



6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

6.2.1 : The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative set-up, appointment, service rules, and procedures...etc.

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CRITERION : 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT



ST. THOMAS COLLEGE

Ranni, Pathanamthitta, Kerala - 689673

ACCREDITED BY NAAC WITH 'B' GRADE



POLICY DOCUMENT

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POLICY DOCUMENT



Internal Quality Assurance Cell (IQAC)





Preface

The Internal Quality Assurance Cell (IQAC) of St. Thomas College ensures the timely, efficient, and progressive performance of academic, administrative, and financial tasks. IQAC initiates various measures keeping in mind proper functioning of the institution; towards quality enhancement through internalization of quality culture and institutionalization of best practices. The coordinators and the members are looking towards faculty empowerment by conducting workshops / seminars / conferences through which the cell can sustain and enhance the quality of teaching, learning and evaluation.

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POLICY DOCUMENT

1. ADMISSION AND SUPPORT POLICY

The college follows a centralized admission scheme as per the MG university norms, Centralised allotment procedure is followed for UG and PG level admissions. The institution admits students through an online centralized admission process (CAP). General merit and Reservation Quota is filled from the university merit list and Management quota, Community quota, etc is filled at the college level, where merit or quality alone is taken into consideration. The college has an admission Committee which conducts the admission process, and a help desk is also present to assist students in the process.

POLICY

Transparent, easy, and effective admission process at UG and PG levels for all students including Divyangjan.

PURPOSE

- To attract students from various geographical places
- To offer merit-oriented, fair, and transparent admission
- To support the requirements of higher education.
- To provide education to students coming from all backgrounds

RESPONSIBILITY:

Management, Principal, Admission coordinator and all teaching and nonteaching staff

REGISTRATION PROCESS FOR UG AND PG ADMISSION

Instructions to Candidates for On-line Registration of Options

Candidates who are applying online shall follow the instructions given below:

- Click on the "Account creation" link provided in the www.cap.mgu.ac.in web page
- Fill in the minimum personal details required with utmost care.
- Only one account can be created using a single mobile number and email id. All communications like application number and password shall be sent to the registered mobile number and hence candidates should take utmost care while giving mobilenumbers.
- Create a '**Password**'. (The password will be used for all future online operations). **The password created by the candidate should not be disclosed to others who may**

misuse it. This may result in tampering with the options and the University will not be responsible for any such eventuality.

- After the successful creation of account, you will be provided a eight digit application number starting with 2. The application number will have to be retained by the candidate for all future online and offline operations.

Fill in the application form with personal details, academic eligibility and the options correctly. The applicant can give up to forty options

- After satisfying him/her that the details entered are correct, the applicants shall remit the application fee online.
- Pay the application fee by clicking on the "PAY NOW" button which will redirect the applicant to the Online Payment Gateway. Applicant can use Debit Card/ Credit Card or Internet Banking facility for making online payment.
- After remitting the fee, the applicant will be redirected back to the application page.
- Upload the digital copies of the supporting documents.
- Take the print out of the confirmation page which will have to be retained by the candidate for future reference.

2. EDUCATION AND CURRICULUM DELIVERY POLICY

St Thomas College, Ranni being a state-aided institution, affiliated to Mahatma Gandhi University, follows the curriculum prepared and designed by the university. Every Academic year begins with the preparation of an Academic Calendar where dates are allocated for various academic activities. The faculty members of our college participate in curriculum designing committees and contribute towards curriculum planning and designing. Each academic session begins at the college with department-level meetings where the syllabus is discussed and teachers are entrusted with various portions. Time table is prepared scientifically for various departments by the head of the departments after consultation with other teachers of the department. Teachers prepare lectures according to the syllabus and portion given to them and at the beginning of each semester students are given the syllabus and references as per the syllabus. Special efforts will be taken to ensure that students are aware of POs, PSOs, and COs. Enough time is given to students to access the main library which has sufficient books catering to the syllabus. Students are provided internet access in the library whereby they get free access to e-journals and e-books. Seminars and workshops



by experts in various fields were organized in order to help students. A sufficient instrumentation facility is given to the students for their practical classes. The institution has a very transparent and efficient student evaluation system which is regularly monitored by the head of the institution, apart from class tests conducted at the department level, an internal exam and model exam is conducted at the college level. Viva-voce is also conducted and students are given assignments on various topics. Records of internal exams, assignments, projects, etc are maintained in each department. College makes regular assessments of the results of each department after the university declares the results of each semester. The teaching and learning process of the whole college is monitored regularly and where ever improvements are required it is addressed promptly. Special attention is given to weak students and their development is ensured. Through all these methods effective curriculum delivery is ensured.

3. MENTORING POLICY

St. Thomas College, Ranni has a well-structured mentoring mechanism. Majority of students admitted to the college are coming from rural areas. They have many social, academic and economic problems. Hence, students need continuous guidance for academic, social, personal and career guidance. Keeping in view all these needs of students, the college instituted a mentor-mentee system where a faculty is assigned to a group of students. IQAC conducts sessions on mentoring for faculty members every year.

OBJECTIVES:

The main objective of this mentoring system is to provide dynamic and effective support system for individuals to flourish academically, personally and professionally during the academic journey.

MENTORING MECHANISM

Mentoring is a healthy relationship between a mentor and mentee that helps the mentee to overcome some crucial situations in their life and to attain their goal in both academic and non-academic fields.

A Mentoring committee is constituted by staff council members at the beginning of each academic year. Coordinators of the committee regularly provide instructions for the proper functioning of the programme. They assign one faculty as a mentor to a group of 15 to 20



students. Mentors offer support for the personal, emotional and intellectual well-being of students. Faculty mentors assign a student or peer mentor to slow learners. The mentoring committee monitors the progress of the mentoring programme every month and IQAC provides support for the effective functioning of the program.

RESPONSIBILITIES OF MENTOR

- Arrange a class wise meeting of mentees at the beginning of each academic year and establish a good rapport with students.
- Conduct individual mentoring sessions at least once in a month and discuss all personal matters like financial problems, family problems, academic problems and mental stress of mentees in this session.
- Maintain a mentoring record properly filled with students details.
- Mentors should be patient and genuinely interested in helping students out of their problems.
- Motivate students in academic activities and support innovative thinking.
- Encourage students to participate in various curricular and extra-curricular activities conducted by the college.
- Conduct thought provoking activities and group discussions to promote their social and leadership qualities.
- Offer guidance and constructive suggestions.
- Identify slow learners and help them improve their learning by assigning a peer mentor to them. Identify slow learners and assign them a peer mentor to help them improve their learning.
- Consult the college counselling cell about the needs of any mentee and take necessary action.
- Identify the various potentials of students and offer them platforms to express it.
- Provide knowledge of standard projects, journals and publications and how advanced learners can access them.
- Encourage the use of e-resources and libraries.
- Prepare a short report for each session and analyze the progress after the session.
- Advise the mentors on the right path to achieve their goal.



- Reduce student's mental stress by providing suitable activities.
- Give ideas about various scholarships, summer projects and courses suitable for them.
- Steps were taken to identify the economically backward mentees and help them.
- Advise mentees to select subjects suitable for higher studies and career.
- Mentor should handover the mentor -mentee meeting details to the class teacher, if the mentor is relieved of duties.
- All matters discussed in the mentor-mentee meeting should be kept confidential.

RESPONSIBILITIES OF CLASS TEACHER AND HEAD OF THE DEPARTMENT

- Arrange meetings with mentors once a month.
- Provide free textbooks and study materials to economically backward students.
- Conduct departmental skill development programs based on mentees' needs.
- Organize PTA meetings and report progress of students.
- Provide remedial classes for slow learners and encourage peer tutoring.
- Inform the Mentoring Committee about the needs of mentees
- Provide new projects for advanced learners.
- Provide teacher scholarships to encourage students.

OUTCOMES

On the basis of feedback from mentors of each department, the mentoring Committee evaluates the mentoring activity in each department and suggests necessary steps to be taken to IQAC. IQAC urges the departments to incorporate the themes suggested by the advisors while organizing the programmes. Apart from this, training sessions for attending interviews, induction programmes, skill development programmes, career counselling sessions from professionals, and personal counselling have been organized. Enrich the induction process by providing expert advice and guidance by experienced mentors. Enhances the student's confidence and challenges faced by them setting higher goals.

Mentor-Mentee Program molds future citizens by providing individualized attention to their continued growth. It enables students to adapt to new environments and achieve their aspirations by receiving continuous support from mentors. Through this programme, slow and advanced learners were identified and appropriate steps were taken to meet their needs. This helps the organization to reduce the dropout rate at the very initial level.



4. INTERNAL EXAM POLICY

Student Evaluation is very important for the effective functioning of any educational institution; hence our institution has a very transparent and efficient student evaluation system which is regularly monitored by the head of the institution, apart from class tests conducted at the department level, internal exam and model exam is conducted at the college level. The institution has an Internal Exam Committee which conducts exams, they prepare time table for the exams and accordingly, teachers prepare question papers and submit them to the committee. After the exams, students are shown their answer scripts. Viva-voce is also conducted and students are given assignments on various topics. Records of internal exams, assignments, projects, etc are maintained in each department.

College makes regular assessments of the results of each department, activities of departments, requirements of students etc. Internal marks are assessed on the basis of tests conducted, assignments, and seminars presented by the students, and based on their attendance, the student's performance in the class is also taken into consideration. All students are shown their internal marks before their marks are uploaded.

5. STUDENT ACTIVITIES POLICY

Students' active participation in all activities of the college is ensured through their representation in academic and non-academic bodies and various committees of the institution. Every year the College Union is elected democratically as per MG University norms. College Union has an Executive Committee consisting of the Chairman, Vice Chairman, General Secretary, University Union Counselor, Arts Club Secretary, Magazine Editor, and two Lady Representatives. Class representatives of all UG and PG programmes are also elected in the parliamentary mode. Furthermore, students actively participate in various Clubs, Committees, and cells of the college like Nature Club, Bhoomithra Sena, Women's Forum, Men's Forum Vimukthi Cell etc. NCC and NSS units of the college play a very important role in moulding the life of students and in their multi-faceted development. Student's representation is ensured in IQAC and their grievances are addressed through the Students' Grievance and Redressal Cell.



6. DIVYANGJAN POLICY

St. Thomas College, Ranni strives to create a welcoming learning atmosphere. The college wants and strives to provide a barrier-free and differently-abled (divyangjan) friendly atmosphere on our campus by establishing an inclusive education framework for all. Where necessary, there are ramps, special restrooms, and other facilities in the campus. At the time of the exam, scribes and additional time are given in accordance with the standards. Students are given access to Divyangjan-friendly wheelchairs, washrooms and other equipment based on their needs. The College provides Divyangjan students equal opportunities for accessing all the facilities available in the campus. Classrooms and examination rooms for the differently abled are arranged at convenient places. Ramps are provided for easy access to all the buildings of the campus. The special toilet is set apart for the disabled.

7. STUDENT GRIEVANCE REDRESSAL POLICY

Student Grievance Redressal Policy is drafted keeping student welfare as the highest priority and to fulfill obligations as prescribed by UGC (UGC Regulation F.No. 14-4/2012 (CPP- II)dtd. 7th Dec. 2018), the institute hereby declares the Student Grievances Redressal policy.

St. Thomas College, Ranni has a robust mechanism for handling student grievances related to academic and non-academic matters. The functions of the Grievance Redressal Committee are to look into the complaints lodged by any student, and assess its merit. The Committee is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in self, grievances may be sent in writing. Grievances may also be sent through e-mail to the Coordinator of Students' Grievance Redressal Committee or Principal.

OBJECTIVE

The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. In general, the objectives of these committees are:

- To ensure that students get prompt solution to their problems
- To ensure harmonious student – faculty relationship
- To provide a platform for essential communications and bridge the communication gap related to various academic matters



- To provide a platform to students for expressing their grievances freely and ensuring that it would be handled without any biases

The college ensures that grievances/complaints of students are handled promptly for necessary action.

SCOPE

The Committee deals with Grievances received in writing from the students about any matters including Academic, Finance, etc

FUNCTIONS AND PROCEDURE OF FILING OF A COMPLAINT

On the receipt of grievances from the students, the complaints are attended promptly. Any student (former or present) shall have the right to file a complaint or application to the Committee to redress his or her grievance. Student may file a complaint through e-mail to the coordinator of the committee or Principal. After the receipt of the application from the applicant, the committee shall fix the date, time and venue of the meeting after having a discussion with the members.

COMPOSITION AND TENURE OF THE COMMITTEE

The committee shall comprise of Principal as the Chairperson, two Coordinators, IQAC Coordinator, five teaching faculties, College Union Chairman and two students for an academic year. The members of the committee shall be appointed by the Principal of the institute. The Principal shall be the final authority in the matters of composition and tenure of the Committee. The Principal shall also appoint an Ombudsman to hear and decide appeals against the recommendations of the Committee.

DECENTRALIZATION IN WORKING AND GRIEVANCE REDRESSAL MECHANISM

For the purpose of handling grievances in *academic areas*, the college has the following committees:

1. Admission grievance committee
2. Internal assessment committee
3. Examination committee.



ADMISSION GRIEVANCE REDRESSAL MECHANISM

The nature of admission related grievances includes: Irregularity in the admission process adopted by the college; · Breach in reservation policy in admission as applicable; · Refund of fees in case a student withdraws admission within the stipulated time; · Issues of clarity relating to admission in various cut-offs. The institution takes necessary steps to ensure the smooth conduct of admissions within the college by forming Admission Committee. The names of the committees and their members are displayed in the College Handbook/notified on Website of the College. This committee ensures that all grievances of students are duly taken care of.

Receipt of complaint

If any student has a complaint/query/grievance, then he/she /they may either lodge a written complaint or may mail it to the college.

Action taken at the committee level

On receipt of the complaint, the grievance committee tries to resolve it within the committee, if unresolved then it is directed to the Principal.

Action taken by the Head of the institution

If committee is not able to resolve the issue or the student is not satisfied with the committee's decision, then the complaint may be filed with the Head of the Institution for necessary action.

Reporting to the University: If the complaint is related to a matter pertaining to decisions at the university level then the complaint is forwarded to the concerned person of the university level seeking a resolution for the same.

INTERNAL ASSESSMENT GRIEVANCE REDRESSAL MECHANISM

St. Thomas College follows all the guidelines of Mahatma Gandhi University to ensure that the process of continuous assessment is efficient and in the best interest of students. The Institution has three levels to address the grievances related to internal assessment- Department, College, and University. The protocol established by the college for grievance redressal aims to make the mechanism time-bound, transparent, and efficient.



NATURE OF GRIEVANCES:

The Internal Assessment-related grievances include:

- Incorrect uploading of Internal Assessment marks
- Marks not visible to the students on the college portal
- Late submission of assignment
- Non-submission of assignments due to medical issues, family emergency or academic/ non-academic event participation
- Any other.

INTERNAL ASSESSMENT GRIEVANCES REDRESSAL POLICY

- All the faculty members must adhere to the guidelines laid down by the Mahatma Gandhi University for the Internal Assessment.
- In order to maintain transparent Internal Assessment mechanism, every department may deliberate upon any internal assessment related issues, by discussing it among the faculty members.
- The College ensures that every student signs the hard copy of the Internal Assessment after a careful scrutiny before sending it to the examination branch of the University. The Internal Assessment Committee constituted by the college may intervene if the subject teacher and the department are experiencing difficulties in sorting out the issues at their end.

EXAMINATION GRIEVANCE REDRESSAL MECHANISM:

The college has an examination committee which is responsible and accountable for handling all examination-related issues. This committee comprises teaching and non-teaching staff which acts as a connecting link between students and the university. The committee deals with examination-related grievances of the following nature:

PRE- EXAMINATION ISSUES

- Papers opted for by the students are not reflected in the data sheet;
 - Late submission of examination fee;
 - Missing admit card;
 - Matters related to students found using unfair means
 - Appearing late for the exam. Post-examination issues
-

- Marks are not uploaded;
- Delay in the declaration of results;
- Non-transparent or unfair evaluation practices;
- Student is wrongly marked absent in the result;

THE PROCEDURE OF GRIEVANCE REDRESSAL

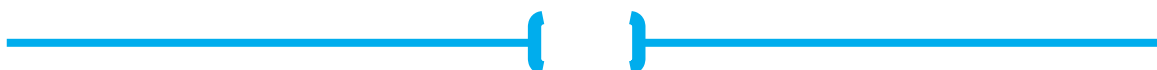
- The aggrieved student submits the problem/complaint in the form of an application to the committee. Depending on the nature of the issue, the committee tries to resolve the problem as early as possible.
- If the problem is related to the University, then the committee forwards the same to the University and approaches the concerned person for redressal.
- If the student is not satisfied with the college level efforts on the matters related to the University, then he/she/they is free to directly write an application to the University.

Non-Academic Matters Grievances

- related to non-academic matters are taken care off by separate committees formulated for this purpose, such as:
- Issues related to indiscipline: Discipline Committee
- Issues related to Ragging/Bullying: Anti-Ragging Committee
- Issues related to sexual harassment: Anti Sexual Harassement Committee etc.
- Issues related to Discrimination: SC/ST/OBC Monitoring Committee
- Issues related to Infrastructure/facilities: Maintenance andUtilization Committee
- Any other issues: Internal Complaint Committee.

8. ANTI-RAGGING POLICY

Merits and Ethics are the core driving values for professionals of higher calibre with a strong sense of ethical judgment; social integration of students coming from different parts of the country with diverse cultural and social backgrounds becomes a matter of prime importance. Ragging is a social menace that has to be avoided in an academic environment and concerted efforts are required to prevent its occurrence. Hence the institution has adopted a sound Anti-Ragging policy. The anti-ragging policy adopted by the institution takes care of preventive, procedural, and punitive aspects of ragging based on the guidelines provided by the



University Grants Commission and Mahatma Gandhi University. As per the policy, the institution shall:

- Constitute an Anti-Ragging Cell with a faculty coordinator and representatives from the stakeholders to mentor various aspects related to the menace of ragging.
- Ensure the creation, development, and nurturing of a conducive socio-academic environment within the student community.
- Generate and maintain a high level of confidence among the freshers and their parents/guardians by providing a perception that the newcomers are provided support and a cordial environment rather than being harassed and intimidated.
- Advocate Zero tolerance towards any acts such as conspiracy, riot, public nuisance, physical and psychological humiliations, restraints/confinement, violation of decency and morals, and other acts recognized as forms of ragging.
- Keep in place an integrated system to discourage and prevent any negative acts by the seniors, which disrupt socio academic integration of new entrants.
- Organise orientation programs for the student community, both freshers and seniors to raise awareness of the constitutional and institutional laws and regulations regarding ragging.
- Encourage new entrants to report any act of misconduct that they are subjected to or have witnessed, to the authority concerned.

Ragging/eve teasing/intimidating/harassing/using words of abuse etc. to anyone including junior students especially female students within the campus or outside is a punishable crime under Police Act, and such matters will be reported immediately to the police.

9. ANTI-SEXUAL HARASSMENT POLICY

St. Thomas College Anti-Sexual Harassment Committee is committed to providing a supportive environment free of violence, harassment, and abuse among students, teachers, and non-teaching faculty on the College campus. This includes all forms of sexual violence and sexual harassment against all members of the college. The committee members should fully assist the "anguished person" in writing a sexual harassment complaint and the members should also be aware of the role and responsibilities under the UGC Regulations and the Sexual Harassment of Women at Workplace Act, 2013.



DECLARATION OF POLICY-

The institution shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, ensure the full enforcement of “Fundamental Rights” under *articles 14, 15, 19(1) (g) and 21 of the Constitution of India*, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

OBJECTIVES OF THE POLICY-

- Develop a mechanism to prevent and redressal of sexual harassment cases and other gender-based violence in the institution.
- To establish the knowledge and awareness of gender equality, rights, privileges and responsibilities of citizens.
- To Guarantee equal access of all resources and involvement in college activities.
- Providing an environment without gender discrimination.
- To create a social and psychological environment that raises awareness of the various forms of sexual harassment.

DEFINITION OF SEXUAL HARASSMENT-

Sexual harassment is uninvited behaviour of a sexual nature that makes a person uncomfortable, discomfit, or threatened. It includes situations where a person is asked to carry out sexual activity as a condition of that person’s work, as well as surroundings that create an environment that is antagonistic, terrifying, or humiliating for the recipient. Sexual harassment can involve one or more episodes and actions constituting harassment may be physical, verbal, or non-verbal. Examples of sexual behavior or conduct include-

Physical conduct

Unfavorable physical contact, such as unwanted touching, patting, kissing or brushing against another person's body.

Physical violence, including sexual assault.

Using work-related threats or rewards to obtain sexual favour.



Verbal conduct

- Insults based on the gender of the worker.
- Sending sexual messages (via phone or email).
- Using disrespectful comments, epithets, insults and jokes.
- Comments about a person's appearance, age, personal life, etc.

Non-verbal conduct

- Showing sexually vulgar or indecent materials.
- Stalking someone, Whistling etc.
- Using sexually suggestive images, making sexual gestures with hands or body movements.

JURISDICTION-

The rules and regulations defined in this policy shall be applicable to all complaints of sexual harassment made:

- By a member of the campus against any other member irrespective of whether the harassment is claimed to have taken place within or outside the campus.
- If the sexual harassment is claimed to have taken place within the institution by an outsider against a member of the college or by a member of the college against an outsider.
- When sexual harassment is suspected to have occurred off campus, the Committee recommends that the University/College authorities to take action by lodging a complaint with the appropriate authority. Further, the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

COMPOSITION OF THE COMMITTEE-

- A Presiding Officer: This must be a senior female employee of the organization.
 - Five teaching staff dedicated to the cause of women.
 - Two non-teaching staff.
 - Two students, if the matter involves students.
 - One external member.
-

RESPONSIBILITIES-

- Awareness programs / trainings to be conducted for all staff and students.
- Execution of the Anti–Sexual Harassment policy at the institution.
- Provide the victims with a safe and accessible mechanism of complaint.
- Initiation of inquiry at the earliest in case of any complaints.
- Provide interim relief to the complainant.
- Provide an opportunity for conciliation wherever possible.
- Follow the principles of natural justice at all stages of the proceedings.
- Maintain confidentiality in regard to the proceedings taking place before the Committee.
- Review of ATR (Action taken report) for previous meeting's MOM

IMPLEMENTATION OF THIS POLICY-

- The institution will ensure that this policy is widely circulated to all relevant persons.
- All new staffs and students must be trained on the content of this policy as part of their induction into the college.
- Every year, college encourage students to attend programmes conducted by the women's cell and Men's Forum on gender discrimination and sexual harassment.
- It is the responsibility of the principal to ensure that all his/her employees and students are aware of the policy.

POWERS OF THE COMMITTEE-

- The committee has the right to call witnesses and demand documents or data from the employee or student.
- The Committee has the power to recommend action against any person found guilty of (a) sexually harassing the complainant; b) retaliation or victimization the complainant and (c) false allegations of sexual harassment against the defendant.

THE PROCESS FOR LODGING A COMPLAINT

- The victim must submit a written complaint to the committee



- Then conducts an investigation, and the report must be submitted to the authority of the institution within 10 days.
- Any victim can report the incident through the E-mail (ashcommitteestc@gmail.com), by filling a google form which is available in college website or post letter in the complaint box.

DISCIPLINARY ACTION

If the committee detects violations, disciplinary action will be taken against the accused. Disciplinary action may include transfer, suspension of promotion, suspension or even termination, or any other action it deems appropriate. If the accused is a student, depending on the seriousness of the crime, the committee may recommend

- Suspending or limiting entry into the campus for a specific period of time.
- Discharge from the rolls of the college and repudiating readmission.
- Giving reformatory punishments like obligatory counselling.
- Suppression of privileges such as entree to the library, scholarships, grants, ID cards, etc.

10. STUDY TOUR POLICY

Study tours are conducted by the college as part of the academic programmes. The following instructions should be strictly followed by the students with regard to study tours:

- Only final-year students are allowed to organize study tours. As far as possible, study tours shall be conducted before the X'mas holidays.
- This should be done only with the prior permission of the class teacher HOD and the Principal.
- Booking of vehicles and arrangements for a stay while on tour should be made only after consultation with the authorities concerned. The details of the tour programme should be given to the principal in writing, well in advance.
- The students shall obey all the directions given by the class teacher/teachers accompanying them. Any act of indiscipline while on tour shall be considered as an act of indiscipline committed on the campus and will attract punitive action.
- The Principal has the right to cancel or to make any modification to the tour programme at any time.



- The directions given by UGC, Government, and MG University, from time to time will have to be strictly adhered to.

11. RESEARCH POLICY

A research development committee was formed in the institution to initiate research among faculty, build a scientific temper among students and to keep themselves abreast of new knowledge, promote in them the awareness of current research findings, teach them to critique and appraise research, and encourage them to utilize research in evidence-based study.

- The research committee identifies and supports decision-making in various research fields that is essential to the institution, and works for maintaining the academic equilibrium of the college.
- The faculty is encouraged to participate in regular research activities such as international seminars, conferences, workshops, and webinars.
- The accomplishment of its faculty across a variety of areas is recognised by the college.
- The institution's potential research needs are identified, and faculties are instructed to concentrate their research on current and relevant issues.
- The college is always ready to offer necessary infrastructure support for research work.
- Management of the college provides funds to all departments to organise research related activities.
- Faculty members are encouraged to apply the findings of their study to their classroom, thereby enhance students learning and performance.

12. FINANCIAL PLANNING AND RESOURCE MOBILIZATION

The planning of funds for the institution is mainly handled by the college development committee consisting of the Principal, Vice Principal, IQAC coordinator, and representatives of teachers. The committee shall plan and categorize day-to-day and yearly requirements. The committee shall convene a meeting at the end of the year to assess the infrastructural facilities and requirements for the next academic year. They prepare the annual budget for maintenance of all infrastructure facilities at the beginning of the year as per the requirements of the departments, library, laboratories, and other support services. The Head of the



Departments should give a report regarding the day-to-day requirements, repairing of equipment if any, and maintenance which may be submitted to the principal's office.

The principal shall ensure a transparent and well-planned financial management system whereby the funds/grants received from the government, UGC, NGO, Management, and benefactors are effectively mobilized for infrastructure development, maintenance, academic and other various supportive activities of the college. The RUSA committee which consists of the Principal, Vice Principal, IQAC coordinator, and representatives of teachers and students handles the RUSA fund. The committee shall make recommendations to management regarding the utilization of funds received. The principal shall monitor the effective resource utilization of funds and initiate internal and external financial audits for both government and management accounts.

13. PURCHASE POLICY

- There shall be a purchase committee with principal, and teacher -in -charge as the coordinator
- 2 The official purchase shall be carried out by the purchase committee following all the stipulated regulations
- 3 Regular meetings shall be convened to decide and record the disbursement of funds for varied purchases
- A minutes book shall be maintained to document the discussions and decisions.
- A Register shall be maintained to preserve transparency with regard to Receipts and payments of funds

14. TEACHING FACULTY – QUALITY ENHANCEMENT POLICY

Under the discretion of the manager, the teachers are provided with financial support for

- attending conference
- attending workshop
- Membership in professional bodies.

The amount may be decided by the manager according to the requirement of teachers. All the full-time and part-time teachers can avail of the financial support.



THE FINANCIAL SUPPORT TO THE TEACHERS can be for:

- Registration fees for seminars, workshops, and conferences
- Travelling and accommodation allowances in case of outstation seminars, workshops, and conferences
- Membership fees of professional bodies
- Enrolling in a professional development course

TRAINING FOR NON-TEACHING STAFF

Contributions of Non-teaching staff are very important for the smooth functioning of any educational institution. They have to undertake a wide range of activities, keeping in view of that, Non Teaching Staff Training Programme (NTSTP) is organized every year where the staff is given training on communication skill, Office Management skill, Hospitality, office automation etc.

15. GREEN PROTOCOL AND POLICY ON ENVIRONMENT AND ENERGY USAGE

Situated on a hilltop, in the sylvan surroundings of lush green plantation, the institution has always been a centre that promotes healthy environment practices. Green Protocol followed in the campus is instrumental in the implementation of activities that help sustain its ecological balance like planting new trees to compensate for the lost ones and propagating safe waste disposal practices. All the activities of the institution are centered on the universal and basic protocols of environment protection and sustainable/eco friendly energy initiatives. Awareness classes are conducted on a regular basis to disseminate the methods of protection of the environment. The college is committed to maximise sustainable resource use and minimize the use of hazardous substances. Timely action is taken to protect and improve the biodiversity of the campus. Special measures are undertaken regularly for improving performance in the areas of energy consumption and water conservation. The campus has to be made plastic free to a possible extent. In accordance with the institutional principle of green protocol, the college follows a very strict and eco friendly waste management mechanism. Thus the college is obliged to maintain and improve environmental management



methods to reduce its environmental footprint. Environmental consciousness, conservation and sustainability are ingrained in the basic functioning of the institution.

16. ENVIRONMENTAL QUALITY AND SUSTAINABILITY

- It is imperative for the college to safeguard the environment by reducing waste and pollution and by focusing on sustainable development and preservation of the natural environment.
- The college has formulated its policies in accordance with all applicable Environmental laws, regulations, covenants, agreements, rules, and practices outlined by the national and state governments.
- The college is dedicated to maximizing the use of sustainable resources.
- Specific steps are implemented to safeguard and enhance the biodiversity of the campus.
- The college has taken initiatives to promote environmental excellence and biodiversity preservation in the area.
- Goals and objectives are set to improve our environmental performance in the following categories: energy utilisation, reduce greenhouse gas emissions, consumption of drinkable water, sustainable transportation, and preserving biodiversity.
- Plastic has to be eliminated from the campus as far as possible; to achieve this goal institution insists on the usage of textile products as a rule of green procedure, substituting ones made of plastic.
- The college has in place reservoirs for collecting rainwater; its maintenance is done periodically.
- The college makes sure use of solar energy as far as possible.
- The college promotes electronic learning in an effort to go paperless in administrative and academic spheres.

17. WASTE MANAGEMENT POLICY

The institution is bound to save the environment by maintaining pollution free and plastic free campus; laying emphasis to sustainable development and preservation of nature. This policy



serves as a guide to faculty, staff, and students regarding how to handle garbage, separate waste, and store and dispose waste safely.

POLICY GOALS

- Raise awareness among teachers and students regarding how trash is produced, the ways in which it can be reduced, and the ways in which it can be managed.
- Provide instruction on how to distinguish between hazardous and non-hazardous trash, then eliminate them using proper procedures to avoid creating more pollution to the environment.
- Adhere to the "5 R" rule: refuse, reduce, reuse, repurpose and recycle.
- Cut back on plastic usage.

MANAGEMENT OF SOLID WASTE

Students will be given instructions on how to produce less waste. Solid trash must be separated and disposed of in the designated bins. Pipe composts are placed next to all blocks to dispose food waste. Training in bio-waste management with vermicomposting technology is taught to students by Zoology department. Hostel's bio-waste is being managed by a biogas plant, and the gas produced there is used in the hostel for cooking. Every classroom has trash cans for disposing paperwaste, bottles and glass. The segregated garbage is sold to the MoU-signed recycling agency.

As a preventative measure students and teachers are advised against bringing products such as plastic bottles, Thermocol, paper plates, or cups. To decrease paper and plastic waste, students are asked to bring their lunch in a steel tiffin box. During NCC and NSS camps, usage of steel glasses and plates are encouraged. Faculty and students are provided trash management training.

MANAGEMENT OF LIQUID WASTE

All liquid waste produced in restrooms, laboratories, canteens, and other wash places will be send to drains so that it can be absorbed by the earth. Sedimentation pits that are periodically cleaned of their trash will be used to control the canteen's wastewater.



E-WASTE MANAGEMENT

The College's safe disposal of e-waste is handled under an agreement between Clean Kerala Company limited and the college. They help in collection of Non-Bio-degradable waste, E-waste and hazardous waste.



PERSPECTIVE / STRATEGIC PLAN 2020-30

	Area	Programme/Activity Envisaged	Objective/Outcome
1	Curricular Aspects	Introduction of Add-on-courses	Skill addition and improving employability
		Introduction of new UG and PG Programmes	UG & PG Programmes in Maths, & Malayalam
		Upgradation of UG Departments to PG Departments	Starting PG Programmes in UG Departments (History, Botany Economics & Zoology)
		Starting Research Centres in PG departments	Research centres in PG departments of Physics, Chemistry & Commerce
2	Teaching & Learning	Innovative teaching techniques	Upgradation of teaching techniques in accordance with the recent trends
			Enriching learning experiences through more participative and experiential methodologies.
			Integration of all academic activities through Learning Management System.
		Competency enhancement programmes	Skill development programmes for students
			e content development classes for teachers
			Periodic Faculty Development Programmes
		Examination Reforms	Framing Internal Exam questions based on Bloom's taxonomy
			Open Book examination for PG classes Question bank for internal examination
3	Research, Consultancy & Extension	Promotion of Research among Faculty members	All Faculty members attain PhD
		Neighbourhood Development	Undertake Major and Minor Projects
			Knowledge Extension to neighbourhood schools
		Collaborative Initiatives	Sharing of resources, enhanced Teaching-learning exposure

4	Infrastructure & Learning resources	Development and Modification of existing Academic Blocks	Augmentation of the existing facilities: Conversion of existing class rooms to ICT enabled classrooms
		Qualitative improvement of the learning facilities	Provide Smart Class rooms and Seminar halls, Incubation centre for Innovation and Start ups
		Guest Rooms	Accommodation facility for guests
		Library infrastructure upgradation	Augmentation of library infrastructure, enhanced access to more e-resources.
		Augmentation of students support facilities	Rest room for students in each block, multi-purpose Indoor stadium, Yoga Centre, Women's Centre
		Modernization of Laboratory & equipment	Upgradation Laboratory Facilities, Instrumentation Lab
5	Students Support & Progression	Development of Start up activities	Incubation Centre
		Career Guidance & Training Centre	Provides training for Competitive Examination and Soft Skill Development
			Organise Campus Interviews and Placement drives
6	Governance, Leadership & Management	Implementation of E governance in areas of Operation	Automated Attendance Software
			ERP software to integrate all activities of the institution
		Provide Support to teachers to attend Conferences/ Workshops	Encourage teachers to attend Conferences/ Workshops
7	Institutional values and best practices	Alternate` energy conservation measures	Achieve self-reliance in energy consumption using Non-Conventional resources.
		Enhanced green campus initiatives and better facilities for waste management	Promotes environment friendly practices in the campus: Installing Plastic and E waste recycling plants, Green landscaping including medicinal plants
		Enhanced support for Divyangjan	Ensure inclusiveness: installation of Elevators in all multi-storied buildings in the campus, screen reading software and mechanised equipments.

		skill development and empowerment programmes	Improve the employability, communication skills and foster the varied talents
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**UGC REGULATIONS
ON MINIMUM QUALIFICATIONS
FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES
AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN
HIGHER EDUCATION
2010**

*To be published in the Gazette of India
Part III Sector 4*

**University Grants Commission
Bahadur Shah Zafar Marg
New Delhi-110002.**

No.F.3-1/2009

30 June, 2010

In exercise of the powers conferred under clause (e) and (g) of sub-section (1) of Section 26 of University Grants Commission Act, 1956 (3 of 1956), and in pursuance of the MHRD O.M.No.F.23-7/2008-IFD dated 23rd October, 2008, read with Ministry of Finance (Department of Expenditure) O.M.No.F.1-1/2008-IC dated 30th August, 2008, and in terms of the MHRD Notification No.1-32/2006-U.II/U.I(1) issued on 31st December, 2008 and in supersession of the University Grants Commission (Minimum Qualifications Required for the Appointment and Career Advancement of Teachers in Universities and Institutions affiliated to it) Regulations, 2000, issued by University Grants Commission *vide* Regulation No. F.3-1/2000 (PS) dated 4th April, 2000, together with all amendments made therein from time to time, the University Grants Commission hereby frames the following Regulations, namely:-

1. Short title, application and commencement:

- 1.1. These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2010.
- 1.2. They shall apply to every university established or incorporated by or under a Central Act, Provincial Act or a State Act, every institution including a constituent or an affiliated college recognized by the Commission, in consultation with the university concerned under Clause (f) of Section 2 of the University Grants Commission Act, 1956 and every institution deemed to be a university under Section 3 of the said Act.
- 1.3. They shall come into force with immediate effect.

Provided that in the event, any candidate becomes eligible for promotion under Career Advancement Scheme in terms of these Regulations on or after 31st December, 2008, the promotion of such a candidate shall be governed by the provisions of these Regulations.

