of the Vice-Chancellor allow premature increment/merit pay to Teacher/Officer/Employee whose contribution to the University justifies sanction of premature increment/merit pay.
- (x) **Special pay and honorarium:** The Board of Management may sanction special pay to Teacher/Officer/Employee in consideration of especially arduous nature of duties or for a special addition to the work or responsibility.
- (xi) The Vice-Chancellor or other authorities to whom powers have been delegated under these rules may grant to Teacher/Officer/Employee an honorarium as remuneration for the work performed which is occasional in nature and of such special merit as to justify such honorarium.

(xii) **Drawal of Pay:**

(a) Teacher/Officer/Employee shall be entitled to draw pay of the post to which he is appointed from the date on which he takes over charge of the post.

(xiii) Teacher/Officer/Employee already serving in one service or cadre of the University is appointed to another service or cadre by direct recruitment or special selection and not by promotion shall have his initial pay fixed in the following manner :-

If the maximum of the scale of the new post is higher than the maximum of the old post, then pay shall be fixed at the stage of the time scale of the new post next above the last substantive pay in the old post.

If the maximum of the scale of the new post is equal to or lower than the maximum of the old post, then pay shall be fixed at the stage of that time scale of the new post which is equal to his last substantive pay on the old post, or if there is no such stage, the stage next below that pay plus personal pay equal to the difference.

If the minimum pay on the new post is higher than pay drawn in the old scale, then minimum pay shall be allowed.

(xiv) **Pay on transfer to lower grade or post:** The authority which orders the transfer of Teacher/Officer/Employee as a penalty from a higher to a lower grade of post may allow him to draw any pay not exceeding the maximum of the lower grade post.

(xv) **Future increments on reduction to lower grade or post:**

(a) If Teacher/Officer/Employee is reduced as a measure of penalty to a lower stage in his time scale, the authority ordering such reduction shall state the period for which it shall be effective and whether on restoration to postpone future increments and if so, to what extent.

(b) If Teacher/Officer/Employee is reduced as measure of penalty to a lower grade or post to a lower time scale, the authority, ordering the reduction may or may not specify the period for which the reduction shall be effective but where the period is specified, that authority shall also state operation for postponing future increments and if so to what extent.



- (xvi) Where an order of penalty of with-holding of increment, of Teacher/Officer/Employee or his reduction to a lower post or to a lower time scale or to a lower stage in a time scale, is set aside or modified by a competent authority on appeal or review, the pay of the Teacher/Officer/Employee shall be regulated in the following manner:-
- (a) If the said order is set aside, he shall be given for the period such order has been in force, the difference between the pay to which he would have been entitled had that order not been made and the pay he had actually drawn.
  - (b) If the said order is modified, the pay shall be regulated as if the order so modified had been made in the first instance.

#### **Travelling Allowance**

The Central Government Traveling Allowances Rules as amended from time to time applicable to the Central Government employees shall also be applicable for the officers, employees and persons coming for and sent by the University on tour in the interest of the University. However, the Vice-Chancellor in exceptional cases and in the cases of senior persons of repute may, in his discretion allow traveling expense as he deems fit in the academic interest of the University and looking to the position and status of the person concerned. Each such case will be decided by the Vice-Chancellor or as the case may be, in his absence by the person looking after the duties of the Vice-Chancellor on individual merit and shall be reported to the Board of Management in its next meeting.

#### **Allotment of Residential Accommodation and Grant of House Rent Allowance to the University Employees**

The residential accommodation available with the University, if vacant or being vacant shall be allotted to the teaching and non-teaching staff of the University on 'first cum first served' basis.

If two or more applications are submitted by same category of employees on same date the order of preference shall be decided by the date of joining of the University service by the employee. In temporary or permanent basis i.e. length of continuous service in the University shall be criteria for preference.

A University employee may opt for a residential accommodation next lower than the category to which he is entitled subject to the condition that there is no original claimant waiting for that category of residential accommodation.

