

# Atal Medical & Research University, H.P.



## Regulations (Recruitment Procedure and Conditions of Service Rules)

# **REGULATIONS OF RECRUITMENT PROCEDURE AND CONDITIONS OF SERVICE RULES**

## **1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 These Regulations may be called the “Regulations of Recruitment Procedure and Conditions of Service Rules” of Atal Medical & Research University, H.P.
- 1.2 These Regulations shall come into force with effect from the date of notification by the University.

## **2. EXTENT OF APPLICATION:**

- 2.1 These Recruitment Procedure Regulations shall apply to all appointments through direct recruitment, promotion and deputation/secondment of non-teaching employees on regular or contract basis.
- 2.2 Instructions issued by the Government of Himachal Pradesh regarding the appointment, conditions of service and admissible emoluments etc. of the Non-Teaching employees from time to time shall be incorporated in these Regulations after due approval of the Board of Management.

## **3. DEFINITIONS:**

- 3.1 In these Rules, unless otherwise stated:
  - 3.1.1 “Act” means the Himachal Pradesh University of Health Sciences Act, 2017 as amended from time to time.
  - 3.1.2 “Age” means the upper age limit as specified in the Recruitment Procedure Rules.
  - 3.1.3 “Appointing Authority” means the authority competent to make appointment to that post under the Himachal Pradesh University of Health Sciences (Amendment) Act, 2019, Rules, Statutes and Ordinances thereto.
  - 3.1.4 “Cadre” means the strength of service or a part of service sanctioned as separate unit.
  - 3.1.5 “Chancellor” means Chancellor of the University.
  - 3.1.6 “Controller of Examinations” means Controller of Examinations of the University and includes Acting Controller of Examinations or Controller of Examinations In-charge.
  - 3.1.7 “Recruitment and Promotion Committee” means the Recruitment and Promotion Committee as specified in these Rules, Act, & Statutes of the University.
  - 3.1.8 “Direct Recruitment” means a recruitment made other than by promotion, deputation or absorption.
  - 3.1.9 “Board of Management” means the Board of Management of the University.

- 3.1.10 “Employee” means any person appointed by the University on regular basis and includes teaching and non-teaching staff, but does not include an employee of any Institution or College or School getting grant-in-aid to any extent whatsoever, or affiliated or recognized, by the University.
- 3.1.11 “Finance Committee” means the Finance Committee of the University.
- 3.1.12 “Finance Officer” means the Finance Officer of the University and includes Acting Finance Officer or Finance Officer In-charge.
- 3.1.13 “Government” means the Government of Himachal Pradesh.
- 3.1.14 “Non-Teaching Employee” means an employee of the University other than employees appointed on teaching and other academic posts in the University and such other employees as defined otherwise.
- 3.1.15 “Regular Service” means service rendered by an employee in the cadre on regular basis and shall not include the service on contract/daily wages/temporary/ad-hoc basis.
- 3.1.16 “Registrar” means the Registrar of the University and includes Acting Registrar or Registrar In-charge.
- 3.1.17 “SC” means Schedule Caste, “ST” means Schedule Tribe, “OBC” means Other Backward Classes, “EWS” means Economically Weaker Sections and “PwBD” means Persons with Benchmark Disabilities.
- 3.1.18 “Section” means a section of the Himachal Pradesh University of Health Sciences Act, 2017 as amended from time to time.
- 3.1.19 “Schedule” means a schedule appended to these Rules.
- 3.1.20 “Selection Committee” means a Selection Committee as specified in these Rules, Act & Statutes of the University.
- 3.1.21 “Temporary / Contract / Daily Wage-Worker” means any person engaged on temporary /contract / daily wage basis directly by the University and not through any agency / labour contractor etc.
- 3.1.22 “University” means Atal Medical & Research University, H.P. established under Himachal Pradesh University of Health Sciences Act, 2017 as amended from time to time.
- 3.1.23 “Vice-Chancellor” means the Vice-Chancellor of the University.

#### **4. CLASSIFICATION OF THE EMPLOYEES OF THE UNIVERSITY:**

Pursuant to First Statutes 41 (4) of Atal Medical & Research University, H.P. Permanent employee shall be further classified as: -

- 4.1 Group "A"
- 4.2 Group "B"
- 4.3 Group "C"
- 4.4 Group "D"

## **5. APPOINTING AUTHORITY:**

Pursuant to First Statutes 23 of Atal Medical & Research University, H.P.:-

5.1 The Appointing Authority for the posts of Professor, Associate Professor, Assistant Professor, Registrar, Finance Officer, Controller of Examinations and Librarian in Group 'A' shall be the Board of Management or the Govt. of H.P as the case may be.

## **6. METHOD OF RECRUITMENT:**

6.1 The recruitment to various Non-Teaching posts shall be made by the appointing authority by the following methods in the University:-

6.1.1 Direct Recruitment

6.1.2 Promotion

6.1.3 Deputation / Secondment with or without the provision of absorption

6.1.4 Appointment on Temporary / Tenure / Contract basis

6.1.5. Re-employment of persons who have retired from service

**Note:-** Notwithstanding the above, under approval of the Board of Management, the Vice-Chancellor may engage retired employees/make temporary appointments for short period of one year subject to extension as per requirement. Such engagements shall be made against the temporary positions created by the Board of Management depending upon the exigency of the situation after assessment of the suitability and observance of due procedure.

## **7. FUTURE MAINTENANCE OF THE CADRE/POSTS:**

7.1 All the appointments made through the methods of recruitment, mentioned under Rule 6 above, in the University after Notification of these rules, shall be made only in accordance with the provision of these rules. The Board of Management may add/abolish such other posts and/or Cadre with the prior approval of Govt. of Himachal Pradesh after notification of these rules.

7.2 The seniority of the employees borne in each cadre/posts specified in these rules shall be maintained by the Registrar of the University and/or other Officer authorized for the purpose by the Competent Authority.

**Note: -** Notwithstanding anything contained herein, any class or category of posts and incumbents thereof may be placed in any of the offices or establishments, as the case may be, by general or specific order(s) of the Vice-Chancellor or Registrar.

## **8. INITIAL CONSTITUTION:**

- 8.1 The employees holding the posts on regular basis in accordance with the prevailing rules i.e. prior to the commencement of these rules shall be deemed to have been appointed in accordance with the provisions of these rules.
- 8.2 The regular continuous service of the personnel mentioned under sub-rule (1) prior to the initial constitution shall count for the purpose of probation period, qualifying service for promotion, confirmation and pension scheme as applicable in the service.

## **9. PROCEDURES FOR ISSUE OF ADVERTISEMENT AND INVITING APPLICATIONS:**

### **9.1 Issue of Advertisement:-**

- 9.1.1 All the vacant posts of the University, which are sanctioned by the competent authority will be published at University's official website and one of the leading newspapers of the state and centralized Selection Process of the same shall be conducted.
- 9.1.2 The vacant posts of permanent nature, the posts of temporary nature likely to continue, tenure/deputation posts etc. shall be advertised at an appropriate time, giving at least one insertion in any of the State Newspaper and the University's official website.