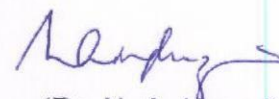
Provided further that notwithstanding anything contained in these Regulations, in the event any candidate became eligible for promotion under Career Advancement Scheme

prior to 31st December, 2008, the promotion of such a candidate under Career Advancement Scheme shall be governed by the University Grants Commission (Minimum Qualifications Required for the Appointment and Career Advancement of Teachers in Universities and institutions affiliated to it) Regulations, 2000 notified *vide* Notification No. F.3-1/2000 (PS) dated 4 April, 2000, as amended from time to time, read with notifications and guidelines issued by the University Grants Commission (UGC) from time to time, in this regard.

2. The Minimum Qualifications for appointment and other service conditions of University and College teachers, Librarians and Directors of Physical Education and Sports as a measure for the maintenance of standards in higher education, shall be as provided in the Annexure to these Regulations.

3. **Consequences of failure of the Universities to comply with the recommendations of the Commission, as provision of Section 14 of the University Grants Commission Act, 1956:**

If any University grants affiliation in respect of any course of study to any college referred to in sub-section (5) of Section 12-A in contravention of the provisions of the sub-section, or fails within a reasonable time to comply with any recommendations made by the Commission under Section 12 or Section 13, or contravenes the provisions of any rule made under clause (f) of sub-section (2) of Section 25 or of any regulations made under clause (e) or clause (f) or clause (g) of Sub-Section (1) of Section 26, the Commission after taking into consideration the cause, if any, shown by the University for such failure or contravention, may withhold from the university the grants proposed to be made out of the fund of the Commission.


(Dr. N. A. Kazmi)
Secretary

To

The Assistant Controller
Publication Division
Government of India
Urban Development Ministry
Civil Lines
Delhi -110054

UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2010

These Regulations are issued for minimum qualifications for appointment and other service conditions of University and College Teachers, Librarians, Directors of Physical Education and Sports for the maintenance of standards in higher education and revision of pay scales.

1.0.0 COVERAGE

1.1.1 For teachers in the Faculties of Agriculture and Veterinary Science, the norms /Regulations of Indian Council of Agricultural Research; for Faculty of Medicine, Dentistry, Nursing and AYUSH, the norms/Regulations of Ministry of Health and Family Welfare, Government of India; for Faculty of Education, the norms/Regulations formulated in consultations with National Council of Teacher Education; for Engineering and Technology, Pharmacy and Management/Business Administration, the norms/Regulations formulated in consultations with All India Council for Technical Education; and the qualifications in the field of rehabilitation and special education at Degree, PG Diploma and Masters level, the norms/Regulations formulated in consultations with Rehabilitation Council of India, shall apply.

2.0.0 PAY SCALES, PAY FIXATION FORMULA AND AGE OF SUPERANNUATION, ETC.

2.1.0 The revised scales of pay and other service conditions including age of superannuation in central universities and other institutions maintained and/or funded by the University Grants Commission (UGC), shall be strictly in accordance with the decision of the Central Government, Ministry of Human Resource Development (Department of Education), as contained in **Appendix-I**.

2.2.0 The pay scale shall, in the central universities and other institutions maintained and/or funded by the UGC, be fixed in accordance with the pay “fixation formula” developed by the UGC and approved by the Ministry of Human Resource Development (MHRD), as contained in **Appendix-II**.

2.3.0 The pay fixation formula for teachers shall apply for other positions in the Library and Physical Education and Sports cadres in the Central Universities and Colleges thereunder and Institutions Deemed to be Universities whose maintenance expenditure is met by the UGC.

- 2.3.1.** The revised scales of pay and age of superannuation as provided in Clause 2.1.0 above, may also be extended to Universities, colleges and other higher educational institutions coming under the purview of the State Legislature and maintained by the State Governments, subject to the implementation of the scheme as a composite one in adherence of the terms and conditions laid down in the MHRD notifications provided as Appendix I and in the MHRD letter No.F.1-7/2010-U II dated 11 May, 2010 with all conditions specified by the UGC in these Regulations and other Guidelines.
- 2.3.2.** Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor and Professor only, may be re-employed on contract appointment beyond the age of superannuation, as applicable to the concerned University, college and Institution, up to the age of seventy years.

Provided further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time.

- 2.3.3.** All other aspects which are not covered in these Regulations, on applicability, financial assistance, date of implementation of revised pay and allowances and payment of arrears, etc. shall be as laid down in the MHRD Notifications provided as Appendix-I of these Regulations and the MHRD letter No.F.1-7/2010-U II dated 11 May, 2010.

3.0.0. RECRUITMENT AND QUALIFICATIONS

- 3.1.0** The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors in the Universities and Colleges shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees as per the provisions made under these Regulations to be incorporated under the Statutes/Ordinances of the concerned university. The composition of such committees should be as prescribed by the UGC in these Regulations.
- 3.2.0** The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Principals, Assistant Directors of Physical Education and Sports, Deputy Directors of Physical Education and Sports, Directors of Physical Education and Sports, Assistant Librarians, Deputy Librarians, Librarians will be those as prescribed by the UGC in these Regulations.
- 3.3.0** The minimum requirements of a good academic record, 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's level and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test - SLET/SET), shall remain for the appointment of Assistant Professors.
- 3.3.1.** NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors in Universities / Colleges / Institutions.

Provided however, that candidates, who are or have been awarded a 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 Assistant Professor or equivalent positions in Universities / Colleges / Institutions.

3.3.2 NET/SLET/SET shall not be required for such Masters Degree Programmes in disciplines for which NET/SLET/SET accredited test is not conducted.

3.4.0 A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the Master's level for those recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professors, Assistant Librarians, Assistant Directors of Physical Education and Sports.

3.4.1 A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

3.5.0 A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.

3.6.0 Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.

3.7.0 The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.

3.8.0 The Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment.

3.9.0. The period of time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions.

4.0.0 DIRECT RECRUITMENT

4.1.0 PROFESSOR

A. (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.

(ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.

(iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in this Regulation in Appendix III.

OR

- B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

4.2.0. PRINCIPAL

- i. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University.
- ii. A Ph.D. Degree in concerned/allied/relevant discipline(s) in the institution concerned with evidence of published work and research guidance.
- iii. Associate Professor/Professor with a total experience of fifteen years of teaching/research/administration in Universities, Colleges and other institutions of higher education.
- iv. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in this Regulation in Appendix III for direct recruitment of Professors in Colleges.

4.3.0 ASSOCIATE PROFESSOR

- i. Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- iii. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in this Regulation in Appendix III.

4.4.0 ASSISTANT PROFESSOR

4.4.1. Arts, Humanities, Sciences, Social Sciences, Commerce, Education, Languages, Law, Journalism and Mass Communication

- i. Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- iii. Notwithstanding anything contained in sub-clauses (i) and (ii) to this Clause 4.4.1, candidates, who are, or have been awarded a 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 Assistant Professor or equivalent positions in Universities/Colleges/Institutions.
- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

4.4.2. MUSIC, PERFORMING ARTS, VISUAL ARTS AND OTHER TRADITIONAL INDIAN ART FORMS LIKE SCULPTURE, ETC.

4.4.2.1. MUSIC AND DANCE DISCIPLINE

1. ASSISTANT PROFESSOR:

- i. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.
- ii. Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC. Notwithstanding anything contained in the sub-clauses (i) and (ii) to this Clause 4.4.2.1, 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 Assistant Professor or equivalent positions in Universities / Colleges / Institutions.

- iii. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

OR

- i. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should have:
 - (a) Studied under noted/reputed traditional masters and has thorough knowledge to explain the subject concerned;
 - (b) A high grade artist of AIR/TV; and
 - (c) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

2. ASSOCIATE PROFESSOR:

- i. Good academic record with doctoral degree, with performing ability of high professional standard.
- ii. Eight years of experience of teaching at the University, College level and/or research in University/national level institutions excluding the period spent for obtaining the research degree.
- iii. Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications.
- iv. Contribution to educational innovation such as designing of new courses, curricula and/or outstanding performing achievement in the field of specialization.

OR

- i. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:
 - (a) 'A' grade artist of AIR/TV;
 - (b) Eight years of outstanding performing achievements in the field of specialization;
 - (c) Experience in designing of new courses and /or curricula;
 - (d) Participation in Seminars/Conferences in reputed institutions; and
 - (e) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

3. PROFESSOR:

- i. An eminent scholar with a doctoral degree actively and engaged in research with ten years of experience in teaching in University/College and/or research at the University/National level institutions including experience of guiding research at doctoral level with outstanding performing achievements in the field of specialization.

OR

- ii. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:
 - (a) 'A' grade artist of AIR/TV;
 - (b) Twelve years of outstanding performing achievements in the field of specialization;
 - (c) Significant contributions in the field of specializations and ability to guide research;
 - (d) Participation in National/International Seminars/Conferences/ Workshops and/ or recipient of National/International Awards/Fellowships; and
 - (e) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

4.4.2.2. DRAMA DISCIPLINE:

1. ASSISTANT PROFESSOR:

- i. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.
- ii. Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or similar test accredited by the UGC. 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 Assistant Professor or equivalent positions in Universities / Colleges / Institutions.

- iii. Without prejudice to the above, NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

OR

- iv. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:
 - 1. A professional artist with first class degree/diploma from National School of Drama or any other such approved Institution in India or abroad;
 - 2. Five years of regular acclaimed performance in regional/ national/ international stage with evidence; and
 - 3. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in said discipline.

2. ASSOCIATE PROFESSOR:

- i. Good academic record with doctoral degree with performing ability of high professional standard as recommended by an expert committee constituted by the University concerned for the said purpose.
- ii. Eight years of experiences of teaching in a University / College and/ or research in University/national level institutions excluding the period spent for obtaining the research degree.
- iii. Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications.

Contributions to educational innovation such as designing new courses and/ or curricula and/ or outstanding performing achievements in the field of specializations.

OR

- iv. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:
 - 1. A recognized artist of Stage/ Radio/TV;
 - 2. Eight years of outstanding performing achievements in the field of specialization;
 - 3. Experience in designing of new courses and /or curricula;
 - 4. Participation in Seminars/Conferences in reputed institutions; and
 - 5. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

3. PROFESSOR:

- i. An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and /or research at the University/National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialization.

OR

- ii. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:
 - 1. Twelve years of outstanding performing achievements in the field of specialization;
 - 2. Has made significant contributions in the field of specializations and has the ability to guide research;
 - 3. Participation in National/International Seminars/Conferences/ Workshops and/ or recipient of National/International Awards/ Fellowships; and
 - 4. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations.

4.4.2.3. VISUAL (FINE) ARTS DISCIPLINE

1. ASSISTANT PROFESSOR:

- i. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.
- ii. Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC. Notwithstanding anything contained in sub-clauses (i) and (ii) to this Clause 4.4.2.3, candidates, who are, or have been awarded a 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 Assistant Professor or equivalent positions in Universities / Colleges / Institutions.
- iii. Without prejudice to the above, NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

OR

- i. A Professional artist with highly commendable professional achievement in the concerned subject, who should have:
 - 1. First class Diploma in Visual (Fine) arts discipline from the recognized Institution of India/Abroad;
 - 2. Five years of experience of holding regular regional/National exhibitions/Workshops with evidence; and
 - 3. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

2. ASSOCIATE PROFESSOR:

- i. Good academic record with doctoral degree, with performing ability of high professional standard.
- ii. Eight years of experience of teaching in a University / College and/ or research in University / national level institutions excluding the period spent for the research degree of M.Phil./ Ph. D.
- iii. Has made significant contributions to the knowledge in the subject concerned as evidenced by quality of publications.
- iv. Contributions to educational innovation such as: designing new courses and/ or curricula and/or outstanding performing achievements in the field of specializations.

OR

- v. A Professional artist with highly commendable professional achievement in the concerned subject, who should have:
 - 1. A recognized artist of his/her own discipline;
 - 2. Eight years of outstanding performing achievements in the field of specialization;
 - 3. Experience in designing of new courses and /or curricula;
 - 4. Participation in Seminars/Conferences in reputed institutions; and
 - 5. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

3. PROFESSOR:

- i. An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and /or research at the University/National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialization.

OR

- ii. A Professional artist with highly commendable professional achievement in the concerned subject, who should have:
 - 1. Twelve years of experience of holding regular regional/national exhibition/workshops with evidence;
 - 2. Significant contributions in the field of specialization and ability to guide research;
 - 3. Participation in National/International Seminars/Conferences/ Workshops and/or recipient of National/International Awards/ Fellowships; and
 - 4. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

4.4.3. QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF OCCUPATIONAL THERAPY TEACHERS

1. ASSISTANT PROFESSOR:

- i. Bachelor Degree in Occupational Therapy (B.O.T./B. Th.O./B.O.Th.), Masters in Occupational Therapy (M.O.Th/M.Th.O./ M.Sc. O.T/M.OT.) with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) from a recognized University.

2. ASSOCIATE PROFESSOR:

- i. Master in Occupational Therapy (M.O.T./M.O.Th./M.Sc. O.T.) with eight years experience as Assistant Professor.
- ii. Desirable: Higher Qualification like Ph. D. in any discipline in occupational therapy recognized by the UGC/independent published work of higher standard.

3. PROFESSOR:

- i. Masters in Occupational Therapy (M.O.T. / M.O.Th./M.Th.O./M.Sc. O.T.) with eleven years total experience including five years experience as Associate Professor (Occupational Therapy).

- ii. Desirable: Higher Qualification like Ph. D. in any discipline in occupational therapy recognized by the UGC/independent published work of high standard.

4. PRINCIPAL / DIRECTOR / DEAN:

Masters in Occupational Therapy (M.O.T./M.Th.O./M.Oth./M.Sc. O.T.) with fifteen years experience, which shall include five years experience as Professor (Occupational Therapy).

- i. Senior-most Professor shall be the Principal / Director / Dean.
- ii. Desirable: Higher qualification like Ph. D. in any discipline in occupational therapy recognized by the UGC/ independent published work of high standard.

4.4.4. QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF PHYSIOTHERAPY TEACHERS

1. ASSISTANT PROFESSOR:

- i. Bachelor Degree in Physiotherapy (B.P.T./B. Th./P./B.P.Th.), Masters in Physiotherapy (M./P.Th/M.Th.P./M.Sc. P.T/M.PT.) with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) from recognized University.

2. ASSOCIATE PROFESSOR:

- i. Master in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with eight years total experience as Assistant Professor.
- ii. Desirable: Higher Qualification like Ph. D. in any discipline in Physiotherapy recognized by U.G.C./independent published work of higher standard.

3. PROFESSOR:

- i. Masters in Physiotherapy (M.P.T. / M.P.Th./M.Th.P./M.Sc. P.T.) with eleven years total experience including five years experience as Associate Professor (Physiotherapy).
- ii. Desirable: Higher Qualification like Ph. D. in any discipline in Physiotherapy recognized by U.G.C./ independent published work of high standard.

4. PRINCIPAL / DIRECTOR / DEAN:

- i. Masters in Physiotherapy (M.P.T./M.Th.P./M.Pth./M.Sc. P.T.) with fifteen years total experience, including five years experience as Professor(Physiotherapy).
- ii. Senior-most Professor shall be the Principal / Director / Dean.

- iii. Desirable: Higher qualification like Ph. D. in any discipline in Physiotherapy recognized by the UGC/ independent published work of high standard.

4.4.5. MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHING FACULTY IN UNIVERSITIES AND COLLEGES - MANAGEMENT/BUSINESS ADMINISTRATION:

1. ASSISTANT PROFESSOR

i. Essential:

- 1. First Class Masters Degree in Business Management / Administration / in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU / accredited by the AICTE / UGC;

OR

- 2. First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory bodies.

ii. Desirable:

- 1. Teaching, research, industrial and / or professional experience in a reputed organization;
- 2. Papers presented at Conferences and / or published in refereed journals.

2. Associate Professor:

- i. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- ii. Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.
- iii. A minimum of eight years' experience of teaching / industry / research / professional at managerial level excluding the period spent for obtaining the research degree.

OR

iv. In the event the candidate is from industry and the profession, the following requirements shall constitute as essential requirements:

1. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by AICTE / UGC,

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory body.

2. A minimum of ten years experience of teaching industry / research / profession, out of which five years must be at the level of Assistant Professor or equivalent excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognized at national / international level as equivalent to Ph.D. and ten years managerial experience in industry / profession of which at least five years should be at the level comparable to that of lecturer / assistant professor.

v. Without prejudice to the above, the following conditions may be considered desirable:

- a) Teaching, research industrial and / or professional experience in a reputed organization;
- b) Published work, such as research papers, patents filed / obtained, books and / or technical reports; and
- c) Experience of guiding the project work /dissertation of PG / Research Students or supervising R&D projects in industry.

3. Professor:

- i. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two year full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- ii. Ph. D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.
- iii. A minimum of ten years' experience of teaching / industry / research / professional out of which five years must be at the level of Reader or equivalent excluding the period spent for obtaining the research degree.

OR

- iv. In the event the candidate is from industry and the profession, the following shall constitute as essential:
 - 1. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC.

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- 2. The candidate should have professional work experience which is significant and can be recognized at national / International level as equivalent to Ph. D. and twelve years' managerial experience in industry / profession of which at least eight years should be at least at a level comparable to that of Reader/Assistant Professor.
- v. Without prejudice to the above, the following conditions may be considered desirable:
 - i) Teaching, Teaching, research, and / or professional experience in a reputed organization;
 - ii) Published work, such as research papers, patents filed / obtained, books and / or technical reports;
 - iii) Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
 - iv) Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
 - v) Capacity to undertake / lead sponsored R&D consultancy and related activities.

4. Principal / Director / Head of Institution

- i. Qualification same as those prescribed for the post of professor in the relevant discipline with a minimum of fifteen years' experience of postgraduate teaching / industry / research.

OR

- ii. For candidates from Industry / Profession:
 1. Qualification same as those prescribed for the post of Professor from industry / profession stream with fifteen years' experience of postgraduate teaching / research out of which five years must be at the level of Professor in the relevant discipline.
- iii. Without prejudice to the above, the following conditions may be considered desirable:
 1. Administrative experience in senior level responsible position in the Industry / Professional Institution.

5. PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A SEVEN POINTS SCALE:

It is hereby clarified that where the University/College/Institution declare results in grade points which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage:

Grade	Grade Point	Percentage Equivalent
'O' – Outstanding	5.50-6.00	75-100
'A' – Very Good	4.50-5.49	65-74
'B' – Good	3.50-4.49	55-64
'C' – Average	2.50-3.49	45-54
'D' – Below Average	1.50-2.49	35-44
'E' – Poor	0.50-1.49	25-34
'F' – Fail	0-0.49	0-24

6. SELECTION COMMITTEE:

The Selection Committee should be as the same notified by the UGC in the Regulations.

4.4.6.1 MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHING FACULTY IN UNIVERSITIES AND COLLEGES-ENGINEERING AND TECHNOLOGY DISCIPLINE:

1. Assistant Professor

i. Essential

First Class Master's Degree in the appropriate branch of Engineering (Engg.) & Technology (Tech).

ii. Without prejudice to the above, the following conditions may be considered desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;
2. Papers presented at Conferences and / or in refereed journals.

2. Associate Professor

i. Essential:

A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech., and experience of eight years in teaching, research and / or industry at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree.

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engg., & Tech.;
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of eight years in a position equivalent to the level of Lecturer,
Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Without prejudice to the above, the following conditions may be considered desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
3. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.

3. Professor:

i. Essential:

1. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech., and experience of ten years in teaching, research and / or industry, out of which at least five years at the level of Assistant Professor Reader or equivalent grade.

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engg., & Tech.;
2. Significant professional work which can be recognized* as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of ten years, out of which at least five years at a senior level of Assistant Professor / Reader,

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Without prejudice to the above, the following conditions may be considered desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
3. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
4. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and

5. Capacity to undertake / lead sponsored R&D, consultancy and related activities.

4.4.6.2 Bio-Technology (Engg. & Tech.) Discipline:

1. Assistant Professor:

i. Essential:

1. First Class Master's Degree in the appropriate branch of Engineering (Engg.) & Technology (Tech);

OR

2. A Ph.D. Degree in Applied Biological Sciences such as, Micro-Biology, Bio-Chemistry, Genetics, Molecular Biology, Pharmacy and Bio-Physics;

OR

3. Good academic record with at least 55% marks (or an equivalent grade) and at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian / Foreign University.

- ii. Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.

iii. Desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;
2. Papers presented at Conferences and / or in refereed journals;

2. Associate Professor:

i. Essential:

1. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech./Applied Biological sciences, and experience of eight years in teaching, research and / or industry at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree;

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engg., & Tech./Applied Biological Sciences;
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of eight years in a position equivalent to the level of Lecturer,

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports; and
3. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.

3. Professor:

i. Essential:

1. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech. / Applied Biological Sciences, and experience of ten years in teaching, research and / or industry, out of which at least five years at the level of Assistant Professor Reader or equivalent grade.

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engg., & Tech. / Applied Biological Sciences;
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech. / Applied Biological Sciences, and industrial / professional experience of ten years, out of which at least five years at a senior level of Assistant Professor / Reader,

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Desirable:

1. Teaching, industrial research and / or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
3. Experience of guiding the project work, dissertation of post graduate or research students or supervising R&D projects in industry;
4. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
5. Capacity to undertake / lead sponsored R&D, consultancy and related activities.

4.4.6.3. PHARMACY DISCIPLINE:

1. Assistant Professor

i. Essential:

1. A basic degree in pharmacy (B.Pharm.).
2. Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.
3. First Class Master's Degree in appropriate branch of specialization in Pharmacy.

ii. Desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization; and
2. Papers presented at Conferences and / or in refereed journals.

2. Associate Professor:

i. Essential:

1. A basic degree in pharmacy (B. Pharm.).

2. Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.
3. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of specialization in Pharmacy, and experience of eight years in teaching, research, industry and / or profession at the level of Lecturer or equivalent grade; excluding period spent on obtaining the research degree.

OR

- ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of specialization in Pharmacy;
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of specialization in Pharmacy and industrial / professional experience of eight years in a position equivalent to the level of Lecturer,

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

- iii. Desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed / obtained, books and / or technical reports; and
3. Experience of guiding the project work, dissertation of post graduate or research students or supervising R&D projects in industry.

3. Professor:

- i. Essential:

1. A basic degree in pharmacy (B. Pharm.).
2. Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.
3. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of specialization in Pharmacy, and experience of ten

years in teaching, research, industry and / or profession at the level of Lecturer or equivalent grade;

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of specialization in Pharmacy; and
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of specialization in Pharmacy and industrial / professional experience of five years at a senior level comparable to Assistant Professor / Reader,

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Desirable:

1. Teaching, industrial research and / or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
3. Experience of guiding the project work, dissertation of post graduate or research students or supervising R&D projects in industry;
4. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
5. Capacity to undertake / lead sponsored R&D, consultancy and related activities.

For avoidance of doubt, it is hereby clarified that:

1. If Class or Division is not declared at the Bachelor's or Master's Degree levels, an aggregate of $\geq 60\%$ or equivalent Cumulative Grade Point Average (CGPA) is to be considered as equivalent to First Class.
2. In respect of CGPA awarded to the candidates on a 10-Point Scale, the Table of equivalence shall be provided by the university concerned followed for determining the Class obtained by them as per (1) cited above.

4.4.7. QUALIFICATIONS PRESCRIBED FOR FACULTY POSITIONS IN THE REGULATIONS OF NCTE.

A. QUALIFICATIONS FOR B. Ed. COURSE:

(i) **PRINCIPAL / HEAD** (in multi-faculty institution):

- a. Academic and professional qualification will be as prescribed for the post of lecturer;
- b. Ph.D. in Education; and
- c. Ten years teaching experience out of which at least five years teaching experience in a Secondary Teacher Educational Institution.

Provided that, in the event of non-availability of eligible and suitable candidates for appointment as Principal / Heads as per above eligibility criteria, it would be permissible to appoint retired Professor / Head in Education on contract basis for a period not exceeding one year at a time, till such time the candidates complete sixty five years of age.

(ii) **ASSISTANT PROFESSOR:**

a. Foundation Courses

1. A Master's Degree in Science / Humanities / Arts with 50% marks (or an equivalent grade in a point scale wherever grading system is followed);
2. M. Ed. With at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
3. Any other stipulation prescribed by the UGC / any such affiliating body / State Government, from time to time for the positions of principal and lecturers, shall be mandatory;

OR

1. M. A. in Education with 55% marks (or an equivalent grade in a point scale wherever grading system is followed);
2. B. Ed. with at least 55% (marks or an equivalent grade in a point scale wherever grading system is followed); and
3. Any other stipulation prescribed by the UGC / any such affiliating body / State Government, from time to time for the positions of principal and lecturers, shall be mandatory.

b. Methodology Courses

1. A Master's Degree in subject with 50% marks (or an equivalent grade in a point scale wherever grading system is followed);
2. M. Ed. Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
3. Any other stipulation prescribed by the UGC / any such affiliating body / State Government, from time to time for the position of principal and lecturers, shall be mandatory.

Provided that at least one lecturer should have specializations in ICT and another in the special education.

B. QUALIFICATIONS FOR M. Ed. COURSE:

(i) PROFESSOR / HEAD:

- a. A Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed), OR

M. A. (Education) with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed);

- b. Ph. D. in Education; and

- c. At least ten years of teaching experience in University department of education or College of Education of which a minimum of five years at the M. Ed. level with published work in the area of his specialization.

Provided that, in the event of non-availability of eligible and suitable candidates for appointment as Professor / HOD / Reader as per above eligibility criteria, it would be permissible to appoint retire Professor / HOD / Reader in Education on contract basis for a period not exceeding one year at a time till such time the candidates complete sixty five years of age.

(ii) ASSOCIATE PROFESSOR:

- a. A Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed), OR

M. A. (Education) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed);

- b. Ph. D. in Education; and
- c. At least eight years of teaching experience in University department of education or College of Education, with a minimum of three years at the M. Ed. level and has published work in the relevant area of specialization.

(iii) ASSISTANT PROFESSOR:

- a. A Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed), OR

M. A. (Education) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
- b. Any other stipulation prescribed by the UGC / such other affiliating body / State Government, from time to time for the positions of Principal and lecturers, shall be mandatory.

Provided that it is desirable that one faculty member possesses a Master's Degree in Psychology and another member in Philosophy / Sociology besides M. Ed.

C. QUALIFICATIONS FOR M. P.Ed. COURSE:

(i) PRINCIPAL / HEAD:

- a. A Master's degree in Physical Education with 55% marks (or an equivalent grade in a point scale wherever grading system is followed),;
- b. Ph.D. in Physical Education or equivalent published work in Physical Education; and
- c. Ten Years teaching experience out of which five years experience shall be in a college Physical Education.

Provided that in the event of non-availability of eligible and suitable candidates for appointment as Principal / Head as per above eligibility criteria, it would be permissible to appoint retired Principal / Head in Physical Education or contract basis for a period non exceeding one year at a time till such time the candidates complete sixty five years of age.

(ii) PROFESSOR:

- a. A Master's Degree in Physical Education with a minimum of 55% (marks or an equivalent grade in a point scale wherever grading system is followed);
- b. Ph.D. in Physical Education or equivalent published work; and

- c. At least ten years teaching / research experience in a department / college of Physical Education out of which at least five years in the post graduate institution / University department.

(iii) ASSOCIATE PROFESSOR:

- a. A Master's Degree in Physical Education with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed)
- b. At least eight years teaching / research experience in a department / college of Physical Education out of which at least three years in the post graduate level; and
- c. Ph.D. in Physical Education or Equivalent published work.

Provided that in the event of non-availability of eligible and suitable candidates for appointment as Professor / Reader as per above eligibility criteria, it would be permissible to appoint retired Professor / Reader in Physical Education on contract basis for a period not exceeding one year at a time till such time the candidates complete sixty five years of post-retirement service.

(iv) ASSISTANT PROFESSOR:

- a. A Master's Degree in Physical Education with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
- b. Any other stipulation prescribed by the UGC / such other affiliating body / State Government, from time to time for the positions of Principal and lecturers, shall be mandatory.

4.5.0 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF LIBRARIAN, DEPUTY LIBRARIAN AND UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN

4.5.1 UNIVERSITY LIBRARIAN

- i. A Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.
- ii. At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.
- iii. Evidence of innovative library service and organization of published work.
- iv. Desirable: A. M.Phil./Ph.D. Degree in library science/information science / documentation/achieves and manuscript-keeping.

4.5.2. DEPUTY LIBRARIAN

- i. A Master's Degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
- ii. Five years experience as an Assistant University Librarian/College Librarian.
- iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.
- iv. Desirable: A M.Phil./Ph.D. Degree in library science/Information science / Documentation/Archives and manuscript-keeping/computerization of library.

4.5.3 UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN

- i. 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.
- ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iii. 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 Assistant Director of Physical Education/College Director of Physical Education & Sports.

4.6.0 MINIMUM QUALIFICATIONS FOR THE POSTS OF DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND ASSISTANT DIRECTORS OF PHYSICAL EDUCATION AND SPORTS

4.6.1. UNIVERSITY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

- (i) A Ph.D. in Physical Education.
- (ii) Experience of at least ten years as University Deputy or fifteen years as University Assistant DPEs/College (selection grade).
- (iii) Participation in at least two national/international seminars/conferences.
- (iv) Consistently good appraisal reports.
- (v) Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.
- (vi) Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university, etc.,

4.6.2 UNIVERSITY DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS / COLLEGE DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

- (i) A Ph.D. in Physical Education. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.
- (ii) Eight years experience as University Assistant DPES/College DPES, with a benefit of two years and one year for Ph.D. and M.Phil. Degree holders.
- (iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- (iv) Evidence of having produced good performance teams/athletes for competitions like state / national / inter-university / combined university, etc.
- (v) Passed the physical fitness test in accordance with these Regulations.
- (vi) Consistently good appraisal reports.

4.6.3. University Assistant Director of Physical Education / College Director of Physical Education and Sports

- i. 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.
- ii. Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.
- iii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iv. Passed the physical fitness test conducted in accordance with these Regulations.
- v. 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 Assistant Director of Physical Education / College Director of Physical Education & Sports.

4.6.4. PHYSICAL FITNESS TEST NORMS

- (a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.

- (b) On production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN			
12 MINUTES RUN/WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1800 metres	1500 metres	1200 metres	800 metres

NORMS FOR WOMEN			
8 MINUTES RUN / WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1000 Metres.	800 metres.	600 metres.	400 metres.

4.7. Since the UGC has prescribed the above qualifications for teaching positions in all higher education institutions for maintenance of minimum standards in consultation with the Statutory Councils governing the approval of courses respectively, any future modification in qualifications for appointment of teachers in universities/colleges offering such courses will automatically be considered as adopted by the UGC as prescribed qualifications for those courses.

5.0.0. SELECTION COMMITTEES AND GUIDELINESS ON SELECTION

PROCEDURES:

The UGC has evolved the following guidelines on: (a) Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports; and (b) specified selection procedures for direct recruitment and Career Advancement Schemes Regulations for teachers and other academic staff in universities and colleges.

5.1.0 Selection Committee Specifications:

5.1.1 Assistant Professor in the University:

- (a) The Selection Committee for the post of Assistant Professor in the University shall have the following composition.
1. The Vice Chancellor shall be the Chairperson of the Selection Committee.
 2. Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 3. Dean of the concerned Faculty, wherever applicable
 4. Head/Chairperson of the Department/School.
 5. An academician nominated by the Visitor/Chancellor, wherever applicable.
 6. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor or Acting Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.
- (b) At least four members, including two outside subject experts shall constitute the quorum.

5.1.2 Associate Professor in the University

- (a) The Selection Committee for the post of Associate Professor in the University shall have the following composition:
1. Vice Chancellor to be the Chairperson of the Selection Committee.
 2. An academician who is the nominee of the Visitor/Chancellor, wherever applicable.
 3. Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 4. Dean of the faculty, wherever applicable.
 5. Head/Chairperson of the Department/School.
 6. An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of theselection committee do not belong to that category.
- At least four members, including two outside subject experts, shall constitute the quorum.

5.1.3 Professor in the University

The composition of the Selection Committee for the post of Professor in the University shall be similar in composition as that for the post of Associate Professor set out in Clause 5.1.2 above.

5.1.4 Assistant Professor in Colleges including Private Colleges:

- (a) The Selection Committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition:
1. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
 2. The Principal of the College.
 3. Head of the Department of the concerned subject in the College.
 4. Two nominees of the Vice Chancellor of the affiliating university of whom one should be a subject expert. In case of colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the college from out of a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject expert.
 5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College.
 6. An academican representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of theselection committee do not belong to that category.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.
- (c) For all levels of teaching positions in Government colleges, the State Public Services Commissions / Teacher Recruitment Boards must invite three subject experts for which the concerned University, be involved in the selection process by the State PSC.
- (d) For all levels of teaching positions in Constituent college(s) of a university, the selection committee norms shall be similar to that of the posts of departments of the university.

5.1.5 Associate Professor in Colleges including Private Colleges

- (a) The Selection Committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition:
1. The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
 2. The Principal of the College.
 3. The Head of the Department of the concerned subject from the college.
 4. Two University representatives nominated by the Vice Chancellor, one of whom will be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.
 5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College.
 6. An academicians representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of theselection committee do not belong to that category.
- (b) The quorum for the meeting should be five of which at least two must be from out of the three subject-experts

5.1.6 College Principal

- (a) The Selection Committee for the post of College Principal shall have the following composition:
1. Chairperson of the Governing Body as Chairperson.
 2. Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
 3. One nominee of the Vice Chancellor who shall be a Higher Education expert. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.
 4. Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by

the Governing Body of the college) out of a panel of six experts approved by the relevant statutory body of the university concerned.

5. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

- (b) At least five members, including two experts, should constitute the quorum.
- (c) All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.
- (d) The term of appointment of the college principal shall be FIVE years with eligibility for reappointment for one more term only after a similar selection committee process.

5.1.7 Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor respectively, except that the concerned expert in Physical Education and Sports or Sports Administration or Library, practicing Librarian/Physical Director, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

6.0.0

6.01 The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API) as provided in this Regulations in Tables I to IX of Appendix III.

In order to make the system more credible, universities may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage. These procedures can be followed for both direct recruitment and CAS promotions wherever selection committees are prescribed in these Regulations.

6.02 The Universities shall adopt these Regulations for selection committees and selection procedures through their respective statutory bodies incorporating the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) at the institutional level for University Departments and their Constituent colleges/ affiliated colleges (Government/Government-aided/Autonomous/ Private Colleges) to be followed transparently in all the selection processes. An indicative PBAS template proforma for

direct recruitment and for Career Advancement Schemes (CAS) based on API based PBAS shall also be sent separately by the UGC to the universities. The universities may adopt the template proforma or may devise their own self-assessment cum performance appraisal forms for teachers in strict adherence to the API criteria based PBAS prescribed in these Regulations.

- 6.0.4** In all the Selection Committees of direct recruitment of teachers and other academic staff in universities and colleges provided herein, an academician representing Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant and if any of the members of the selection committee do not belong to that category, shall be nominated by the Vice Chancellor or Acting Vice Chancellor of the University, and in case of a college Vice Chancellor or Acting Vice Chancellor of the University to which the college is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.
- 6.0.5** (i) Besides the indexed publications documented by various discipline-specific databases, the University concerned shall draw through committee(s) of subject experts and ISBN / ISSN experts: (a) a comprehensive list of National /Regional level journals of quality in the concerned subject(s); and (b) a comprehensive list of Indian language journals / periodicals / official publication volumes of language bodies and upload them on the University website which are to be updated periodically.
- (ii) In respect of Indian language publications, equivalence in quality shall be prescribed for universities located in a State by a Co-ordination Committee of experts to be constituted by the Chancellor of the concerned State University.
- (iii) At the time of assessing the quality of publications of the candidates during their appointments/promotions, the selection committees shall have to be provided with the above two lists which could be considered by the selection committees along with the other discipline-specific databases.
- (iv) The UGC shall constitute a Committee as soon as practicable, in so far as acceptability of the (list of) Indian language journals so developed by Universities / States, to arrive at equivalence in quality of such publications with otherwise accepted and recognized journals.
- 6.0.6** The process of selection of Associate Professor should involve inviting the bio-data with the duly filled Performance Based Appraisal System (PBAS) proforma developed by the respective universities based on the API criteria provided in this Regulation and template separately provided. Without prejudice, to the requirements provided for selection of Associate Professor under this Regulation, the prescription of research publications for promotion from the post of Assistant Professor to Associate Professor in colleges shall be as follows:

- (a) For those who possess a Ph.D. Degree, a minimum of one publication made during the period of service as Assistant Professor;
- (b) for those with a M.Phil. Degree, a minimum of two publications made during the period of service as Assistant Professor; and
- (c) for those without Ph.D. or M.Phil. degree, at least three publications during the period of service as Assistant Professor.