The Vice-Chancellor on being satisfied the urgency of the employee or in the academic interest of the University in his discretion may allot a residential accommodation to an employee of the University. Provided that generally such discretion shall be used for one residential accommodation in a calendar year. However in very exceptional case reasons thereof should be recorded in writing, the Vice-Chancellor in his discretion may allot one more residential accommodation in academic interest of the University in the same calendar year.

An employee of the University shall pay for the use of University residential accommodation such amount as rent of the accommodation as decided by the Board of Management from time to time. He shall further subject to such conditions as are prescribed by the Board of Management.

The Vice-Chancellor of the University shall be entitled for a rent free furnished residential accommodation to be provided by the University.

The type of residential accommodation as far as possible shall be such for which the employee is entitled according to his status. The Board of Management may also provide free accommodation in the interest of the University to such other officers and teachers whose presence for the University is considered to be an asset.

(xvii) **Retirement: -**

**(a) On attaining the age of superannuation –**

- i. Teacher/Officer/Employee shall retire from the University service on attaining the age of 60 years (62 years for the post of Registrar) or as notified by the University from time to time or otherwise provided in these rules, the date of retirement of University Teachers/Officer/Employee is the afternoon of last day of the month in which he/she attains 60 years of age. In case the date of birth of a person is the first day of month he/she shall retire on the last working day of the preceding month.

**Bye Laws Relating to Recruitment and Promotion for Teaching and Non Teaching  
Employees (Section 26 K of the Rules)**

**Chapter - I  
Preliminary**

**1. Commencement:**

These Bye Laws shall come into force with effect from the date of approval of the Board of Management.

**2. Extent of application:**

These Bye Laws shall apply to all employees of the University except following categories of the employees:

- (a) Work charge employees;
- (b) Casual labour;
- (c) Persons on deputation from any State Government, Government of India or any Statutory Board or Cooperation or any Local Authority etc. who will be governed by the terms and conditions of deputation.
- (d) Persons appointed on contract who will be governed by the terms of the contract.
- (e) Persons appointed on part time basis and
- (f) Any class of employees or any individual employee serving in connection with the affairs of the University who may be specifically exempted by the Board of Management from the application of these Bye Laws.

**3. Supersession of existing Rules and Orders:**

All existing rules and orders in relation to matter covered by these Bye Laws, hereby superseded, but any action taken by or in pursuance of such existing rules etc shall be deemed to have been taken under these Bye Laws.

**4. Definitions:**

In these Bye Laws unless there is anything repugnant to the subject or context:-

- (i) 'Appointing Authority' Means the BOM or any other officer who has been declared as appointing authority by BOM for the time being for particular category of post(s) under these Bye Laws.

- (ii) 'Direct recruitment' means recruitment otherwise than by promotion or absorption or transfer or deputation.
- (iii) 'Schedule' means a Schedule appended to these Bye Laws.
- (iv) 'Year' means a financial year which begins from 1<sup>st</sup> April and ends on 31<sup>st</sup> March following.
- (v) 'Substantive appointment' means an appointment made under the provisions of these Bye Laws to a substantive vacancy after due selection by any of the methods of recruitment prescribed under these Bye Laws and includes an appointment on probation or as a probationer followed by confirmation on the completion of probation of period.
- (vi) 'Service or experience' wherever prescribed in these Bye Laws as a condition for promotion from one post to another or within the cadre from one category to another or to senior posts, in the case of a person holding a lower post eligible for promotion to higher post shall include the period for which the person has continuously worked on such lower post after regular selection in accordance with these Bye Laws.
- (vii) 'Dependent' means University Employee's wife/husband in case of woman employee, son(s) including son (s) adopted legally and unmarried daughter (s) if wholly dependent on the employee.

#### **5. Interpretation:**

Where a doubt arises as to the interpretation or application of any of the provisions of the Bye Laws, the matter will be referred to the Board of Management whose decision shall be final.

#### **6. Power to relax:**

In exceptional cases where the Board of Management is of the opinion that it is necessary or expedient to relax any of the provisions of these Bye Laws with respect of age or experience of any person, it may relax the relevant provisions of these Bye Laws to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner. The relaxation shall not be more than to academic session in the academic interest of the University.