**Note:** - (a) In order to reduce the cost of advertisement, only essential details of the recruitment including the closing date of the application may be indicated in the advertisement. Detailed advertisement shall be given in the website of the University. The closing date may be extended at the discretion of the Vice-Chancellor depending on the exigency of the situation, by notifying on the website only, for which the interested candidates have to be in constant touch.

- (b) Applications for engagement of retired employees and/or for short term contractual engagement and also on deputation may be invited through any other mode, such as the circular, notification on the website and Notice Board of the University.

### **9.1.3 TIME LIMIT FOR SUBMISSION OF APPLICATIONS / ONLINE APPLICATIONS**

Where applications are being invited through advertisement, at least 30 days time will be given for submission for Application Forms and 45 days time in case of difficult areas like Pangti, Kinnaur, Lahaul & Spiti and Dodra Kwar.

If the last date fixed for receipt of Applications happens to be a holiday, then the Applications shall be received on the next working day. In special circumstances, for reasons to be recorded, the Vice-Chancellor may extend the date fixed for inviting Applications.

Maximum age in the case of all Class-III and Class- IV posts for General Categories and with relaxation for Scheduled Caste/Scheduled Tribe/Other Backward Classes/Wards of Freedom Fighter/ other categories of persons shall be as per Government of Himachal Pradesh Rules/Instructions issued from time to time in this behalf.

The minimum age limit for direct recruitment shall be as provided in Recruitment and Promotion Rules, which will be reckoned as on the first day of the year in which the post(s) are advertised for inviting applications or notified to the employment exchanges, as the case may be.

The Application Form shall be submitted by the applicant in the envelope provided for the purpose through registered post. In the alternative, the candidate can deposit the Application Form in the office of the University against receipt on any working day within the period specified for the receipt of Applications.

#### 9.1.4 RECEIPT OF APPLICATIONS AND ITS RECORD/DIARY/SCRUTINY ETC.

All the Applications shall be received by the receipt section and the same shall be duly stamped with date and thereafter it shall mark those Applications post-wise, code-wise, branch-wise and submit all the Applications to the concerned Branch Officer daily. After receipt of Applications by the Branch Officer, these Applications shall be entered in the receipt Register code-wise by the Receipt Section or Section entrusted with the work and will hand over to the concerned Sections for taking further action. They will also mark whether the Applications have been received in time or after the last date fixed for receipt of the Application Forms.

No fee will be returned to the candidates whose Applications have been received after the expiry of last date fixed or who have submitted wrongly filled or incomplete Applications or submitted Applications for the post not advertised by the University. The concerned Section will also keep a proper record of Indian Postal Orders/Demand Drafts/Fee deposited through Banks as Application Fee. The Section Officer or the officer In-charge of the said Section shall ensure that all Applications have been properly entered in the

Register code-wise and Indian Postal Orders/Bank Drafts of fee have also been detached/accounted for in receipt account. This work of receipt of Applications and their processing may also be got done through computer as and when the same is received or through an outside agency, keeping in view the element of secrecy, accuracy, security and urgency. The account of fee received and deposited shall be got reconciled with the Banks concerned at- least once in a month.

The visually handicapped candidates shall not be charged any fee while applying for any post advertised by the University.

#### 9.1.5 SCRUTINY OF APPLICATIONS

After the expiry of last date fixed, all the Applications of particular category/code will be handed over to the concerned section duly entered in the register. The concerned assistant shall open the envelopes containing Application Forms and if any shortcoming is noticed then he will make a brief note about that in the space provided. All the Applications may be scrutinized properly before fixing any screening test/interviews. No test/screening test is to be fixed without scrutiny of the Applications. The scrutiny of applications will be carried out under the supervision of Controller of Examination and only those Applications will be put up to the Selection Committee for orders where specific need for such orders is felt by the Controller of Examination.

After opening of the envelopes, the Dealing Assistant shall sign the Applications with date, the same as is stamped on the envelope and make appropriate entries. The Application shall be entered in the particular pro-forma post-wise and also a record of the Drafts/Indian Postal Orders shall be kept and will arrange for their encashment and deposit in the Bank and subsequently in the Govt. Treasury at convenient intervals will be ensured.

As and when the facility of the computerized processing is made available or provided, the Applications may be processed and entered through computer.

#### 9.1.6 TIMING OF SCRUTINY

The Dealing Assistant is to scrutinize at least 200 Applications per day and where the Application is to be rejected, reasons in brief may be recorded and the applicant be intimated about the same in the envelope provided by the Applicant.

### 9.1.7 ELIGIBILITY OF THE CANDIDATES

The Application of the candidate who has not filled in the Application properly, left the columns blank, has not signed the declaration at the end of the Application Form, has not sent the requisite fee and has not mentioned the essential requirements such as educational/technical/professional qualification or who has mutilated the Application Form, has not affixed the attested copies of the photographs or whose Application has been received after the last date fixed for receipt of the Application Forms or does not fulfil the added requirements, the Application Form shall be rejected. As regards category and sub-category of the candidate regarding reservation, the candidate is to indicate his category and sub-category in the appropriate columns of the Application Form but if he fails to do so he will be treated as a general candidate provided the requisite fee as to general category has been paid, otherwise his application shall be rejected for want of full fee.

In view of the large number of requests in the case of rejected application forms for seeing the application form by the candidate, the candidate will be required to apply on a prescribed pro-forma along with a fee as fixed by the Government from time to time then his application form will be taken out and a photocopy will also be made available to the candidate against receipt for his information showing why it has been rejected.

No interim correspondence about the application shall be entertained nor the applications of candidate who has sent any other document, photo/drafts etc., after the receipt of the application form will be entertained.

Intimation regarding interview etc. shall be sent to the candidate through letters sent “Under Postal Certificate” and the University shall not be liable for any delay in transit or non-receipt of letters.

The level of examination and syllabus for a post for which a minimum educational qualification has been prescribed shall be the same as far as that of the equivalent examination of Himachal Pradesh Board of School Education, Himachal Pradesh Board of Technical Education or the concerned Universities in Himachal Pradesh. For example, if for a post minimum educational qualification is matriculation, then the level of examination and syllabus shall be that of Matriculation examination of Himachal Pradesh Board of School Education. In addition questions of General Knowledge, Current Affairs, Everyday Science, General Awareness, and Logic and about Himachal Pradesh may also be put of the equivalent level. The decision of the University regarding nature and scope



of question paper will be mentioned in the advertisement for information of the candidates.

## 9.2 Time limit for Recruitment process

The University may ensure that the entire recruitment process including and starting from advertisement, conducting written examination or holding of interview may be completed within six months.

Provided that, if in the opinion of the Vice-Chancellor, the circumstances so warrant, he /she may extend the time limit for the recruitment process by a maximum period of further six months.