Provided that in so far as teachers in Universities are concerned, three publications shall be required to be submitted for all the three categories mentioned above for consideration of promotion from Assistant Professor to Associate Professor.

Provided further that such publications shall be provided to the subject experts for assessment before the interview and the evaluation score of the publications provided by the experts shall be factored into the weightage scores while finalizing the outcome of selection by the selection committee.

- 6.0.7.** The process of selection of Professor shall involve inviting the bio-data with duly filled Performance Based Appraisal System (PBAS) proforma developed by the respective universities based on the API criteria based PBAS set out in this Regulation and reprints of five major publications of the candidates.

Provided that such publications submitted by the candidate shall have been published subsequent to the period from which the teacher was placed in the Assistant Professor stage-II.

Provided further that such publications shall be provided to the subject experts for assessment before the interview and the evaluation of the publications by the experts shall be factored into the weightage scores while finalizing the outcome of selection.

- 6.0.8** In the case of selection of Professors who are from outside the academic stream and are considered under Clause 4.1.0 (B), the universities' statutory bodies must lay down clear and transparent criteria and procedures so that only outstanding professionals who can contribute substantially to the university knowledge system are selected in any discipline as per the requirements.

- 6.0.9** The Academic Performance Indicator (API) scoring system in the process of selection of Principal shall be similar to that of directly recruited College Professors. In addition, the selection committee shall assess the following dimensions with the weightages given below:

- a. Assessment of aptitude for teaching, research and administration (20%);
- b. Ability to communicate clearly and effectively (10%);
- c. Ability to plan institutional programmes, analyze and discuss curriculum development and delivery, research support and college development/administration (20%);

- d. Ability to deliver lecture programmes to be assessed by requiring the candidate to participate in a group discussion or exposure to a class room situation by a lecture (10%); and
- e. Analysis of the merits and credentials of the candidates on the basis of the Performance Based Appraisal System (PBAS) proforma developed by the affiliating University based on these Regulations (deduced to 40% of the total API score).

6.0.10 In the selection process for posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual arts and Performing arts, Physical education and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Regulations which need to be taken up by the concerned institution while developing API based PBAS proforma for both direct recruitment and CAS promotions.

6.0.11 The Internal Quality Assurance Cell (IQAC) shall be established in all Universities/Colleges as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice Chancellor, as Chairperson (in the case of universities), and Principal, as Chairperson (in case of colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution including assistance in the development of the API criteria based PBAS proforma using the indicative template separately developed by UGC. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of students' assessment of individual teachers in the PBAS.

6.1.0 While the API:

- (a) Tables I and III of Appendix III are applicable to the selection of Professors/ Associate Professors /Assistant Professors in universities and colleges;
- (b) Tables IV, V and VI of Appendix III are applicable to Directors/ Deputy Directors/ Assistant Directors of Physical Education and Sports; and
- (c) Tables VII, VIII and IX of Appendix III are applicable to Librarians/ Deputy Librarians and Assistant Librarians for both direct recruitment as well as Career Advancement Promotions,

the ratio / percentage of minimum requirement of category-wise API Score to each of the cadres shall vary from those for university teachers and for UG/PG College Teachers, as given in these Tables of Appendix-III.

6.2.0 The minimum norms of Selection Committees and Selection Procedures as well as API score requirements for the above cadres, either through direct recruitment or through Career Advancement Schemes Regulations, shall be similar. However, since teachers recruited directly can be from different backgrounds and institutions, Table II(c) of

Appendix III provides norms for direct recruitment of teachers to different cadres, while Tables II (a) and Table II(b) provide for CAS promotions of teachers in universities and colleges respectively, which accommodate these differences.

- 6.3.0** In order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these regulations from 31-12-2008 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in universities /colleges for one year only with the minimum annual scores as depicted in Table II (a) and II (b) for university and college teachers, or by Librarian/Physical Education and Sports cadres as depicted in Tables V(a) and V (b), Tables VIII(a) and VIII (b) respectively.. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2010, one year API scores for 2009-10 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2011, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period. For Category III (research and academic contributions), API scores for this category will be applied for the entire assessment period.
- 6.3.1** A teacher who wishes to be considered for promotion under CAS may submit in writing to the university/college, with three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the university/college the Performance Based Appraisal System proforma as evolved by the concerned university duly supported by all credentials as per the API guidelines set out in these Regulations. In order to avoid delays in holding Selection Committee meetings in various positions under CAS, the University/College should immediately initiate the process of screening/selection, and shall complete the process within six months from the date of application. Further, in order to avoid any hardships, candidates who fulfill all other criteria mentioned in these Regulations, as on 31 December, 2008 and till the date on which this Regulation is notified, can be considered for promotion from the date, on or after 31 December, 2008, on which they fulfill these eligibility conditions, provided as mentioned above.
- 6.3.2** Candidates who do not fulfill the minimum score requirement under the API Scoring System proposed in the Regulations as per Tables II(a and b) of Appendix III or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.
- 6.3.3** The Selection Committee specifications as delineated in Clauses 5.1.0 to 5.1.7 are applicable to all direct recruitments of Faculty Positions and Career Advancement promotions of Assistant Professor to Associate Professor and to that of Associate Professor to Professor.

6.3.4 CAS promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by a “Screening cum Evaluation Committee” adhering to the criteria laid out as API score in PBAS in the Tables of Appendix-III.

6.3.5 The “Screening cum Evaluation Committee” for CAS promotion of Assistant Professors/equivalent cadres in Librarians/Physical Education from one AGP to the other higher AGP shall consist of:

6.3.5.1. For University teachers:

- a. The Vice Chancellor as the Chairperson of the Selection Committee;
- b. The Dean of the concerned Faculty;
- c. The Head of the Department /Chairperson of the School; and
- d. One subject expert in the concerned subject nominated by the Vice Chancellor from the University panel of experts.

6.3.5.2 For College teachers:

- a. The Principal of the college;
- b. Head of the concerned department from the college;
- c. Two subject experts in the concerned subject nominated by the Vice Chancellor from the university panel of experts;

6.3.5.3 The quorum for these committees in both categories mentioned above shall be three including the one subject expert/ university nominee need to be present.

6.3.6 The Screening cum Evaluation Committee on verification/evaluation of API score secured by the candidate through the ‘PBAS’ methodology designed by the respective university based on these Regulations and as per the minimum requirement specified:

(a) in Tables II and III for each of the cadre of Assistant Professor; (b) in Tables V and VI for each of the cadre of Physical Education and Sports; and (c) in Tables VIII and IX for each of the cadre of Librarians shall recommend to the Syndicate/ Executive Council /Board of Management of the University about the suitability for the promotion of the candidate(s) under CAS for implementation.

6.3.7 All the selection procedures outlined above, shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes.

6.3.8 CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.

6.3.9 The incumbent teacher must be on the role and active service of the Universities/Colleges on the date of consideration by the Selection Committee for Selection/CAS Promotion.

6.3.10 Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date. In any event, the university concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.

6.3.11 In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.

6.3.12 (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.

(b) If, however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.

(c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.

6.4.0. STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY APPOINTED ASSISTANT PROFESSORS/ ASSOCIATE PROFESSORS/PROFESSORS

6.4.1. Entry level Assistant Professors (Stage 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and Stage 3), provided they are assessed to fulfill the eligibility and performance criteria as laid out in Clause 6.3. of this Regulation.

6.4.2. An entry level Assistant Professor, possessing Ph. D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade (stage 2) after completion of four years service as Assistant Professor.

6.4.3. An entry level Assistant Professor possessing M.Phil. Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, such as LL.M. / M. Tech., etc. shall be eligible for the next higher grade (stage 2) after completion of five years service as Assistant Professor.

6.4.4. An entry level Assistant Professor who does not have Ph.D. or M.Phil, or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade (stage 2) only after completion of six years service as Assistant Professor.

- 6.4.5.** The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down by the UGC in this Regulation.
- 6.4.6.** Assistant Professors who have completed five years of service in the second grade (stage 2) shall be eligible, subject to meeting the API based PBAS requirements laid down by these Regulations, to move up to next higher grade (stage 3).
- 6.4.7.** Assistant Professors completing three years of teaching in third grade (stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by these Regulations, to move to the next higher grade (stage 4) and to be designated as Associate Professor.
- 6.4.8.** Associate Professor completing three years of service in stage 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage 5), subject to (a) satisfying the required credit points as per API based PBAS methodology provided in Table I-III of Appendix IV stipulated in these Regulations, and (b) an assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor. *Provided* that no teacher, other than those with a Ph.D., shall be promoted or appointed as Professor.
- 6.4.9.** In the case of Associate Professors in Colleges, promotion to the post of Professor under CAS shall be further subject to Clause 6.5.1. and 6.5.2 of this Regulation.
- 6.4.10.** Ten percent of the positions of Professors in a university, with a minimum of ten years of teaching and research experience as professor either in the pre-revised scale of Professor's pay or the revised scale pay will be eligible for promotion to the higher grade of Professorship (stage 6), on satisfying the required API score as per Tables I and II through the PBAS methodology stipulated in these Regulations through a duly constituted Expert committee, and such teachers promoted to the higher grade shall continue to be designated as 'Professor'. As this AGP elevation for Professor is applicable to only university departments, additional credentials are to be evidenced by:
- (a) post-doctoral research outputs of high standard;
 - (b) awards / honours /and recognitions;
 - (c) Additional research degrees like D.Sc., D.Litt., LID, etc.; patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology.

The selection is to be conducted by the university by receiving duly filled PBAS proformas from eligible professors based on seniority, three times in number of the available vacancies in each faculty. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The assessment process shall be through an Expert-Committee evaluation of all credentials submitted as stipulated in Table-II(A) of

Appendix-III for teachers in University departments. No separate interview need to be conducted for this category.

- 6.4.11.** Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution based on the recommendations of selection committee(s) while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit- specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired Ph. D., M. Phil., M.Tech., etc. However, those entering service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports with post-doctoral teaching/research experience after Ph.D. and proven credentials may be eligible for discretionary award of advanced increments to be decided and recorded by the selection committee in its minutes.

6.5.0. PROFESSORS IN UNDER GRADUATE AND POST GRADUATE COLLEGES:

- 6.5.1. (i)** Ten percent of the number of the posts of Associate Professor in an Under Graduate College shall be that of Professors and shall be subject to the same criterion for selection / appointment as that of Professors in Universities,

Provided that there shall be no more than one post of Professor in each Department;

Provided further that one-fourth (25%) of the posts of Professor in Under Graduate Colleges shall be directly recruited or filled on deputation by eligible teachers and the remaining three-fourths (75%) of posts of Professors shall be filled by CAS promotion from among eligible Associate Professors of the relevant department of the Under Graduate College.

For avoidance of doubt, it is clarified that sanctioned posts include the posts approved under both direct recruitment and CAS promotion.

- (ii)** Identification of posts of Professor in an Under Graduate College for being filled through direct recruitment / deputation shall be carried out by the affiliating/concerned University acting in consultation with the College. Where the number of posts of Professor worked out as a percentage of the number of posts of Associate Professor for CAS promotion or direct recruitment / deputation is not an integer, the same shall be rounded off to the next higher integer.

- (iii) The selection process is to be conducted by the university by receiving PBAS proformas from eligible Associate Professors based on seniority and three times in number of the available vacancies. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The selection shall be conducted through the API scoring system with PBAS methodology and selection committee process stipulated in these Regulations for appointment of Professors. For direct recruitment of the 25% of the posts, the 'Rota-Quota system shall be followed starting with promotions and the direct recruitment quota shall be rotated in an alphabetical order.

6.5.2. There shall be one post of Professor in each Department of a Post-Graduate College which shall be subject to the same criterion for selection / appointment as that of Professors in Universities, provided that one-fourth (25%) of the posts of Professor shall be filled on deputation/direct recruitment from among eligible teachers and the remaining three-fourths (75%) of posts shall be filled through merit promotion from among the eligible Associate Professors in the relevant department of the Post- Graduate college. Identification of posts of Professor in a Post-Graduate College for being filled through direct recruitment/deputation shall be carried out by the affiliating/concerned University acting in consultation with the College. The decision regarding whether the posts of professor will be for CAS promotion or direct recruitment/deputation shall be within the competence of the University acting in consultation with the College. Where the number of posts of professor for CAS promotion or direct recruitment / deputation worked out as a percentage of the total number of posts in a Post Graduate College is not an integer, the same shall be rounded off to the next higher integer.

The selection process is to be conducted by the university by receiving PBAS proformas from eligible Associate Professors based on seniority and three times in number of the available vacancies. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The selection shall be conducted through the API scoring system with PBAS methodology, selection committee process stipulated in these Regulations for appointment of Professors. For direct recruitment of the 25% of the posts, the 'Rota-Quota System' shall be followed starting with promotion and the direct recruitment quota shall be rotated in an alphabetical order.

6.6.0 STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME FOR ASSISTANT LIBRARIANS, ETC.

- 6.6.1** Assistant University Librarian / College Librarian in the entry level grade, possessing Ph.D. in Library Science, after completing service of four years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, shall be eligible for the higher grade (stage 2).

- 6.6.2** Assistant Librarian / College Librarian in the entry level grade, not possessing Ph.D. but only M.Phil. in Library Science, after completing service of five years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, shall become eligible for the next higher grade (stage 2).
- 6.6.3** Assistant Librarian / College Librarian in the entry level grade, without the relevant Ph.D. or M.Phil. after completing six years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, shall become eligible for the next higher grade (stage 2).
- 6.6.4.** On completion of service of five years, Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) shall be eligible for the post of Deputy Librarian/ equivalent posts and being placed in the next higher grade (stage 3), subject to their fulfilling other conditions of eligibility (such as Ph.D. Degree, etc. for Deputy Librarian) as per API scoring system based PBAS methodology laid down by the UGC for CAS promotion in these Regulations. They shall be designated as Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade), as the case may be.
- 6.6.5.** After completing three years in the above grade, Deputy Librarians /equivalent positions shall move to the next higher grade (stage 4), subject to fulfilling other conditions of eligibility as per API scoring system and PBAS methodology laid down by the UGC for CAS promotion in these Regulations.

6.7.0 STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME FOR PHYSICAL EDUCATION AND SPORTS PERSONNEL

- 6.7.1** Assistant DPE&S in the entry level grade/College DPE&S, at the entry level grade, possessing Ph.D. in Physical Education, after completing service of four years in the entry level stage (stage 1), and if otherwise eligible as per API scoring system and PBAS methodology prescribed by the UGC for CAS promotion in these Regulations, shall become eligible for the next higher grade (stage 2).
- 6.7.2.** Assistant DPE&S/College DPE&S in the entry level grade, possessing M.Phil. in Physical Education, after completing service of the five years in the entry level stage (stage 1), and if otherwise eligible as per API scoring system and PBAS methodology prescribed by the UGC for CAS promotion in these Regulations, shall become eligible for the next higher grade (stage 2).
- 6.7.3.** Assistant DPE&S/ College DPE&S in the entry level grade, without the relevant Ph.D. and M.Phil. shall, after completing service of six years as Assistant DPE&S/College DPE&S in the entry level stage, and if otherwise eligible as per API scoring system and PBAS methodology prescribed by the UGC for CAS promotion in these Regulations, shall become eligible for the next higher grade (stage 2).

- 6.7.4** After completing service of five years in the second stage and subject to satisfying API scoring system and PBAS methodology prescribed by the UGC in these Regulations, Assistant DPE&S (Senior Scale) / College DPE&S (Senior scale) shall be promoted to the next higher grade (stage 3). They shall be designated as Deputy DPE&S/ Assistant DPE&S (Selection Grade) / College DPE&S (Selection Grade), as the case may be.
- 6.7.5.** After completing service of three years in stage 3 and subject to satisfying API/ scoring system and PBAS methodology prescribed by the UGC in these Regulations, Deputy DPE&S/Assistant DPE&S (Selection Grade) College DPE&S (Selection Grade) shall move to the next higher grade (stage 4). They shall continue to be designated as Deputy DPE&S/Assistant DPE&S (Selection Grade) / College DPE&S (Selection Grade).
- 6.8.0.** The Schedule annexed to these Regulations outlines the Pay scales, Designations and stages of promotions under CAS of incumbent and newly appointed teachers and equivalent positions in the Library and Physical Education and Sports cadres in Central Universities and colleges thereunder and Institutions deemed to be Universities whose maintenance expenditure is met by the UGC.

7.0.0. SELECTION OF PRO-VICE CHANCELLOR / VICE - CHANCELLOR OF UNIVERSITIES:

7.1.0. PRO-VICE-CHANCELLOR:

The Pro-Vice-Chancellor may be a whole time Professor of the University and shall be appointed by the Executive Council on the recommendation of Vice-Chancellor.

- 7.2.0.** The Pro-Vice-Chancellor shall hold office for a period which is co-terminus with that of Vice-Chancellor. However, it shall be the prerogative of the Vice-Chancellor to recommend a new Pro-Vice-Chancellor to the Executive Council, during his tenure. These Regulations, for selection of Pro- Vice- Chancellor shall be adopted by the concerned University through amendment of their Act/Statute.

7.3.0. VICE CHANCELLOR:

- i. Persons of the highest level of competence, integrity, morals and institutional commitment are to be appointed as Vice-Chancellors. The Vice-Chancellor to be appointed should be a distinguished academician, with a minimum of ten years of experience as Professor in a University system or ten years of experience in an equivalent position in a reputed research and / or academic administrative organization.
- ii. The selection of Vice-Chancellor should be through proper identification of a Panel of 3-5 names by a Search Committee through a public Notification or nomination or a talent search process or in combination. The members of the above Search Committee shall be persons of eminence in the sphere of higher education and shall not be connected in any manner with the University concerned or its colleges. While preparing the panel, the search committee must give proper weightage to academic

excellence, exposure to the higher education system in the country and abroad, and adequate experience in academic and administrative governance to be given in writing along with the panel to be submitted to the Visitor/Chancellor. In respect of State and Central Universities, the following shall be the constitution of the Search Committee.

- a) a nominee of the Visitor/Chancellor, who should be the Chairperson of the Committee.
- b) a nominee of the Chairman, University Grants Commission.
- c) a nominee of the Syndicate/ Executive Council / Board of Management of the University.
- iii. The Visitor/Chancellor shall appoint the Vice Chancellor out of the Panel of names recommended by the Search Committee.
- iv. The conditions of service of the Vice Chancellor shall be prescribed in the Statutes of the Universities concerned in conformity with these Regulations.
- v. The term of office of the Vice Chancellor shall form part of the service period of the incumbent concerned making him/her eligible for all service related benefits.

7.4.0 The Universities/State Governments shall modify or amend the relevant Act/Statutes of the Universities concerned within 6 months of adoption of these Regulations.

8.0. DUTY LEAVE, STUDY LEAVE, SABBATICAL LEAVE

8.1. DUTY LEAVE:

- i. Duty leave of the maximum of 30 days in an academic year may be granted for the following:
 - (a) Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university;
 - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor;
 - (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
 - (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other academic body; and
 - (e) For performing any other duty for the university.

- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- iv. The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- v. Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
- vi. Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher invited to share expertise with academic bodies, government or NGO.

8.2. STUDY LEAVE:

- (i) Study leave may be granted for the entry level appointees as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports/College DPE&S after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education.
- (ii) Subject to the terms contained in this Clause 8.2, in respect of granting study leave with pay for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two or the years of probation specified in the university statutes concerned, keeping in mind the availability of vacant positions for teachers and other cadres in colleges and universities, so that a teacher and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.
- (iii) The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. *Provided* that the Executive Council/Syndicate may, in the special circumstances of a case, waive the condition of two years service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:

- (a) the person is a teacher on the date of the application;

- (b) there is no break in service; and
 - (c) the leave is requested for undertaking the Ph.D. research work.
- (iv) Study leave shall be granted by the Executive Council/Syndicate on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.
 - (v) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
 - (vi) Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years.
 - (vii) No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Executive Council/Syndicate. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Executive Council/Syndicate to treat the period of shortfall as ordinary leave has been obtained.
 - (viii) Subject to the provisions of sub-clauses (ix) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
 - (ix) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, which shall be determined by the UGC, from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
 - (x) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is

selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

- (xi) A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (xii) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
- (xiii) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

- (xiv) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.
- (xv) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xiv) above.
- (xvi) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

8.3. SABBATICAL LEAVE:

- (i) Permanent, whole-time teachers of the university and colleges who have completed seven years of service as Reader/Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.

- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.

- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council/Syndicate may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, *provided* that the teacher rejoins the university on the expiry of his/her leave.

8.4 OTHER KINDS OF LEAVE RULES FOR PERMANENT TEACHERS OF THE UNIVERSITIES/ COLLEGES

- (a) The following kinds of leave would be admissible to permanent teachers:
 - (i) Leave treated as duty, viz. Casual leave, Special casual leave, and Duty leave;
 - (ii) Leave earned by duty, viz. Earned leave, Half Pay leave, and Commuted leave;
 - (iii) Leave not earned by duty, viz. Extraordinary leave; and Leave not due;
 - (iv) Leave not debited to leave account –
 - (v) Leave for academic pursuits, viz. Study leave and Sabbatical leave/Academic leave;
 - (vi) Leave on grounds of health, viz. Maternity leave and Quarantine leave.

- (b) The Executive Council/Syndicate may grant, in exceptional cases, for the reasons to be recorded, any other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

8.4.1 Casual Leave

- (i) Total casual leave granted to a teacher shall not exceed 8 days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

8.4.2 Special Casual Leave

- (i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
 - (a) To conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and
 - (b) To inspect academic institutions attached to a statutory board, etc.
- (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) In addition, special casual leave to the extent mentioned below, may also be granted;
 - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and
 - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.
- (iv) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion;

8.4.3 Earned Leave

- (i) Earned leave admissible to a teacher shall be:
 - (a) 1/30th of actual service including vacation; *plus*

- (b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

For avoidance of doubt, it may be noted:

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave..
2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.
3. Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.

8.4.4 Half-pay Leave

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

Explanation:

A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

8.4.5 Commuted Leave

Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and

- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. *Provided* that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

8.4.6 Extraordinary Leave

- (i) A permanent teacher may be granted extraordinary leave when:
 - (a) No other leave is admissible; or
 - (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the Vice Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

8.4.7 Leave Not Due

- (i) Leave not due, may, at the discretion of the Vice Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

- (ii) 'Leave not due' shall not be granted, unless the Vice Chancellor/Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (ii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

Provided that the Executive Council may waive off, in any other exceptional, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.

8.4.8 Maternity Leave

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

8.4.9 Child Care Leave

Women teachers having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in lines with Central Government women employees. In the cases, where the child care leave is granted more than 45 days, the University/College/Institution may appoint a part time / guest substitute teacher with intimation to the UGC.

8.4.10 Paternity Leave

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, and such leave shall granted only up to two children.

8.4.11 Adoption leave

Adoption leave may be provided as per the rules of the Central Government.

9. RESEARCH PROMOTION GRANT

The UGC or the respective agency (Central/State Governments) may provide a start-up grant at the level of Rs. 3.0 lakhs in Social Sciences, Humanities and Languages and Rs. 6.0 lakhs in Sciences and Technology to teachers and other non-vocational academic staff to take up research immediately after their appointments.

9.1. CONSULTANCY ASSIGNMENTS

The consultancy rules, terms, conditions and the model of revenue sharing between institutions and consultant teachers shall be as per the UGC Consultancy Rules to be provided separately.

10.0 COUNTING OF PAST SERVICES FOR DIRECT RECRUITMENT AND PROMOTION UNDER CAS

10.1. Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per Appendix III – Table No. II provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The candidate for direct recruitment has applied through proper channel only.
- (d) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/Concerned Institutions, for such appointments.
- (f) The previous appointment was not as guest lecturer for any duration, or an ad hoc or in a leave vacancy of less than one year duration. Ad hoc or temporary service of more than one year duration can be counted provided that:
 - (i) the period of service was of more than one year duration;
 - (ii) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and

- (iii) the incumbent was selected to the permanent post in continuation to the ad hoc or temporary service, without any break.
- (g) No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), was considered for counting past services under this clause.

11.0 PERIOD OF PROBATION AND CONFIRMATION

- 11.1. The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.
- 11.2. The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.
- 11.3. Subject to this Clause 11, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.
- 11.4. Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by Central Government.
- 11.5. All other Central Government rules on probation and confirmation shall be applicable mutatis mutandis.

12.0 CREATION AND FILLING UP OF TEACHING POSTS

- 12.1. Teaching posts in universities, as far as feasible, may be created in a pyramidal order, that is, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professors, per department.
- 12.2. All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

13.0 APPOINTMENTS ON CONTRACT BASIS

- 13.1. The teachers should be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in a College/University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly appointed teacher. The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing her/him on contract basis for another session.

14.0 TEACHING DAYS

- 14.1.** The Universities/Colleges must adopt at least 180 working days, i.e. there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure equivalent of 30 weeks of actual teaching with a 6 day week.

The above is summarized as follows:

	Number of weeks: 6 day a week pattern		Number of weeks: 5 day a week pattern	
Categorization	University	College	University	College
Teaching and Learning Process	30 (180 days) weeks	30 (180 days) weeks	36 (180 days) weeks	36 (180 days) weeks
Admissions/Examinations preparation for Examination	12	10	8	8
Vacation	8	10	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
Total	52	52	52	52

- 14.2.** In lieu of curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3rd of the period of earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, 1/3 of the period will be credited as Earned Leave.

5.0. WORKLOAD

- 15.1.** The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University/College for which necessary space and infrastructure should be provided by the University/College. Direct teaching-learning process hours should be as follows:

Assistant Professor	16 hours
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Associate Professor and Professor	14 hours
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- 15.2** A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

16.0 SERVICE AGREEMENT AND FIXING OF SENIORITY

- 16.1.** At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy of the same should be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the rates applicable.

- 16.2.** The self-appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service agreement/Record.

16.3. Inter-se seniority between the direct recruited and teachers promoted under CAS

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.

17.0. CODE OF PROFESSIONAL ETHICS

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (ii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;

- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;

- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

SCHEDULE FOR CLAUSE 6.8.0

(FOR PAY SCALES, DESIGNATIONS AND STAGES OF PROMOTION UNDER CAS OF INCUMBENT AND NEWLY APPOINTED ASSISTANT PROFESSORS/ ASSOCIATE PROFESSORS/ PROFESSORS AND OTHER EQUIVALENT CADRES IN LIBRARY AND PHYSICAL EDUCATION AND SPORTS IN CENTRAL UNIVERSITIES AND COLLEGES THEREUNDER AND INSTITUTIONS DEEMED TO BE UNIVERSITIES WHOSE MAINTENANCE EXPENDITURE IS MET BY THE UGC).

- 1.0. Persons entering the teaching profession in universities and colleges shall be designated as Assistant Professors and shall be placed in the Pay Band III of Rs.15,600 – Rs. 39,100 with AGP of Rs. 6,000. Lecturers already in service in the pre-revised scale of Rs. 8,000 – Rs.13,500, shall be re-designated as Assistant Professors with the said AGP of Rs. 6,000. Their CAS promotions would be subject to the API criteria based PBAS system norms laid out in these regulations
- 1.1. An Assistant Professor with completed service of four years, possessing Ph. D. Degree in the relevant discipline shall be eligible, for moving to AGP of Rs.7,000.
- 1.2. An Assistant Professors possessing M.Phil. Degree or post-graduate degree in professional courses approved by the relevant statutory Body, such as LL.M. / M.Tech., etc. shall be eligible for the AGP of Rs. 7,000 after completion of five years service as Assistant Professor.
- 1.3. An Assistant Professors who do not have Ph.D. or M.Phil. or a Master degree in the relevant Professional course shall be eligible for the AGP of Rs. 7,000 only after completion of six years' service as Assistant Professor.
- 1.4. The upward movement from AGP of Rs. 6,000 to AGP of Rs. 7,000 for all Assistant Professors shall be subject to their satisfying the API criteria based PBAS conditions as laid down by the UGC in these Regulations.
- 2.0. The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the unrevised scale of Rs. 10,000 – Rs.15,200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band III of Rs.15,600 – Rs. 39,100 based on their present pay, with AGP of Rs. 7,000.
- 2.1. Assistant Professors with completed service of five years at the AGP of Rs. 7,000 shall be eligible, subject to other API requirements laid down by these UGC Regulations, to move up to the AGP of Rs. 8,000.
- 3.0. Posts of Associate Professor shall be in the Pay Band IV of Rs. 37,400 – Rs. 67,000, with AGP of Rs. 9,000. Directly recruited Associate Professors under these Regulations shall be placed in the Pay Band IV of Rs. 37,400 – Rs. 67,000 with an AGP of Rs. 9,000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
- 3.1. Incumbent Readers and Lecturers (Selection Grade) who have completed three years in the current pay scale of Rs. 12,000 – Rs. 18,300 on 1 January, 2006 shall be placed

- in Pay Band IV of Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000 and shall be re-designated as Associate Professor.
- 3.2. Incumbent Readers and Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs.12,000 – Rs.18,300 on or after 1 January, 2006 shall be placed at the appropriate stage in the Pay Band of Rs.15,600 – Rs. 39,100 with AGP of Rs. 8,000 till they complete three years of service in the grade of Lecturer (Selection Grade) / Reader, and thereafter shall be placed in the higher Pay Band IV of Rs. 37,400 – Rs. 67,000 and accordingly re-designated as Associate Professor.
 - 3.3. Readers/Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade) or Readers, as the case may be, until they are placed in the Pay Band of Rs. 37,400 – Rs. 67,000 and re-designated as Associate Professor in the manner described in 3.1 and 3.2. above.
 - 3.4. Assistant Professors completing three years of teaching in the AGP of Rs. 8,000 shall be eligible, subject to the qualifying conditions prescribed by these Regulations, to move to the Pay Band IV of Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000 and to be designated as Associate Professor.
 - 3.5. Associate Professor completing three years of service in the AGP of Rs. 9,000 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to satisfying the required credit points as per API based on PBAS methodology provided in Appendix IV, Table I-III stipulated in these Regulations and assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor. No teacher other than those with a Ph.D. shall be promoted or appointed as Professor. The Pay Band IV for the post of Professors shall be Rs. 37,400 – Rs. 67,000 with AGP of Rs. 10,000.
 - 4.0. The pay of a directly recruited Professor shall be fixed at a stage not below Rs.43,000 in the Pay Band IV of Rs. 37,400 – Rs. 67,000, with the applicable AGP of Rs.10,000.
 - 4.1. Ten percent of the positions of Professors in a university shall be eligible to be placed in the higher AGP of Rs.12,000. However, teachers promoted to the posts with higher AGP of Rs.12,000, shall continue to be designated as Professor. Eligibility for elevation as a Professor in the higher Academic Grade Pay of Rs.12,000, shall be a minimum of ten years of teaching and research experience as professor either in the pre-revised scale of Professor's Pay of Rs.16,400 – Rs. 22,400 or the revised scale of Pay Band IV of Professor with AGP of Rs.10,000 on satisfying the required API score as per Tables I and II through the PBAS methodology stipulated in these Regulations through a duly constituted Expert committee;

5.0. PAY SCALES OF PRINCIPALS IN COLLEGES:

5.1 PRINCIPAL OF UNDER GRADUATE COLLEGES:

The posts of Principal in Under Graduate Colleges shall be in the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs.10,000, plus a Special Allowance of Rs. 2,000 per month and shall also be fixed at a stage not below Rs. 43,000 as in the directly recruited

Professors. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs.10,000

5.2 PRINCIPAL OF POST GRADUATE COLLEGES:

Posts of Principal in Post Graduate Colleges shall also be in the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs.10,000, plus a Special Allowance of Rs. 3,000 per month and shall also be fixed at a stage not below Rs. 43,000 as in the case of directly recruited Professors. All Principals in service shall be appropriately fixed in the Pay Band IV with the AGP of Rs.10,000.

6.0. PAY SCALES AND CAREER ADVANCEMENT SCHEMES REGULATIONS FOR LIBRARIANS, ETC.

6.1. ASSISTANT UNIVERSITY LIBRARIAN / COLLEGE LIBRARIAN:

- (i) Assistant Librarian / College Librarian in the pre-revised scale of pay of Rs. 8,000 – Rs. 13,500 shall be placed in the Pay Band of Rs.15,600 – Rs. 39,100 with AGP of Rs. 6,000.
- (ii) All conditions of eligibility and academic qualifications laid down by the UGC as per these Regulations, shall be applicable for direct recruitment of Assistant University Librarian / College Librarian.

6.2 ASSISTANT UNIVERSITY LIBRARIAN (SR. SCALE) / COLLEGE LIBRARIAN (SR. SCALE):

- (i) Assistant University Librarian (Sr. Scale)/ College Librarian (Sr. Scale) in the pre-revised scale of pay of Rs.10,000 – Rs. 15,200 shall be placed in the Pay Band of Rs.15,600 – Rs. 39,100 with AGP of Rs.7,000.
- (ii) Assistant University Librarian / College Librarian possessing Ph.D. in Library Science, after completing service of four years in the AGP of Rs. 6,000, and if otherwise eligible as per API scoring system, and PBAS methodology laid down by the UGC in these Regulations, shall be eligible for the higher AGP of Rs. 7,000 with the Pay Band of Rs.15,600 – Rs. 39,100.
- (iii) Assistant Librarian / College Librarian not possessing Ph.D. but only M.Phil. in Library Science at the entry level after completing service of five years in the AGP of Rs. 6,000, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, shall become eligible for the higher AGP of Rs. 7,000.
- (iv) After completing service of six years in the AGP of Rs. 6,000 Assistant Librarian / College Librarian without the relevant Ph.D. and M.Phil. shall, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, move to the higher AGP of Rs. 7,000.

- (v) The pay of the existing Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) in the pre-revised scale of pay of Rs.10,000 – Rs.15,200 shall be fixed in the Pay Band of Rs.15,600 – Rs. 39,100 with AGP of Rs.7,000 at an appropriate stage based on their present pay.

6.3. DEPUTY LIBRARIAN / ASSISTANT LIBRARIAN (SELECTION GRADE) / COLLEGE LIBRARIAN (SELECTION GRADE):

- (i) Deputy Librarians who are directly recruited shall be placed in the Pay Band of Rs. 15,600 – Rs. 39,100 with AGP of Rs. 8,000
- (ii) On completion of service of five years, Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) shall be eligible for the post of Deputy Librarian/ equivalent posts in Pay Band of Rs.15,600 – Rs. 39,100, with Academic Grade Pay of Rs. 8,000, subject to their fulfilling other conditions of eligibility (such as Ph.D.degree, etc. for Deputy Librarian) as per API scoring system based PBAS methodology laid down by the UGC for CAS promotion in these Regulations. They shall be designated as Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade), as the case may be.
- (iii) After completing three years in the Pay Band of Rs.15,600 – Rs. 39,100 with an AGP of Rs. 8,000, Deputy Librarians /equivalent positions shall move to the Pay Band of Rs. 37,400 – Rs. 67,000 and AGP of Rs. 9,000, subject to fulfilling other conditions of eligibility as per API scoring system and PBAS methodology laid down by the UGC for CAS promotion in these Regulations.
- (iv) Assistant Librarians (Sr. Scale) in universities/ College Librarians (Sr. Scale) in the AGP of Rs. 7,000 not possessing Ph.D. in Library Science but who fulfill other criteria prescribed by the UGC for CAS promotion in these Regulations, shall also be eligible for being placed in the AGP of Rs. 8,000.
- (v) Incumbents to the posts of Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) who have completed three years in the pre-revised pay scale of Rs. 12,000 – Rs. 18,300 on 1 January, 2006 shall be fixed at an appropriate stage in the Pay Band of Rs. 37,400 – Rs. 67,000 with an AGP of Rs. 9,000. They shall continue to be designated as Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade)
- (vi) Incumbents to the posts of Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of Rs.12,000 – Rs.18,300, for being eligible to be placed in the higher Pay Band of Rs. 37,400 – Rs.67,000, shall be placed at an appropriate stage with Academic Grade Pay of Rs. 8,000 till they complete three years of service as Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade)

- (vii) Pay in regard to the directly recruited Deputy Librarians shall be initially fixed in Pay Band Rs.15,600 – Rs. 39,100 with AGP of Rs. 8,000. They shall move to the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs.9000 after completing three years of service in the AGP of Rs. 8,000.
- (viii) The conditions of eligibility and academic qualifications prescribed by the UGC in these Regulations, shall be adopted for direct recruitment to the post of Deputy Librarian.