## Chapter - VII

### Pay and Allowances and Conditions of Service etc.

#### 1. Scale of Pay:

The scale of pay of the post in cadre/cadres of the employees in the University shall be such as may be sanctioned by the Board of Management from time to time.

#### 2. Pay during probation:

The initial pay of person appointed by direct recruitment to a post in the University shall be fixed for a period of two years.

#### 3. Increment during Probation:

The probationer trainee shall be entitled only to fix remuneration. An existing employee already in regular service shall have a option to opt either for the 'Fixed remuneration' or the pay in the running Pay band & Grade Pay (not the scale of his/her new appointment whichever is beneficial to him/her while he/she is under probation. If a probationer trainee opts Pay band & Grade pay of current Pay band of earlier post and house rent allowance admissible at the training place.

#### 4. Removal of doubts:

If any doubt arises relating to the application, interpretation and scope of these rules, it shall be referred to the Board of Management, whose decision thereon shall be final.

## Schedule - I

### Categories & nature of Teaching posts in the University

#### Teachers Service

##### A. The duties of the University Teachers shall be as follows :

1. To engage in research and teaching postgraduate and under-graduate classes.
2. To guide and supervise research work wherever permissible to such students as are assigned to him by the University.
3. To give extension lectures at various centres as arranged by the University.
4. To work as Head of the Department and carry on such other duties as are assigned to him by the University Authorities.
5. To do such examination work as is assigned by the University authorities from time to time.

##### B. Pay band and A.G.P. for University lecturers:

- |                        |   |
|------------------------|---|
| 1. Professor           | } Pay band and granted by the UGC and<br>accepted by the Board of Management<br>and University from |
| 2. Associate Professor |   |
| 3. Asstt. Professor    |   |
- time to time.

##### C. Minimum qualification for University teachers:

Minimum qualification of University teachers will be as prescribed by the UGC and adopted by the University/Board of Management from time to time.

##### D. Direct Recruitment and Promotion:

For direct recruitment and promotion for the post of Associate Professor and Professor the PBAS Performa as given by UGC and to be amended from time to time will be adopted.

## Schedule - II

### Qualifications for Direct appointment and appointment by Promotion

#### A-I (a) Registrar

An eminent scholar/educational administrator with a minimum of 20 years experience of teaching/or teaching and research or an officer in the service of the State of Rajasthan with an experience of 20 years. The Registrar shall be appointed by the Board of Management on the recommendation of Vice Chancellor.

#### A-I (b) Comptroller (Finance Officer) or Finance Controller

Finance officer shall be nominated by the Chancellor on the recommendation of Board of Management.

#### A-I (c) Director Distance Education

**Essential Qualification:** An eminent scholar/educational administrator with a minimum of 20 years experience of teaching and/of teaching and research.

#### Desirable Qualification

- a. Experience of 5 years in educational administration at College level as Principal/Vice-principal or experience of educational administration at University level as Principal/Vice-Principal of a constituent college or Head of Department/University unit.
- b. Familiarity with the working of the U.G.C. and other funding agencies.

#### A-I (d) Director, Research

**Essential Qualification :** An eminent scholar with published work of high quality, activity engaged in research, with 10 years of experience in Post-graduate teaching and/or research at the National level institutions, including experience of guiding research of doctoral level which should include experience in organizing and coordinating advanced, specialized, multi-disciplinary, skill-oriented programmes of learning and interdisciplinary research programmes of learning in the areas of physical sciences.

or

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

Age : Preferably below 55 years.

**A-I (c) Dean, Student Welfare**

At least 10 year administrative experience in a position involving supervision, control and planning out of which 5 years experience should be as Dy. Registrar or equivalent post.

**A-I (f) Controller of Examination**

**Essential Qualifications:**

- a. At least a second class Post Graduate Degree from recognized University or equivalent qualification; and
- b. Atleast 8 year experience of conducting University Examination and other allied/ confidential work at the post of Assistant Registrar or above post.