## 9.3 Application Form

- (a) Applications for all the posts shall be entertained only through online mechanism along with online payment of application fee, if any. In exceptional circumstances, the Vice-Chancellor may waive the condition of online application to offline application.
- (b) The schedule of charges for the application form and the prescribed fee shall be determined by the University, from time to time. Concession in application / processing fee, wherever provided, shall be as per Government of Himachal Pradesh norms.
- (c) **Receipt of applications after the closing date:** The closing date for receipt of applications shall ordinarily be 30 days from the date of release of advertisement to the press. However, the Vice-Chancellor may, at his/her discretion may decide to curtail the above prescribed days of receipt of applications in any advertisement, keeping in view the exigency of the situation. The Vice Chancellor may also decide the extension of the closing date for receipt of applications given in any advertisement. Incomplete applications, and the applications received after the due date, shall not be entertained. In case of receipt of applications through off line mode, the Vice-Chancellor may allow the acceptance of any application received after the closing date, subject to production of proof by the candidate that the application along with the enclosures and the fee remittance details, if any was posted by him/her on or before the closing date. When the closing date falls on a holiday, the next working day shall be treated as the closing date. Incomplete applications and applications not submitted in the prescribed format, along with the prescribed fee and self-certified enclosures, etc., shall be summarily rejected.
- (d) After the applications have been scrutinized, the Committee shall take a decision regarding the mode of selection i.e. whether to hold a written test or a written test preceded by a screening test. However, the maximum marks of the interview shall not exceed 15% of the total marks. Where a type and shorthand

test is an essential qualification, the candidates will be required to undergo these tests for the prescribed speed.

No interim correspondence or request for change of date or venue of screening test, subjective test, type and shorthand test or date of interview shall be entertained.

#### **9.4. Holding of Written/Skill Tests:**

If it is decided that a screening test or a written test is to be held then the examination centres will be selected keeping in view the number of candidates and their location, seating capacity, approach, suitability, furniture, staff, electricity, water and other relevant factors.

Once the date of examination and venue has been decided and if the number of candidates is more than 500, then the respective District Magistrate/Sub- Divisional Magistrate/Superintendent of Police will be requested to make arrangement for maintaining Law and Order in and around the examination centres.

The visually handicapped persons/candidates shall be provided the facility of extra time of 20 minutes and exclusion of Geometry and mathematics from the paper and instead some alternate questions in lieu of Geometry and Mathematics will be included.

The Vice-Chancellor of the University shall maintain a panel of suitable and qualified persons for getting the paper(s) set and evaluation thereof. The names may be added or deleted from time to time.

The paper setter may be asked to set one or more than one set of question papers in the case of objective/multiple choice questions type of papers. The Controller of Examination may also mix two papers. As far as possible and as the circumstances may allow, the Paper Setter may be intimated the essential qualification and syllabus and will not be intimated the post for which the paper is being set and the request to the paper setter may be on phone or in person, to keep the secrecy.

The question papers will be got printed by the Controller of Examination and secrecy, accuracy and quality of the printing will be ensured.

The Secretary of the Committee will be Controller of examinations and he will appoint and lay down the duties of the Centre Superintendents, Deputy Centre Superintendents, Invigilators, JOA, Class-IV, Water Carriers and Assistant Co-ordinators and they shall be paid at the rates approved by the Board of Management from time to time.

Before the date of examination, a code shall be allotted to each centre and the question paper duly packed centre-wise giving the code of the paper plus centre code and instructions/documents shall be prepared and sent to the concerned Centre Superintendent.

Question papers and other material shall be handed over to the Centre Superintendent against receipt a day before or as convenient by authorized official of the University and then the Centre Superintendent shall be responsible for its safe custody and ensuring secrecy.

The Centre Superintendent shall make seating plan which may be pasted on the notice board of the institution and copy of seating plan shall also be pasted on the entrance of each examination room. A notice shall also be displayed about centre and date of examination and pasted near the gate of the Institution in bold letters.

The examination may start normally at 10.00 A.M. for the morning shift and at 2.00 P.M. for the evening shift. The candidates will be expected to reach examination halls/rooms at least one hour before the commencement of the test along with admit card. In case a candidate has not received the admit card then on production of receipt of the application issued by the University or postal receipt, he may be admitted provisionally upon giving or producing a recent attested photograph which will be pasted on the undertaking to be produced by the candidate and attested by the Centre Superintendent provided his name does not figure in the list of applicants whose Application Forms have been rejected which will later on be put up with Application and his answer sheets shall be marked separately. The candidates shall be allowed to bring with them card board, pen, ball pen, pencil, inkpot and foot rule and no other material such as hand bag, books, magazines, cell phone, calculator or slide rule etc. shall be allowed in examination halls/rooms.. The candidates shall observe restraint, discipline and silence. If any candidate has to ask for anything, he shall raise his hand and the staff on duty will attend to him. No candidate shall be admitted 15 minutes after the start of examination/test and no candidate shall be allowed to leave the examination hall/room before the half of the stipulated time is over in case of subjective type of question papers. However, in the case of objective type question papers the candidates will not be allowed to leave the examination hall till the stipulated time is over.

When duration of the paper concerned is over, the candidate may take out the question paper even if no question has been attempted by him.

In case any candidate is found to be indulging in or using “Un-Fair Means” in any manner, he shall be warned by the Centre Superintendent /staff on duty and if he still persists, then the staff on duty shall mark his answer sheet in red ink with the word “U.F.M.” and sign the same which will be countersigned by the Centre Superintendent and the sheet will be taken, separately packed and accounted for and

the candidate will be sent out of the examination hall/room and a report sent to the University by the Centre Superintendent.

In case of extreme rowdyism within or outside the Centre or the use of “Un-Fair Means” on a large scale, the Centre Superintendent shall make a reference to the University which after satisfying itself may cancel the test as a whole or for a particular centre and hold the test afresh. If reports of large scale use of unfair means at any centre are received and the same are found to have substance then the University may for reasons to be recorded, cancel the examination and order afresh test/examination.

The Admit Cards shall be collected from the candidates after obtaining their signatures on the attendance sheet as well as on the Admit Card. The number of answer sheets issued shall also be entered and the answer sheets shall be stamped with one of the stamps to be used on that date out of the stamps supplied by the University. The particular stamp to be used will be the one whose impression will be supplied in a separate sealed cover.

No one except the staff on duty or the University's official with identity card shall be allowed to enter the examination hall/room.

At the end of the examination/test, the Centre Superintendent shall arrange to collect the answer sheets, pack them and arrange them Roll number- wise, collect the Admit Cards and other items, seal and sign the same and hand them over to the official of the University along with unused question papers and list of the provisional candidates. He shall also render the account of money advanced, disbursed and all other material given and forms given duly filled up.

After the receipt of answer sheets and other material, it shall be entered in the appropriate register, kept in the appropriate safe place in the University's office till their evaluation and final disposal.

- (a) While filling up the posts under direct recruitment, the University shall conduct the written and/or Skill test for all Group “B”, and “C” Non-Teaching posts, as the case may be.

Notwithstanding the above, the University at its discretion may hold single written test and skill test depending upon the number of candidates, job requirements etc.

- (b) In pursuance of the Notification No. Per (AP-B) B( 15 ) 11 /201 8 dated 04.05.2022, of the Govt. of Himachal Pradesh, Department of Personnel, order to discontinue/dispense with the process of evaluation of 15 Marks and to enhance the weightage of written test from 85 to 100 for Class-III posts/services under the State Government with immediate effect. The selection to all Class- III posts/services under

the State Government shall be made on the basis of merit of written examination/Screening Test/ Skill Test.