6.4. LIBRARIAN (UNIVERSITY):

- (i) The post of Librarian shall be in the Pay Band of Rs. 37,400 – Rs. 67,000 with the Academic Grade Pay of Rs.10,000.
- (ii) The conditions of eligibility and academic qualifications prescribed by the UGC in these Regulations, shall be adopted for appointment to the post of Librarian (University).
- (iii) Deputy Librarian completing service of three years in the AGP of Rs.9,000 and otherwise eligible as per the API scoring system and PBAS methodology developed in these Regulations, with a Ph.D. qualification shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.
- (iv) Incumbent Librarian (University) shall be placed at the appropriate stage as per the 'fixation formula' provided as Appendix-II in the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs.10,000.

7.0. PAY SCALES AND CAREER ADVANCEMENT SCHEMES REGULATIONS FOR PHYSICAL EDUCATION AND SPORTS CADRES

7.1. ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (ASSISTANT DPE&S) / COLLEGE DIRECTOR OF PHYSICAL EDUCATION & SPORTS (COLLEGE DPE&S):

- (i) The Assistant Director of Physical Education and Sports/College DPE&S in the pre-revised pays scale of Rs. 8,000 – Rs. 13,500 shall be placed in the Pay Band of Rs.15,600 – Rs. 39,100 with AGP of Rs. 6,000.
- (ii) Pay of Incumbent Assistant Directors of Physical Education and Sports / College DPE&S shall be fixed at an appropriate stage in the Pay Band of Rs. 15,600 – Rs. 39,100 with an AGP of Rs. 6,000, in accordance with the 'fixation formula' provided in Appendix-II.
- (iii) All conditions of eligibility and academic qualifications laid down by the UGC in these Regulations, shall be applicable for direct recruitment of Assistant Director of Physical Education and Sports / College DPE&S.

7.2. ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (SENIOR SCALE) / COLLEGE DPE & S (SENIOR SCALE):

- (i) Assistant Directors of Physical Education and Sports (Senior Scale) / College DPE & S (Senior Scale) in the pre-revised pay scale of Rs.10,000 – Rs. 15,200 shall be placed in the Pay Band of Rs.15,600 – Rs. 39,100 with AGP of Rs. 7,000.
- (ii) Assistant Directors of Physical Education and Sports / College DPE & S possessing Ph.D. in Physical Education at the entry level of Assistant DPE & S/ College DPE & S in the AGP of Rs. 6,000 shall, after completing service of four years in the AGP of Rs. 6,000, and if otherwise eligible as per API scoring system and PBAS methodology prescribed by the UGC for CAS promotion in these Regulations, shall move to higher AGP of Rs. 7,000 in the Pay Band of Rs.15,600 – Rs. 39,100.
- (iii) Assistant Directors of Physical Education and Sports / College DPE & S possessing M.Phil. in Physical Education at the entry level of Assistant DPE & S / College DPE & S in the AGP of Rs. 6,000 shall, after completing service of the five years in the AGP of Rs. 6,000, be eligible for the higher AGP of Rs. 7,000 on satisfying the API scoring system and PBAS methodology prescribed by the UGC for CAS promotion in these Regulations.
- (iv) Assistant Directors of Physical Education and Sports / College DPE&S without the relevant Ph.D. and M.Phil. shall, after completing service of six years as Assistant Director of Physical Education and Sports / College DPE&S in the AGP of Rs. 6,000, and if otherwise eligible as per API scoring system and PBAS methodology prescribed by the UGC for CAS promotion in these Regulations shall be placed in the AGP of Rs. 7,000.
- (v) Pay of incumbent Assistant Directors of Physical Education & Sports (Senior Scale) / College DPE&S (Senior Scale) shall be fixed in Pay Band of Rs.15600-39100 at an appropriate stage in the AGP of Rs.7000, as per the 'fixation formula' provided in Appendix-II

7.3. DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS/ ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (SELECTION GRADE) / COLLEGE DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (SELECTION GRADE)

- (i) After completing service of five years in the Pay Band of Rs.15,600 – Rs. 39,100 with the AGP of Rs. 7,000 and subject to satisfying API scoring system and PBAS methodology prescribed by the UGC in these Regulations, Assistant Director of Physical Education and Sports (Senior Scale) / College DPE&S (Senior scale) shall move to AGP of Rs. 8,000 in the Pay band of Rs. 15,600 – Rs. 39,100. They shall be designated as Deputy Director of Physical Education and Sports / Assistant DPE&S (Selection Grade) / College DPE&S (Selection Grade), as the case may be.

- (ii) After completing service of three years in the Pay Band of Rs.15,600 – Rs. 39,100 and the AGP of Rs.8,000 and subject to satisfying API/ scoring system and PBAS methodology prescribed by the UGC in these Regulations, Deputy DPE&S/Assistant DPE&S (Selection Grade) College DPE&S (Selection Grade) shall move to the Pay Band of Rs. 37,400 – Rs. 67,000 with the AGP of Rs. 9,000. They shall continue to be designated as Deputy DPE&S/Assistant DPE&S (Selection Grade) / College DPE&S (Selection Grade)
- (iii) All incumbents to the post of Deputy DPE&S/Assistant DPE&S (Selection Grade)/ College DPE&S (Selection Grade) who have completed service of at least three years in the unrevised pay scale of Rs.12,000 – Rs.18,300 as on 01- 01-2006 shall be eligible to be fixed in the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000.
- (iv) All incumbents to the post of Deputy DPE&S /Assistant DPE&S (Selection Grade/ College DPE&S (Selection Grade) whose services in the unrevised pay scale of Rs.12,000 – Rs. 18,300 fall short of three years which would have made them eligible to move to the higher pay band, shall be placed at an appropriate stage at the AGP of Rs. 8,000 in the pay band of Rs.15,600 – Rs. 39,000 till they complete the required service of three years as Deputy DPE&S / ADPE&S (Selection Grade) / College DPE&S (Selection Grade) in the unrevised pay scale.
- (v) Pay of the directly recruited Deputy DPE&S shall be initially fixed with the AGP of Rs. 8,000 in the Pay Band of Rs.15,600 – Rs. 39,100, and after completing three years of service directly recruited Deputy DPE&S and equivalent shall move to Pay Band Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000.

7.4. DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (UNIVERSITY):

- (i) Post of Director, Physical Education and Sports in Universities shall be in the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs.10,000.
- (ii) Post of Director, Physical Education and Sports (University) shall continue to be filled through direct recruitment and the existing conditions of eligibility, i.e. the minimum qualification, number of years of relevant experience and other conditions prescribed by the UGC in these Regulations, shall be the eligibility for recruitment.
- (iii) Pay of the incumbent shall be fixed at the appropriate stage in the Pay Band of Rs.37,400 – Rs. 67,000 as per 'fixation formula' provided in Appendix-II.

8.0. PAY SCALES OF PRO-VICE CHANCELLOR / VICE-CHANCELLOR OF UNIVERSITIES:

8.1. PRO-VICE-CHANCELLOR:

8.1.1. The posts of Pro-Vice Chancellor shall be in the Pay Band of Rs. 37,400 –Rs. 67,000 with AGP of Rs.10,000 or Rs.12,000 as the case may be, along with a Special Allowance of Rs. 4,000 per month, subject to the condition that the sum total of pay in the Pay Band, the Academic Grade Pay and the Special Allowance shall not exceed Rs. 80,000.

8.2. VICE CHANCELLOR:

8.2.1. The posts of Vice-Chancellor shall carry a fixed pay of Rs.75,000 along with a Special pay of Rs.5,000 per month. All other eligibilities and facilities for the Vice Chancellor as provided in the Act/Statute of the university concerned, shall be applicable besides the pay.

9.0. INCENTIVES FOR Ph.D. / M.Phil. AND OTHER HIGHER QUALIFICATION TO TAKE EFFECT FROM 01-09-2008.

9.1. Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.

9.2. M.Phil. Degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to 2 non-compounded advance increments.

9.3. Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech./M.Arch./M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body / council, shall also be entitled to 2 non-compounded advance increments at the entry level.

9.4 (i) Teachers who complete their Ph.D. Degree while in service shall be entitled to 3 non-compounded increments if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.

(ii) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Regulations or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of 3 non-compounded increments even if the

university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.

- 9.5.** In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of 3 non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course- work or evaluation or both, as the case may be.
- 9.6** Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of 3 non-compounded increments on award of Ph.D., while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- 9.7** Teachers who acquire M.Phil. Degree or a post graduate degree in a professional course recognized by the relevant Statutory Body/Council, while in service, shall be entitled to one advance increment.
- 9.8** Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.
- 9.8.1** (i) Assistant Librarian / College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to 3 non-compounded advance increments.
- (ii) However, persons in posts of Assistant Librarian / College Librarian or higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulations or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of 3 non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- 9.8.2** In respect of every other case of persons in the posts of Assistant Librarian / College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit of 3 non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- 9.8.3.** Assistant Librarian / College Librarian and others in higher Library positions in service who have not yet enrolled for Ph. D. shall therefore derive the benefit of 3 non-compounded increments on award of Ph.D. while in service only if such

enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.

- 9.8.4.** Two non-compounded advance increments shall be admissible for Assistant Librarian / College Librarian with M.Phil. degree in Library Science at the entry level, Assistant Librarian / College Librarian and those in higher positions acquiring M. Phil. degree in Library Science at any time during the course of their service shall be entitled to one advance increment.
- 9.9** Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports who are recruited at entry level with Ph.D. degree in the discipline of Physical Education from a university complying with the process prescribed by the UGC in respect of enrolment, course work and evaluation process for the award of Ph.D. in Physical Education.
- 9.10.** Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D. / M.Phil. at the entry level under the earlier Schemes / Regulations shall not be entitled to the benefit of advance increments under these Regulations.
- 9.11.** Teachers, Library and Physical Education cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D. / M. Phil while in service, shall not be entitled to advance increments under these Regulations.
- 9.12.** For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M. Phil under the earlier Schemes / Regulations, the benefit of advance increments for possessing Ph.D./M. Phil shall be available to only those appointments which have been made on or after the coming into force of these Regulations.

10.0 OTHER TERMS AND CONDITIONS

10.1. INCREMENTS

- 10.2.** Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the respective stage in the Pay Band.
- 10.3.** Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.
- 10.4.** The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing Schemes / Regulations of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no

additional increment on movement from the Pay Band of Rs.15,600 – Rs. 39,100 to the Pay Band of Rs. 37,400 – Rs. 67,000.

- 10.5** All issues relating to grant of advance increments to teachers engaged in engineering / technical courses in the university system shall be subject to recommendations of the Committee separately constituted by the Central Government for pay review of teachers in technical education.

11.0 ALLOWANCES:

- 11.1.** Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, Traveling Allowance, Dearness Allowance, area based Special Compensatory Allowance etc. as applicable to teachers and Library and Physical Education Cadres, shall be at par with that of Central Government employees.

APPENDICES

APPENDIX I	<p>Scheme of revision of pay of teachers and equivalent cadres in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the Sixth Central Pay Commission</p> <p>(Letter No. No.1-32/2006-U.II/U.I(i). Government of India, Ministry of Human Resource Development, Department of Higher Education, New Delhi, dated the 31St December, 2008).</p>	
APPENDIX II	<p>Fitment Tables (Table No. 1 to 9) for fixation of pay of the existing incumbents, who were in position as on 1.1.2006, in various categories of posts as indicated in the Tables.</p> <p>(Letter No. No.F.3-1/2009-U.I, Government of India, Ministry of Human Resource Development, (Department of Higher Education), dated 4th June, 2009)</p>	
APPENDIX III (TABLES I TO IX)	<p>Performance Based Assessment Scheme (PBAS) & Annual Performance Indicators (APIs) for Direct Recruitment & Promotion under Career Advancement Scheme (CAS)</p> <p>Tables I to IV – For University and College Teachers</p> <p>Tables V to VIII – For Asst. Director/Dy. Director/ Director Physical Education Cadre etc.</p> <p>Tables IX to XII – For Asst, Librarian, Dy. Librarian, Librarian etc.</p>	

APPENDIX I

No.1-32/2006-U.II/U.I(i)
Government of India
Ministry of Human Resource Development
Department of Higher Education

New Delhi, dated the 31st December, 2008

To

**The Secretary,
University Grants Commission,
Bahadur Shah Zafar Marg, New Delhi - 110 002.**

Subject:- Scheme of revision of pay of teachers and equivalent cadres in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the Sixth Central Pay Commission.

Sir,

I am directed to say that the Government of India have decided, after taking into consideration the recommendations made by the University Grants Commission (UGC) based on the decisions taken at the meeting of the Commission held on 7-8 October 2008, to revise the pay scales of teachers in the Central Universities. The revision of pay scales of teachers shall be subject to various provisions of the Scheme of revision of pay scales as contained in this letter, and Regulations to be framed by the UGC in this behalf in accordance with the Scheme given below. The revised pay scales and other provisions of the Scheme are as under:-

1. General

(i) There shall be only three designations in respect of teachers in universities and colleges, namely, Assistant Professors, Associate Professors and Professors. However, there shall be no change in the present designation in respect of Library and Physical Education Personnel at various levels.

(ii) No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D. and satisfies other academic conditions, as laid down by the University Grants Commission (UGC) from time to time. This shall, however, not affect those who are already designated as 'Professor'.

(iii) The pay of teachers and equivalent positions in Universities and Colleges shall be fixed according to their designations in two pay bands of Rs. 15600-39100 and Rs.37400-67000 with appropriate "Academic Grade Pay" (AGP in short). Each Pay Band shall have different stages of Academic Grade Pay which shall ensure that teachers and other equivalent cadres covered under this Scheme, subject to other conditions of eligibility being satisfied, have multiple opportunities for upward movement during their career.

(iv) Posts of Professors shall be created in under-graduate (UG) colleges as well as in post-graduate (PG) colleges. The number of posts of Professors in a UG College shall be equivalent to 10 percent of the number of posts-of Associate Professors in that College. There shall be as many posts of Professors in each PG College as the number of Departments in that College. No new Departments shall be created in UG or PG Colleges without prior approval of the UGC.

(v) Up to 10% of the posts of Professors in universities shall be in the higher Academic Grade Pay of Rs. 12000 with eligibility conditions to be prescribed by the UGC.

(vi) National Eligibility Test (NET) shall be compulsory for appointment at the entry level of Assistant Professor, subject to the exemptions to the degree of Ph.D. in respect of those persons obtaining the award through a process of registration, course-work and external evaluation, as have been/ or may be laid down by the UGC through its regulations, and so adopted by the University. NET shall not be required for such Masters' programmes in disciplines for which there is no NET.

2. Revised Pay Scales , Service conditions and Career Advancement Scheme for teachers and equivalent positions:

The pay structure for different **categories of teachers and equivalent** positions **shall be as** indicated below:-

(a) Assistant Professor / Associate Professors / Professors in Colleges & Universities

(i) Persons entering the teaching profession in Universities and Colleges shall be designated as Assistant Professors and shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.6000. Lecturers already in service in the pre-revised scale of Rs. 8000-13500, shall be re-designated as Assistant Professors with the said AGP of Rs. 6000.

(ii) An Assistant Professor with completed service of 4 years, possessing Ph.D Degree in the relevant discipline shall be eligible, for moving up to AGP of Rs. 7000.

(iii) Assistant Professors possessing M.Phil degree or post-graduate degree in professional courses approved by the relevant Statutory Body, such as LL.M/M.Tech etc. shall be eligible for the AGP of Rs. 7,000 after completion of 5 years service as Assistant Professor.

(iv) Assistant Professors who do not have Ph.D or M.Phil or a Master's degree in the relevant Professional course shall be eligible for the AGP of Rs. 7,000 only after completion of 6 years' service as Assistant Professor.

(v) The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down by the UGC.

(vi) The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the unrevised scale of Rs. 10,000-15200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band of Rs.15600-39100 based on their present pay, with AGP of Rs. 7000.

(vii) Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible , subject to other requirements laid down by the UGC, to move up to the AGP of Rs.

8000.

(viii) Posts of Associate Professor shall be in the Pay Band of Rs.37400-67000, with AGP of Rs.9000. Directly recruited Associate Professors shall be placed in the Pay Band of Rs. 37400-67000 with an AGP of Rs. 9000, at-the appropriate stage in the Pay Band in terms of the conditions of appointment.

(ix) Incumbent Readers and Lecturers (Selection Grade) who have completed 3 years in the current pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed in Pay Band of Rs. 37400-67000 with AGP Pay of Rs . 9000 and shall be re-designated as Associate Professor.

(x) Incumbent Readers and Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed at the appropriate stage in the Pay Band of Rs. 15600-39100 with AGP of Rs. 8000 till they complete 3 years of service in the grade of Lecturer (Selection Grade)/Reader, and thereafter shall be placed in the higher Pay Band of Rs.37400-67000 and accordingly re-designated as Associate Professor.

(xi) Readers/ Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade) or Readers, as the case may be, until they are placed in the Pay Band of Rs. 37,400-67000 and re-designated as Associate Professor in the manner described in (x) above.

(xii) Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions, that may be prescribed by the UGC and the university, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.

(xiii) Associate Professor completing 3 years of service in the AGP of Rs . 9000 and possessing a Ph.D . degree in the relevant discipline shall be eligible to be appointed and designated as Professor , subject to other conditions of academic performance as laid down by the UGC and if any by the university . No teacher other than those with a Ph.D. shall be promoted ,appointed or designated as Professor , The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10000.

(xiv) The pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000 in the Pay Band of Rs. 37400-67000, with the applicable AGP of Rs. 10000.

(xv) Ten percent of the posts of Professors in a university shall be in the higher AGP of Rs. 12000, however, teachers appointed to the posts shall continue to be designated as Professor. Eligibility for appointment as a Professor in the higher Academic Grade Pay shall be as may be laid down by the UGC, and such eligibility conditions shall, inter alia, include publications in peer reviewed/ refereed Research Journals, and the requirement of at least 10 years of teaching as Professor and post-doctoral work of a high standard. No person appointed directly as Professor in the AGP of Rs. 12000 shall be fixed at a stage less than Rs. 48000 along with the AGP.

(xvi) For initial direct recruitment at the level of Associate Professors and Professors, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the UGC through Regulations and as may be laid down by the

(xvii) Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other specific factors.

(b) Professors in Under Graduate and Post Graduate Colleges:

(xviii) Ten percent of the number of sanctioned posts of Associate Professor in an Under Graduate College shall be that of Professors and shall be subject to the same criterion for selection/ appointment as that of Professors in Universities, provided that there shall not be more than one post of Professor in each Department; and provided further that One-fourth (25%) of the posts of Professor in UG Colleges shall be directly recruited or filled on deputation by eligible teachers and the remaining three-fourths (75%) of posts of Professors shall be filled by merit promotion from among eligible Associate Professors of the relevant department of the Under Graduate College. Identification of posts of Professor in an Under Graduate College for being filled through direct recruitment/deputation shall be within the competence of the University acting in consultation with the College. Where the number of posts of Professor worked out as a percentage of the number of posts of Associate Professor for merit promotion or direct recruitment/ deputation is not an integer, the same shall be rounded off to the next higher integer.

(xix) There shall be one post of Professor in each Department of a Post Graduate College and shall be subject to the same criterion for selection/ appointment as that of Professors in Universities, provided that One-fourth (25%) of the posts of Professor shall be filled on deputation/direct recruitment from among eligible teachers and the remaining three-fourths (75%) of posts shall be filled through merit promotion from among the eligible Associate Professors in the relevant department of the Post Graduate College. Identification of posts of Professor in a Post Graduate College for being filled through direct recruitment/deputation shall be within the competence of the University acting in consultation with the College. Where the number of posts of professor for merit promotion or direct recruitment/ deputation worked out as a percentage of the total number of posts in a Post Graduate College is not an integer, the same shall be rounded off to the next higher integer. The UGC shall issue separate guidelines to ensure availability of minimum standards of academic infrastructure (library, research facilities etc.) for starting Post Graduate Courses in Colleges.

3. Pay Scales of Pro Vice Chancellor / Vice Chancellor of Universities:

(i) Pro-Vice Chancellor

The posts of Pro-Vice Chancellor shall be in the Pay Band of Rs.37400-67000 with AGP of Rs. 10000 or Rs. 12000, as the case may be, along with a Special Allowance of Rs.4000 per month, subject to the condition that the sum total of pay in the Pay Band, the Academic Grade Pay and the Special Allowance shall not exceed Rs. 80,000.

(ii) Vice Chancellor

The posts of Vice Chancellor shall carry a fixed pay of Rs. 75000 along with a Special

4. Pay Scales of Principals in Colleges:

(i) Principal of Under Graduate Colleges Appointments to the posts of Principal in Under Graduate Colleges shall be based on the conditions of eligibility in respect of educational qualifications and teaching/research experience laid down by the University Grants Commission and if any by the university from time to time. The posts of Principal in Under Graduate Colleges shall be in the Pay Band of Rs.37400-67000 with AGP of Rs.10000, plus a Special Allowance of Rs. 2000 per month. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs. 10000.

(ii) Principal of Post Graduate Colleges Appointments to the posts of Principal in Post Graduate Colleges shall be based on the conditions of eligibility in respect of educational qualifications and teaching/research experience laid down by the University Grants Commission and if any by the university from time to time. Posts of Principal in Post Graduate Colleges shall also be in the Pay Band of Rs.37400-67000 with AGP of Rs.10,000, plus a Special Allowance of Rs. 3000 per month. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs. 10000.

5. Pay Scales and Career Advancement Scheme for Librarians etc: (a) Assistant Librarian / College Librarian:

(i) Assistant Librarian/ College Librarian in the pre-revised scale of pay of Rs. 8000-13500 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs. 6000.

(ii) All existing conditions of eligibility and academic qualifications laid down by the UGC shall continue to be applicable for direct recruitment of Assistant Librarian/ College Librarian.

(b) Assistant Librarian (Sr. Scale)/ College Librarian (Sr.Scale)

(i) The posts of Assistant Librarian (Sr. Scale)/ College Librarian (Sr.Scale) in the pre-revised scale of pay of Rs. 10000-15200 shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs.7000.

(ii) Assistant Librarian/ College Librarian possessing Ph.D. in Library Science at the entry level, after completing service of 4 years in the AGP of Rs.6000, and if otherwise eligible as per guidelines laid down by the UGC shall be eligible for the higher AGP of Rs. 7000 with in the Pay Band of Rs. 15600-39100.

(iii) Assistant Librarian/ College Librarian not possessing Ph.D. but only M.Phil in Library Science at the entry level after completing service of 5 years in the AGP of Rs. 6000, if otherwise eligible as per guidelines laid down by the UGC, shall become eligible for the higher AGP of Rs. 7000.

(iv) After completing service of 6 years in the AGP of Rs. 6000 Assistant Librarian/ College Librarian without the relevant Ph.D. and M.Phil shall, if otherwise eligible as per guidelines laid down by the UGC and if any by the university, move to the higher AGP of Rs. 7000.

(v) The pay of the existing Assistant Librarian (Sr. Scale)/ College Librarian (Sr.Scale) in the pre-revised scale of pay of Rs. 10000-15200 shall be fixed in the Pay Band of Rs. 15600- 39100 with AGP of Rs. 7000. at an appropriate stage based on their present pay,

(c) Deputy Librarian / Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade)

(i) Deputy Librarians who are directly recruited at present shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 8000 initially at the time of recruitment.

(ii) On completion of service of 5 years, Assistant Librarian (Sr.Scale)/ College Librarian (Senior Scale) shall be eligible for the post of Deputy Librarian/ equivalent posts in Pay Band of Rs. 15600-39100, with Academic Grade Pay of Rs.8,000, subject to their fulfilling other conditions of eligibility (such as Ph.D. degree or equivalent published work etc. for Deputy Librarian) as laid down by the UGC. They shall be designated as Deputy Librarian/ Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade), as the case may be.

(iii) The existing process of selection by a Selection Committee shall continue in respect of promotion to the post of Deputy Librarian and their equivalent positions.

(iv) After completing 3 years in the Pay Band of Rs. 15600-39100 with an AGP of Rs. 8000, Deputy Librarians/ equivalent positions shall move to the Pay Band of Rs. 37400- 67000 and AGP of Rs. 9000, subject to fulfilling other conditions of eligibility laid down by the UGC and if any by the university.

(v) Assistant Librarians (Senior Scale) in universities/ College Librarians (Senior Scale) in the AGP of Rs.7000 not possessing Ph.D. in Library Science or equivalent published work but who fulfill other criteria prescribed by the UGC and if any by the university, shall also be eligible for being placed in the AGP of Rs. 8000.

(vi) Incumbents to the posts of Deputy Librarian/ Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) who have completed three years in the pre-revised pay scale of Rs. 12000-18300 on 1.1.2006 shall be fixed at an appropriate stage in the Pay Band of Rs. 37400-67000 with an AGP of Rs. 9000. They shall continue to be designated as Deputy Librarian/ Assistant Librarian (Selection Grade)/College Librarian (Selection Grade)

(vii) Incumbents to the posts of Deputy Librarian/ Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of Rs. 12000-18300, for being eligible to be placed in the higher Pay Band of Rs. 37400-67000, shall be placed at an appropriate stage with Academic Grade Pay of Rs.8000 till they complete three years of service as Deputy Librarian/ Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade).

(viii) Pay in regard to the directly recruited Deputy Librarians shall be initially fixed In Pay Band Rs. 15600-39100 with AGP of Rs. 8000. They shall move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 after completing three years of service in the AGP of Rs. 8000.

(ix) The existing conditions of eligibility and academic qualifications prescribed by the UGC shall continue to be applicable for direct recruitment to the post of Deputy Librarian.

(d) Librarian (University)

(I) The post of Librarian shall be in the Pay Band of Rs. 37400-67000 with the Academic Grade Pay of Rs. 10000.

(ii) The existing conditions of eligibility and academic qualifications prescribed by the UGC shall continue to be applicable for appointment to the post of Librarian (University).

(iii) Deputy Librarian completing service of three years in the AGP of Rs. 9000 and otherwise eligible as per conditions prescribed by the UGC and if any by the university, shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.

(iv) Incumbent Librarian (University) shall be placed at the appropriate stage as per the 'fixation formula' of the 6th CPC in the Pay Band of Rs. 3740-67000 with AGP of Rs.10000.

6. Pay Scales and Career Advancement Scheme for Physical Education Personnel:

(a) Assistant Director of Physical Education (Assistant DPE)/ College Director of Physical Education (College DPE)

(i) The Assistant Director of Physical Education/ College DPE in the pre-revised pays scale of Rs. 8000-13500 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs. 6000.

(ii) Pay of incumbent Assistant Directors of Physical Education/ College DPE shall be fixed at an appropriate stage in the Pay Band of Rs. 15600-39100 with an AGP of Rs. 6000, in accordance with the 'fixation formula' of the 6th CPC.

(iii) All existing conditions of eligibility and academic qualifications laid down by the UGC shall continue to be applicable for direct recruitment of Assistant Director of Physical Education/College DPE.

(b) Assistant Director of Physical Education (Senior Scale)/ College DPE (Senior Scale)

(i) Assistant Directors of Physical Education (Senior Scale)/ College DPE (Senior Scale) in the pre-revised pay scale of Rs. 10000-15200 shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 7000.

(ii) Assistant Directors of Physical Education (Senior Scale)/ College DPE (Senior Scale) possessing Ph.D. in Physical Education at the entry level of Assistant DPE/ College DPE in the AGP of Rs. 6000 shall, after completing service of four years in the AGP of Rs.6000, and if otherwise eligible as per guidelines prescribed by the UGC and if any by the university, move to higher AGP of Rs. 7000 in the Pay Band of Rs. 15600-39100.

(iii) Assistant Directors of Physical Education (Senior Scale)/ College DPE (Senior Scale) possessing MPhil in Physical Education at the entry level of Assistant DPE/College DPE in the AGP of Rs. 6000 shall, after completing service of five years in the AGP of Rs. 6000, be eligible for the higher AGP of Rs. 7000.

(iv) Assistant Directors of Physical Education/ College DPEs without the relevant Ph.D. and M.Phil shall, after completing service of six years as Assistant Director of Physical

Education/College DPE in the AGP of Rs. 6000, and if otherwise eligible as per guidelines prescribed by the UGC and if any by the university, be eligible for being placed in the AGP of Rs. 7000.

(v) Pay of incumbent Assistant Directors of Physical Education (Senior Scale)/ College DPE (Senior Scale) shall be fixed in Pay Band of Rs. 15600-39100 at an appropriate stage in the AGP of Rs. 7000, as per the 'fixation formula' of the 6th CPC.

(c) Deputy Director of Physical Education / Assistant Director of Physical Education (Selection Grade)/ College Director of Physical Education (Selection Grade)

(i) After completing service of five years in the Pay Band of Rs. 15600-39100 with the AGP of Rs. 7000 and subject to satisfying other eligibility conditions laid down by the UGC and if any by the university, Assistant Director of Physical Education (Senior Scale)/College DPE (Senior Scale) shall move to AGP of Rs. 8000 in the Pay Band of Rs. 15600-39100. They shall be designated as Deputy Director of Physical Education/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade), as the case may be.

(ii) After completing service of three years in the Pay Band of Rs. 15600-39100 and the AGP of Rs. 8000 and subject to eligibility laid down by the UGC and if any by the university, Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade) shall move to the Pay Band of Rs. 37400-67000 with the AGP of Rs. 9000. They shall continue to be designated as Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade)

(iii) All Incumbents to the post of Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade) who have completed service of at least three years in the un-revised Pay Scale of Rs. 12000-18300 as on 1.1.2006 shall be eligible to be fixed in the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000.

(iv) All incumbents to the post of Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade) whose services in the un-revised Pay Scale of Rs. 12000-18300 fall short of three years which would have made them eligible to move to the higher Pay Band, shall be placed at an appropriate stage at the AGP of Rs. 8000 in the Pay Band of Rs. 15600-39100 till they complete the required service of three years as Deputy DPE/ ADPE (Selection Grade)/ College DPE (Selection Grade) in the un-revised Pay Scale.

(v) Pay of the directly recruited Deputy DPE shall be initially fixed with the AGP of Rs. 8000 in the Pay Band of Rs. 15600-39100, and after completing 3 years of service directly recruited Deputy DPE and equivalents shall move to Pay Band Rs. 37400-67000 with AGP of Rs. 9000.

(d) Director of Physical Education (University):

(i) Post of Director Physical Education in universities shall be in the Pay Band of Rs. 37400-67000 with AGP of Rs. 10000.

(ii) Post of Director Physical Education (University) shall continue to be filled through direct recruitment and the existing conditions of eligibility i.e. the minimum qualification number of years of relevant experience and other conditions prescribed by the UGC shall continue to be the eligibility for recruitment.

(iii) Pay of the incumbents shall be fixed at the appropriate stage in the Pay Band of Rs.

37400-67000 as per 'fixation formula' of the Government of India for 6th CPC.

7. Incentives for Ph. D./M.Phil and other higher qualification:

- (i) Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in the relevant discipline by a university following the process of registration, coursework and external evaluation as prescribed by the UGC.
- (ii) M.Phil degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.
- (iii) Those possessing Post Graduate degree in a professional course such as LL.M/M.Tech etc., recognised by the relevant Statutory Body/Council, shall also be entitled to 2 non-compounded advance increments at the entry level.
- (iv) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments if such Ph.D. is in the relevant discipline and has been awarded by a university complying with the process prescribed by the UGC for enrolment, course-work and evaluation etc.
- (v) However, teachers in service who have been awarded Ph.D. at the time of coming into force of this Scheme or having been enrolled for Ph.D. have already undergone course-work, if any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- (vi) In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- (vii) Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- (viii) Teachers who acquire M.Phil, degree or a post graduate degree in a professional course recognised by the relevant Statutory Body/Council, while in service, shall be entitled to one advance increment. If post graduate qualification in a particular subject is not a mandatory requirement at the entry level of recruitment, acquisition of such a qualification for in service candidates shall also entitle them to one advance increment.
- (ix) Five non-compounded advance increments shall be admissible to Assistant Librarian/ College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in library science.
- (x) Assistant Librarian / College Librarian and other Library personnel acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university

complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments.

(xi) However, persons in posts of Assistant Librarian/College Librarian or higher positions who have been awarded Ph.D. in library science at the time of coming into force of this Scheme or having been enrolled for Ph.D. in library science have already undergone course-work , if any, as well as evaluation , and only notification in regard to the award of Ph.D . is awaited, shall also be entitled to the award of three noncompounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.

(xii) in respect of every other case of persons in the posts of Assistant Librarian/ College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph .D, in respect of either course -work or evaluation or both, as the case may be.

(xiii) Assistant Librarian/ College Librarian and others in higher Library positions in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D, while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.

(xiv) Two non-compounded advance increments shall be admissible for Assistant Librarian/ College Librarian with M.Phil degree in Library Science at the entry level. Assistant Librarian/ College Librarian and those in higher positions acquiring MPhil degree in Library Science at any time during the course of their service, shall be entitled to one advance increment.

(xv) Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education/ College Director of Physical Education who are recruited at entry level with Ph.D. degree in the discipline of Physical Education from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Physical Education.

(xvi) Persons in posts of Assistant Director of Physical Education/ College DPE or higher positions acquiring the degree of Ph.D in the discipline of Physical Education, at any time while in service from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three noncompounded advance increments.

(xvii) However, persons in posts of Assistant Director of Physical Education/ College DPE or higher positions who have been awarded Ph.D. in Physical Education at the time of coming into force of this Scheme or having been enrolled for Ph.D. in Physical Education have already undergone course-work, if any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.

(xviii) In respect of every other case of persons in the posts of Assistant Director of Physical Education/ College DPE or higher positions who are already enrolled for Ph.D. in Physical Education shall avail the benefit of three non-compounded increments only if the university

awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D, in respect of either course-work or evaluation or both, as the case may be.

(xix) Assistant Director of Physical Education/ College DPE and others in higher Physical Education positions in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D, while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.

(xx) Two non-compounded advance increments shall be admissible for Assistant Director of Physical Education/ College DPE with M.Phil degree in Physical Education at the entry level. Assistant Director of Physical Education/ College DPE and those in higher positions acquiring MPhil degree in Physical Education at any time during the course of their service, shall be entitled to one advance increment.

(xxi) Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D./ M.Phil. at the entry level under the earlier scheme shall not be entitled to the benefit of advance increments under this Scheme.

(xxii) For posts at the entry level where no such advance increments were admissible for possessing Ph.D/ M.Phil. under the earlier scheme, the benefit of five advance increments for possessing Ph.D./ M.Phil. shall be available to only those appointments which have been made on or after the coming into force of this Scheme.

(xxiii) Teachers, Library and Physical Education cadres who have already availed the benefits of increments as per existing policy for acquiring Ph.D./M.Phil while in service, would not be entitled to benefits under this Scheme.

8. Other terms and conditions:

(a) Increments:

(i) Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage in the Pay Band.

(ii) Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.

(iii) The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing scheme of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs. 15600-39100 to the Pay Band of Rs. 37400-67000.

(iv) All issues relating to grant of advance increments to teachers engaged in engineering/ technical courses in the university system shall be subject to recommendations of the Committee separately constituted by the Central Government for pay review of teachers in technical education.

(b) Pay ` fixation formula':

The pay 'fixation formula' recommended by 6th Central Pay Commission as accepted by the Central Government shall be adopted for teachers and equivalent positions in the Library and Physical Education Cadres.

(c) Allowances:

(i) Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, area based Special Compensatory Allowance etc. as applicable to teachers and Library and Physical Education Cadres, shall be at par with those accepted by the Central Government for Central Government employees on the recommendations of 6th Central Pay Commission and shall be applicable from 1.09.2008.

(ii) For teachers and equivalent positions in Library and Physical Education cadres in UGC maintained universities/colleges and institutions deemed to be universities, the rates of allowances as applicable to Central Government Group 'A' employees shall be adopted.

(iii) Teachers and equivalent positions in Library and Physical Education cadres, in UGC maintained universities/colleges and institutions deemed to be universities, with visual, orthopedic hearing or other disabilities under the provisions of 'Persons with Disabilities (Protection of Rights, Equal Opportunities and Full Participation) Act, 1995' shall be entitled to twice the normal rate of transport allowance as accepted by the Central Government on the recommendations of 6th CPC for Central Government Employees with disabilities.

(d) Study Leave:

(i) University Grants Commission shall revise its guidelines in respect of granting study leave with pay for acquiring M. Phil etc. and Ph.D. in the relevant discipline while in service by relaxing the number of years to be put in after entry while keeping in mind the availability of vacant positions for teachers and other cadres in colleges and universities, so that a teacher and other cadres entering service without Ph.D. or M.Phil. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.

(e) Research Promotion Grant:

(i) University Grants Commission shall prescribe a scheme with appropriate guidelines for providing by way of appropriate 'start up grants' to teachers and other cadres taking up research in all disciplines including basic science research as recommended by 'Prof. M.M. Sharma Committee on Strengthening of Basic Science Research' and suitably adopted for research in social sciences/humanities and other disciplines by the UGC.