Or

Atleast 8 years administrative experience in a position involving supervision, control and planning not below the rank of Assistant Registrar or equivalent post.

**Desirable Qualifications : Experience** of University Administration and familiarity with the working of University/Research institute.

**NOTE :** Persons already working in the University and who do not possess post graduate degree but are graduate may be considered for the post provided that such person possess a minimum total administrative experience of 10 years of working as Deputy Registrar or Assistant Registrar.

**A-I(g) Deputy Registrar**

**Essential Qualifications:**

- a. At least a second class Post Graduate Degree from recognized University or equivalent qualification; and
- b. Atleast five years administrative experience in a position involving supervision, control and planning or at least five years experience of teaching/research at the University level with knowledge and experience of educational research, planning and administration.



**Desirable Qualification :**

Familiarity with the working of University or with the Educational administration in a college / University or in an institute of Higher Learning or Research.

**NOTE :** Persons who possess a Bachelor's Degree and are already working in the University as assistant Registrar for atleast four years, possessing a minimum total administration experience of 10 years could be considered for the post.

**A-1 (i) Assistant Registrar**

**Essential Qualification :**

- a. At least a second class Post Graduate Degree from recognized University or equivalent qualification; and
- b. Three years administrative experience in position involving supervision control and planning or three years experience of teaching/research in a college or University or an institute of higher learning or three years experience in Management of a project of academic significance sanctioned by a University, UGC or the central/State Government.

**NOTE :** Persons already working in the University on the post of Section officer or an equivalent post and who do not possess Postgraduate degree, but who are graduate, could be considered provided that such persons possess six years experience of administration in a position involving supervision, control and planning.

**A-1(j) P.S. To Vice-Chancellor:**

**Essential Qualification:**

- a. Graduate degree with atleast 55% marks from recognized University with efficiency in Computer Operation, Stenography and good command on drafting office documents in English and Hindi.
- b. Atleast 3 years experience as Steno Grade I/Personal Assistant.

**NOTE : (For the Post at Sr. No. A-1 (g,h,i))**

1. Experience in the cadre of section Officer or an equivalent post and above in the central/Board of Management or Autonomous Institute or State/Central undertaking/Corporation or Govt. Universities will be counted as administrative experience.

2. One year means completed 12 months on the date of advertisement issued by the University.
3. Teaching Experience will be counted for those teachers only who have selected by the duly constituted selection committee and approved/confirmed by the University/Govt.

**A-II (1) University Librarian**

**Essential Qualification :**

- a. A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- b. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- c. However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Librarian.

**A-II (2) Estate Officer**

**Essential Qualification :**

- a. Bachelor of engineering (Civil) with atleast 60% marks from recognized University or its equivalent qualification.
- b. Atlest 3 years experience of civil works in University/Govt/Autonomous Body/Corporation.

**A-II (3) (a) System Analyst**

**Essential Qualification :**

- a. Master's degree in Computer Application (MCA) or M.Tech. in Computer Science from recognized University.
- b. Atleast 5 years experience as Analyst cum programmer or equivalent post in relevant field.

**A-II (3) (b) Analyst Cum Programmer**

**Essential Qualification :**

Master's degree in Computer Application (MCA) or M.Tech. in Computer Science from recognized University with 3 years experience of programming, system analysis and integrated networking system.

**A-II (4) Medical Officer**

**Essential Qualification :**

M.B.B.S. or B.A.M.S. from recognized College / University.

**A-II (5) Sports Officer**

**Essential Qualification :**

- a. A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.
- b. Record of having represented the University/college at the inter-University/intercollegiate competitions or the State and/or national championships.
- c. Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.
- d. Passed the physical fitness test conducted in accordance with these Regulations.
- e. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement and appointment of University Assistant Director of Physical Education/College Director of Physical Education & Sports.

**B(a) Section Officer**

**Essential Qualification :**

- a. Graduate with a minimum service of 10 years out of which atleast 4 years experience should be as Office Assistant or equivalent and above post.
- b. In the case of non graduate 14 years service out of which atleast 4 years experience should be as Office Assistant or equivalent and above post.