- (c) The Competent Authority to frame the syllabi for the tests, skill tests, modalities for carrying out the tests, evaluation, etc., shall be the Vice-Chancellor.
- (d) Relaxation in qualifying marks or any other relaxation in the test, if any, for the reserved categories shall be extended as per Government of Himachal Pradesh guidelines.
- (e) The University may at its discretion adopt appropriate methods/procedures for recruitment to Group “A” non-teaching posts other than statutory posts, on similar lines as given above.

(f) EVALUATION

The University will devise and prescribe a mechanism/system for the evaluation of answer sheets and it shall be the responsibility of the Controller of Examination to implement it. The University will make efforts to have its own scanner for evaluation of objective type question papers and until then the evaluation work will be awarded to some reputed organization after observing all codal formalities and this work will be carried out in the premises of the University.

In case of Multiple Choice Question paper, only the detached answer sheets will be given for evaluation.

On the basis of evaluation of answer sheets a merit list shall be prepared and in case of different reserved categories, the category-wise merit list shall be prepared. The candidates to be eligible and in the consideration zone, must secure at-least 45% marks in the case of general category candidates and 40% marks in the case of Scheduled Caste/Scheduled Tribe/Other Backward Classes/wards of Freedom Fighters candidates. If the number of candidates with these percentage of marks are not available in requisite numbers, then the University may relax the percentage by a maximum of 5% marks i.e. up-to 40% in the case of general category candidates and 35% in the case of Scheduled Caste/Scheduled Tribe/Other Backward Classes/wards of Freedom Fighters category candidates for the reasons to be recorded in writing.

After the test, the result shall be declared as soon as possible depending upon the circumstances. The University shall decide whether after an objective type screening test, a subjective type of test is to be held or not and the number of candidates to be called for the subjective test or the University may decide to hold interview after the objective type screening test.

## (g) INTERVIEW

After the receipt of merit list, the University may decide to hold the interview and the venue and the number of the candidates to be called for interview per post. Generally it shall be 3 to 5 times the number of posts. The candidate shall present himself/herself on the date, time and place fixed for the interview. He/she shall also bring alongwith him/her on the said date and time, the original as well as one attested copy each of the following: -

1. Original Matriculation certificate showing date of birth and attested copy thereof.
2. Certificate/Diploma/Degree/Testimonials showing his educational and professional qualification alongwith one attested copy of each.
3. Certificate issued by the competent authority along with one attested copy showing the category against which reservation has been claimed as per the category mentioned in the Application Form, if any.
4. Two recent passport size attested photographs.
5. Document showing his/her having been registered with any of Employment/Sub Employment Exchanges in Himachal Pradesh alongwith an attested copy.

The original certificates after having been seen will be returned to the candidate while the attested copies will be attached with the Application Form. The University's official shall compare the original certificates along-with the qualification mentioned in the Application Form and shall enter the Roll Nos., name and experience etc; in the Interview Sheet and this shall be signed by him/her. The interview sheet alongwith copies of testimonials etc. shall be attached with the Application Form. In the case of provisional admission, the undertaking shall also be attached and shall be presented before the University.

The Member of the Committee shall ordinarily preside over the Interview Boards set up for the selection of candidates through either of the methods described above and shall act as the Chairman of the Interview Board except in cases where the Chairman of the Committee himself/herself sits on the Interview Board alongwith the Member.

The interview Board shall be assisted by the experts and departmental representative. The marks to the candidates in the interview/viva voce shall be recorded by the Chairman in ink after consulting all the members of the respective interview Board and in token thereof all members of the interview Board will put their signatures on the interview sheet (in ink/ball point pen). An honorarium shall be paid to the experts assisting the interview Board as per rate approved by the Govt. from time to time.

The recommendations of the Interview Board (including viva-voce) shall be placed before the Vice-Chancellor for approval.

While preparing the final result a category-wise waiting list (Panel) shall be prepared. The candidates placed in the waiting list/panel shall have no right to be appointed except when a selected/recommended candidate does not join and the waiting list is still in operation.

While declaring the final result category-wise total marks obtained by selected candidates will also be shown.

The recommendations of the Selection Committee will be valid till the appointments are offered to the candidates by the Appointing Authority or for a period of one year from the date of recommendations which-ever are earliest.

The recommendations will be sent to the Vice-Chancellor by the Member Secretary of the Selection Committee and result will also be displayed on the University's official website/Notice board of the University besides intimation to the individual candidate.

The University shall prescribe the documents and material to be kept in the strong room and the procedure for operating it. However, it will be in double lock and one key of the strong room will be with the Controller of Examination and the other one will be with the Assistant Controller of Examination. However, in exceptional circumstances or in case of non availability of either of the officers, the Secretary may authorize the Assistant Registrar/Section Officer to operate it by observing the double lock procedure.

The retention/destruction of the record will be done as per decision of Board of Management.

The University after the completion of every financial year shall make available its Annual Administration Report for the year to the Government, as early as possible, for placing the same on the Table of the House.

## **10. DATE OF ISSUE OF ADVERTISEMENT:-**

In each case, the advertisement will be issued well in advance as per requirement.

## **11. VALIDITY PERIOD OF ADVERTISEMENT:**

Where the Selection Committee has not even met after the lapse of 12 months with effect from the closing date of application for any post shall ordinarily be re-advertised, provided that, if in the opinion of the Vice-Chancellor the circumstances so necessitate, the University may extend the validity of the advertisement for further six months.

However, in any case, the validity of an advertisement shall not be extended beyond 18 months with effect from the closing date of the receipt of applications.

## **12. QUALIFICATIONS AND EXPERIENCE**

The minimum qualifications and experience required shall be as indicated in the R&P Rules.

## **13. RESERVATION OF POSTS**

13.1 The University shall strictly follow the norms of the Government of Himachal Pradesh in respect of reservation/relaxation/concessions to various categories in recruitment/promotions, etc., pertaining to age, qualifying marks, experience/fees, etc. as amended from time to time.

13.2 The candidate belonging to the reserved categories shall enclose self-attested copies of the caste certificate and/or medical certificate [pertaining to the determination of degrees of disability in case of PwBD (Person with Benchmark Disability) candidates] from the Competent Authority in the format prescribed by the Government of Himachal Pradesh (subject to verification at a later date), failing which the application shall be rejected.

13.3 A candidate belonging to SC/ST/OBC/EWS who has been selected on the same standard as applied to the General candidates and who appears in the general merit list is treated as own merit candidate. Such candidate is adjusted against unreserved point of reservation roster. In other words, a candidate applying against the unreserved vacancy cannot be considered for any relaxation.

13.4 When a relaxed standard is applied in selecting any SC/ST/OBC/EWS candidates, those candidates are to be counted against reserved vacancies. Such candidates would be deemed as unavailable for the consideration against unreserved vacancies.