(f) Age of Superannuation:

(i) In order to meet the situation arising out of shortage of teachers in universities and other teaching institutions and the consequent vacant positions therein, the age of superannuation for teachers in Central Educational Institutions has already been enhanced to sixty five years,

vide the Department of Higher Education letter No.F.No.119/2006-U.II dated 23.3.2007, for those involved in class room teaching in order to attract eligible persons to the teaching career and to retain teachers in service for a longer period. Consequent on upward revision of the age of superannuation of teachers, the Central Government has already authorized the Central Universities, vide Department of Higher Education D.O. letter No.F.1-24/2006-Desk(U) dated 30.3.2007 to enhance the age of superannuation of Vice- Chancellors of Central Universities from 65 years to 70 years, subject to amendments in the respective statutes, with the approval of the competent authority (Visitor in the case of Central Universities).

(ii) Subject to availability of vacant positions and fitness, teachers shall also be reemployed on contract appointment beyond the age of sixty five years up to the age of seventy years. Re-employment beyond the age of superannuation shall, however, be done selectively, for a limited period of 3 years in the first instance and then for another further period of 2 years purely on the basis of merit, experience, area of specialization and peer group review and only against available vacant positions without affecting selection or promotion prospects of eligible teachers.

(ii) Whereas the enhancement of the age of superannuation for teachers engaged in class room teaching is intended to attract eligible persons to a career in teaching and to meet the shortage of teachers by retaining teachers in service for a longer period, and whereas there is no shortage in the categories of Librarians and Directors of Physical Education, the increase in the age of superannuation from the present sixty two years shall not be available to the categories of Librarians and Directors of Physical Education.

(g) Pension:

(i) For teachers and other cadres in UGC maintained institutions in receipt of pension, the Central Government rules for pension and gratuity as applicable to Central Government employees shall be applicable. Recommendations of Sixth Central Pay Commission in respect of pension for Central Government employees, including eligibility for full pension i.e. 50% of average pay or last pay drawn whichever is higher after 20 years of qualifying service, shall be adopted for only those teachers and other cadres who are already on pension in Central Universities/ colleges and other institutions deemed to be universities coming under the purview of the UGC

(ii) In view of the new pension scheme effective from 1.1.2004, no new cases of conversion to pension scheme shall be allowed.

(h) Family Pension:

(i) Family Pension facilities as approved by the Central Government in respect of Central Government Employees on the recommendations of Sixth CPC shall be available to teachers and other cadres in Central Universities and other UGC maintained institutions who are eligible for such Pension at present.

(i) Additional Quantum of Pension to senior pensioners:

(i) The facility of additional quantum of pension accepted by the Central Government on the recommendation of 6th CPC for senior pensioners of the Central Government shall be extended to persons who are or were in teaching and other cadres on attaining the age of eighty years if they are already in pension scheme in Central Universities and other UGC

maintained institutions.

(j) Gratuity and Encashment of Leave : Facilities of gratuity and encashment of leave accepted by the Central Government on the recommendation of 6th CPC for Central Government employees shall be extended to teachers and other cadres in Central Universities and other UGC maintained institutions.

(k) Ex-Gratia Compensation : Families of teachers and other cadres who die in performance of their bona fide duties shall be compensated in the same manner as similarly placed families of Central Government Employees.

(l) Provident Fund:

(i) In view of the present policy in regard to Contributory Provident Fund, the status quo shall continue.

(m) Consultancy Assignments:

(i) University Grants Commission shall work out a suitable model, for which the models of revenue sharing between institutions and consultant-teachers prevailing in the Indian Institutes of Technology, Indian Institutes of Management and other institutions may be taken into consideration.

(n) Anomalies of the last PRC:

(i) Anomalies and unimplemented recommendations of the last Pay Review Committee, if any, shall be examined by the University Grants Commission in Consultation with the Ministry of Human Resource Development.

(o) Other recommendations of PRC and UGC:

(i) Recommendations made by the Pay Review Committee and the UGC in regard to the various selection processes, service and working conditions, training/ refresher courses etc. shall be considered appropriately by University Grants Commission with the approval of the Central Government, wherever required, or under the Commission's Regulations in accordance with the provisions of the University Grants Commission Act.

(p) Applicability of the Scheme:

(i) This Scheme shall be applicable to teachers and other equivalent cadres of Library and Physical Education in all the Central Universities and Colleges there-under and the Institutions Deemed to be Universities whose maintenance expenditure is met by the UGC. The implementation of the revised scales shall be subject to the acceptance of all the conditions mentioned in this letter as well as Regulations to be framed by the UGC in this behalf. Universities implementing this Scheme shall be advised by the UGC to amend their relevant statutes and ordinances in line with the UGC Regulations within three months from the date of issue of this letter.

(ii) This Scheme does not extend to the cadres of Registrar, Finance Officer and Controller of Examinations for which a separate Scheme is being issued separately.

(iii) This Scheme does not extend to the Accompanists, Coaches, Tutors and Demonstrators. Pay and Grade Pay of the said categories of employees shall be fixed in the appropriate Pay Bands relative to their existing Pay in each university/ institution corresponding to such fixation in respect of Central Government employees as approved by the Central Government on the basis of the recommendations of 6th Central Pay Commission.

(iv) This Scheme does not extend to the posts of professionals like System Analysts, Senior Analysts, Research Officers etc. who shall be treated at par with similarly qualified personnel in research/ scientific organizations of the Central Government.

(v) This Scheme may be extended to universities, Colleges and other higher educational institutions coming under the purview of State legislatures, provided State Governments wish to adopt and implement the Scheme subject to the following terms and conditions:

(a) Financial assistance from the Central Government to State Governments opting to revise pay scales of teachers and other equivalent cadre covered under the Scheme shall be limited to the extent of 80% (eighty percent) of the additional expenditure involved in the implementation of the revision.

(b) The State Government opting for revision of pay shall meet the remaining 20% (twenty percent) of the additional expenditure from its own sources.

(c) Financial assistance referred to in sub-clause (a) above shall be provided for the period from 1.01.2006 to 31.03.2010.

(d) The entire liability on account of revision of pay scales etc. of university and college teachers shall be taken over by the State Government opting for revision of pay scales with effect from 1.04.2010.

(e) Financial assistance from the Central Government shall be restricted to revision of pay scales in respect of only those posts which were in existence and had been filled up as on 1.01.2006.

(f) State Governments, taking into consideration other local conditions, may also decide in their discretion, to introduce scales of pay higher than those mentioned in this Scheme, and may give effect to the revised bands/ scales of pay from a date on or after 1.01.2006; however, in such cases, the details of modifications proposed shall be furnished to the Central Government and Central assistance shall be restricted to the Pay Bands as approved by the Central Government and not to any higher scale of pay fixed by the State Government(s).

(g) Payment of Central assistance for implementing this Scheme is also subject to the condition that the entire Scheme of revision of pay scales, together with all the conditions to be laid down by the UGC by way of Regulations and other guidelines shall be implemented by State Governments and Universities and Colleges coming under their jurisdiction as a composite scheme without any modification except in regard to the date of implementation and scales of pay mentioned herein above.

9. Date of implementation of revised pay and allowance and payment of arrears:

(i) The revised Pay and revised rates of Dearness Allowance under this Scheme shall be effective from 1.01.2006. The revised rates of all other applicable allowances such as House Rent Allowance, Transport Allowance, Children Education Allowance etc. and the non-

compounded advance increments shall take effect from 1.09.2008.

(ii) Payment of arrears up to 40% of the total arrears shall be made during the current financial year i.e. 2008-09, after deduction of admissible income tax.

(iii) An undertaking shall be taken from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay in the revised Pay Bands or grant of inappropriate Pay Band/ Academic Grade Pay or any other excess payment made shall be adjusted against the future payments due or otherwise to the beneficiary in the same manner as provided in this Ministry's O.M. No. F.23-7/2008IFD dated 23.10.2008., read with Ministry of Finance (Department of Expenditure) O.M.No.F.1-1/2008-IC dated 30.8.2008.

10. The revised Pay in the relevant Pay Band and the Academic Grade Pay together with the applicable allowances including arrears of salary as mentioned above shall be paid to all eligible beneficiaries under this Scheme pending issue of Regulations by the UGC.

11. This Scheme is subject to the guidelines issued by the Ministry of Finance (Department of Expenditure) vide OM No. 7-23/2008-E.III dated 30.09.2008.

12. Anomalies, if any, in the implementation of this Scheme may be brought to the notice of the Department of Higher Education, Ministry of Human Resource Development, for clarification/decision of the Central Government.

Yours faithfully,

(R.Chakravarty)
Deputy Secretary to the Government of India

Copy to: 1. Vice Chancellors of all Central Universities/ Institutions Deemed to be Universities fully funded by the Central Government.

2. Principal Secretary to Prime Minister, South Block, Central Secretariat, New Delhi 3. Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi

4. Secretary, Department of Expenditure, North Block, New Delhi

5. Secretary, Department of Personnel & Training, North Block, New Delhi

6. Secretary, Department of Agriculture Research and Education, Krishi Bhavan, New Delhi.

7. Secretary , Ministry of Health and Family Welfare (Medical Education) , Nirman Bhavan, New Delhi.

8. Member Secretary , All India Council for Technical Education , New Delhi

9. Chief Secretaries of all State Governments.

10. Web Master , Ministry of Human Resource Development for publication on the website of the Ministry , hosted by the National Informatics Centre.

(R.Chakravarty) Deputy Secretary to the Government of India

APPENDIX II

No.F.3-1/2009-U.I
Government of India
Ministry of Human Resource Development
(Department of Higher Education)

New Delhi, the 4th June, 2009

To

The Secretary,
University Grants Commission,
Bahadur Shah Zafar Marg,
New Delhi 110002.

(Kind Attn: Dr. R.K. Chauhan, Secretary)

Subject: Scheme of revision of pay of teachers and equivalent cadres in universities and colleges and as also for the posts of Registrar, Deputy Registrar, etc.

Sir,

I am directed to invite your attention to this Ministry's letter No.1-32/2006-U.II/U.I (i) and No.1-32/2006-U.II/U/I (ii), dated the 31st December, 2008 as also your D.O. letter No. F.1-2/2009 (EC) dated the 27th January, 2009, on the above subject and to forward herewith authenticated Fitment Tables (Table No. 1 to 9) for fixation of pay of the existing incumbents, who were in position as on 1.1.2006, in various categories of posts as indicated the Tables, for appropriate action at your end.

Your faithfully,

(R. Chakravary)
Duputy Secretary to the Government of India

TABLE -1

- I) Incumbent Assistant Professor
(ii) Incumbent Assistant Librarian / College Librarian
(iii) Incumbent Asst. Director of Phy. Edu./ College Director of Physical Education

Pre-revised scale Rs. 8000-275-13500 (Group A entry)		Revised Pay Band + AGP Rs. 15600-39100+AGP 6000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
8000	15600	6000	21600
8275	15600	6000	21600
8550	15910	6000	21910
8825	16420	6000	22420
9100	16930	6000	22930
9375	17440	6000	23440
9650	17950	6000	23950
9925	18470	6000	24470
10200	18980	6000	24980
10475	19490	6000	25490
10750	20000	6000	26000
11025	20510	6000	26510
11300	21020	6000	27020
11575	21530	6000	27530
11850	22050	6000	28050
12125	22560	6000	28560
12400	23070	6000	29070
12675	23580	6000	29580
12950	24090	6000	30090
13225	24600	6000	30600
13500	25110	6000	31110
13775	25630	6000	31630
14050	26140	6000	32140
14325	26650	6000	32650

TABLE -2

- (I) Incumbent Assistant Professor [Formerly Lecturer (Sr. Scale)
(ii) Incumbent Assistant Librarian (Sr. Scale)/ College Librarian (Sr. Scale)
(iii) Incumbent Asst. Director of Physical Edu. (Sr. Scale)/ College DPE (Sr. Scale)

Pre-revised scale Rs. 10000-325-15200		Revised Pay Band + AGP Rs. 15600-39100+AGP 7000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic pay
10000	18600	7000	25600
10325	19210	7000	26210
10650	19810	7000	26810
10975	20420	7000	27420
11300	21020	7000	28020
11625	21630	7000	28630
11950	22230	7000	29230
12275	22840	7000	29840
12600	23440	7000	30440
12925	24050	7000	31050
13250	24650	7000	31650
13575	25250	7000	32250
13900	25860	7000	32860
14225	26460	7000	33460
14550	27070	7000	34070
14875	27670	7000	34670
15200	28280	7000	35280
15525	28880	7000	35880
15850	29490	7000	36490
16175	30090	7000	37090

- (I) Incumbent Readers and Lecturers (SG) with less than 3 years of Service
(ii) Incumbent Dy. Librarian / Asst. Librarian (SG) College Librarian (SG) with less than 3 years of Service
(iii) Incumbent Dy. DPE / Asst. DPE (SG)/ College DPE (SG) with less than 3 years of Service

Pre-revised scale Rs. 12000-420-18300		Revised Pay Band + AGP Rs. 15600-39100+AGP 8000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic pay
12000	22320	8000	30320
12420	23110	8000	31110
12840	23890	8000	31890
13260	24670	8000	32670
13680	25450	8000	33450
14100	26230	8000	34230
14520	27010	8000	35010
14940	27790	8000	35790
15360	28570	8000	36570
15780	29360	8000	37360
16200	30140	8000	38140
16620	30920	8000	38920
17040	31700	8000	39700
17460	32480	8000	40480
17880	33260	8000	41260
18300	34040	8000	42040
18720	34820	8000	42820
19140	35610	8000	43610
19560	36390	8000	44390

- (I) Incumbent Readers and Lecturers (SG) with 3 years of Service
(ii) Incumbent Dy. Librarian / Asst. Librarian (SG) College Librarian (SG) with 3 years of Service
(iii) Incumbent Dy. DPE / Asst. DPE (SG) / College DPE (SG) with 3 years of Service

Pre-revised scale Rs. 12000-420-18300		Revised Pay Band + AGP Rs. 37400-67000+AGP 9000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic pay
13260	37400	9000	46400
13680	37400	9000	46400
14100	37400	9000	46400
14520	37400	9000	46400
14940	38530	9000	47530
15360	38530	9000	47530
15780	39690	9000	48690
16200	39690	9000	48690
16620	40890	9000	49890
17040	40890	9000	49890
17460	42120	9000	51120
17880	42120	9000	51120
18300	43390	9000	52390
18720	43390	9000	52390
19140	44700	9000	53700
19560	44700	9000	53700

- (i) Incumbent Professor in Colleges and Universities
- (ii) Incumbent Principals of PG Colleges
- (iii) Incumbent Librarian (University)
- iv) Incumbent Director of Physical Edu. (University)

Pre-revised scale Rs. 16400-450-20900-500-22400 (S27 and S29)		Revised Pay Band + AGP Rs. 37400-67000+AGP 10000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic pay
16400	40890	10000	50890
16850	40890	10000	50890
17300	42120	10000	52120
17750	42120	10000	52120
18200	43390	10000	53390
18650	43390	10000	53390
19100	44700	10000	54700
19550	44700	10000	54700
20000	46050	10000	56050
20450	46050	10000	56050
20900	47440	10000	57440
21400	47440	10000	57440
21900	48870	10000	58870
22400	48870	10000	58870
22900	50340	10000	60340
23400	50340	10000	60340
23900	51860	10000	61860

Incumbent Principals of UG Colleges

Pre-revised scale Rs. 12000-420-18300 (minimum to be fixed at Rs. 12840)		Revised Pay Band + AGP Rs. 37400-67000 + AGP 10000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic pay
12840	37400	10000	47400
13260	37400	10000	47400
13680	37400	10000	47400
14100	37400	10000	47400
14520	37400	10000	47400
14940	38530	10000	48530
15360	38530	10000	48530
15780	39690	10000	49690
16200	39690	10000	49690
16620	40890	10000	50890
17040	40890	10000	50890
17460	42120	10000	52120
17880	42120	10000	52120
18300	43390	10000	53390
18720	43390	10000	53390
19140	44700	10000	54700
19560	44700	10000	54700

TABLE - 7

Incumbent Registrars in Universities and Deemed to be Universities fully funded by the Central Government

Pre-revised scale Rs. 16400 - 450 -20900 -500 -22400 (S27 and S29)		Revised Pay Band + GP Rs. 37400-67000 + GP 10000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic pay
16400	40890	10000	50890
16850	40890	10000	50890
17300	42120	10000	52120
17750	42120	10000	52120
18200	43390	10000	53390
18650	43390	10000	53390
19100	44700	10000	54700
19550	44700	10000	54700
20000	46050	10000	56050
20450	46050	10000	56050
20900	47440	10000	57440
21400	47440	10000	57440
21900	48870	10000	58870
22400	48870	10000	58870
22900	50340	10000	60340
23400	50340	10000	60340
23900	51860	10000	61860

(i) Incumbent Dy. Registrar / Dy. Finance Officer/ Dy. Controller of Examination with less than 5 years of Services Universities and Deemed to be Universities fully funded by the Central Government

Pre-revised scale Rs. 12000-420-18300		Revised Pay Band + GP Rs. 15600 - 39100 + GP 7600	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic pay
12000	22320	7600	29920
12420	23110	7600	30710
12840	23890	7600	31490
13260	24670	7600	32270
13680	25450	7600	33050
14100	26230	7600	33830
14520	27010	7600	34610
14940	27790	7600	35390
15360	28570	7600	36170
15780	29360	7600	36960
16200	30140	7600	37740
16620	30920	7600	38520
17040	31700	7600	39300
17460	32480	7600	40080
17880	33260	7600	40860
18300	34040	7600	41640
18720	34820	7600	42420
19140	35610	7600	43210
19560	36390	7600	43990

- (i) Incumbent Dy. Registrar / Dy. Finance Officer/ Dy. Controller of Examination with 5 years of Service in Universities and Deemed to be Universities fully funded by the Central Government

Pre-revised scale Rs. 12000-420-18300		Revised Pay Band + GP Rs. 37400 - 67000 + GP 8700	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic pay
14100	37400	8700	46100
14520	37400	8700	46100
14940	38530	8700	47230
15360	38530	8700	47230
15780	39690	8700	48390
16200	39690	8700	48390
16620	40890	8700	49590
17040	40890	8700	49590
17460	42120	8700	50820
17880	42120	8700	50820
18300	43390	8700	52090
18720	43390	8700	52090
19140	44700	8700	53400
19560	44700	8700	53400

APPENDIX – III TABLE – I

**PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND
CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS.**

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

Universities will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S. No.	Nature of Activity	Maximum Score
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated ^a	50
2	Lectures or other teaching duties in excess of the UGC norms	10
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25
	Total Score	125
	Minimum API Score Required	75

Note: ^a: Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80 %, for 1 and 5 above, below which no scores may be assigned in these sub-categories.

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Brief Explanation: Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S. No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Minimum API Score Required	15

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S No.	APIs	Engineering/Agriculture/ Veterinary Science/Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/Management	Max. points for University and college teacher position
III A	Research Papers published in:	Refereed Journals *	Refereed Journals*	15 / publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories	5 / Chapter
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project
III (C) (ii)	Consultancy Projects	Amount mobilized with	Amount mobilized with	10 per every

	carried out / ongoing	minimum of Rs.10.00 lakh	minimum of Rs. 2.0 lakhs	Rs.10.0 lakhs and Rs.2.0 lakhs, respectively
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International level,
III (D)	RESEARCH GUIDANCE			
III (D) (i)	M.Phil.	Degree awarded only	Degree awarded only	3 /each candidate
III (D) (ii)	Ph.D	Degree awarded	Degree awarded	10 /each candidate
		Thesis submitted	Thesis submitted	7 /each candidate
III(E)	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS			
III(E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/each
		(b) One week duration	(b) One week duration	10/each
III(E) (ii)	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
		a) International conference	a) International conference	10 each
		b) National	b) National	7.5 / each
		c) Regional/State level	c) Regional/State level	5 /each
		d) Local –University/College level	d) Local –University/College level	3 / each
III(E) (iv)	Invited lectures or presentations for conferences/ / symposia	(a) International	(a) International	10 /each
		(b) National level	(b) National level	5

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Notes.

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

APPENDIX – III TABLE – II (A)
**MINIMUM APIS AS PROVIDED IN APPENDIX – III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER
 ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHTAGES FOR EXPERT ASSESSMENT**

		Assistant Professor/ equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities (category I)	75/Year	75/year	75/year	75/year	75/year
II	Co-curricular, Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) –	10/Year (40/assessment period)	20/Year (100/assessment Period)	30/Year (90/assessment period)	40/Year (120/assessment period)	50/Year (500/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Contribution to Research 50% - Assessment of domain knowledge and teaching practices. 20 % - Interview performance	50% - Contribution to Research. 30 % - Assessment of domain knowledge and teaching practices. 20 % - Interview performance	50% - research. 50 % - Performance evaluation and other credential by referral procedure

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively

APPENDIX – III TABLE – II (B)

MINIMUM POINT NORMS OF THE APIS AS PROVIDED IN TABLE I AND WEIGHTAGES FOR EXPERT ASSESSMENT TO BE APPLIED FOR THE PROMOTION OF TEACHERS, IN COLLEGES (UG AND PG) UNDER CAREER ADVANCEMENT SCHEME (CAS)

		Assistant Professor/ equivalent cadres Stage 1 to Stage 2:	Assistant Professor/ equivalent cadres: Stage 2 to Stage 3	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadre (Stage 4)	Associate Professor to Professor Promotion in Colleges (Stage 5) as per assigned posts
I	Teaching-learning, Evaluation Related Activities (Category – I)	75/Year	75/Year	75/year	75/year
II	Co-curricular, Extension and Profession related activities (Category – II)	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III)	5/Year (20/assessment period)	10/Year (50/assessment period)	15/Year (45/assessment period)	20/Year (60/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	20% - Contribution to Research 60% - Assessment of domain knowledge and teaching practices. 20 % - Interview performance	30% - Contribution to Research. 50% - Assessment of domain knowledge and teaching practices. 20 % - Interview performance

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

Explanatory note for Tables II (a) and II (b)

1. All universities / colleges will set up verifiable systems for the API related information required in these tables within THREE months of notification of these regulations. They will have to be documented and collated annually by the Internal Quality Assessment cells (IQACs) of the universities / colleges for follow up by the universities / college authorities. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.
2. However, in order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these regulations from 31-12-2008 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out.
3. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in universities / colleges for one year only with the minimum average scores as depicted in Table II (a) and II (b) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2010, one year API scores for 2009-10 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2011, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
4. As shown in Table II, the aggregate minimum API score required (given in row III) can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II also for the differing nature of contributions possible in different institutional settings
5. For Category III (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together. In the case of promotion to Professor, the publication requirement shall be met over the two previous stages.
6. Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Tables I and II, by submitting an application and the required proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible, can also apply at a later date.
7. If however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV of Tables II(A) and II (B) or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.
8. (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.
 (b) If however, the candidate finds that she / he fulfills the eligibility conditions at a late date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application
 (c) If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her / his promotion will be deemed to be from the later date.

APPENDIX – III TABLE – II(c)

Minimum Scores for APIs for direct recruitment of teachers in university departments/Colleges, Librarian/Physical Education cadres in Universities/Colleges, and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.

	Assistant Professor/ equivalent cadres (Stage 1)	Associate Professor/ equivalent cadres (Stage 4)	Professor/equivalent cadres (Stage 5)
Minimum API Scores	Minimum Qualification as stipulated in these regulations	Consolidated API score requirement of 300 points from category III of APIs	Consolidated API score requirement of 400 points from category III of APIs
Selection Committee criteria / weightages (Total Weightages = 100)	a) Academic Record and Research Performance (50%) b) Assessment of Domain Knowledge and Teaching Skills (30%) c) Interview performance (20%)	a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%). c) Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview performance: (20%)	e) Academic Background (20%) f) Research performance based on API score and quality of publications (40%). g) Assessment of Domain Knowledge and Teaching Skills (20%) Interview performance: (20%)

Note: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 4 and 5 correspond to scales with AGP of Rs. 6000, 9000 and 10000 respectively

APPENDIX-III - TABLE: III
MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS
IN UNIVERSITIES AND COLLEGES

S. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. <u>or</u> five years of service who are with M.Phil/PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., <u>or</u> six years of service who are without Ph.D/M.Phil/PG Degree in Professional Courses	<ul style="list-style-type: none"> (i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III. (ii) One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	<ul style="list-style-type: none"> (i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. (iii) Screening cum Verification process for recommending promotion.

3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	<p>I. Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III.</p> <p>II. At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M. Phil. holders and an exemption of two publications will be given to Ph. D. holders..</p> <p>III. One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.</p> <p>IV. A selection committee process as stipulated in this regulation and in Tables II(A) and II(B) of Appendix III.</p>
4.	Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<p>(i) Minimum yearly /cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>(iii) A selection committee process as stipulated in this regulation and in Tables II(A) and II(B) of Appendix III.</p>
5.	Professor (Stage 5) to Professor (Stage 6) .	Professor with ten years of completed service (universities only)	<p>(i) Minimum yearly /cumulative API scores for the assessment period as per the norms provided in Table II(A) of Appendix III</p> <p>(ii) Additional credentials are to be evidenced by: (a) post-doctoral research outputs of high standard; (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt., LL.B., etc.,</p> <p>(iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II(A) and II(b) of Appendix III.</p>

* For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the requirement of publications may be adjusted pro rata. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

Note: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively

APPENDIX – III: TABLE – IV

ACADEMIC PERFORMANCE INDICATORS (APIs) AND PROPOSED SCORES DEVELOPED BY THE UGC FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / DIRECTOR/ DEPUTY DIRECTOR/ ASSISTANT DIRECTOR OF PHYSICAL EDUCATION/ COLLEGE DIRECTOR OF PHYSICAL EDUCATION

CATEGORY I: TEACHING, TRAINING, COACHING, SPORTSPERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES

S. No.	Nature of Activity	Maximum Score
CATEGORY -I		
1	<p>Management of Physical Education and Sports Programme for students (Planning, executing and evaluating the policies in Physical Education and Sports) (20 Points)</p> <p>Lecture cum practice based athlete / sports classes, seminars undertaken as percentage of allotted hours (20 Points)</p>	40
2	Extending services, sports facilities and training on holidays to the institutions and organisations	10
3	<p>Organizing and conducting sports and games competitions at the International /National/ State/ Inter University/Inter Zonal Levels (25 Points)</p> <p>Organizing and conducting coaching camps / sports person development / training programmes (15 Points)</p>	40
4	<p>Up gradation of scientific and technological knowledge in Physical Education and Sports (5 Points)</p> <p>Identifying sports talents and Mentoring sports excellence among students (10 Points)</p>	20
5	Development and maintenance of play fields, purchase and maintenance of the other sports facilities	15
	Total Score	125
	Minimum API Score Required	75

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

S. No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such Cultural exchange and Sports Programmes (Various level of extramurals and intramural programmes); extension work through NSS/NCC and other channels,	20
2	Contribution to Corporate life and management of the sports units and institution through participation in sports and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, camps and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
Minimum API Score Required		15

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

S.No.	APIs	Faculties of Physical education	Max. points for University and college teacher position
III(a)	Research Publication (Journals)	Refereed Journals*	15/ Publication
		Non-referred but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		Full papers in Conference proceedings, etc.* (Abstracts not to be included)	10 / publication
III(b)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers **	50 /sole author 10 / chapter in an edited book
		Text or Reference Books Published by National/ Central/ State Government/ Societies **	25/sole author, 5/chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers **	15/ sole author, 3/ chapter in edited books

	Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories **	5 / Chapter
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*For Joint Research papers, the First/Principal author will share 60%, while the rest joint authors will share the 40% of API scores

** Scores (50/25/10/03 whatever the case may be) to be shared equally by all authors

III(C)	RESEARCH PROJECT		
III (C) (i)	Sponsored Projects carried out/ ongoing	Major Projects/Events amount mobilized with grants above 5.0 lakhs	20 each Project
		Major Projects /Events Amount mobilized with minimum of Rs. 4.00 lakhs up to Rs. 5.00 lakhs	15 each major project
		Minor projects from central / state funding agencies with grants below 4.00 lakhs	10 each minor Project
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.1.0 lakh	10 per every Rs.5.0 lakhs 2 per every Rs.1.0 lakhs
III (C) (iii)	Completed projects : Quality Evaluation	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project
III (C) (iv)	Projects Outcome / Outputs	Policy document of Govt. Bodies at Central and State level	30 / each output or outcome for National patents etc/50 /each for International patents.
III (D)	RESEARCH GUIDANCE		
III (D)(i)	M.Phil.	Degree awarded only	3 /each candidate
III (D) (ii)	Ph.D	Degree awarded	10 /each candidate
		Thesis submitted	7 /each candidate
III(E)	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS		
III(E)(i)	Research Methodology/ Training/Coaching	Research methodology /Training/ Coaching programme (not less than three weeks)/workshops of not less than one week.	20

	Workshops		
III(E)(ii)	Papers in Conferences/ Seminars/ workshops etc	Participation and Presentation of research papers (oral/poster) in:	
		a) International conference	10 / each
		b) National	7.5 / each
		c) Regional/State level	5 /each
		d) Local – University/College level	3 / each
III(E) (iv)	Invitations for conferences/seminars/ workshops/ symposia to deliver lectures/chair sessions	(a) International	10 /each
		(b) National	7.5 /each
		(c) State level/Regional	5 /each
		(d) University/College level Endowment lectures	5 /each

APPENDIX – III TABLE – V (a)

**MINIMUM NORMS OF APIS AS PROVIDED IN APPENDIX – III TABLE: IV TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS)
PROMOTION OF UNIVERSITY DIRECTOR / DEPUTY DIRECTOR / ASSISTANT DIRECTOR OF PHYSICAL EDUCATION, AND WEIGHTAGES FOR
EXPERT ASSESSMENT IN SELECTION COMMITTEES.**

		Assistant Director of Physical Education (Stage 1 to Stage 2 (Senior Scale)	Assistant Director of Physical Education (Senior Scale) (Stage 2) to Deputy Director of Physical Education / Assistant Director Physical Education (Selection Grade) (Stage 3)	Deputy Director Physical Education / Assistant Director Physical Education (Selection Grade), Stage 3 to Stage 4	Deputy Director Physical Education / Assistant Director Physical Education (Selection Grade), (Stage 4) to Director of Physical Education (Stage 5) (university only)
I	Teaching, training coaching, sports person development and sports management activities (Category – I)	75/Year	75/Year	75/year	75/year
II	Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year
III	Minimum total average API annual score under Categories I and II*	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contributions (Category III) – Minimum Annual score required – to be assessed cumulatively	10/Year (40/assessment period)	20/Year (100/assessment Period)	30/Year (90/assessment period)	40/Year (120/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Research evaluation 50% - Assessment of domain knowledge and skills in sports 20 % - Interview performance	50% - Research evaluation. 30 % - Assessment of domain knowledge contribution and organisation track record with vision plan. 20 % - Interview performance

*** Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II**

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales as provided, and AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

APPENDIX – III TABLE – V (b)

MINIMUM APIS AS PROVIDED IN APPENDIX – III TABLE: IV TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF COLLEGE DIRECTOR OF PHYSICAL EDUCATION (SENIOR SCALE) / COLLEGE DIRECTOR OF PHYSICAL EDUCATION (SELECTION GRADE), AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES.

S. No	Categories of Criteria	Minimum Average, yearly or cumulative, API score required during the assessment period of each level as evaluated under the Performance Based Appraisal System (PBAS) with weightages for Expert Assessment		
		College Director of Physical Education to College Director of Physical Education (Senior Scale) (Stage 1 to Stage 2)	College Director of Physical Education Senior Scale to Selection Grade (Stage 2 to Stage 3).	College Director of Physical Education (Selection Grade) (Stage 3 to Stage 4).
I	Teaching-learning, Evaluation Related Activities (Category – I)	75/Year	75/Year	75/year
II	Co-curricular, Extension and Profession related activities (Category – II)	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required- to assessed cumulatively	5/Year (20/assessment period)	10/Year (50/assessment period)	15/Year (45/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Research evaluation 50% - Assessment of domain knowledge and skills in sports. 20 % - Interview performance

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For colleges in which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3 and 4 correspond to scales as provided, and AGP of Rs. 6000, 7000, 8000 and 9000 respectively

APPENDIX – III TABLE – V(c)

**MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF PHYSICAL EDUCATION PERSONNEL IN UNIVERSITY
DEPARTMENTS/COLLEGES**

(TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THIS UGC REGULATION)

S. No. of category	Minimum Norm / Criteria	Assistant Director of Physical Education/College Director of Physical Education (Entry Stage – Stage 1)	Deputy Director of Physical Education in university (Stage 4)	Director of Physical Education in university (Stage 5)
I	API score (Research and Academic Contribution – Category III)	----	Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
II	Selection Committee (Total weightage = 100)	d) Track Record of championship won (30%) e) Sports and athletic skills (40%) f) Interview performance (30%)	h) Research papers (3 nos) evaluation: (40%) i) Organisational skills / Plans of sports: (30%) j) Interview performance: (30%)	a) Research papers (5 nos) evaluation: (50%) b) Organisational track vision plan: (25%) c) Interview performance: (25%)

Note: For universities/colleges in which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 4 and 5 correspond to scales as provided, and AGP of Rs. 6000, 9000 and 10000 respectively

APPENDIX-III. TABLE: VI

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF PHYSICAL EDUCATION CADRES IN UNIVERSITIES AND COLLEGES

S. No.	Promotion of Physical Education Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant DPE/ College DPE to Assistant DPE (Senior Scale) / College DPE (Senior Scale) (Stage 1 to Stage 2)	Assistant DPE / College DPE completed four years of service in Stage 1 with Ph.D. <u>or</u> five years of service who are with M.Phil. <u>or</u> six years of service who are without Ph.D/M.Phil	<ul style="list-style-type: none"> (iv) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table V(a) of Appendix III for university DPEs cadres in Universities and in Table V(b) of Appendix III for cadres in Colleges. (v) One Orientation and one Refresher Course of 3/4 weeks duration. (vi) No separate interview points for the Screening cum Evaluation process of recommending promotion.
2.	Assistant DPE (senior scale) / College DPE (senior scale) to Deputy DPE / Assistant DPE (selection grade) / College DPE(selection grade) (Stage 2 to Stage 3)	Assistant DPE (senior scale) / College DPE (senior scale) with completed service of five years in Stage 2	<ul style="list-style-type: none"> (iv) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table V(a) of Appendix III for university DPEs cadres in Universities and in Table V(b) of Appendix III for DPEs cadres in Colleges. (v) Additionally, two refresher courses of 3-4 weeks duration to have been undergone during the assessment period. (vi) No separate interview points for the Screening cum Evaluation process of recommending promotion.
3.	Deputy DPE / Assistant DPE (Selection Grade) / College DPE (Selection Grade) to Deputy DPE/ Assistant DPE (Selection Grade) / College DPE (Selection Grade) (Stage 3 to Stage 4).	Deputy DPE / Assistant DPE (Selection Grade) / College DPE (Selection Grade) with three years of completed service in Stage 3.	<ul style="list-style-type: none"> (i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table V(a) of Appendix III for university DPEs cadres in Universities and in Table V(b) of Appendix III for cadres in Colleges. (ii) Minimum three publications over twelve years. For promotion in Colleges an exemption of one publication for M. Phil. holders and exemption of two publications for Ph. D. holders. (iii) Evidence of having produced teams / athletes. (iv) A selection committee process as stipulated in this regulation and in Table V(a) of Appendix III for the university DPE cadres in universities and in Table V(b) of Appendix III for cadres in colleges.
4.	University DPE (Stage 5) (For universities only)	Deputy DPE in universities with three years of completed service in Stage 4.	<ul style="list-style-type: none"> (iv) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table V(a) of Appendix III for DPEs in university. These may be achieved over two assessment periods, if required. (v) A minimum of five publications over two assessment periods (six years). (vi) Evidence of having produced teams / athletes. (vii) A selection committee process as stipulated in this regulation and in Table V(a) of Appendix III for DPEs in the university.

Note: The explanatory note provided for Tables IIA and IIB for CAS for teachers is also applicable for the Physical Education cadres as per the API score specified for this cadre.

Note: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

APPENDIX 52 III: TABLE –VII

ACADEMIC PERFORMANCE INDICATORS (APIs) AND PROPOSED SCORES DEVELOPED BY UGC FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR DIRECT APPOINTMENT/CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS APPLICABLE TO LIBRARIAN, (UNIVERSITY) DEPUTY LIBRARIAN AND ASSTT. LIBRARIAN /COLLEGE LIBRARIAN.