**B(b) Office Assistant**

**Essential Qualification :**

Graduate with 5 years' service as U.D.C. and in case of non-graduate, 10 years service out of which 5 years service should be as U.D.C.

**B(c) Upper Division Clerk**

**Essential Qualification:**

Graduate with 3 years' service as L.D.C. and in case of non-graduate, atleast 6 years service should be as L.D.C.

**B(d) Lower Division Clerk**

**Essential Qualification :**

- a. Graduate from recognized University or its equivalent qualification.
- b. Basic knowledge of computer with MS Office, Internet etc.

**B(e) Personal Assistant**

**Essential Qualification :**

- a. Graduate degree with atleast 50% marks from recognized University with efficiency in Computer Operation, Stenography and good command on drafting office documents in English and Hindi.
- b. Atleast 3 years experience as Steno Grade II in State Govt./University and/ or Steno Grade III in case of Central Gov.

**B(f) Stenographer Grade - II**

**Essential Qualification :**

Graduate from recognized University with an efficiency in computer operation along with minimum speed of 80 words per minute in Hindi & 100 Words per minute in English shorthand and 35 Words per minute in Hindi & 40 words per minute in English Typing.

**B(g) Head Legal Advisor**

**Essential Qualification:**

- a. Law graduate (professional degree) from recognized University or its equivalent qualification.
- b. Atleast 5 years experience as Legal Assistant.

**B(h) Legal Assistant**

**Essential Qualification :**

- a. Law graduate (professional degree) from recognized University or its equivalent qualification.
- b. Atleast 5 years experience as registered law practitioner.

**B(i) Assistant Pubic Relation Officer**

**Essential Qualification :**

- a. Graduate degree from recognized University or its equivalent qualification and Degree/Diploma in Journalism & Mass Communication.
- b. Atleast 5 years experience as correspondent in daily news paper of State/National level.

or

Post Graduate in Hindi with 3 year experience as correspondent in daily news paper of State/National level.

**B(j) Statistical Assistant**

**Essential Qualification:**

Atleast Second Class graduate from recognized University in Commerce graduation with Economics or Mathematics or Statistics as a subject.

**B (k) Computer**

**Essential Qualification :**

Atleast Second Class Graduate from recognized University in Commerce or second class graduate with Economics/Statistics/Maths as a core subject.

**C-I (a) Senior Technical Assistant**

**Essential Qualifications :**

Bachelor's Degree in Library Science from recognized University with 55% marks and 5 years experience as Junior Tech. Assistant.

**C-I (b) Junior Technical Assistant**

**Essential Qualification :**

Bachelor's Degree in Library Science from recognized University with 55% marks.

**Desirable Qualifications**

Masters of Library Science and/or/Data Entry ability.

**C-II (a) Junior Engineer**

**Essential Qualification :**

Bachelor of engineering (Civil) or Diploma in Civil Engineering from recognized University/Board.

**C-II(b) Garden Supervisor**

**Essential Qualification :**

Bachelor's degree in B.Sc. Agriculture with atleast 60% marks along with Horticulture as a core/compulsory subject.

**C-II (c) Driver**

**Essential Qualification :**

- a. Upper Primary (Middle) class passed from recognized school with heavy & light duty driving license.
- b. Atleast 3 Years experience as a driving & maintenance of vehicle.
- c. Sight should be 6x6 with or without glass.
- d. Weight should not be more than 65 Kg.

**C-II (d) Telephone Operator**

**Essential Qualification :**

Atleast Sr. Secondary (10+2) Passed with second division from recognized Board and having diploma/certificate in Tele

**C-III (a) Programmmer**

**Essential Qualification :**

- a. Bachelor 's Degree from recognized University with 50% marks and Basic/O Level computer course or Bachelor of computer application or PGDCA or MCA.
- b. Atleast 5 years experience as computer Operator in State Govt./ University.

**C-III (b) Computer Operator :**

**Essential Qualification :**

Bachelor's Degree from recognized University with 50% marks with Computer Application as a core subject **or** Bachelor of Computer application **or** PGDCA **or** MCM.