**Note:** Nothing in these Rules shall affect the reservations, relaxation of age limit and other concessions required to be provided to the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the instructions issued by the State Government from time to time.

## **14. CONSTITUTION AND ROLE OF THE SCREENING COMMITTEE:**

14.1 The Vice-Chancellor may constitute a Screening Committee by including at least one outside expert in the relevant field, in addition to the internal members.

14.2 A nominee of the Vice-Chancellor shall be the Chairman of Screening Committee. The Member-Secretary to the Screening Committee shall be nominated by the Vice-Chancellor. It shall be the duty of the Member-Secretary to place the relevant



documents/rules/guidelines, etc., relating to the selection before the Screening Committee.

- 14.3 The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement and as per recruitment rules.
- 14.4 Except for the posts of Registrar, Finance Officer, Controller of Examination, it must be ensured that the ratio between the number of vacant posts to be filled and the number of candidates to be called for interview shall not exceed 1:20 and the minimum ratio shall not be less than 1:3. In order to comply with the requirement of maximum ratio, the Screening committee may fix higher criteria at its discretion for the candidates so as to downsize the number of candidates.
- 14.5 If three candidates are not available to meet the minimum ratio, the post shall be re-advertised. However, if after re-advertisement, the minimum prescribed number of candidates is not available, the University may take appropriate action with regard to the selection.
- 14.6 In case of posts in which there is a provision for holding a common written test, all the eligible candidates may be called for the written test notwithstanding the maximum prescribed ratio. However, the successful candidates in the written test may be called for interview, wherever required in order of merit subject to maximum ratio of 1:20.
- 14.7 The Screening Committee(s) may at its discretion, recommend the candidate for the post on conditional basis and the conditions must be complied with by the candidate before the written test/skill test/interview as the case may be. Till such time, the candidature of the candidate shall continue to remain provisional.

**Note:** The Acting/In-charge Vice-Chancellor shall not make any appointment to permanent posts. However, the Acting/In-charge Vice-Chancellor may constitute a Screening Committee/Selection Committee for the appointment of temporary posts as per approval of the Board of Management.

## **15. COMPOSITION AND FUNCTIONING OF THE SELECTION COMMITTEE**

- 15.1 The Composition of Selection Committee shall be as prescribed in the Statues of the University.
- 15.2 The recommendations of the Selection Committee shall be submitted to the Appointing Authority for consideration and appropriate action.
- 15.3 If two or more candidates are recommended, the recommendations shall be made in order of merit.

15.4 No recommendation shall be made with a condition attached to it.

## **16. CONSTITUTION OF SELECTION COMMITTEES / RECRUITMENT AND PROMOTION COMMITTEES**

16.1 The Constitution of the Selection Committees and Recruitment and Promotion Committees is specified in the First Statutes of the University. The Vice-Chancellor, at his/her discretion, may include the Head or any other senior member of the unit concerned, (in the absence of the Head of the Unit) in the Selection Committee/Recruitment and Promotion Committee at the time of selection/promotion to any post in the University.

16.2 Wherever applicable, the Committees may include a member from SC/ST/OBC/Minorities/Women. Any other member/members can also be included in the Selection Committee/Recruitment and Promotion Committee as per the Government of Himachal Pradesh guidelines.

16.3 A person shall be disqualified for sitting as a member of any Selection/Recruitment and Promotion Committee and from taking part in any selection/promotion process under these Rules, if he/she is related to any candidate or there would be any conflict of interest in case of his/her association with the selection process. For this purpose, the University shall obtain an undertaking to this effect from the member concerned prior to the commencement of the interview/ selection process.

## **17. DEPUTATION WITH OR WITHOUT THE PROVISION FOR ABSORPTION:**

17.1 In case the appointment is to be made on deputation basis or on absorption basis, the post has to be advertised and circulation may also be made to other Universities and Government Departments, as the case may be, for wider publicity and to ensure a fair process of selection. The period of deputation shall be decided by the Vice-Chancellor as per requirement keeping in view of the Government of Himachal Pradesh rule.

17.2 When the appointment is made on deputation by following the due process of selection prescribed for the post under the Cadre Recruitment Rules, the incumbent may be allowed to continue for a maximum period as prescribed by the Government of Himachal Pradesh from time to time or till he/she attains the age of superannuation prescribed for that particular cadre, whichever is earlier. The appointment on deputation may be made initially for a period of two years which be extended on yearly basis up to the maximum period subject to satisfactory performance, good demeanour and high integrity.

17.3 The University, however, shall have the right to repatriate the incumbent at any time even before the prescribed period in case his/her performance, integrity or conduct is found to be unsatisfactory at any stage, in the opinion of the Competent

Authority or in the event of the repatriation of the employee against whose vacancy the deputationist employee was working.

17.4 Ordinarily, no person working on deputation shall be absorbed in any post of the University after expiry of his/her period of deputation. In case, it is decided in the interest of the University to absorb any such person, then the University may take up the matter with his/her parent organisation for concurrence after obtaining the option of the employee concerned subject to the condition that the matter of absorption is specifically mentioned in the advertisement. After obtaining the consent of the parent department, the case shall be placed before the Competent Authority for a final decision.

17.5 In case he/she is absorbed in the University, he/she shall be assigned the bottom seniority of that particular cadre as per the Govt. of Himachal Pradesh rules.

## **18. APPOINTMENT ON DIRECT RECRUITMENT/CONTRACT BASIS IN TENURE POSTS:**

The appointment on Direct Recruitment/Contract basis in tenure posts may be made initially for a period of one years, which will be extended on yearly basis up to the maximum period of prescribed tenure subject to satisfactory performance, good demeanour and high integrity.

## **19. QUORUM:**

The Quorum for the Selection Committees and Recruitment and Promotion Committees shall be as prescribed under Statutes of the University, Notifications / Instructions / Government of Himachal Pradesh norms as amended from time to time.

## **20. DIRECT RECRUITMENT BY OPEN SELECTION:**

20.1 Wherever the guidelines in respect of any particular non-teaching post are not available or framed, the University shall frame its own recruitment rules, laying down the qualifications, experience and nature of duties, etc., according to the requirements and compatibility of the post.

20.2 Recruitment to any regular post in the University shall be made on the recommendations of a duly-constituted Selection Committee, as prescribed under these rules.

20.3 The Chairman shall be entitled to vote at the Selection Committee meeting and, in case of a tie, shall have a casting vote.

20.4 In case two or more candidates are recommended for appointment, the recommendation shall be in order of merit.

20.5 The recommendations of the Selection Committee for Statutory posts shall be placed before the Board of Management for approval.

20.6 The recommendations of the Selection Committee for non-statutory Group “A”, “B” & Group “C” posts shall be placed before the Vice Chancellor as prescribed under these rules for consideration and approval. In case the recommendations of the Selection Committee are not acceptable, the Vice Chancellor may refer the case to the Board of Management for a decision. The power to approve or disapprove the recommendations of the Selection Committee shall rest with the Board of Management and the decision of the Board of Management shall be final.

## **21. SENIORITY**

The seniority of each candidate in the respective cadre shall be determined on the basis of his/her position in the merit list recommended by the Selection Committee and in accordance with the relevant rules of the Government of Himachal Pradesh.