Category – I : Procurement, organisation, and delivery of knowledge and information through Library services

S.No	Nature of Activity	Maximum Score
1.	Library resources organisation and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	40
2.	ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management.	30
3.	Development, organisation and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc.	25
4	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.	20
5.	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	10
Total Score		125
Minimum API score required		75

Category- II – CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

S. No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels,	20
2	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Minimum API Score Required	15

Category – III – Research and academic contributions

S No.	APIs	Activity	Maximum Point
III A	Research Papers published in:	Refereed Journals	15 / publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / publication
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 / chapter in an edited book

		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter
III (C)			
III (C) (i)	Sponsored Projects carried out/ ongoing	(d) Major Projects amount mobilized with grants above 30.0 lakhs	20 /each Project
		(e) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	15 /each Project
		(f) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5.0 lakh)	10/each Project
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	20 /each major project and 10 / each minor project
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	30 / each national level output or patent /50 /each for International level,
III (D)			
III (D) (i)	M.Phil.	Degree awarded only	3 /each candidate
III (D) (ii)	Ph.D	Degree awarded	10 /each

			candidate
		Thesis submitted	7 /each candidate
III(E)			
III(E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	Not less than two weeks duration	20/each
		One week duration	10/each
III(E) (ii)	Papers in Conferences/ Seminars/ workshops etc. *	Participation and Presentation of research papers (oral/poster) in	
		International conference	Each
		b) National	/ each
		c) Regional/State level	/each
		Local –University/College level	3 / each
III(E) (iv)	Invited lectures or presentations for conferences/ / symposia	International	10 /each
		National level	5

* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Notes.

1. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

APPENDIX – III TABLE – VIII (a)

Minimum APIs as provided in Appendix III Table VII to be applied for the Promotion of Library staff of universities and Weightages for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)

		Assistant Librarian to Assistant Librarian (senior scale) (Stage 1 to Stage 2)	Deputy Librarian / Assistant Librarian (Selection Grade) (Stage 2 to Stage 3)	Deputy Librarian/ Assistant Librarian (selection Grade) (Stage 3 to Stage 4)	Librarian (university only) (Stage 4 to Stage 5)
I	Procurement, organisation and delivery of knowledge and information thro' library services (category I)	75/Year	75/Year	75/year	75/year
II	Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required – to be assessed cumulatively	10/Year (40/assessment period)	20/Year (100/assessment period)	30/Year (90/assessment period)	40/Year (120/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50))	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organisational skills 20 % - Interview performance	50% Library publication work 30% Assessment of innovative Library service and organisation of digital library services 20% Interview performance

* Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales as given with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

APPENDIX – III TABLE – VIII (b)

Minimum Weightage Points (WP) norms of the APIs as provided in Appendix III Table VII to be applied for the Promotion of Library staff of Colleges and Weightages for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)

		College Librarian (Stage 1) College Librarian (senior scale) (Stage 2)	College Librarian (senior scale) (Stage 2) to College Librarian (Selection Grade) (Stage 3)	College Librarian (selection Grade) (Stage 3 to Stage 4)
I	Procurement, organisation and delivery of knowledge and information thro' library services (category I)	75/Year	75/Year	75/year
II	Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required – to be assessed cumulatively	5/Year (40/assessment period)	10/Year (100/assessment period)	15/Year (90/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Percentage of Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organisational skills 20 % - Interview performance

* Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3 and 4 correspond to scales as provided with AGP of Rs. 6000, 7000, 8000 and 9000 respectively

APPENDIX – III: TABLE – VIII(c)

MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF LIBRARIAN POSITIONS IN UNIVERSITY DEPARTMENTS/COLLEGES

(TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THIS UGC REGULATION)

S. No. of category	Minimum Criteria	Norm /	Assistant University Librarian / College Librarian (Stage 1)	Deputy Librarian in universities (Stage 4)	Librarian (university only) (Stage 5)
I	API score (Research and Academic Contribution – Category III)		----	Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
II	Selection Committee criteria/weightages (Total weightage = 100)		a). Teaching / compute and communication skills by a Lecture demonstration (30%) b). Record of Library management skills (20%) c). Interview performance (50%)	a). Library related Research / Theme papers (3 Nos) Evaluation: (50%) b). Library automation skills and Organisational Plans (20%) c). Interview performance (30%)	a) Library Research papers (Five) evaluation (60%) b) organisational track record of innovation library service and vision plan (20%) c) Interview performance (20 %)

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 4, 5 and 5 correspond to scales as given and AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively

APPENDIX – III: TABLE - IX

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN UNIVERSITIES AND COLLEGES

S. No	Promotion of Librarian cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant University Librarian / College Librarian to Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant University Librarian / College Librarian (Stage 1) completed four years of service with Ph. D. or five years of service who are with M. Phil or six years of service who are without Ph. D./M.Phil.	<p>(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII (a) of Appendix III for Librarian cadres in universities and Table VIII(b) of Appendix III for college Librarian cadres.</p> <p>(ii) One Orientation and one Refresher Course of 3/4 weeks duration</p> <p>(iii) No separate interview points for the Screening cum Verification process of recommending promotion.</p>
2.	Assistant university Librarian (Senior Scale) / college Librarian (senior scale) to Assistant university Librarian (Selection Grade)/ College Librarian/ (selection grade) (Stage 2 to Stage 3)	Assistant university Librarian (Senior Scale) / college Librarian (senior scale) with completed service of five years in Stage 2	<p>(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (a) of Appendix III for Librarian Cadres in universities and Table VIII (b) of Appendix III for college librarian cadres.</p> <p>(ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period.</p> <p>(iii) No separate interview points for the Screening cum Verification process of recommending promotion.</p>

3.	Deputy university Librarian / Assistant university Librarian (Selection Grade) / College Librarian (Selection Grade) (Stage 3 to Stage 4)	Assistant university Librarian (Selection Grade) / College Librarian (Selection Grade) with three years of completed service in Stage 3.	<p>(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (a) of Appendix III for Librarian cadres in universities and in Table VIII (b) of Appendix III for Librarian Cadres in Colleges.</p> <p>(ii) Three publications over twelve years. In Colleges, an exemption of one publication will be given to M. Phil holders and two publications to Ph. D. Holders.</p> <p>(iii) Additionally one course/training under the categories of Library automation / Analytical tool Development for academic documentation.</p> <p>(iv) A selection committee process as stipulated in the Regulation and in Table VIII (a) of Appendix III for university in Table VIII (b) of Appendix III for librarian cadres in colleges.</p>
4.	Librarian (university) (Stage 5) -	Deputy Librarian in university with three years of completed service in Stage 4.	<p>(i) Minimum API scores using the PBAS scoring proforma developed by the university as per the norms provided in Table VIII (a) of Appendix III for Librarian (university). Minimum API scores can also be considered over two assessment periods (Stages 3 and 4), if required.</p> <p>(ii) A minimum of 5 publications over current and previous assessment periods.</p> <p>(iii) Evidence of innovative library service and organisation of published work</p> <p>(iv) A selection committee process as stipulated in this regulation and in Table VIII (a) of Appendix III for Librarian (university)</p>

Note: The explanatory note provided for Tables IIA and IIB for CAS for teachers is also applicable for the librarian cadres as per the API score specified for this cadre.

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales as provided and AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively



MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

UGC Regulations 2018-Guidelines and criteria for the selection of Assistant Professors in University Academic Schools /Departments and Affiliated Colleges of the University - Academic Council Standing Committee -Decision- Approved- Orders issued.

ACADEMIC LEGISLATION

No. 5796/AC L/2021/MGU

Priyadarsini Hills,Dated: 01.11.2021

*Read:-*1.Notification of the University Grants Commission No.F.1-2/2017(EC/PS) dated 18.07.2018.
2.U.O.No.5020/ACL/2019/MGU dated 19.10.2019.
3.U.O.No.2999/ACL/2021/MGU dated 30.06.2021.
4.U.O.No.3924/ACL/2021/MGU dated 11.08.2021.
5.U.O. No.2169/ADA2/2021/MGU dated 23.04.2021
6.Minutes item no .7/OA1of the Standing Committee of the Academic Council dated 29.10.2021 approved by the Hon.Vice-Chancellor. 7.U.O.No.5761/ACL/2021/MGU dated 30.10.2021

ORDER

The UGC has notified the Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education,2018 vide paper read (1) . Further University has implemented the said Regulations vide paper read (2).

Clause 4.1 of the UGC REGULATIONS read as (1) above, stipulates that“The Academic score as specified in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.”University had already issued guidelines and academic score sheet for the purpose of selecting meritorious candidates to the post of Assistant Professor in University Academic Schools/Departments and Affiliated Colleges in accordance with the UGC Regulations 2018 vide paper read as (3),(4) and (5).

However, it has come to the notice that the UGC Regulations stipulates academic score sheet as per Appendix II of UGC Regulations 2018 for the purpose of short listing of the candidates (both open & reservation posts) for interview only, and the selection shall be based only on the performance of the shortlisted candidate in the interview.

Considering the facts above, following guidelines are issued for the entire selection process to the post of Assistant Professor in University Academic Schools/Departments and Private Colleges affiliated to the University for strict compliance.

1. Separate academic score sheets have already been approved and issued for the purpose of shortlisting candidates to both University academic Departments /Schools and affiliated Colleges. However, the total score i.e. 100 may be considered only for short listing of candidates.
2. In the case of University academic departments /Schools, The applicants shall be shortlisted for the interview based on the Academic Score detailed above. Fifteen (15) candidates may be shortlisted category wise (open or reserved) for each vacant post of Assistant Professor. For every additional

vacant post in the same category ten (10) more candidates per vacancy may be added to this list. While setting the cut off score in this manner, if there are more candidates with same academic score that equals this cut off score, all such candidates shall also be included in the list of shortlisted candidates for interview.

3. If the total number of eligible candidates is less than 15 for 'open' or 'reserved' post, all those candidates belonging to that category may be shortlisted for interview.
4. All the eligible candidates short listed as per the above criteria may be called for interview.
5. In the case of affiliated colleges, the number of candidates to be short listed for interview may be decided by the college concerned. It is suggested that the college may adopt the procedure formulated for the selection of assistant professors in University academic Departments/Schools as detailed above. However, while short listing candidates for interview a minimum of 10 candidates may be short listed for each post and the maximum number may be decided by the college concerned. If the number of applicants is less than 10, all eligible applicants may be called for interview.

The Maximum marks fixed for the interview shall be Fifty (50) and the split up of marks to be awarded in the interview may be based on the following components as envisaged in the UGC regulations:

Teaching Aptitude			
a.	Teaching Experience - 1 mark per year of teaching experience (in the case of teaching experience in guest/contract/temporary positions, service shall be counted only after acquiring minimum qualifications stipulated by the UGC for the post of assistant professor*)		5
	Proficiency in ICT enabled teaching practices as evident from e-content developed and published in UGC Information Network (UGC INFONET)/EMMRC/ Consortium for Educational Communication (CEC) Website @ 2.5 marks per module of the e – content. Innovative teaching practices as evident from new technologies/programmes like MOOC programmes uploaded in SWAYAM platform of UGC/ participation of LMS/CMS for Universities and other higher education institutions /Virtual laboratory-remote laboratory development etc @ 2.5 marks per programme/content/virtual laboratory		5
	Sub Total		10
Research Aptitude			
All subjects except Languages		Languages	
Research Publications with impact factor above 5.00 @ 2 marks per paper**		Research publications in UGC CARE-listed Journals - Sole author @ 2 marks per paper	
Research Publications with impact factor above 2.00 @ 1 mark per paper**		Research publications in UGC CARE-listed Journals with multiple authors @ 1 mark per paper for first author/ corresponding authors and 0.5 marks for other authors	10
12			

	Publications with impact factor below 2.00 in Clarivate's Web of Science /Scopus indexed / UGC CARE-listed Journals@ 0.5 mark per paper**		Research publications in Other recognized journals@ 0.5 mark per paper	
b.	Papers published in proceedings (with ISSN No.) of International / National Seminars / Conferences funded by UGC / CSIR / DRDO / DBT / DST/ ICAR / ICSSR and similar organizations/Departments @ 0.5 marks per paper	2	Papers published in proceedings (with ISSN No.) of International /National Seminars/Conferences funded by UGC/CSIR/DRDO/DBT/DST/ICAR/ICSSR and similar organizations/Departments @ 0.5 marks per paper	2
	International Patents @ 3 marks per patent/Post Doctoral Fellowships @ 1.5 marks for each year	3	International Patents @ 3 marks per patent/Post Doctoral Fellowships @ 1.5 marks for each year	3
	Books/Chapters in edited books/Invited key note address/plenary talk in the relevant area @1 mark per book/ chapters in edited books /0.5 mark per invited key note address/plenary talk in International Conference/Institutes of National/International reputation***	3	Books/Chapters in edited books/Invited key note address/plenary talk in the relevant area @1 mark per book/ chapters in edited books /0.5 mark per invited key note address/plenary talk in International Conference/Institutes of National/International reputation***	5
Sub Total				20
Domain Knowledge				
c.	Interaction on domain knowledge with the selection committee members			10
Sub Total				10
	Presentation/Communication/Discussion Skills			5
d.	Innovative Teaching skills (Knowledge in using innovative teaching techniques)			5
Sub Total				10
Total (a+b+c+d)				50
* Certificate in proof of teaching experience should be in specified format issued by the Manager of the Institution affiliated to any of the Universities accompanied by documentary evidences such as appointment as examiner by the University.				
** Impact factor as indexed by Clarivate's Web of Science /Scopus only may be considered.				
*** Books of national/international publishers with ISBN number may only be considered. Key note address/plenary talk in International conference/symposia funded by agencies like UGC/CSIR/DRDO/ICAR/ICSSR/DST/DBT/State agencies may only be considered.				

6. Existing norms and rules may be followed for the appointment after the completion of the selection process based on the above criteria in the case of University academic Departments/Schools.

7. Following procedures shall be followed by the educational agency in the case of affiliated colleges:

- i. Individual scoring sheets may be obtained from each member of the Selection Committee for marking scores of each short listed candidate (duly signed by the member) which may be consolidated to arrive at the final score. The final score sheet may be prepared and signed by all the members of the Selection Committee.
- ii. Rank lists based on the scores obtained in the interview as detailed above may be published in the website of the institution concerned within one week after the completion of the interview process.
- iii. The academic score sheets of all the eligible candidates and the interview score sheets of the short listed candidates duly signed by the Selection Committee members may be forwarded to the University along with the rank list and proceedings of the selection committee within one month after the publication of rank list.
- iv. The entire process of interview may be recorded and the certified digital copies of the audio – video footage may be submitted to the University along with the proposal for approval of the initial appointment.

8. The score sheets stipulated in UGC Regulations on minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 as Appendix II - Table 3A (Universities) and 3 B (Colleges) may be used for screening and calculation of academic score.

9. The above guidelines / regulations may be implemented w.e.f 1st November 2021.

Hon. Vice chancellor exercising the powers of the Academic Council conferred under section 10 (17) of the Mahatma Gandhi University Act, 1985 has approved the minutes of the Standing Committee of the Academic Council vide paper read as (6).

The orders read as (3), (4) and (5) hereby stands modified and the order read as (7) stands modified to this extend.

Orders are issued accordingly.

SANJAN A S

ASSISTANT REGISTRAR II (ACADEMIC)



GOVERNMENT OF KERALA

**KERALA STATE AND SUBORDINATE
SERVICES RULES, 1958**

PART I & PART II

ISSUED BY THE AUTHORITY OF THE GOVERNMENT OF KERALA
(incorporating corrections up to 30th June 2012)

**PERSONNEL AND ADMINISTRATIVE
REFORMS DEPARTMENT**

PREFACE

Consequent on the formation of Kerala State in November 1956, the Kerala State and Subordinate Services Rules was brought out in 1958. Several Amendments have been issued from time to time. It was therefore felt that there is need to update the KS & SSRs incorporating subsequent amendments to meet the present day requirements. Review and Publication of updated version of KS&SSRs was also one of the Actions/Objectives under Result Framework Document (RFD) of Personnel and Administrative Reforms Department for 2011-2012.

All amendments and modifications up to 30th November 2012 have been incorporated in this edition.

Any error, omission in any of the rules may be brought to the notice of the Secretary, Personnel and Administrative Reforms Department, Government of Kerala.

T.J. MATHEW
Secretary (P&ARD)

Thiruvananthapuram
Dated :

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Part II	- General Rules Schedule	

THE KERALA STATE AND SUBORDINATE SERVICES RULES, 1958

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling, and in supersession of the rules on the subject the Governor of Kerala hereby makes the following rules in respect of the members of the State and Subordinate Services.

PART I PRELIMINARY

1. Short title and commencement. — (a) These rules may be called the Kerala State & Subordinate Services Rules, 1958.

(b) They shall come into force at once.

2. Definitions. — In these rules unless there is anything repugnant in the subject or context,—

(1) **Appointed to a Service.** — A person is said to be "appointed to a service" when in accordance with these rules or in accordance with the rules applicable at the time as the case may be, he discharges for the first time the duties of a post borne on the cadre of such service or commences the probation, instruction or training prescribed for members thereof:

Explanation. — The appointment of a person holding a post borne on the cadre of one service to hold additional charge of a post borne on the cadre of another service or to discharge the current duties thereof does not amount to appointment to the latter service.

(2) **Approved candidate.** — "Approved candidate" means a candidate whose name appears in an authoritative list of candidates approved for appointment to any service, class or category.

(3) **Approved Probationer.** — "Approved probationer" in a service, class or category means a member of that service, class or category who has satisfactorily completed his probation and awaits appointment as a full member of such service, class or category.

(4) **Commission.** — "Commission" means the Kerala Public Service Commission.

(5) **Discharge of a Probationer.** — "Discharge of a probationer" means, in case the probationer is a full member or an approved probationer of another service, class or category, reverting him to such service, class or category and in any other case, dispensing with his services.

(6) **Duty.** — A person is said to be "on duty" as a member of a service: —

(a) When he is performing the duties of a post borne on the cadre of such service or is undergoing the probation, instruction or training prescribed for such service;

(b) When he is on joining time;

(c) When he is absent from duty during vacation or on authorized holidays or on casual leave taken in accordance with the instructions regulating such leave issued by the State Government having been on duty immediately before and immediately after such absence;

(d) When he is on deputation, during his period of probation, for training or for acquisition of higher or additional qualification in public interest;

(e) When he is waiting for posting orders after reporting for duty;

(f) When he is given the benefit of notional promotion consequent on revision of rank and seniority etc.; or

(g) In the case of a female member, when she is on maternity leave during her period of probation.

This amendment shall be deemed to have come into force on the 15th February, 1988 and shall apply to all cases in which the prescribed period of probation expired on or after the 15th February, 1988.

(6A) **Ex-Serviceman.**— "Ex-Serviceman" for the purpose of these rules shall include any categories of service as may be defined by the Government of India as such, from time to time.

(7) **Full member.**—"Full member" of a service means a member of that service who has been appointed substantively to a permanent post borne on the cadre thereof,

(8) **General Rules.**—"General rules" means rules in Part II of these rules.

(9) **Member of a Service.**—"Member of a service" means a person who has been appointed to that service and who has not retired or resigned, been removed or dismissed, been substantively transferred or reduced to another service, or been discharged otherwise than for want of a vacancy. He may be a probationer, an approved probationer or a full member of that service.

(9A) **Military Service.**—"Military Service" means service in the Armed Forces under the Ministry of Defence, Government of India, whether as a combatant or a non-combatant, for a continuous period of not less than 6 months, but does not include service in Para Military Forces, namely Assam Rifles, Defence Security Corps, General Reserve Engineer Force, Jammu and Kashmir Militia, Lok Sahayak Sena and Territorial Army.

(10) **Probationer.**—"Probationer" in a service means a member of that service who has not completed his probation.

(11) **Promotion.**—"Promotion" means the appointment of a member of any category or grade of a service or a class of service to a higher category or grade of such service or class.

(12) **Recruited direct.** — A candidate is said to be "recruited direct" to a service, class, category or post when, in case his first appointment thereto has to be made in consultation with the Commission, on the date of its notification inviting applications for the recruitment, and in any other case, at the time of his first appointment thereto, he is not in the service of the Government of India or the Government of a State.

(i) he is not in the service of the Government of India or the Government of a State; or

(ii) being in the service of the Government of India or the Government of a State, he satisfies all the qualifications (including age) and other conditions prescribed for such recruitment to that service, class, category or post and is permitted to apply for such recruitment by the competent authority; or

(iii) he holds a post, the conditions of service of the holder of which have been declared to be matters not suitable for regulation by rule.

(13) **Recruited by transfer.** — A candidate is said to be "recruited by transfer" to a service —

(i) if his appointment to the service is in accordance with the orders issued or rules prescribed for recruitment by transfer to the service; and

(ii) if at the time of his first appointment thereto —

(a) he is either a full member or an approved probationer in any other service, the rules for which prescribe a period of probation for members thereof:

Provided that where the Special Rules for a service provide for recruitment by transfer to any class or category thereof from any specified class or category of another service, a candidate shall, unless the recruitment is made from a post carrying an identical scale of pay, be a full member or an approved probationer in the class or category so specified; or

(b) he is the holder of a post in any other service for which no probation has been prescribed, and has put in satisfactory service in that post for a period of two years on duty within a continuous period of three years.

(14) **Scheduled Castes, Scheduled Tribes and Other Backward Classes .** — Scheduled Castes, Scheduled Tribes mean the Castes and Tribes declared as such by the President of India under Article 341 (1) and 342 (1) of the Constitution of India and Other Backward Classes mean the classes declared as such by the State Government under Article 16 (4) of the Constitution of India. Lists of such castes, tribes and classes, so declared are included as Lists I, II and III respectively in the Schedule to this Part.

Explanation. — A member of a Scheduled Tribe, shall not cease to be a member of that Scheduled Tribe on change of religion.

(15) **Service.** — "Service means a group of persons classified by the State Government as a State or a Subordinate Service as the case may be.

Note. — Where the context so requires "service" means the period during which a person holds a post or a lien on a post or is a member of a service as above defined.

(16) **Special Rules.** — "Special Rules" shall mean the rules in Part III applicable to each service or class of service.

(17) Pay, allowance, leave, leave salary, pension and other conditions of service.-

The Kerala Civil Services (Classification, Control and Appeal) Rules, the rules regulating the pay of the services issued from time to time, the Government Servant's Conduct Rules, the Travancore Service Regulations, the Cochin Service Regulations, the Fundamental Rules, the Madras Leave Rules, 1933, Kerala Service Rules and the Pension Rules for the time being in force shall, in so far as they may be applicable and except to the extent expressly provided in those rules govern members of every service in the matter of their pay, allowances, leave, leave salary, pension and other conditions of service:

Provided that the said rules and regulations shall, in their application to the members of the Secretariat Staff of the Governor, be construed as if the functions of the State Government under those rules and regulations were the functions of the Governor.

(18) Cadre. — The Permanent cadre of each service, class, category and grade shall be determined by the State Government.

**SCHEDULE
LIST I**

SCHEDULED CASTES IN THE KERALA STATE

1. Adi Andhra
2. Adi Dravida
3. Adi Karnataka
4. Ajila
5. Arunthathiyar
6. Ayyanavar
7. Baira
8. Bakuda
9. Bathada
10. Bharathar (other than Parathar), Paravan
11. Chakkiliyan
12. Chamar, Muchi
13. Chandala
14. Cheruman
15. Domban
16. Gosangi
17. Hasla
18. Holey
19. Kadaiyan
20. Kakkalan, Kakkan
21. Kalladi

22. Kanakkan, Padanna, Padannan
23. Kavara (other than Telugu speaking or Tamil speaking Baliya, Kavarai, Gavara, Gavarai, Gavarai Naidu, Baliya Naidu, Gajalu Baliya or Valai Chetty).
24. Koosa
25. Kootan, Koodan
26. Kudumban
27. Kuravan, Sidhanar, Kuravar, Kurava, Sidhana
28. Maila
29. Malayan (In the areas comprising the Malabar district as specified by sub-section (2) of Section 5 of the State Reorganization Act, 1956 (37 of 1956))
30. Mannan, Pathiyan, Perumannan, Vannan, Velan
31. Moger (other than Mogeyar)
32. Mundala
33. Nalakeyava
34. Nalkadaya
35. Nayadi
36. Pallan
37. Pulluvan
38. Pambada
39. Panan
40. Paraiyan, Parayan, Sambavar, Sambavan, Sambava, Paraya, Paraiya, Parayar
41. Pulayan, Cheramar, Pulaya, Pulayar, Cherama, Cheraman, Wayanad Pulayan, Wayanadan Pulayan, Matha, Matha Pulayan
42. Puthirai Vannan
43. Raneyar
44. Samagara
45. Samban
46. Semman, Chemman, Chemmar
47. Thandan
48. Thoti
49. Vallon
50. Valluvan
51. Vetan
52. Vettuvan, Pulaya Vettuvan (in the areas of erstwhile Cochin State only)
53. Nerian

LIST II
SCHEDULED TRIBES IN THE KERALA STATE

1. Adiyan
2. Arandan, Aranadan
3. Eravallan
4. Hill Pulaya, Mala Pulayan, Kurumba Pulayan, Karavazhi Pulayan, Pamba Pulayan
5. Irular, Irulan
6. Kadar, Wayanad Kadar
7. Kanikaran, Kanikkar
8. Kattunayakan
9. Kochuvelan
10. Koraga
11. Kudiya, Melakudi
12. Kurichchan, Kurichiyan
13. Kurumans, Mullu Kuruman, Mulla Kuruman, Mala Kuruman
14. Kurumbas, Kurumbar, Kurumban
15. Maha Malasar
16. Malai Arayan, Mala Arayan
17. Malai Pandaram
18. Malai Vedan, Malavedan
19. Malakkuravan
20. Malasar
21. Malayan, Nattu Malayan, Konga Malayan (excluding the areas comprising the Kasargode, Cannanore, Wayanad and Kozhikode Districts)
22. Malayarayar
23. Mannan (to be spelt in Malayalam script in parenthesis) (മന്നൻ)
24. Muthuvan, Mudugar, Muduvan
25. Palleyan, Palliyan, Palliyar, Paliyan
26. Paniyan
27. Ulladan, Ullatan
28. Uraly

29. Mala Vettuvan (in Kasargode and Kannur districts)
30. Ten Kurumban, Jenu Kurumban
31. Thachanadan, Thachanadan Moopan
32. Cholanaickan
33. Mavilan
34. Karimpalan
35. Vetta Kuruman
36. Mala Panickar"

LIST III

OTHER BACKWARD CLASSES IN THE KERALA STATE

1. Throughout the State

1. Agasa
2. Ambalakkaran
3. Anglo Indian
4. * * * * *
5. * * * * *
6. Aremahrati
7. Arya
8. Bandari
9. Billava
10. Chakkala
11. * * * * *
12. Chavalakkaran
13. Chetty/Chetties (Kottar Chetties, Parakka Chetties, Elur Chetties, Attingal Chetties, Pudukkada Chetties, Iraniel Chetties, Sri Pandara Chetties, Telugu Chetties, Udayamkulangara Chetties, Peroorkada Chetties, Sadhu Chetties, 24 Manai Chetties, Wynadan Chetties, Kalavara Chetties, 24 Mana Telungu Chetties, Moundadan Chetty and Edanadan Chetty.)
14. Devadiga
15. Devanga
- 15A. Dheevera: (Arayan **AcbU**), (Valan **h_meU**), (Nulayan **\pfbU**), (Mukkuvan **ap ĩ phU**), (Arayavathi **Acbh_mJ ĩ**), (Valinjar **hf_ĩUP_ĩb_mV**), (Paniakkal

᳚᳚᳚᳚ ᳚᳚᳚), (Mukaya ᳚᳚᳚), (Bovi Mukayar ᳚᳚᳚ ᳚᳚᳚᳚) and (Mukaveeran ᳚᳚᳚᳚).

16. Ezhavas and Thiyyas: (1) Izhavan (CughU) Ishavan (CughU) Ezhavan (CghU) (2) Ezhuva (Cgph) Izhuva (Cgph) Ishuva (Cgph) (3) Izhuvan (CgphU) Ishuvan (CgphU) Ezhuvan (CgphU) (4) Izhava (Cgh) Izhavan (CghU) Ishavan (CghU) (5) Illuva (Cffph) (6) Illuvan (CffphU) (7) Irava (Cch) and (8) Iruva (Ccph)
17. Ezhavathi
18. Ezhuthachan
19. Ganika
20. Gatti
21. Gowda
22. Hegde
23.
24.
25. Jogi
26. Kaduppattan
27. Kaikolan
28. Kelasi (Kalasi Panicker)
29. Kalari Kurup or Kalari Panicker
30. Viswakarmas including Asari Chaptegra, Kallassari, Kalthachan, Kammala, Kamsala, Kannan, Karuvan, Kitaran, Kollan, Malayala Kammala, Moosari, Pandikammala, Pandithattan, Perumkollan, Thachan, Thattan, Vilkurup, Villasan, Viswabrahmanan or Viswabrahmanar, Viswakarmala and Palisa Perumkollan.
31. Kannadiayans
32. Kanisu or Kaniyar Panicker, Kani or Kaniyar (Ganaka) or Kanisan or Kamnan
33. Kavuthiyan
34. Kavudiyaru
35. Kongu Navithan, Vettuva Navithan and Aduthon.
- 35 A. The Kongu Vellala Gounder including Vellala Gounder, Nattu Gounder, Pala Gounder, Poosari Gounder and Pala Vellala Gounder+
36. Koteya
37. Krishnanvaka

38. Kerala Mudalis
39. Kudumbis
40. Kusavan (Kulala, Kulala Nair or Andhra Nair or Anthuru Nair)
41. Kumbarans
- 41A Kuruba
42. Latin Catholics (Latin Christians)
43. Madivala
44.
45. Maravans
46. Maruthuvar
47.
48. Muslim or Mappila
49. Hindu Nadars
- 49A. Nadars included in S.I.U.C
- 50 Naikkans
51. Odans
52. Scheduled Caste Converts to Christianity
53. Pandithars
54. Panniyar
55. Pattariyas
56.
57. Peruvannan (Varanavar)
58. Pulluvan
59. Rajapur
60. Chakravar, Sakravar (Kavathi)
61. Sourashtras
62. Saliyas , Chaliya (Chaliyan)
63. Senai Thalavar (Elavaniar)
64. S.I.U.C. (excluding Nadars specified in item 49A)
- 64A. Thachar
65. Tholkollans
66. Thottian
67. Vaduvans, Vadugans, Vadukars and Vadukas (Vadukans)
68.
69. Velaans (Velaan, Velaar)
70. Vanians (Vanika, Vanika Vaisya, Vanibha Chetty, Vaniya Chetty, Ayiravar, Nagarathar and Vaniyan)

71. Vaniar
72. Vakkaliga
73. Veerasaivas (Yogis, Yogeeswara, Poopandaram/Maalapandaram , Jangam and Pandaram)
74. Veluthedathu Nair (Veluthedan and Vannathan)
75. Vilakkithala Nair (Vilakkithalavan)
76. Yadavas (Kolaya, Ayar, Mayar, Maniyani and Iruman)
77. Mooppar or Kallan Mooppan or Kallan Mooppar
78. Mahendra-Medara

2. In Malabar District:

1. * * * * *
2. Boyan
3. Ganjam Reddis
4. Vishavan

3. Throughout the State except Malabar District :

1. Kammara
- 2 * * * * *
3. Malayekandi
4. Reddiars

4. Throughout the State except Kasaragod Taluk of Malabar District :

Marati

Explanation.— In this Schedule, Malabar District shall mean the Malabar District referred to in sub-section (2) of Section 5 of the States Reorganization Act, 1956.

PART II GENERAL RULES

1. Scope of the General Rules.— The rules in this part shall apply to all State and Subordinate Services and the holders of all posts, whether temporary or permanent in any such service, appointed thereto before, or after the date on which these rules come into force as provided in sub-rule (b) of rule 1 in Part I except to the extent otherwise expressly provided, (a) by or under any law for the time-being in force, or (b) in respect of any member of such service by a contract or agreement subsisting between such member and the State Government:

Provided that the rules in this part shall also be applicable to holders of all posts in Government Service even though the posts they hold are not classified as coming under a

particular service by including in Schedule I or Schedule II of the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960.

2. Relation to the Special Rules.— If any provision in the General Rules contained in the Part is repugnant to a provision in the Special Rules applicable to any particular service contained in Part III, the latter shall, in respect of that service, prevail over the provision in the General Rules in this Part.

3. Approved Candidates.— (a) All first appointments to the service shall be made by the Appointing Authority on the advice of the Commission in respect of posts falling within the purview of the Commission and in all other cases by the Appointing Authority from a list of approved candidates prepared in the prescribed manner.

(b) The inclusion of a candidate's name in any list of approved candidates for any service (State or Subordinate) or any class or category in a service, shall not confer on him any claim to appointment to the service, class or category.

(c) Notwithstanding anything contained in these rules, the Commission shall have the power to cancel the advice for appointment of any candidate to any service if it is subsequently found that such advice was made under some mistake. On such cancellation, the appointing authority shall terminate the service of the candidate:

Provided that the cancellation of advice for appointment by the Commission and the subsequent termination of service of the candidates by the appointing authority shall be made within a period of one year from the date of such advice:

Provided further that, a cancellation of advice under this sub-rule shall be made only after giving the candidate concerned a reasonable opportunity of being heard in the matter.

The provisions in this sub-rule shall be deemed to have come into force on the 31st July 1969.

4. Every candidate for appointment to any service or for admission to any suitability/eligibility test, whether a member of a service or not, who in response to a notification issued by the Commission makes an application, shall make such application in the form printed and distributed under the authority of the Commission. The cost of such application shall be Rs. 5 (Rupees five only) for Scheduled Castes and Scheduled Tribes candidates and Rs. 10 (Rupees ten only) for all other candidates.

4A. Every candidate who applies for admission to the Special/Departmental tests conducted by the Public Service Commission or for certificate of pass/attendance or for mark lists thereof shall be required to remit a fee as may be prescribed by the Commission with the prior approval of the Government, for each paper of these tests or for certificate of pass as the case may be and such fee shall be specified by the Commission in the notification inviting applications for admission to such tests.

Note.— Photo copies of Optical Mark Recognition (OMR) answer scripts shall be made available to the candidates by the Kerala Public Service Commission on request and subject to payment of a fee of Rs.200 (Two hundred only) for each answer script. The candidates shall submit separate application for each answer script to the Kerala Public Service Commission after remitting the prescribed fee in the specified Head of Account.

5. Method of recruitment. — Where the normal method of recruitment to any service, class or category is neither solely by direct recruitment nor solely by transfer, but is both by direct recruitment and by transfer. —

(a) the proportion or order in which the Special Rules concerned may require vacancies to be filled by persons recruited direct and by those recruited by transfer shall be applicable only to substantive vacancies in the permanent cadre;

(b) person shall be recruited direct only against a substantive vacancy in such permanent cadre, and only if the vacancy is one which should be filled by direct recruit under the Special Rules referred to in clause (a); and

(c) recruitment to all other vacancies shall be made by transfer.

Note.— (1) All permanent vacancies and temporary vacancies except those of short duration shall be treated as substantive vacancies.

(2) The vacancies on account of leave and deputation with a duration of less than six months shall be treated as vacancies of short duration, provided, such vacancies with a duration of three months to six months should not be treated as vacancies of short duration, if the vacancies are likely to last long or new vacancies are likely to arise.

(3) Whenever a ratio or percentage is fixed for different methods of recruitment/appointment to a post the number of vacancies to be filled up by candidates from each method shall be decided by applying the fixed ratio or percentage to the cadre strength of the post to which the recruitment/transfer is made and not to the vacancies existing at that time.

5A. Award of weightage marks in District-wise recruitments. — Where the method of recruitment to any post of any service, class or category is by direct recruitment on district-wise basis, such candidate belonging to that district shall be given a weightage of 5 marks for a selection:

Provided that candidates who are eligible to get the above weightage marks shall produce a nativity certificate issued by a Competent Authority not below the rank of a Tahsildar of the concerned District as and when called for

ANNEXURE **Technical Posts**

1. Driver (Heavy Duty Vehicle) : Various Departments including the Departments of Excise, NCC, Sainik Welfare and Tourism.
2. Driver (Light Duty Vehicle) : Various Departments including the Departments of Excise, NCC, Sainik Welfare and Tourism.
3. Mechanic : Fisheries Department.
4. Plumber : Public Works Department.
5. Dark Room Assistant : Public Relations Department.
6. Attender (Graining Plates) : Survey and Land Records Department.
7. Attender (Plate Cleaning) : Survey and Land Records Department.
8. Roller Cleaner : Public Works Department.