**C-III (c) Data Entry Operator**

**Essential Qualification :**

Bachelor's Degree from recognized University or equivalent qualification and 8,000depression per hour on computer.

**C-IV (a) Sr. Technical Assistant (Hi-Tech. Labe.)**

**Essential Qualifications :**

- a. Bachelor of Science with 5% marks and Diploma or PG Diploma in Lab technology & instrumentation from recognized University/Institute.
- b. Atleast 5 years experience as Technical Assistant.

**C-IV (b) Technical Assistant**

**Essential Qualifications :**

Bachelor of Science with 50% marks and Diploma or PG Diploma in Lab technology & instrumentation from recognized University/Institute.

**Desirable Qualifications :**

One year working experience in a Science laboratory in University/College/Research Institute.

**C-IV (c) Sr. Laboratory Assistant**

**Essential Qualification :**

- a. Bachelor of Science with 50% marks from recognize University
- b. Atleast 5 years experience as Lab Assistant.

**C-IV (d) Laboratory Assistant**

**Essential Qualification :**

Bachelor of Science with 50% marks from recognized University.

**C-V Manager Guest House**

**Essential Qualification :**

- a. Bachelor's degree from recognized University or its equivalent qualification.
- b. Diploma in Hotel Management & catering from recognized institute.
- c. Working experience of 2 years in Circuit House/Hotel & Tourist Bungalow run by Corporation of Central/State Govt.

**D-I (a) Machine Operator**

**Essential Qualification :**

- a. Upper primary (Middle) class passed from recognized school with knowledge of Hindi and English
- b. Working experience of operation of Photo-copier Machine

**D-I (b) Jamadar/Daftri**

**Essential Qualification :**

Upper primary (Middle) class passed from recognized school and atleast 2 years service as Peon.

**D-I (c) Peon**

**Essential Qualification :**

Upper Primary (Middle) class passed from recognized school.

**D-I (d) Sweeper**

**Essential Qualification :**

Knowledge of Hindi and local language

**D-II Record Lifter/Book Lifter :**

**Essential Qualification:**

Upper primary (Middle) class passed from recognized school and working knowledge of Hindi & numerical work.

**D-II (a) Electrician**

**Essential Qualification:**

I.T.I. Certificate in Electrical and 2 years working experience in any institute/organization.

**D-III (b) Plumber**

**Essential Qualification :**

I.T.I. Certificate in relevant field (i.e. mechanical/fitter) and 2 years working experience in any institute/organization.

**D-III (c) Carpenter**

**Essential Qualification :**

I.T.I. Certificate in relevant field (i.e. mechanical/carpentering) and 2 years carpentering experience .

**D-III (d) Gardner**

**Essential Qualification:**

Upper primary (Middle) class passed from recognized school and 2 years gardening experience.

**D-IV (a) Cook**

**Essential Qualification:**



Upper primary (Middle) class passed from recognized school and 2 years working experience of cooking in any Hotel/Circuit House/Guest House/ Tourist Bungalow.

**D-IV (b) Waiter**

**Essential Qualification :**

Upper primary (Middle) class passed from recognized school and 2 years working experience in any Hotel/Circuit House/ Guest House/ Tourist Bungalow.

**D-V Lab Boy**

**Essential Qualification :**

Upper primary (Middle) class passed from recognized school.

**D-VI Lab Boy**

**Essential Qualification:**

Upper primary (Middle) class passed from recognized school and should be physically fit.

**E-(a) Security Officer**

**Essential Qualification :**

Graduate with 50% marks from recognized University having 'C' Certificate of N.C.C. and 3 years experience of supervision in relevant field.

OR

Ex-Service man in Indian Army in the rank of Jr. Commissioned Officer or in equivalent rank of Air Force/Navy having educational qualification of Hr. Secondary/Sr. Secondary from Board of Secondary Education, Rajasthan or equivalent examination.

**E-(b) Security Guard**

Service of security guards will be hired on contract basis from authorized agencies providing service of Ex-Servicemen with the approval of Board of Management.