## **22. APPOINTMENT AND JOINING TIME**

22.1 The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience and medical fitness.

22.2 An offer of appointment issued by the University should clearly specify the period (which shall not normally exceed one month) after which the offer would lapse automatically if the candidate did not join within the specified period.

22.3 If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the University but extension beyond three months shall not be ordinarily granted. It may however be granted by the Competent Authority only as an exception where facts and circumstances so warrant. In any case extension may be given only up to a maximum of six months from the date of issue of the original offer of appointment. An offer of appointment would lapse automatically after expiry of six months from the date of issue of the original offer of appointment. The candidate who joins within the above-mentioned period of six months shall have his/her seniority fixed under the seniority rules applicable to the service/post concerned to which he/she is appointed, without any depression of seniority. Under exceptional circumstances, the Board of Management may extend the period of the joining beyond six months. However, in such cases, the seniority of the appointee shall be depressed to the date of joining.

## **23. PROMOTION:**

Promotions for Group “B” and Group “C” Non-Teaching posts are facilitated by way of following methods:

23.1 The merit of the candidates shall be drawn based on the marks obtained in written test(s) subject to qualifying the skill test at initial appointment.

23.2 Promotion is earned by dint of hard work, good conduct and result-oriented performance as reflected in the APARs. Only performance reported 'good'/benchmark as prescribed by the University, consistently for the preceding 3 years of service shall be taken into consideration by the RPC.

23.3 The RPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports for the preceding three years, as specified above at clause 23.2.

23.4 In case there is any adverse entry in the APAR, or for want of prescribed score in the APAR, the case of promotion shall not be considered unless and until the Competent Authority expunges such adverse entry. If the competent authority does not expunge the adverse entry or does not increase the score after review of performance as per procedures, the employee concerned may have to wait for the required number of reports carrying the prescribed bench marks as required for the post under these Rules.

23.5 The eligibility criteria, Vigilance Clearance Reports, and APAR dossiers, duly completed in all respects along with the seniority list and results of the written test (if conducted by the University) of the eligible employees to be considered for promotion, with details of the number of vacancies, number of posts reserved for SCs/STs/PwBDs, etc. shall be provided to the RPC for consideration as per Government of Himachal Pradesh rules.

23.6 In the case of "Selection", the zone of consideration of eligible officers with extended zone for SCs/STs/applicable category, to ensure the promotional chances against the reserved quota shall be decided by the RPC on the basis of the service records of the officers. The normal zone and the extended zone will be as per the Govt. of Himachal Pradesh rules.

23.7 The assessment of each employee shall be made on evaluation of all as referred in clause 23.5 above. The RPC shall make its own assessment of the employees and shall determine the merit of those being assessed for promotion with reference to the benchmark “Very Good” for all Group “A”, “B” and “C” posts and, accordingly grade the officers as “fit” or 'unfit' only. Those who are graded as “fit” shall be included in the select panel in order of their seniority in the feeder grade subject to availability/occurring of vacancies. Those employees who are graded 'unfit' by the RPC shall not be included in the Select panel. There shall be no supersession in

promotion among those who are graded 'fit'. The grading and score are quoted below:-

Sr. No	Grading System and Score in APAR
(i)	Grade "between 8 to 10" shall be rated as 'outstanding' and shall be given a score of 9 for the purpose of calculating average scores for appointment/promotion.
(ii)	Grade "between 6 and short of 8" shall be rated as 'very good' and shall be given a score of 7 for the purpose of calculating average scores for appointment/promotion.
(iii)	Grade "between 4 and short of 6" shall be rated as 'good' and shall be given a score of 5 for the purpose of calculating average scores for appointment/promotion.
(iv)	Below 4 shall be given a score of 'zero'

23.08 The meeting of the Recruitment and Promotion Committee may be convened twice a year (January & July) or as and when required depending upon the availability of vacancy.

23.09 The administrative authorities shall ordinarily ensure that the information furnished to the Recruitment and Promotion Committee are accurate and in proper order in all cases and a certificate to this effect duly signed by the officer designated for the purpose shall form a part of the note for the RPC.

23.10 Penalties of any kind (major or minor) shall constitute a bar to one's eligibility for promotion or confirmation. However, minor penalty of "censure" would not constitute a bar on the eligibility and consideration for the purpose of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar on the eligibility.

23.11 The following cases shall be brought to the notice of the RPC:-

- (i) Employees under suspension;
- (ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
- (iii) In respect of whom prosecution for a criminal charge has been pending.

The RPC shall assess their suitability without regard to the disciplinary aspect. The RPC findings shall be kept in a sealed cover as per the fact recorded in the proceedings of the RPC. The same procedures shall be followed by subsequent RPCs till the disciplinary/criminal cases are concluded. On conclusion of the case, the sealed cover will be opened. In case the officer is completely exonerated with

honour, the due date of his/her promotion shall be determined and he/she will be promoted notionally with reference to the date of promotion of his/her junior and if necessary by reverting the junior most officiating person. The Appointing Authority shall decide whether and to what extent the arrears of salary shall be paid. Where arrears are denied, reasons shall be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.

23.12 The cases of officers under cloud after clearance by the RPC shall be settled in accordance with the Government of Himachal Pradesh rules.

23.13 The University may at its discretion adopt appropriate methods/procedures for promotions to Group “A” non-teaching posts other than statutory posts, on similar lines as given above.

## **24. FUNCTIONS OF THE RECRUITMENT AND PROMOTION COMMITTEE**

24.1 The Recruitment and Promotion Committee shall consider and make recommendations in all cases of Group A, B and C employees. The constitution of Recruitment and Promotion Committee for various categories of posts shall be as prescribed in First Statutes of AMRU at Clause 24.

24.2 While considering the promotional cases, the Recruitment and Promotion Committee shall consider the following:

- (i) Provisions of the Rules/Act/Statutes/Ordinances/University Regulations/ /guidelines and Govt. of Himachal Pradesh Rules as applicable from time to time.
- (ii) Eligibility criteria and relaxations/concessions applicable to the SC/ST/PwBD categories.
- (iii) Work and Conduct Reports.
- (iv) The Annual Performance Appraisal Reports (APARs) for the preceding three years along with the Annual Property Returns (APRs) as available with the competent authority. While screening the Annual Performance Appraisal Reports (APARs), the RPC may also adopt the criteria with regard to the bench marks as mentioned in the Statutes/Ordinances/Govt. of Himachal Pradesh rules.
- (v) Vigilance Clearance Report .
- (vi) Roster points of the cadre(s) as per the reservation policy of the Govt. of Himachal Pradesh.
- (vii) Performance in the interview/skill test/written test, if conducted by the University as per rules.

(viii) The RPC is expected to screen the cases and decide the eligibility based on the aforementioned documents like APARs, Vigilance Clearance Report, Roster, Recruitment Rules etc.