9. Oil Engine Driver : Agriculture Department.
10. Power Laundry Attender : Technical Education Department.
11. Deckman : Various Department.
12. Boat Driver : Various Department.
13. Cinema Operator : Public Relations Department.
14. Driver-Cum-Operator : Scheduled Caste Development Department/
Scheduled Tribe Development Department.
15. Boat Syrang : Various Departments

Non-Technical Posts

1. Ayah : Scheduled Caste Development Department/Scheduled
Tribe Development Department
2. Masseur : Ayurveda College
3. Attender : Judicial Department.
4. Attender : Survey and Land Records Department.
5. Post in Last Grade Service : Various Department.
6. Last Grade Service : National Cader Corps Department.
7. Last Grade Service : Sainik Welfare Department.
8. Villageman : Revenue Department.
9. Gate Keeper Grade II/Lascar Grade II: Printing Department.
10. Lascar : Agricultural Income Tax and Sales Tax Department.
11. Gallery Pressman Grade II : Government Presses.
12. Fisherman : Fisheries Department.
13. Gallery Attendant : Sri Chitra Art Gallery.
14. Helper, Pre-Primary Schools : Education Department.
15. Excise Guards : Excise Department.
16. Forest Guards : Forest Department.
17. Projector Operator : Education Department.
18. Depot Watcher/Reserve Watcher : Forest Department.

6. Right of probationers and approved probationers to reappointment

— A vacancy in any service, class or category not being a vacancy which should be filled by direct recruitment under the Special Rules referred to in clause (a) of rule 5 shall not be filled by the appointment of a person who has not yet commenced his probation in such service, class or category when an approved probationer or a probationer therein is available for such appointment.

7. Discharge and re-appointment of probationers and approved probationers. (a)—

The order in which probationers and approved probationers shall be discharged for want of vacancies shall be: — first, the probationers in order of juniority, and second the approved probationers in order of juniority.

(b) Approved probationers and probationers who have been discharged for want of vacancies shall be re-appointed as vacancies arise in the inverse of the order laid down in sub-rule (a):

Provided (1) that the said order may be departed from in cases where such order would involve excessive expenditure on traveling allowance or exceptional administrative inconvenience, and (2) that such order may be departed from in the case of Scheduled Castes, Scheduled Tribes and other Backward Classes in accordance with the provisions in the Special Rules contained in Part III relating to the relevant service:

Provided further that in the case of posts in more than one Department/ institution, for which a common selective list is prepared by the Commission, the candidates discharged from service for want of vacancies may either re-register their names in the Office of the Commission and get themselves re-appointed on the further advice of the Commission, or they may await their turn for re-appointment to the posts under sub-rule (b) in case they desire to continue as probationers in the posts from which they were discharged.

This amendments shall be deemed to have come into force with effect from 17th December 1958.

8. *Members absent from duty.*— The absence of a member of a service from duty in such service, whether on leave, other than Leave Without Allowance granted and availed of as per Appendix XII A, Appendix XII B or Appendix XII C of Part I of Kerala Services Rules, on foreign service or on deputation or for any other reason and whether his lien in a post borne on the cadre of such service is suspended or not, shall not, if he is otherwise fit, render him ineligible in his turn, —

(a) for re-appointment to a substantive or officiating vacancy in the class, category, grade or post in which he may be a probationer or an approved probationer;

(b) for promotion from a lower to a higher category in such service; and

(c) for appointment to any substantive or officiating vacancy in another service for which he may be an approved candidate;

As the case may be, in the same manner as if he had not been absent. He shall be entitled to all the privileges in respect of appointment, seniority, probation and appointment as full member which he would have enjoyed but for his absence:

Provided that subject to the provisions of rule 18 he shall satisfactorily complete the period of probation on his return;

Provided further that a member of a service who is appointed to another service and is a probationer or an approved probationer in the latter service, shall not be appointed under the clause (c) to any other service for which he may be an approved candidate unless he relinquishes his membership in the latter service in which he is a probationer or an approved probationer.

Provided further that this rule shall not have retrospective effect so as to disturb the decisions taken by the Travancore-Cochin Government in respect of the Travancore- Cochin personnel:

Provided also that this rule shall not apply in the case of a member of a service whose absence from duty in such service is by reason of his appointment to another

service not being Military Service, solely on his own application, unless such appointment is made in the exigencies of public service.

Note. ~~(1)~~ An appointment made in pursuance of applications invited, sponsored or recommended ¹[by Government or other competent authority on behalf of the Government] shall be deemed to be an appointment made in the exigencies of Public Service for the purpose of this rule.

(2) The benefit of the rule shall not be available to a person holding a post in any class or category in a service if his appointment to that post was from a post in another class or category in the same service.

² [(3) A member of a service appointed to another service in the exigencies of public service in the manner as specified in Note (1) above shall, unless otherwise specified by the Government at the time of relief, be eligible for the benefits in respect of seniority, probation and appointment as full member in such service as envisaged under this rule, only in the event of his reappointment to such service of the parent Department is before the confirmation of his service in the latter Department or within five years from the date of his relief from the parent Department whichever is earlier. In respect of reappointment after the said period, he shall be eligible to rejoin the service of parent Department as the junior most in the class, category, grade or post in which he was a probationer or an approved probationer on the date of his relief.]

9. Temporary appointments. —(a) (i) Where it is necessary in the public interest, owing to an emergency which has arisen to fill immediately a vacancy in a post borne on the cadre of a service, class or category and there would be undue delay in making such appointment in accordance with these rules and the Special Rules, the appointing authority may appoint a person, otherwise than in accordance with the said rules, temporarily:

Provided that before a person is appointed under this clause, persons who are admittedly senior to him shall also be appointed, even if they are absent from duty, whether on leave other than leave without allowances granted and availed of as per Appendix XII A, Appendix XII B or Appendix XII C of Part I of the Kerala Services Rules or on foreign service or on deputation or for any other valid reason, except due to suspension and allowed to continue as such subject to the condition that persons so appointed shall not be eligible for the higher time scale of pay by virtue of such appointments unless otherwise specifically ordered by the Government.¹

Note.—(1) Even where it is considered necessary to sanction the higher time scale of pay not more than one person (either the senior-most fit person in a series of adjacent persons outside the ordinary line, or, if such a person either forgoes the benefit of his own volition or does not require the benefit by virtue of his holding a post outside the ordinary line which secures him at least equivalent benefits in respect of salary and pension, then the next below in the series) may be

¹ Substituted by G.O (P) No. 19/2013/P&ARD dated 14th June 2013 published as S.R.O. No. 479/2013 in Kerala Gazette Extraordinary No. 1728 dated 17th June 2013.

² Inserted as per G.O (P) No. 19/2013/P&ARD dated 14th June 2013 published as S.R.O. No. 479/2013 in Kerala Gazette Extraordinary No. 1728 dated 17th June 2013.

- authorized to draw the salary of the higher scale or grade in respect of any one officiating vacancy within the cadre filled by his junior.
- (2) A fortuitous officiating appointment given to a person who is junior to one outside the regular line does not in itself give rise to a claim on the part of the senior to the higher time scale of pay.
 - (3) The expression "persons who are admittedly senior" in the above proviso shall include persons appointed/promoted temporarily and continuing as such solely due to administrative delay in regularizing their appointments.
 - (4) A person who is on leave without allowances granted and availed of as per Appendix XII A, Appendix XII B or Appendix XII C of Part I of the Kerala Services Rules shall be given promotion to a higher post only on his return from such leave. His rank and seniority in the higher post shall be determined with reference to the date of promotion.
 - (5) If a junior is appointed temporarily in preference to a senior under suspension, at the time of reinstatement of the senior to duty fully exonerating him of the charges for suspension the senior shall be given appointment to the vacancy in the higher post to which he would have been appointed but for the suspension, if necessary by reverting the junior who got appointment in that vacancy:

Provided further that a person appointed under this clause by direct recruitment to a post other than teaching post and a post covered by the proviso to clause (iii) of rule 10 (b) shall not be allowed to continue in such post for a period exceeding one hundred and eighty days:

Provided also that if a person belonging to any of the Scheduled Castes or Scheduled Tribes appointed under this clause was in service as on 2nd August, 1984, he shall be allowed to continue in service even if the period of 180 days expires subject to the conditions that,

(1) the benefit shall not be available to a person belonging to any of the Scheduled Castes or Scheduled Tribes appointed under this clause to a post reserved for Scheduled Castes or Scheduled Tribes for Special Recruitment on the basis of the instructions issued in Government Circular No. 88342/EC.A2/83/GAD dated the 21st January, 1984;

(2) he shall not be allowed to continue in service in preference to a candidate advised by the Kerala Public Service Commission; and

(3) such continuance shall be allowed only if there is vacancy available for him to continue:

Provided also that a person appointed under this clause by direct recruitment to a teaching post shall be allowed to continue, subject to availability of vacancy —

(a) in case the institution is one to which regular annual vacations are allowed, till the closing date of the institution for the annual vacation or till a candidate advised by the Public Service Commission joins duty, whichever is earlier;

(b) in case the institution is one to which regular annual vacation is not allowed, for a period not exceeding one year or till a candidate advised by the Public Service Commission joins duty whichever is earlier.

Explanation. — For the purpose of the proviso, the institutions specified below shall be deemed to be institutions to which regular annual vacations are not allowed, namely: —

Name of the Institutions		Heads of Departments in respect of the Institutions
(1)		(2)
1.	Medical College, Trivandrum, Kottayam, Calicut and Trichur	Principal
2.	T.D. Medical College, Alleppey	Principal
3.	Kerala Institute of Nautical Studies, Vizhinjam	Director of Ports
4.	Government Homoeopathic Medical College, Calicut and Trivandrum	Principal
5.	Tailoring and Garment making Training Centres	Director of Harijan Welfare
6.	Tailoring Trade Schools	Director of Harijan Welfare
7.	Vocational Training Centres	Director of Harijan Welfare
8.	Industrial Training Insitute, Neyyattinkara	Director of Training, Trivandrum
9.	Industrial Training Institute. Chackai	Director of Training, Trivandrum
10.	Industrial Training Institute for for Women, Kazhakkootam	Director of Training, Trivandrum
11.	Industrial Training Institute, Chandanathope, Quilon	Director of Training, Trivandrum
12.	Industrial Training Institute, Chengannoor	Director of Training, Trivandrum
13.	Industrial Training Institute, Ettumannoor	Director of Training, Trivandrum
14.	Industrial Training Institute, Kalamassery	Director of Training, Trivandrum
15.	Industrial Training Institute, Chalakudy	Director of Training, Trivandrum
16.	Industrial Training Institute, Malampuzha	Director of Training, Trivandrum
17.	Industrial Training Institute, Calicut	Director of Training, Trivandrum

18.	Industrial Training Institute, Areacode, Malappuram	Director of Training, Trivandrum
19.	Industrial Training Institute, Attingal	Director of Training, Trivandrum
20.	Industrial Training Institute, Thottada	Director of Training, Trivandrum
21.	P.T.Chacko Memorial Industrial Training Institute, Pallickathode, Kottayam	Director of Training, Trivandrum
22.	Industrial Training Institute, Kattappana	Director of Training, Trivandrum
23.	Related Instruction Centre, Trivandrum	Director of Training, Trivandrum
24.	Related Instruction Centre, Quilon	Director of Training, Trivandrum
25.	Related Instruction Centre, Kottayam	Director of Training, Trivandrum
26.	Related Instruction Centre, Alleppey	Director of Training, Trivandrum
27.	Related Instruction Centre, Trichur	Director of Training, Trivandrum
28.	Related Instruction Centre, Kalamassery	Director of Training, Trivandrum
29.	Related Instruction Centre, Calicut	Director of Training, Trivandrum
30.	Poultry Training Institute, Central Hatchery, Chengannoor	Director of Animal Husbandry
31.	Chick Sexing School at Central Hatchery, Chengannoor	Director of Animal Husbandry
32.	Government Survey Schools at Trivandrum, Kottayam, Trichur, Kozhikode, Cannanore	Director of Survey and Land Records
33.	Sree Visakom Tirunal School of Epigraphy	Director of Archeology
34.	Tailoring and Garment Making Schools at Pattom, Thevally Kanjikuzhy, Tripunithura, Njarakkal, Trichur, Kalpathy,	Director of Technical Education, Trivandrum

Kondotty, Badagara, Dharmadom,
Payyannur

- | | | |
|-----|--|--|
| 35. | Tailoring Trade School, Harippad and Devicolam | Director of Technical Education, Trivandrum |
| 36. | Tailoring Training Centres at Parassala, Pachallur, Karimkulam, Kundala, Chirayinkil, Kanjiramkulam & Chengannur | Director of Technical Education, Trivandrum |
| 37. | Tailoring and Garment Making Training Centres at Kumili, Thodupuzha, Cheranallur, Kadappuram, Mannarghat, Mankada, Ponnani, Vengara, Kuttichira, Sultan Battery and Kasargod | Director of Technical Education, Trivandrum |
| 38. | Weaving Training Centre Aralamoodu, Trivandrum | Director of Technical Education, Trivandrum |
| 39. | Composing & Printing Centre, Vattiyoorkavu | Director of Technical Education, Trivandrum |
| 40. | Book Binding Centres, Manacaud and Kulathoor | Director of Technical Education, Trivandrum |
| 41. | Rattan Training Centre at Paraneeyam | Director of Technical Education, Trivandrum |
| 42. | Training Institute for Local Administration, Trivandrum and Calicut | Director of Panchayats, Trivandrum |
| 43. | Trade School, Mundakayam (Plantation Corporation's Control) | Labour Commissioner |
| 44. | Training Institutions under Health Department | Director of Health Services |
| 45. | Home for the Mentally deficient children, Trivandrum and Calicut | Local Administration and Social welfare Department |
| 46. | Training Centre, Pallithura | Director of Industries and Commerce |
| 47. | Government Children's Home and Special School, Trivandrum Trichur, Kottayam and Kozhikode | Inspector General of Prisons |
| 48. | Borstal School, Cannanore | Inspector General of Prisons |
| 49. | Five Fisherman Training Centres, Ernakulam | Director of Fisheries |

50.	Staff Training Centres, Ernakulam	Director of Fisheries
51.	Government Ayurveda College Trivandrum and Tripunithura (except Lectures in Sanskrit and Physical Education)	Principal
52.	Forest Training Schools at Walayar & Arippe	Chief Conservator of Forests
53.	Industrial Training Institute for Women, Quilon	Director of Training, Trivandrum
54.	Industrial Training Institute, Cheneerkara, Pathanamthitta	Director of Training, Trivandrum
55.	Industrial Training Institute, Mala	Director of Training, Trivandrum
56.	Industrial Training Institute for Women, Calicut	Director of Training, Trivandrum
57.	Industrial Training Institute Kalpetta	Director of Training, Trivandrum,
58.	Industrial Training Institute, Quilandy	Director of Training, Trivandrum
59.	Industrial Training Institute, Kasaragod	Director of Training, Trivandrum
60.	Related Instruction Centre, Palakkad.	Director of Training, Thiruvananthapuram
61.	Industrial Training Institute for Women, Chengannur	Director of Training, Thiruvananthapuram
62.	Industrial Training Institute for Women, Kalamassery	Director of Training, Thiruvananthapuram
63.	Industrial Training Institute for Women, Chalakkudy	Director of Training, Thiruvananthapuram
64.	Industrial Training Institute for Women, Malampuzha	Director of Training, Thiruvananthapuram
65.	Industrial Training Institute for Women, Kannur	Director of Training, Thiruvananthapuram
66.	Industrial Training Institute Aryanad	Director of Training, Thiruvananthapuram

Provided also that Assistant Surgeons in the Health Services Department, lecturers in the Medical Education Department, Medical Officers in the Departments of Indian

Systems of Medicine and Homeopathy, Government Ayurveda Colleges, Government Homeopathic Medical Colleges and employees State Insurance, Para Medical Staff of the above Departments and Institutions and the Basic Health Workers/Health Assistants of Health Service Department Veterinary Surgeons, Livestock Inspectors and Laboratory Technicians in the Animal Husbandry Department appointed under this clause by direct recruitment shall be allowed to continue for a period not exceeding one year or till a candidate advised by the Public Service Commission joins duty, whichever is earlier.

Provided also that Medical Officers and Para Medical Staff in the Insurance Medical Services Department appointed under this clause shall be allowed to continue for a period not exceeding one year or till a candidate advised by the Public Service Commission joins duty, whichever is earlier.

Provided also that the provisionally appointed Wardens in the Hostels for Scheduled Caste/Scheduled Tribe students shall be allowed to continue in service till the closing date of the institutions for annual vacation or till a candidate advised by the Public Service Commission joins duty, whichever is earlier.

Note.— Provisional appointment in the post of Warden shall be made only after reporting the vacancies to the Public Service Commission and getting the report from the Public Service Commission that there is no list of candidates readily available for recruitment.

Provided also that no person who does not possess the qualifications, if any, prescribed for the said service, class or category, shall ordinarily be appointed under this clause. Every person who does not possess such qualifications and who has been or is appointed under this clause shall be replaced, as soon as possible, by appointing a person possessing such qualifications:

Provided also that a person appointed under this clause by direct recruitment to a post and discharged from service after the admissible period, shall not be re-appointed to the same post by the same appointing authority, except when fresh candidates are not available for appointment through Employment Exchange, and such re-appointment shall be made only with the prior concurrence of the Commission.

(ii) Where it is necessary to fill a short vacancy in a post borne on the cadre of a service, class or category and the appointment of the person who is entitled to such appointment under these rules and the Special Rules, would involve excessive expenditure on traveling allowance or exceptional administrative inconvenience, the appointing authority may appoint any other person who possesses the qualifications, if any, prescribed for the said service, class or category.

(iii) A person appointed under clause (i) shall be replaced as soon as possible by a member of the service or an approved candidate qualified to hold the post under the said rules:

Provided that persons appointed under clause (i) shall be replaced in the order of seniority based on length of temporary service in the unit.

Note.— For the purpose of this proviso, posts within the jurisdiction of an Appointing Authority shall be treated as a unit.

(iv) A person appointed under clause (i) or (ii) shall not be regarded as a probationer in such service, class or category or be entitled by reason only of such

appointment to any preferential claim to future appointment to such service, class or category.

(v) There shall be paid to a person appointed under clause (I) or clause (ii) the minimum pay in the time-scale of pay applicable to such service, class or category:

Provided that, if the person appointed is a member of another service, he shall be paid the pay admissible to him in the higher time-scale based on the pay in the lower time scale applicable to him under the rules regulating the fixation of pay, if such pay is higher. He shall be paid increments in the time scale at the time intervals, as fixed by the Government from time to time:

Provided further that persons appointed temporarily through Employment Exchanges shall not be eligible for increment in the time-scale even if they complete the prescribed period of service fixed for sanctioning such increment.

(b) A person appointed to any part-time post created in lieu of a whole time post borne on the cadre of a service, class or category shall not be regarded as a probationer in such service nor shall he be entitled by reason only of such appointment to any preferential claim to future appointment to such service, class or category.

(c) Notwithstanding anything contained in these rules, if and when a temporary post is created as an addition to the cadre of any service, class or category and the holder thereof is required by the State Government to possess any special qualifications, knowledge or experience, any person who possesses such qualifications, knowledge or experience, and is considered to be the best fitted to discharge the duties of such post may, irrespective of other considerations, be appointed to that post by the appointing authority; but the person so appointed shall not, by reason only of such appointment, be regarded as a probationer in such service, class or category nor shall he acquire thereby any preferential right to future appointment to such service, class or category.

(d) Notwithstanding anything contained in these rules or in the Special Rules if and when a vacancy arises in a post borne on the cadre of a service, class or category for appointment to which knowledge of a particular regional language is necessary in the opinion of the State Government and the person who is entitled to appointment to the post under these rules and the Special Rules does not possess such knowledge, any other person junior to him who had studied the respective regional language from Standard I to Standard IO as the medium of instruction and possesses such qualification and other qualifications, if any, prescribed under the rules may be appointed to that post; but the person so appointed shall not, by reason only of such appointment, be regarded as a probationer in such service, class or category, nor shall he acquire thereby any preferential right to future appointment to such service, class or category.

(e) Notwithstanding anything contained in these rules the Government may by order regularize the services of any person appointed directly under clause (i) of sub-rule (a), if such person, —

(i) has two years continuous service on 22nd December 1973 in one category of post in the same Department, or

(ii) is physically handicapped and was in service on any day during the period commencing on and from the 22nd December 1973 and ending with the 1st January 1974, or

(iii) is physically handicapped and has put in a total service of one year or more (including broken periods) during the period commencing on and from the 1st January 1968 and ending with the 31 st December 1979, or

(iv) is physically handicapped and was in service on any day during the year 1981.
or

(v) is physically handicapped and was in service for any day during the period commencing on and from the 1 st January, 1983 and ending with the 31 st July 1994.

[(v)] is a member of the Scheduled Caste or Scheduled Tribe and was in service as on 2 nd August 1984.

(vi) is physically handicapped and has to his/her credit one year of total service (including broken periods) as on 5 th January 1984, from 1 st January 1968. (excluding 1981) in one or more categories of posts in the same or different Departments.

Explanation. — For the purpose of this sub-rule, a physically handicapped person means a “person with disability” as defined in the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (Act No. 1 of 1996)

Note. ~~(1)~~ The medical certificates issued to physically handicapped persons to prove their physical handicap shall, in the case of orthopaedically handicapped persons, specify whether the handicap causes, interference with their normal functioning of the bones, muscles and joints

Note. ~~(2)~~ For the purpose of reckoning the period of two years continuous service prescribed in this sub-rule, the period during which a person continued in service, after the date of receipt by him of the order of the competent authority terminating his service, by virtue of any order of Court staying such order of termination, shall not be taken into account unless such order of termination, has been finally quashed by the Court.

Provided that the services of any person shall not be regularized under this sub-rule, unless he satisfies the conditions prescribed in sub-rule (b) of rule 10 of these rules.

9A. Appointment by agreements.— (1) When in the opinion of the State Government special provisions inconsistent with any of these rules or of any other rules made under the proviso to Article 309 of the Constitution of India or continued by Article 313 of that Constitution (hereinafter referred to in this rule as the said rules) are required in respect of conditions of service, pay and allowances, pension, discipline and conduct with reference to any particular posts, or any of them, it shall be open to the State Government to make an appointment to such post otherwise than in accordance with these rules or the said rules and to provide by agreement with the persons so appointed for any of the matters in respect of which in the opinion of the State Government special provisions are required to be made and to the extent to which such provisions are made in the agreement, nothing in these rules or the said rules shall apply to any person so appointed in respect of any matter for which provision is made in the agreement:

Provided that in every agreement made in exercise of the power conferred by this rule it shall further be provided that in respect of any matter in respect of which no

provision has been made in the agreement the provisions of these rules or of the said rules shall apply.

(2) A person appointed under sub-rule (1) shall not be regarded as a member of the service in which the post to which he is appointed is included and shall not be entitled by reason only of such appointment to any preferential claim to any other appointment in that or any other service.

9B. Notwithstanding anything contained in these Rules or in the Special Rules, the Government, may, in public interest and for reasons to be recorded in writing, depute or transfer officers from one service to another or from one Department to another within the same service or sent to or take in officers from other Governments or Statutory Bodies subject to such conditions as the Government may in each case impose:

Provided that in the case of transfers in the interest of security of State, the reasons need not be recorded if Government are satisfied that it is not expedient to disclose the reasons for such transfer:

Provided further that the Commission shall be consulted in respect of such deputations and transfers whenever such consultation has not been specifically excluded by the provisions of the Kerala Public Service Commission (Consultation) Regulations, 1957.

10. Qualifications. — (a) (i) The educational or other qualifications, if any, required for a post shall be as specified in the Special Rules applicable to the service in which that post is included or as specified in the executive orders of Government in cases where Special Rules have not been issued for the post/service.

(ii) Notwithstanding anything contained in these rules or in the Special Rules, the qualifications recognized by executive orders or standing orders of Government as equivalent to a qualification specified for a post, in the Special Rules or found acceptable by the Commission as per rule 13 (b) (i) of the said rules in cases where acceptance of equivalent qualifications is provided for in the rules and such of those qualifications which pre-suppose the acquisition of the lower qualification prescribed for the post, shall also be sufficient for the post.

(aa) The minimum general educational qualification of the S.S.L.C Standard wherever referred to in the special Rules shall mean the qualifications specified in the Schedule to this Part.

(aaa) Where the Special Rules for any service prescribe the possession of the minimum general educational qualification of the S.S.L.C Standard referred to in clause (aa) as a qualification for appointment as full member in such service, or in any class or category thereof, or for promotion to any other class or category in such service, or for appointment by transfer to any other service, a person already in service on 31.10.1956, or a person who was advised for appointment by the Public Service Commission on or before 31.10.1956, irrespective of the date of his joining duty on such advice and who does not possess the above qualification but who is certified by the Head of the Department concerned to be otherwise deserving of appointment as full member or promotion or, as the case may be, transfer shall be deemed to possess the minimum general educational qualification of the S.S.L.C Standard if he appears for the examination of the S.S.L.C Standard conducted by the commission and secures the minimum percentage of marks to be prescribed from time to time.

(aaaa) Notwithstanding anything contained in these Rules or in the Special Rules, persons belonging to linguistic minorities who take the recruitment test in a language other than in Malayalam and are appointed to any service shall pass the language test in Malayalam prescribed in G.O. (Ms) No. 142/PD dated, 31.03.1966 within a maximum period of ten years from the date of appointment. In cases where the persons concerned have to be on probation, passing of the test shall be a condition for successful completion of probation, and their periods of probation shall, if necessary, be extended up to a maximum period of ten years. Such extension of probation shall not however entail postponement of increment. Persons who fail to pass the test within the period of ten years from the date of appointment shall be discharged from service.

Persons in service belonging to linguistic minorities appointed to any service by transfer or by promotion shall also pass the above language test in Malayalam, if they have not already passed the test subject to the conditions specified above excepting condition regarding discharge from service. Such persons who fail to pass the test within the prescribed period of ten years shall be reverted to the posts held by them before their appointment by transfer or promotion:

Provided that a person referred to in this sub-rule who has been in service for more than 4 years on the date of commencement of the Kerala State and Subordinate Services (Amendment) Rules, 1981, published under Notification No. G.O.(P) 194/81/GAD. Dated 12.06.1981 shall be allowed to pass the language test in Malayalam within a period of two years from the said date, if he has not already passed the test.

Explanation. For the purpose of this sub-rule, a person shall be deemed to have passed the language test in Malayalam prescribed in G.O. (Ms) No. 142/PD dated, 31.03.1966 if he has taken Malayalam as Second language in the High School Courses or Degree Courses.

(ab) Where the Special Rules or Recruitment Rules for a post in any service prescribe qualification of experience, it shall, unless otherwise specified, be one gained by persons on temporary or regular appointment in capacities other than paid or un paid apprentices, trainees and Casual Labourers in Central or State Government Service or in Public Sector Undertaking or Registered Private Sector Undertaking, after acquiring the basic qualification prescribed for the post:

Provided that the experience gained as factory workers on daily wages of a permanent nature may be accepted, if the service is continuous and not of a casual nature.

Explanation. — For the purpose of this sub-rule, 'Registered Private Sector Undertaking' means. —

(i) Co-operative Societies registered under the Kerala Co-operative Societies Act, 1969, Societies Registered under the Societies Registration Act 1860 or the Travancore- Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 or Companies registered under the Companies Act, 1956 or any institution, firm or company which has a legal entity under any law for time being in force;

(ii) Small Scale Industrial Units registered with the Industrial Development Commissioner; and

(iii) Industrial Institutions wherein Government have investments.

(abb) Experience for 179 days gained through temporary appointments under rule 9(a) (i) in Departments under Government or Government/quasi Government Institutions or Public Sector undertakings shall be considered as experience therein for six months for appointment to posts for which qualification of experience for not less than six months is prescribed.

(b) No person shall be eligible for appointment to any service by direct recruitment, unless —

(i) he satisfies the appointing authority that he is of sound health, active habits and free from any bodily defect or infirmity rendering him unfit for such service;

(ii) that he does not have more than one wife living or, if the person is a woman, that she is not married to any person who has a wife living; and

(iii) the State Government are satisfied that his character and antecedents are such as to qualify him for such service:

Provided that, before the Government are satisfied of the character and antecedents of a person selected/advised for appointment by direct recruitment, the Appointing Authority may appoint him/her temporarily under clause (i) of sub-rule (a) of rule 9 of these rules subject to the condition that his/her appointment shall be terminated without notice if Government are not satisfied of his/her character and antecedents on subsequent verification and that he/she shall be eligible for appointment in regular service in accordance with the Rules only if his/her character and antecedents are found satisfactory on subsequent verification.

Note. (1) A person appointed under this proviso shall not be treated as a member of the service to which he has been so appointed unless he/she is appointed in regular service in accordance with the rules. In case it is found that his/her character and antecedents are satisfactory, his/her temporary appointment shall be treated as appointment in regular service from the date to his/her temporary appointment to the service.

(2) The Appointing Authorities shall get the necessary details for verification of character and antecedents of the candidates advised by the Commission from the candidates themselves before they are allowed to join duty and the appointing authorities shall obtain the reports on the verification of character and antecedents of the candidates so advised within a period not exceeding six months from the date of joining duty of the candidates.

(c) The upper age limit prescribed in the Special Rules shall, unless otherwise stated, be raised by 5 years in the case of a candidate belonging to any of the Scheduled Castes or adult members of such castes and their children when such adult members are converted to other religions, or Scheduled Tribes and by 3 years in the case of a candidate belonging to any of the Other Backward Classes:

Provided that the age limit shall not apply —

(i) to the appointment of a candidate belonging to any of the Scheduled Castes or adult members of such castes and their children when such adult members are converted to other religions, or Scheduled Tribes to a post included in a service for which the Special Rules prescribe a qualification lower than a degree of a recognized University, if such candidate possesses an educational qualification which is higher than that referred to in sub-rule (a) and he is otherwise qualified for appointment; or

(ii) the appointment to a post included in a service of a candidate belonging to any of the Scheduled Castes or adult members of such castes and their children when such adult members are converted to other religions, or Scheduled Tribes who holds a degree of a recognized University, if the degree he holds is not lower than the degree, if any, prescribed in the Special Rules for appointment to such posts and if he is otherwise qualified for appointment.

Explanation. — The expression 'educational qualification' in clause (i) of the proviso to sub-rule (c) of this rule, shall mean technical qualification in the case of technical posts and general educational qualification in the case of non-technical posts.

(cc) The upper age limit allowed to a candidate belonging to any of the Scheduled Castes or Scheduled Tribes under Rule 10 (c) and the provisos there under shall up to 31st March 1967, apply to persons actually engaged in the profession of Goldsmiths or as lapidary workers for a period of at least six months prior to the issue of the Gold Control Rules, viz; 10th January 1963 and who are thrown out of employment, irrespective of the community to which the person concerned belongs. Such persons should produce certificates issued by Revenue Officers not below the rank of Tahsildars showing that they were actually engaged in the profession of Goldsmiths or as lapidary workers for a period of not less than six months before 10th January 1963. The concessions available under this sub-rule to the persons actually engaged in the profession of Goldsmiths and lapidary workers will be available up to 31st March 1967 to such persons as are residing with and financially dependent on them also, provided they produce certificates issued by Revenue Officers not below the rank of Tahsildars showing that they were residing with and financially dependent on the persons actually engaged in the profession of Goldsmiths or lapidary workers for a period of at least six months prior to 10th January 1963.

(d) The upper age limit prescribed in the Special Rules may be relaxed by the commission in cases where the appointment has to be made in consultation with it and by the State Government or by the Appointing Authority with the approval of the State Government in other cases, if age alone stands in the way of appointment of a candidate belonging to any of the Scheduled Castes or Scheduled Tribes to fill up the quota reserved for the group.

(dd) In the absence of qualified candidates within the age limit, the upper age limit shall be relaxed up to 50 years for Special Recruitment.

(e) In the case of a candidate who is an Ex-serviceman or Ex-General Reserve Engineer Force person or a disembodied Territorial Army Person, the period of his service in the Defence Forces or in the General Reserve Engineer Force or in the Territorial Army, as the case may be and the period of unemployment on discharge up to a maximum of five years shall be excluded in computing his age for appointment.

(f) The upper age limit prescribed in the Special Rules as raised by the Public Services (Raising of Upper Age limit for Appointment) Rules 1972, shall be further raised by 3 years in the case of Land Verification Volunteers who were recruited during the year 1973-'74 under the Half-a Million Jobs Programme and were subsequently retrenched.

Note. — In the case of former Land Verification Volunteers belonging to any of the Scheduled Castes/Scheduled Tribes or Other Backward Clases to whom the

provisions of this sub-rule are applicable, the upper age limit shall be further raised as provided sub-rule (c)

(g) In the case of an Ex-Home Guard Volunteer who has completed 3 years of service in the Home-Guards' Organization and who had satisfactorily undergone the Home-Guards' Training during the period, the entire period of his service in the Home-Guards' Organization and the period of unemployment thereafter, up to a maximum of 7 years shall be excluded, in computing his age for appointment in Public Services.

(h) The entire period of service in the Personal Staff of Ministers/ Leader of Opposition/Government Chief Whip/Speaker/Deputy Speaker/ Chairmen of Financial Committees, rendered by a person (other than a Government Servant) shall be excluded in computing his age for appointment in Public Services subject to the overall age limit fixed in the Public Services (Raising of Upper Age Limit for Appointment.) Rules, 1978.

11. Special Qualifications to be acquired or Special Tests to be passed during probation. — Where a probationer has, before he commenced his probation, already acquired any special qualification or passed any special test prescribed by the Special Rules or has acquired such other qualification as may be considered by the State Government or by the Appointing Authority with the approval of the State Government to be equivalent to the said special qualification or special test, he shall not be required to acquire such special qualification or to pass such special test again after the commencement of his probation.

12. Qualifications for promotion. — (a) Where general educational qualifications, special qualifications or special tests are prescribed by the Special Rules of the service for any category, grade or post therein, or in a class thereof, which are not prescribed for a category or grade in such service or class carrying a lower rate of pay and no member in the category or grade carrying the lower rate of pay is eligible for promotion to such category, grade or posts a member in such lower category or grade may be promoted to the category or grade carrying the higher rate of pay temporarily until a member of the former category or grade qualified under this rule is available for promotion. A member temporarily promoted under this rule shall not by reason only of such promotion, be regarded as a probationer in the category or grade to which he has been promoted, or be entitled to any preferential claim to future promotion.

(b) A probationer in a category carrying a lower rate of pay who is promoted temporarily under sub-rule (a) to a category carrying a higher rate of pay in the same service shall be entitled to count towards his probation in the former category the period of duty performed by him in the latter category during which he would have held a post in the former category but for such temporary promotion.

13. Special Qualifications. No person shall be eligible for appointment to any service, class, category or grade or any post borne on the cadre thereof unless he, —

(a) possesses such special qualifications and has passed such special tests as may be prescribed in that behalf in the Special Rules, or

(b) possesses such other qualifications as may be considered to be equivalent to the said special qualifications or special tests —

(i) by the Commission in cases where the appointment has to be made in consultation with it; or

(ii) by the State Government or by the Appointing Authority with the approval of the State Government, in other cases:

Provided that in the case of the Ministerial Staff of the different Departments/Offices in the Kerala Judicial Ministerial Subordinate Service and in the Kerala Ministerial Subordinate Service the unified tests prescribed in G.O.(P)22/63/PD. dated the 14th January 1963, as subsequently amended or clarified shall be applicable, until the Special Rules for the Kerala Judicial Ministerial Subordinate Service or the Kerala Ministerial Subordinate Service as the case may be come into force.

13A. Special and Departmental Tests. Temporary exemption for promotion.

(1) Notwithstanding anything contained in Rule 13, —

(a) Where a pass in a special or departmental test is prescribed by the Special Rules of a service for any category, grade or post therein or in any class thereof, a member of a service belonging to any of the Scheduled Castes or Scheduled Tribes who has not passed the said test but is otherwise qualified and suitable for appointment to such class, category, grade or post may be appointed thereto temporarily.

(b) Where a pass in a special or departmental test is newly prescribed by the Special Rules of a service for any category, grade or post therein or in any class thereof, a member of a service who has not passed the said test but is otherwise qualified and suitable for appointment to such class, category, grade or post may, within 2 years of the introduction of the test, be appointed thereto temporarily.

(2) If a member of a service appointed under clause (a) of sub-rule (1) does not pass a test within 3 years from the date of such appointment or when the said test also involves practical training, within three years after the first chance to undergo such training after such appointment, or if a member of service appointed under clause (b) of sub-rule (1) does not pass the test within two years from the date of introduction of the said test or if the said test also involves practical training, within two years after the first chance to undergo such training after the introduction of the said test, he shall be reverted to the class, category, grade or post from which he was appointed and shall not again be eligible for appointment under clause (a) or (b) as the case may be, of sub-rule(1):

Provided that the period of temporary exemption allowed under clause (b) of sub-rule (1) shall be extended by 3 years in the case of a person belonging to any of the Scheduled Castes or Scheduled Tribes.