**Note:** In case APAR(s) for any particular period has not been written/endorsed by the designated authority despite the fact that the employee concerned produces the proof of submission of self appraisal report(s) duly filled-in for that particular period(s) to the concerned section, the Screening Committee shall ignore the report(s) of that particular period(s) and shall take into account the report(s) of the immediately preceding period(s). It is mandatory on the part of the designated officer to make entry in the relevant register to be maintained for this purpose and issue proper receipt to the employee concerned as a proof of submission of the appraisal reports. There shall be proper entry in the relevant register with regard to each movement of the APAR till the completion of its process.

## **25. MODE OF PROMOTION**

25.1 In addition to the conditions for promotion for the posts, as specified at clause 25.4 below, the University may decide the method and procedure to be followed for promotion in respect of any category of posts. For this purpose, the University, at its discretion, may opt the seniority or hold written test or other trade/professional tests and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at least one external expert shall be mandatory.

25.2 Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his/her eligibility. After completion of formalities such as Annual Performance Appraisal Reports (APARs), Vigilance Clearance Reports, the Recruitment and Promotion Committee may be constituted to evaluate and assess the eligibility of the employees. The employees shall be considered for promotion based on the recommendations of the Selection Committee duly approved by the Competent Authority of the University.

25.3 All promotions of the non-teaching staff belonging to Group “A”, “B” and Group “C” shall take effect from the date of joining the promoted post.

25.4 Qualifying in Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Clerk, JOA, Assistant, Professional Assistant and other equivalent posts specified by the University from time to time. Further, qualifying in Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for all Steno Typist of the University who shall be considered for promotion as Jr. Scale Stenographer as per the eligibility criteria prescribed for direct recruitment under these Rules. The University may impose any condition to be complied with at a future date failing which the Competent Authority may order for stoppage of increment.



## **26. AD-HOC PROMOTIONS**

In case there is an existing vacancy and no eligible employee is available in the feeder Cadre for promotion, the Competent Authority may consider relaxation by a maximum period of one year at its discretion to promote an employee on ad-hoc basis after completing all procedural formalities, as laid down in these Rules. However, this arrangement shall not be allowed to continue beyond one year in case the employee concerned is not considered for regular promotion.

## **27. PANEL**

27.1 The panel drawn for promotion/direct recruitment shall normally be valid for a period of one year from the date of the meeting of the Selection Committee/date of approval of the recommendations, respectively. However, its validity can be further extended for a maximum period of six months.

27.2 The details of the vacancies shall be mentioned in the advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employee(s) of that particular year or any case of voluntary retirement or resignation for which the employee has served notice prior to the issue of advertisement shall be included in the said advertisement. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. However, the number of posts filled up shall not exceed the number of posts advertised including anticipated vacancies.

27.3 The University may draw a panel in the form of a waiting list to fill up a post. In case a candidate on higher merit regrets to join within a period of one year, the offer shall be made to the next candidate on merit, if it is otherwise in order. However, if any candidate joins the post and subsequently resigns or relinquishes the office due to whatever reasons the panel ceases to exist and the post shall be re-advertised provided there is no candidate available in the valid panel.

27.4 The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.

27.5 If any advertisement for any post is withdrawn by the University or the selection process is not completed within the prescribed time limit, the application fee collected from the candidates shall be refunded within a reasonable period of time.

## **28. MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACP)**

28.1 The financial up-gradation under the Modified Assured Career Progression Scheme (MACP) in respect of non-teaching staff of the University shall be allowed as per orders/guidelines of Government of Himachal Pradesh as amended/issued from time to time.

28.2 In case of up-gradation of higher pay scale, the Registrar shall chair the meeting of the Screening Committee. The Vice-Chancellor shall nominate at least one external expert and other members representing SC / ST / OBC / PwBD / Minorities etc. wherever required as per the guidelines of the Government of Himachal Pradesh.

## **29. PROBATION AND CONFIRMATION**

29.1 In case of direct recruitment, the selected candidate shall be kept on probation for a period as specified in these rules. The appointing authority may, at its discretion, extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehaviour. In case there is no perceivable improvement despite all this, his/her services shall be terminated by giving him/her one month's notice in advance or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to resign by giving one month's notice or by depositing one month's salary in lieu of notice.

### **Note:**

- (i) If an employee who has been recruited/promoted to any post, avail himself/herself of leave on a piecemeal basis, or at a time for a period of two months or more during the period of probation, his/her probation shall be extended proportionately, i.e., equal to the total period of leave availed by the employee concerned.
- (ii) In order to avoid any anomalous situation, all cases of probation of the officials should be reviewed in every six months. In case, the result of review of performance of an official is found to be unsatisfactory, or not up to the mark, he/she shall be warned of the consequences of unsatisfactory performance during the period of probation. Such a warning should be issued in advance after which the performance of the official concerned should be continuously kept under observation.
- (iii) Notwithstanding anything contained in the above-mentioned provision, if a probationer is placed under suspension during the period of probation, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances.
- (iv) No application for outside employment shall ordinarily be forwarded during the period of probation in case of a probationer or temporary employee of the University. However, in case his/her request has been considered by the Competent Authority of the University at its discretion, an undertaking shall be obtained while forwarding his/her application that he/she would submit his/her resignation from the post in the event of his/her selection in any other organization. The applications for outside employment received from the SC/ST/PwBD candidates shall be leniently viewed.
- (v) An employee of the University shall be confirmed through Recruitment and Promotion Committee.

- (vi) An employee of the University shall not be confirmed on his/her post unless and until he/she signs the “Service Agreement”.
- (vii) There shall be no probation in the case of an employee appointed to a post on deputation, tenure, or on re-employment after superannuation.
- (viii) The appointing authority shall record the reasons in writing while terminating the appointment of a probationer or extension of the normal period of probation.

### **30. APPLICATION OF GOVERNMENT OF HIMACHAL PRADESH RULES**

If any particular provision concerning the qualifications for recruitment and promotion or seniority under these Rules is silent, the corresponding rules operating in the Govt. of Himachal Pradesh, or the qualifications prescribed by the Govt. of Himachal Pradesh shall apply mutatis mutandis.

Further, the Pay Scales for various posts shall be revised as per the Government of Himachal Pradesh regulations/guidelines as amended from time to time.

### **31. POWER TO RELAX:**

- (a) Relaxation in age, experience, qualifying marks, etc., may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/ PWBD/ EWS or any other reserved category for reserved posts as per the Government of Himachal Pradesh guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the Government of Himachal Pradesh guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.
- (b) The upper age limit will also be relaxed to the person already working on Ad-hoc basis on a non-teaching post in the University, to the extent of period of service rendered by such person on Ad-hoc basis, provided he/she has put in at least one year of service in the University. The relaxation will be subject to other applicable rules.
- (c) The upper age limit will also be relaxed for the period proportionate to the period of contractual service rendered by the persons already working on contract basis in the University subject to a maximum period of 3 years, provided they have put in at least one year of service in the University. The relaxation will be subject to other applicable rules. However, this provision will not be applicable in case of a person engaged in the University through any contract/outsourcing agency or labour contractor/firm.
- (d) Where the Government considers it necessary or expedient to do so, it may by order relax the provisions of these Regulations.

### **32. AGE OF SUPERANNUATION**

The age of superannuation for non-teaching shall be as per the First Statutes of the Atal Medical & Research University, H.P.

### **33. PAY AND ALLOWANCES**

The pay and allowances shall be as per the rules and orders issued by the Government of Himachal Pradesh from time to time.

### **34. DISQUALIFICATION:**

34.1 The following categories of persons shall not be eligible to apply for any position in the University:

34.1.1 Who has been convicted by any Court of Law or any criminal proceedings are pending against him;

34.1.2 Who is a person of unsound mind and questionable conduct or not medically fit to perform his/her duties.

34.1.3 Who has entered into or contracted a marriage with a person having a living spouse;

Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;

34.1.4 Who is not a citizen of India; and

34.1.5 Any other category of person disqualified for appointment by the Government of Himachal Pradesh from time to time.

### **35. DISCIPLINE/VIGILANCE CLEARANCE**

35.1 Candidate who is already in service shall submit the Vigilance Clearance Certificate from the employer or his/her authorised officer, to the effect that no disciplinary/criminal proceedings are pending or contemplated against him. It shall be directly sent by the parent department or be handed over to the employee concerned in sealed cover at the time of written/skill test/interview as applicable or along with the application.

35.2 Wilful suppression of factual information or any document relating to the eligibility or otherwise as a candidate, followed by supply of fake documents or misleading statement or information in the application or tampering with the documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile, etc., the Chief Vigilance Officer of the University shall have the powers to investigate/inquire into the matter and submit his/her report to the Vice-Chancellor for further action at any stage of recruitment process or employment. If any of these acts is found to be true, the candidate shall

be disqualified for appointment to the post or if already appointed, his/her services shall be liable to termination, with immediate effect after adhering to the procedures.

### **36. REMOVAL OF DIFFICULTIES:**

36.1 If any difficulty arises in the implementation or operation of any of the provision of these rules, the Vice-Chancellor may, from time to time, issue such general or specific directions but not inconsistent with the provisions of the Act, Statutes, Ordinances or directives of the Government of Himachal Pradesh which appear to be necessary for the purpose of removing such difficulty.

36.2 All existing rules and orders in relation to the matters covered under these Rules, shall stand superseded but any action already taken or in pursuance to such existing Rules, they shall be deemed to have been taken under these Rules.

36.3 In the matters for which no provision is made by these Regulations, the Government may regulate its proceedings in such manner as it may fit.

### **37. INTERPRETATION**

The decision of the Board of Management shall be final with regard to any ambiguity or lack of clarity to any clause of these Rules.

### **38. AMENDMENT OF RULES**

The Board of Management shall have the authority to amend, modify, change, withdraw, suspend and relax any or all of these Rules as per provisions made under relevant Statutes of the University/Government of Himachal Pradesh guidelines or Regulations.

### **39. RESIDUARY MATTERS**

In regard to the matters not specified or referred to in these rules, the corresponding provisions as provided by the University for their employees or as prescribed by the Government of Himachal Pradesh relating to its employees, as amended from time to time, shall be followed. In case any particular provision in these Rules is in conflict with any provision of the Act / Statutes / Ordinances of the University, the provisions of the Act / Statutes / Ordinances shall prevail and such provision in these Rules shall stand superseded.

### **40. TERRITORIAL JURISDICTION**

In case of any disputes relating to the Rules, the territorial jurisdiction for adjudication shall be Himachal Pradesh only.

## **41. REPEAL**

All existing rules and orders in relation to the matters covered under these rules shall stand repealed but any action already taken by or in pursuance to such existing rules and orders shall be deemed to have been taken under these rules.

## **42. GENERAL TERMS AND CONDITIONS OF RECRUITMENT**

- 42.1 Candidate who is already in service shall submit his/her application through proper channel along with vigilance clearance certificate from the competent authority. However, he/she may send an advance copy of his/her application and in case his/her application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance clearance certificate in a sealed cover" from the employer failing which he/she shall not be allowed to appear at the test/interview as the case may be.
- 42.2 The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs) for the preceding three years and Vigilance Clearance Certificate, duly certified by the Competent Authority.
- 42.3 It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his/her application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his/her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to termination forthwith as per this clause. This must be mentioned in the letter of offer and appointment clearly. In case of any ambiguity in the recruitment rules in general and eligibility in respect of any post, the decision of the Board of Management shall be final.
- 42.4 Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected and action may be initiated against the candidate which shall lead to cancellation of his/her appointment, as the case may be.
- 42.5 The person appointed against any post shall be governed by the Act / Statutes / Ordinances / Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rules, 1965 or any other rules of the Government of Himachal Pradesh, as amended from time to time and any other rule/resolution prescribed specifically for

maintaining the conduct of the employees by the Board of Management of the University.

- 42.6 The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his/her conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/terminated forthwith.
- 42.7 Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
- 42.8 The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital/or Govt. /CGHS empanelled Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. Hospital/or Government/CGHS empanelled Hospital for Group A post as the case may be. In cases where a person has already been examined by a Medical Board in respect of his/her previous appointment and if standard of medical examination prescribed for the new post is the same, then he/she need not be required to undergo a fresh examination. For this purpose, he/she has to submit a copy of the medical certificate duly countersigned by the designated officer.
- In the case of orthopedically and / or visually handicapped candidate who wants to appear against a post reserved for the general category, the University may issue general or special directions helper and such other incidental matter as may be required in that particular case.
- 42.9 The terms and conditions of appointment shall be communicated to the candidate in the form of “Offer of Appointment” to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
- 42.10 The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action. The selected candidate shall be governed by the “New Pension Scheme” of the Government of India as in force as amended from time to time.
- 42.11 The selected candidate shall be liable to serve anywhere within the jurisdiction of the University.

- 42.12 The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc., for direct recruitment or promotion/under career progression scheme/career advancement scheme, wherever applicable as per the Government of Himachal Pradesh Rules. Any amendment to the Notification/ Regulations/Guidelines of the Government of Himachal Pradesh Rules in future shall be deemed to have been adopted by the University for Implementation in supersession of the existing provisions already adopted and incorporated in these Rules.
- 42.13 At the time of recruitment, a “Service Agreement/Contract” shall be executed between the University and the employee concerned, and a copy of the same shall be kept with the Registrar.
- 42.14 The candidate shall bring all original certificates relating to his/her age, qualifications, experience, etc., at the time of tests/interview. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his/her application, he/she may not be allowed to appear at the tests/interview and his/her candidature may be treated as cancelled without any further communication in this regard.
- 42.15
- (i) The details of the vacancies shall be mentioned in the advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employees in subsequent 12 months which shall be filled through the instant advertisement.
  - (ii) The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever at any stage of the recruitment process. However, the number of posts filled up shall not exceed the number of posts advertised including anticipated vacancies.
  - (iii) The University may draw a panel of candidates based on merit to utilize for filling a post, if a candidate on higher merit does not join.
  - (iv) The University reserves the right to withdraw or amend an advertisement, either partly or wholly, at any time without assigning any reason.
  - (v) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded.
  - (vi) In case of completion of recruitment process, the fee paid by the candidates shall not be refunded for any reason.