(3) If it is proposed to introduce any new test or tests of a higher standard the passing of which may be a condition precedent for benefits like increments, promotion, completion of probation, etc., such test or tests shall be introduced only subject to the following conditions, namely:-

(i) double the ordinary permissible time shall be allowed to an allotted employee for passing the test, in cases where tests of a higher standard are prescribed or where no tests are prescribed in the parent State;

(ii) notwithstanding anything contained in sub-rule (b) of rule 37-B, Part I, K.S.R and Rule 21 of these Rules penalties for not passing the test, such as denial of benefits like increments, promotion, etc., shall be held in abeyance till the expiry of the time given for passing the prescribed test under clause (i) and the officer shall continue to be on probation till the expiry of the above period, if he has not passed the prescribed test by that time. If a member of the service promoted under this clause does not pass the prescribed test within the time given under clause(i), he shall be reverted to the class,

category, grade or post from which he was promoted and shall not again be eligible for promotion under this clause;

(iii) allotted employees of and above the age of 45 years shall not be required to pass the tests and they shall be eligible for all benefits as if they had passed the tests.

This sub-rule shall be deemed to have come into force with effect from 16th March 1966.

(4) Notwithstanding anything contained in sub-rule (1), (2) and (3), the period of exemption shall, if necessary, be extended taking into account the number of times the prescribed test was conducted during the period so as to enable the members of the service to get at least two chances to appear for the test for each year of exemption.

(4A). Civil Servants of the Kerala State who were permitted to take up military service during the emergency and were allowed to retain their lien in their civil posts during the period of their absence on military service as per the orders in G.O. (MS) No. 62/Public dated the 6th February 1963 shall be granted temporary exemption from passing departmental tests as long as they are in military service and for a further period of 4 years from the date of rejoining in the civil posts on termination of the military service.

(5) A person reverted for not passing the tests within the period of exemption shall not, by reason only of the appointment within the period of exemption be entitled to any preferential claim of future appointment to the class, category, grade or post as the case may be, to which he has been so appointed:

Provided that this rule shall not be applicable to tests prescribed for purposes of promotion of the executive staff below the rank of Sub-Inspectors belonging to the Police Department.

Note. — This proviso shall be deemed to have come into force with effect from 23rd October 1962.

13AA. Notwithstanding anything contained in these rules, the Government may, by order, exempt for a specified period, any member or members, belonging to a Scheduled Caste or Scheduled Tribe, and already in service, from passing the tests referred to in rule 13 or rule 13 A of the said Rules:

Provided that this rule shall not be applicable to tests prescribed for purposes of promotion of the executive staff below the rank of Sub-Inspectors belonging to the Police Department.

Note. — This proviso shall be deemed to have come into force with effect from 13th January 1972.

13AB. The orders exempting members of the Scheduled Castes and of the Scheduled Tribes who were in service on the 13th January 1972, issued under Rule 13AA shall be and shall be deemed always to have been applicable to members of the Scheduled Castes and of the Scheduled Tribes who entered service after the said date also.

13B. Notwithstanding anything contained in these rules or in the Special Rules, persons in Government Service who attained the age of 50 years who have put in 25 years of service shall be eligible for permanent exemption from passing the obligatory departmental tests, other than those prescribed as qualification in the Special Rules for all purposes such as promotion, appointment as full member of a service etc.

Provided that persons belonging to Scheduled Castes and Scheduled Tribes shall be eligible for the permanent exemption when they attain the age of 50 years:

Provided further that this rule shall not be applicable to tests prescribed for purposes of promotion of executive staff belonging to the Police Department:

Provided also that Ex-servicemen employees of the Rajya Sainik Board Department who attain the age of 45 years and who have successfully completed probation shall be permanently exempted from passing the tests prescribed for promotion irrespective of the period of their service.

Note. — Military Service and service rendered in Aided Schools, Local Bodies and Universities, Work Establishment Service of Full Time Work Establishment employees absorbed into Government Service or recruited by the Public Service Commission, Private College Service to the credit of teachers of Government Colleges, Palace Service to the credit of the former Palace Employees absorbed in the Government Service and service rendered in posts which do not require test qualification shall be counted for calculating the 25 years of service for granting such permanent exemption.

Explanation. The expression 'Palace Employees' shall mean persons who were employed in the Travancore Palace or in cochin Palace and who were absorbed in Government Service by specific orders of Government and recorded as such in their Service Books.

The Provisions in this rule shall be deemed to have come into force with effect from

- (i) the 16th June 1963 for the proposes of drawl of increments; and
- (ii) the 19th of March 1968 for all other purposes:

Provided also that persons in Government service who attain the age of 50 years on or after the 26th day of August 1981, shall be eligible for permanent exemption from passing the obligatory departmental tests other than those prescribed as essential qualification in the Special Rules for all purposes such as promotion, appointment as full member of a service etc., irrespective of their total period of service.

13 BB. The provisions in rules 13A, 13AA and 13B of these Rules shall not apply to the qualifying course/training prescribed for the members of the Kerala Fire Service and the Kerala Fire Subordinate Service.

14. Reservation of appointments.— Where the Special Rules lay down that the principle of reservation of appointments shall apply to any service, class or category, or where in the case of any service, class or category for which no Special Rules have been issued, the Government have by notification in the Gazette declared that the principle of reservation of appointments shall apply to such service, class or category, appointments by direct recruitment to such service, class or category shall be made on the following basis: ____

(a) The unit of appointment for the purpose of this rule shall be 20, of which 2 shall be reserved for Scheduled Castes and Scheduled Tribes and 8 shall be reserved for the Other Backward Classes and the remaining 10 shall be filled on the basis of merit:

Provided that out of every five posts reserved for Scheduled Castes and Scheduled Tribes, one shall go to Scheduled Tribe candidate and the remaining four shall go to Scheduled Caste candidates and in the absence of a candidate to fill up the post reserved for Scheduled Tribe candidates, it shall go to a Scheduled Caste candidates and vice versa.

(b) The claims of members of Scheduled Castes and Scheduled Tribes and Other backward Classes shall also be considered for the appointments which shall be filled on the basis of merit and where a candidate belonging to a Scheduled Caste, Scheduled Tribe or Other Backward Class is selected on the basis of merit, the number of posts reserved for Scheduled Castes, Scheduled Tribes or for Other Backward Classes as the case may be, shall not in any way be affected.

(c) Appointments under this rule shall be made in the order of rotation specified below in every cycle of 20 vacancies.

1. Open Competition
2. Other Backward Classes
3. Open Competition
4. Scheduled Castes and Scheduled Tribes
5. Open Competition
6. Other Backward Classes
7. Open Competition
8. Other Backward Classes
9. Open Competition
10. Other Backward Classes
11. Open Competition
12. Scheduled Castes and Scheduled Tribes
13. Open Competition
14. Other Backward Classes
15. Open Competition
16. Other Backward Classes
17. Open Competition
18. Other Backward Classes
19. Open Competition
20. Other Backward Classes

Provided that the fourth turn in the third rotation and the twelfth turn in the fifth rotation shall go to Scheduled Tribe candidates and the fourth and twelfth turns in the first, second and fourth rotations, the twelfth turn in the third rotation and the fourth turn in the fifth rotation shall go to Scheduled Caste candidates and in the absence of a candidate for appointment against the turn allotted for Scheduled Tribe candidates, it shall go to a Scheduled Caste candidate and vice versa:

Provided that the Rule shall not apply in the following cases: —

(i) appointment of near relatives of military personnel killed, permanently disabled or reported to be missing in action, and near relatives of Government servants dying in harness, if they are or have been wholly dependent on such military personnel or Government servants, as the case may be, subject to the condition that priority in the matter of appointment shall be given only to one relation in the case of each such personnel or Government servant.

(ii) appointment of disabled Jawans who are to be rehabilitated on completion of their medical treatment.

Persons referred to in items (i) and (ii) above shall be given priority in the matter of appointment to Government service provided they possess the prescribed qualifications.

- Explanation.** — (1) In the case of military personnel, the term "near relatives" means the widows/wives, sons, daughters, sisters, brothers, father, mother nieces, and nephews.
- (2) In the case of Government servants the term "near relatives" means the widows, sons, daughters, sisters, brothers, father and mother.

Note. — This amendment shall be deemed to have come into force from the 12th March, 1970. But this amendment shall not affect the appointments already made under G.O. (Ms) No.20/70/PD, dated the 21st January 1970 and appointments which may be made under the said G.O. on applications received by the Government on or before the 8th March, 1973.

Provided also that in preparing the list of eligible candidates to be appointed under this rule applying the rotations specified above in every cycle of 20 vacancies, the candidates eligible to be selected on open competition basis, that is, turns 1,3,5,7,9,11,13,15, 17 and 19 shall be selected first and then the candidates for the reservation turns, out of those available in the ranked list in the particular groups having regard to their ranks. In finalising the select list any candidate of the same community selected on open competition turns if found to be below in the order of the candidates selected from the same community on the basis of reservation, for the fixation of ranks as per rule 27 of these rules, candidates of the same community obtaining higher marks shall be interchanged with the candidates of the same community in the reservation turn for the purpose of ranking.

Note. — This amendment shall be deemed to have come into force with effect from 17th December 1958

(d) Notwithstanding anything contained in this rule, posts to which, appointments are made by direct recruitment from a common ranked list prepared on the basis of a common test or interview or both, shall be grouped together for the purposes of observance of the rules relating to reservation of appointments.

(e) A supplementary list of sufficient number of suitable candidates, not less than five times the reservation quota, if available, from each community or group of communities for the purpose of satisfying the reservation quota, shall be prepared and published.

Note. — 'Suitable candidates' for the purpose of this rule shall mean candidates with notified minimum qualifications and marks in selection procedure lowered to the extent necessary.

(f) A provisional appointment chart, at the time of each advice, showing separately the candidates eligible to be selected on open competition basis and candidate eligible to be selected on reservation turns including details of non-joining duty, no candidates available vacancies, and forfeited reservation turn vacancies pending, if any, to be compensated shall be published:

Provided that a final appointment chart shall be published at the end of the selection year showing the candidates selected on open competition basis and selected on reservation quota.

Note. — 'Appointment chart' for the purpose of this rule shall mean the list showing the details of candidates advised based on merit and another list of candidates advised based on reservation showing their community, group of communities, turn, vacancy details, such as non-joining duty, no candidate available, temporarily passed over, etc.

15. (a) The integrated cycle combining the rotation in clause (c) of rule 14 and the sub-rotation in sub-rule (2) of rule 17 shall be as specified in the Annexure to this Part. Notwithstanding anything contained in any other provisions of these rules or in the Special Rules if a suitable candidate is not available for selection from any particular community or group of communities specified in the Annexure, such vacancy shall be kept unfilled, notified separately for that community or group of communities for that selection year and shall be filled by direct recruitment exclusively from among that community or group of communities. If after re-notification, repeatedly for not less than two times, no suitable candidate is available for selection from the respective community or group of communities, the selection shall be made from available Other Backward Classes candidates. In the absence of Other Backward Classes candidates, the selection shall be made from available Scheduled Castes candidates and in their absence, the selection shall be made from available Scheduled Tribes candidates.

Explanation. — One 'selection year' for the purpose of this rule shall be the period from the date on which the rank list of candidates comes into force to the date on which it expires.

Note. — All pending uncompensated turns of vacancies such as temporarily passed over, no candidate available and non-joining duty as on the 2nd February, 2006, shall be compensated.

(b) If a suitable candidate is not available for selection from the group of communities classified as 'Scheduled Castes' in the turn allotted from such group in the Annexure, the said group shall be passed over and the post shall be filled up by a suitable candidate from the group of communities classified "Scheduled Tribes" and vice-versa.

(c) The benefit of the turn forfeited to Scheduled Castes or Scheduled Tribes communities by reason of it being passed over under sub-rule (b) shall be restored to it, at the earliest possible opportunity, if a suitable candidate from that particular community or group is available for selection by making adjustment against the claims of the Scheduled Caste or Scheduled Tribe community that derived the extra benefit by reason of such passing over.

(d) Reservation to a category of posts shall not exceed 50 % of the total number of vacancies for which selection is resorted to in a selection year:

Provided that the 50 % ceiling to reservation specified above shall not apply to the filling up of any number of reserved vacancies kept unfilled and notified separately as per sub-rule (a) of Rule 15 to be filled exclusively by direct recruitment from among a community or group of communities:

Provided further that such class of vacancies to be filled up in that year or in any succeeding year or years shall not be considered together with the vacancies of the year in which they are being filled up for determining the ceiling of 50 % of the total number of vacancies of that year.

16. There shall be sub-rotation among major groups of Other Backward Classes.

17. (1) The grouping of Other Backward Classes for the above purpose shall be as indicated below:-

1. Ezhavas, Thiyyas and Billavas
2. Muslims
3. Latin Catholics and Anglo Indians
4. Hindu Nadars
- 4A. (Nadars included in S.I. U.C.
5. Scheduled Caste Converts to Christianity
6. Viswakarmas
7. Dheeveras
8. Other Backward Classes put together i.e., communities other than those mentioned in items 1 to 7 above included in the list of "Other Backward Classes".

(2) (a) The 40% reservation allowed to Other Backward Classes shall be distributed among the different groups of Backward Classes in the following proportion:-

(i) For direct recruitment to posts included in the Kerala Last Grade Service.

Out of every 40 appointments, 11 shall be given to Ezhavas, Thiyyas and Billavas, 10 to Muslims, 4 to Latin Catholics and Anglo Indians, 1 to Hindu Nadars and 2 to Nadars included in S.I.U.C 2 to Scheduled Caste Converts to Christianity, 2 to Viswakarmas, 2 to Dheeveras and 6 to Other Backward Classes put together.

(ii) For direct recruitment to posts other than those included in the Kerala Last Grade Service.

Out of every 40 appointments, 14 shall be given to Ezhavas, Thiyyas and Billavas, 12 to Muslims, 4 to Latin Catholics and Anglo Indians, 1 to Hindu Nadars and 1 to Nadars included in S.I.U.C., 1 to Scheduled Caste Converts to Christianity, 3 to Viswakarmas, 1 to Dheeveras and 3 to Other Backward Classes put together.

(b) The following shall be the rotation by which posts reserved for Other Backward Classes will be distributed among the various groups coming under the class:-

(i) For direct recruitment to posts included in the Kerala Last Grade Service, —

1. Ezhavas, Thiyyas and Billavas
2. Muslims
3. Latin Catholics and Anglo Indians
4. Other Backward Classes
5. Ezhavas, Thiyyas and Billavas
6. Muslims
7. Dheeveras
8. Viswakarmas
9. Latin Catholics and Anglo Indians
10. Muslims
11. Ezhavas, Thiyyas and Billavas
12. Other Backward Classes
13. Ezhavas, Thiyyas and Billavas
14. Muslims
15. Nadars included in S.I.U.C

16. Other Backward Classes
17. Ezhavas, Thiyyas and Billavas
18. Muslims
19. Scheduled Caste Converts to Christianity
20. Other Backward Classes
21. Ezhavas, Thiyyas and Billavas
22. Muslims
23. Ezhavas, Thiyyas and Billavas
24. Hindu Nadars
25. Scheduled Caste Converts to Christianity
26. Muslims
27. Latin Catholics and Anglo-Indians
28. Other Backward Classes
29. Ezhavas, Thiyyas and Billavas
30. Muslims
31. Ezhavas, Thiyyas and Billavas
32. Nadars included in S.I.U.C
33. Ezhavas, Thiyyas and Billavas
34. Muslims
35. Dheeveras
36. Other Backwards Classes
37. Latin Catholics and Anglo-Indians
38. Muslims
39. Ezhavas, Thiyyas and Billavas
40. Viswakarmas

Explanation. — The expression "Other Backward Classes" referred to in items 4, 12,16,20 28 and 36 shall mean Backward Classes referred to in item 8 under sub- rule (1) of this Rule.

(ii) For direct recruitment to posts other than those included in the Kerala Last Grade Service.

1. Ezhavas, Thiyyas and Billavas
2. Muslims
3. Latin Catholics and Anglo Indians
4. Other Backward Classes
5. Ezhavas, Thiyyas and Billavas
6. Muslims
7. Ezhavas, Thiyyas and Billavas
8. Viswakarmas
9. Latin Catholics and Anglo Indians
10. Muslims
11. Ezhavas, Thiyyas and Billavas
12. Muslims
13. Ezhavas, Thiyyas and Billavas
14. Muslims
15. Nadars included in S.I.U.C
16. Other Backward Classes
17. Ezhavas, Thiyyas and Billavas
18. Muslims
19. Scheduled Caste Converts to Christianity
20. Dheeveras
21. Ezhavas, Thiyyas and Billavas
22. Muslims

23. Ezhavas, Thiyyas and Billavas
24. Hindu Nadars
25. Ezhavas, Thiyyas and Billavas
26. Muslims
27. Latin Catholics and Anglo-Indians
28. Viswakarmas
29. Ezhavas, Thiyyas and Billavas
30. Muslims
31. Ezhavas, Thiyyas and Billavas
32. Muslims
33. Ezhavas, Thiyyas and Billavas
34. Muslims
35. Ezhavas, Thiyyas and Billavas
36. Other Backwards Classes
37. Latin Catholics and Anglo-Indians
38. Muslims
39. Ezhavas, Thiyyas and Billavas
40. Viswakarmas

Explanation. — The expression "Other Backward Classes" referred to in items 4, 16 and 36 shall mean Backward Classes referred to in item 8 under sub- rule(1) of this Rule.

17 A. Special Recruitment from among the Scheduled Castes and Scheduled Tribes. — Notwithstanding anything contained in these rules or in the Special Rules, the

State Government may reserve a specified number of posts in any service, class, category or grade to be filled by direct recruitment exclusively from among the members of Scheduled Castes and Scheduled Tribes

This Rule shall be deemed to have come into force with effect from 25.11.1959.

17B. Notwithstanding anything contained in rule 10 (c) or in any Special Rules, the age limit for Special Recruitment from among the Scheduled Castes and Scheduled Tribes under rule 17A, to the posts in the various Departments shall be such, as may be fixed by Government, either by executive order or by Special Rules from time to time.

17C. The candidate claiming the benefit of age relaxation/reservation in appointments/special recruitments by virtue of being a member of the Back ward Classes/Scheduled Castes/Scheduled Tribes as provided for in sub-rules (c), (d) and (dd) of rule 10, rule 14, rule 17A and rule 17B *ibid* shall produce to the satisfaction of the Kerala Public Service Commission, certificates/ relevant documents as required by them, to prove the claim in the application and in any case, before the finalization of the ranked list for the post concerned.

18. (a) Date of commencement of probation of persons first appointed temporarily. -If a person, having been appointed temporarily under sub- rule (a) or sub- rule (c) of rule 9 to a post borne on the cadre of any service, class or category otherwise than in accordance with the rules governing appointment thereto, is subsequently appointed to the service, class or category in accordance with the rules, he shall commence his probation from the date of such subsequent appointment or from such earlier date as the appointing authority may determine, without prejudice to seniority of others

(b) Service in a different service counting for probation. A probationer in a service or class or category of a service shall be eligible to count for probation, his service, if any, performed otherwise than in a substantive capacity on regular appointment to another service in accordance with the rules if the normal method of recruitment to the latter service is according to the rules, by transfer from the former service or the class or category thereof, as the case may be or, if the duties and responsibilities attaching to the latter service, or the class or category thereof have been declared by the State Government to be of equal or greater importance than those attaching to the post from which he has been transferred.

(c) Service in a higher category counting for probation. A probationer in any category or a service or class of service shall be eligible to count for probation, his service, if any, performed otherwise than in a substantive capacity on regular appointment to a higher category of the same service or class of service, as the case may be.

Nothing contained in this sub-rule shall be construed as authorising the promotion of a probationer in a category to a higher category in contravention of rule 28.

(d) Temporary service counting for probation. A probationer in one service who is appointed temporarily to another service, Subordinate or State, under sub-rule (a) or sub-rule (c) of Rule 9 shall be entitled to count towards his probation in the former service the period of duty performed by him in the latter service during which he would have held a post in the former service but for such temporary appointment.

(e) Service on temporary promotion counting for probation. A probationer in any category of a service who is promoted temporarily under the provisions of Rule 31 to a higher category in the same service shall be entitled to count towards his probation, if any, in the former category the period of duty performed by him in the latter category during which he would have held a post in the former category but for such temporary promotion.

(f) A member of a service or class or category of a service deputed in public interest to discharge the duties of another post shall be eligible to count the period of such deputation for probation in the service or class or category of the service in which he was a probationer at the time of his deputation or would have been a probationer but for his deputation.

(g) A probationer who before completing probation in the service, class or category to which he is first appointed proceeds on leave without allowance granted and availed of as per Appendix XII A, Appendix XII B or Appendix XII C of Part I of the Kerala Services Rules shall commence probation afresh on his return from such leave.

(h) A person who got appointment in one Department of a service from a common selective list prepared by the Commission and thereafter discharged from that department for want of vacancy and got reappointed on re-registering his name with the Public Service Commission, shall be entitled to count his service in the former Department for probation in the latter Department.

(i) An inter-departmental transferee shall have to undergo probation in the new department in accordance with the Special Rules. In the case of inter-departmental transfer to the services for which Special Rules have not been issued, the transferee shall not be allowed to count his service in the former service or unit for the purposes of probation in the new department and in such cases the inter-departmental transferee shall be on probation for a total period of two years on duty in the new Department within a continuous period of three years.

19. Suspension, termination or extension of probation. — (a) Where the Special Rules of any service prescribe a period of probation for appointment as a full member of the service or where such period of probation has been extended under General Rule 21, the Appointing Authority may, at any time before the expiry of the prescribed period of probation or the extended period of probation, as the case may be-

- (i) suspend the probation of a probationer and discharge him for want of vacancy, or
- (ii) at its discretion, by order, either, terminate the probation of a probationer and discharge him or in case the probation has not been extended under General Rule 21 extend the period of his probation, after giving him a reasonable opportunity of showing cause against the action proposed to be taken in regard to him:

Provided that where a probationer has been given a reasonable opportunity of showing cause against the imposition on him of any of the penalties specified in items (iv), (vii), (viii) and (ix) of Rule 11 of the Kerala Civil Services (Classification, Control and Appeal) Rules and at the conclusion of the disciplinary proceedings, a tentative conclusion is arrived at to terminate his probation, a further opportunity of showing cause specifically against termination of his probation need not be given to him.

Explanation.- An opportunity to show cause may be given after the Appointing Authority arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the service, either by such authority himself or by a subordinate authority who is superior in rank to the probationer.

(b) (i) If within the period of probation a probationer fails to acquire the special qualifications or to pass the special tests, if any, prescribed in the Special Rules, or to acquire such other qualifications as may be declared by the State Government or by the Appointing Authority with the approval of the State Government to be equivalent to the said special qualifications or special tests, the Appointing Authority shall, by order, discharge him unless the period of probation is extended under rule 21.

(ii) If within the period of probation prescribed in the Special Rules, for the service or within the extended period of probation, as the case may be, the probationer has appeared for any such tests or for any examinations in connection with the acquisition of any such qualifications and the results of the tests or examinations for which he has so appeared are not known before the expiry of such period, he shall continue to be on probation until the publication of the results of the tests or examinations for which he has appeared or the first of them in which he fails to pass, as the case may be.

In case the probationer fails to pass any of the tests or examinations for which he has so appeared, the appointing authority shall by order discharge him.

Provided that where a probationer has appeared for any tests or examinations within the period of probation prescribed in connection with the acquisition of any such qualifications and the results of the tests or examinations for which he has appeared and passed are known only after the expiry of the prescribed period of probation, he shall be deemed to have satisfactorily completed his probation on the date on which he has completed the prescribed period of probation.

- Note.** — (1) This amendment shall be deemed to have come into force with effect from 17th December 1958.
- (2) Cases already settled or disposed of prior to the issue of this amendment shall not be reopened.

20. Probationer's suitability for full membership. — (a) At the end of the prescribed or extended period of probation, as the case may be, the Appointing Authority shall consider the probationer's suitability for full membership of the service, class or category for which he was selected:

Provided that in case the probation was extended under rule 21, solely to enable the probationer to acquire the special qualifications or to pass the prescribed tests, the Appointing Authority shall consider the probationers suitability for full membership of the service, class or category as soon as the probationer has acquired the special qualifications or has passed the prescribed tests.

(b) If the Appointing Authority decides that a probationer is suitable for such membership, it shall as soon as possible issue an order declaring the probationer to have satisfactorily completed his probation. On the issue of such order, the probationer shall be deemed to have satisfactorily completed his probation on the date of the expiry of the prescribed or extended period of probation:

Provided that in cases to which the proviso to sub-rule (a) applies the probationer shall be deemed to have satisfactorily completed his probation on the day following the last date of the whole examination or test in which the probationer has acquired the special qualification or has passed the prescribed tests by passing one more subjects, if such date is earlier than the date of expiry of the extended period of probation.

Note.— Where a person can choose between two examinations or tests or corresponding subjects/papers of two examinations or tests and where the two examinations or tests conducted during the same period end on two different dates, the benefit of passing the examination or test shall be deemed to have accrued on the day following the last date of the whole examination or test which ends on the later date.

(c) If the Appointing Authority decides that the probationer is not suitable for such membership, it shall unless the period of probation is extended under Rule 21 by order discharge him after giving him a reasonable opportunity of showing cause against the action proposed to be taken in regard to him:

Provided that where a probationer has been given a reasonable opportunity of showing cause against the imposition on him of any of the penalties specified in items (iv), (vii), (viii) and (ix) of Rule 11 of the Kerala Civil Services (Classification, Control and Appeal) Rules and at the conclusion of the disciplinary proceedings, a tentative conclusion is arrived at to discharge him a further opportunity of showing cause specifically against such discharge need not be given to him.

Explanation I. — The decision of the Appointing Authority that the probationer is not suitable for full membership may be based also on his work and conduct till the date of the decision inclusive of the period subsequent to the prescribed or extended period of probation.

Explanation II. — An opportunity to show cause may be given after the appointing

authority arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the service, either by such authority himself or by a subordinate authority who is superior in rank to the probationer.

20 A. Delay in the order of probation.- Any delay in the issue of an order discharging a probationer under clause (ii) of sub- rule (a) of rule 19, or clause (i) or (ii) of sub-rule (b) of that rule or sub-rule (c) of rule 20, shall not entitle him to be deemed to have satisfactorily completed his probation.

21. Extension of probation. —In the case of any probationer falling under sub- rule (b) of rule 19 or sub-rule (c) of rule 20, the Appointing Authority may extend his probation for a maximum period of one year to enable him to acquire special qualifications or pass the prescribed tests, as the case may be, or to enable the appointing authority to decide whether the probationer is suitable for full membership or not. Extension of probation beyond one year may, however, be ordered by Government if found necessary. In cases where the probation of a probationer is extended a condition shall, unless there are special reasons to the contrary, be attached to the order of extension of probation that the probationer's increment shall be stopped until he is declared to have satisfactorily completed his probation. Such stoppage of increment shall not be treated as a penalty but only as a condition of extension of probation and shall not have the effect of postponing future increments after he has passed the prescribed tests or examinations or after he is declared to have satisfactorily completed his probation.

22. Exercise of certain powers of Appointing Authority by higher authorities. — The powers conferred on the Appointing Authority, other than the State Government, may be exercised also by any higher authority to whom the appointing authority is administratively subordinate whether directly or indirectly, in the following cases:—

- (1) Termination of probation of a probationer under Rule 19 (a) (ii).
- (2) Discharge of a probationer under Rule 20 (c).
- (3) Extension of probation under rule 19 (a) (ii) or rule 21.

23. Appeal against discharge.— (a) A probationer who is discharged under clause (ii) of sub- rule (a) of rule 19 or under sub- rule (c) of rule 20 shall be entitled to appeal against the order of discharge passed by the competent authority to the authority to which and within the period of limitation within which an appeal would lie against an order of dismissal passed by the competent authority against a full member of his service, class or category, as the case may be:

Provided that in the case of a probationer in a State Service who is discharged from service by an authority subordinate to the State Government, an appeal shall lie to the State Government.

(b) The authority competent to entertain an appeal under sub- rule (a) may, either of its own motion or otherwise, revise any order discharging a probationer under any of the provisions referred to in the said sub-rule within one year of the date of such order.

(c) (i) When an order discharging a probationer is set aside on appeal under sub- rule (a) or on revision under sub- rule (b) and the probationer is restored to the service, the period on and from the date of discharge to the date of such restoration may, with the previous sanction of the State Government, be treated as on duty except for purposes of

probation, the period of probation undergone by such probationer at the time of his discharge shall, however, count towards the period of probation prescribed by the rules applicable to him.

(ii) Such probationer may, during the period on and from the date of his discharge to the date of his restoration, be paid such pay and allowances not exceeding the pay and allowances to which he would have been entitled if he had not been discharged, as the authority passing the orders under sub-rule (a) or (b) may, with the previous sanction of the State Government, determine.

24. Appointment of full members.—(a) Subject to the provisions of rule 8 an approved probationer shall be appointed to be a full member of the service in the class or category for which he was selected, at the earliest possible opportunity, in any substantive vacancy which may exist or arise in the permanent cadre of such class or category and if such vacancy existed from a date previous to the issue of the order of appointment, he may be so appointed with retrospective effect from the date or, as the case may be, from any subsequent date from which he was continuously on duty as a member of the service in such class or category or in a higher class or category:

Provided that where more than one approved probationer is available for such appointment as full member, the senior most approved probationer on the date of the vacancy shall be appointed:

Provided further that notwithstanding anything contained in this sub-rule, a candidate who is recruited direct to a post in any service, class, category or grade reserved for members of Scheduled Castes and Scheduled Tribes shall, on satisfactory completion of probation, be appointed to any substantive vacancy which may exist in the permanent cadre of such service, class, category or grade, or if no such vacancy exists, to the first such vacancy which may arise after the satisfactory completion of probation.

Explanation. — For the purposes of this sub- rule an approved probationer on leave shall be deemed to be on duty as a member of the service in the class or category concerned if he would have been on duty in such class or category or in a higher class or category but for his absence on leave.

(b) Where appointment to any service, class or category is according to rules normally both by direct recruitment and by transfer, vacancies against which persons have been recruited direct shall be regarded as a distinct group, while all other vacancies shall be regarded as another distinct group, and appointment of full members in accordance with sub- rule (a) shall be made separately in each of these groups.

25. Appointment as full member, discharge and re-appointment of members who are not probationers or approved probationers. In regard to persons appointed to any class or category of a service by promotion in respect of whom the Special Rules of the service do not prescribe a period of probation in the class or category to which they have been promoted, rule 6,7 and 24 of this Part shall be construed as if 'Probation' and 'probationer' or 'approved probationer' meant 'officiating service' and 'person officiating' respectively.

26. Membership of more than one service. — No person shall at the same time be a full member of more than one service.

A probationer, approved probationer or full member of one service who is appointed to be a full member of another service shall cease to be member of the former service.

27. Seniority. — (a) Seniority of a person in a service, class, category or grade shall, unless he has been reduced to a lower rank as punishment, be determined by the date of the order of his first appointment to such service, class, category or grade.

Explanation. — For the purposes of this sub-rule, "appointment" shall not include appointment under rule 9 or appointment by promotion under Rule 31.

This amendment shall be deemed to have come into force with effect on and from the 17th December, 1958, but shall not affect the seniority of any member of a service settled prior to the date of publication of this amendment in the Gazette:

Provided that the seniority of persons on mutual or inter-unit or inter-departmental transfer from one Unit to another within the same Department or from one Department to another, as the case may be, on requests from such persons shall be determined with reference to the dates of their joining duty in the new Unit or Department. In the case of more than one person joining duty in the same grade in the same Unit or Department on the same date, seniority shall be determined, —

- (a) if the persons who join duty belong to different units or different departments, with reference to their age, the older being considered as senior, and
- (b) if the persons who join duty belong to the same category of post in the same department, in accordance with their seniority in the Unit or Department from which they were transferred

Note. — (i) This amendment shall be deemed to have come into force with effect from 28-12-1960.
(ii) Cases already settled or disposed of prior to the issue of this amendment shall not be re-opened:

Provided further that the seniority of persons advised for appointment to the same category of post in a Department on the same date by different District Offices/ District Units of the Public Service Commission and the seniority of persons advised for appointment to different posts which constituted feeder categories of higher posts in a Department on the same date by the Public Service Commission shall be decided as follows:-

- (i) When not more than one person is advised for appointment from each District, on the basis of their age, the older being declared senior to the younger.
- (ii) When more than one person is advised for appointment the persons having the same serial number in the various advice lists shall be grouped together separately and the inter-se- seniority in each group shall be fixed on the basis of their age, the older being declared senior to the younger.

Note. While determining seniority under this proviso, if the date of birth of two or more persons happens to be the same, their seniority shall be fixed on the basis of the alphabetical order of their names and if the date of birth and the names of two or more persons happen to be the same, their seniority shall be fixed on the basis of the alphabetical order of the Districts concerned as below:-

- | | |
|---------------|----------------|
| (1) Alappuzha | (8) Kozhikode |
| (2) Ernakulam | (9) Malappuram |

- | | |
|----------------|-------------------------|
| (3) Idukki | (10) Palakkad |
| (4) Kannur | (11) Pathanamthitta |
| (5) Kasaragode | (12) Thiruvananthapuram |
| (6) Kollam | (13) Thrissur |
| (7) Kottayam | (14) Wayanad |

Provided also that the seniority of persons advised for appointment to a category of post in a Department, where the methods of appointment to that post are by promotion, by transfer and by direct recruitment in a fixed ratio or percentage, shall be determined as illustrated below:-

Where the first vacancy in a category is for appointment by promotion or transfer and the second vacancy is for appointment by direct recruitment and when the first two vacancies arise in that category a departmental hand shall be appointed regularly by promotion or transfer, as the case may be, in the first vacancy and in the absence of a direct recruit reporting for duty in the second vacancy a departmental hand shall be appointed temporarily by promotion or transfer, as the case may be, in that vacancy. In case a direct recruit does not report for duty till a third vacancy arises in the Department, the appointment of person temporarily by promotion or transfer in the second vacancy shall be regularized from the date of occurrence of the third vacancy. Similarly if two more vacancies arise in that cadre (totally five) the departmental hands are entitled for three vacancies and hence the promotion or transfer of the third man shall be regularized from the date of occurrence of the fifth vacancy. The direct recruit shall be entitled for rank and seniority from the date of his first effective advice:

Provided also that the seniority of a person advised by the District Office of the Public Service Commission for appointment in the vacancy in the Headquarters, without obtaining his willingness and transferred after such appointment to the district of his choice without insisting on the time limit of five years, shall be determined with reference to the date of his original advice by the District Office of the Public Service Commission.

Note.— The above proviso shall not apply to inter-unit or inter-departmental transfers.

(b) The Appointing Authority shall, at the time of passing an order appointing two or more persons simultaneously to a service, fix the order of preference among them; and seniority shall be determined in accordance with it:

Provided that nothing contained in sub-rules (a) and (b) above shall be deemed to have superseded the orders of the Travancore-Cochin Government in R. Dis No. 8207/50/CS dated 7th May 1951 as subsequently clarified in respect of any person who was a member of any service on the date of coming into force of these Rules:

Provided further that the above said order of the Travancore-Cochin Government as subsequently clarified shall also be applicable to the persons appointed in the State of Kerala before the coming into force of these Rules.

This amendment shall be deemed to have come into force with effect on and from 17- 12- 1958:

Provided also that persons referred to in the foregoing provisos shall be entitled to restoration of seniority in accordance with the orders of the Travancore-Cochin Government referred to therein as subsequently clarified over those who have been appointed in the State of Kerala on or after the 17th day of December, 1958.

The amendment hereby made shall be deemed to have come into force with effect on and from the 17 th December 1958.

(c) Notwithstanding anything contained in clauses (a) and (b) above, the seniority of a person appointed to a class, category or grade in a service on the advice of the Commission shall, unless he has been reduced to a lower rank as punishment, be determined by the date of first effective advice made for his appointment to such class, category or grade and when two or more persons are included in the same list of candidates advised, their relative seniority shall be fixed according to the order in which their names are arranged in the advice list:

Provided that the seniority of candidates who have been granted extension of time to join duty beyond three months from the date of the appointment order, except those who are undergoing courses of study or training which are prescribed as essential qualification for the post to which they are advised for appointment, shall be determined by the date of their joining duty:

Provided further that the seniority of the persons appointed,-

- (a) directly under the Compassionate Employment Scheme,
- (b) through regularization of temporary or provisional hands, such as;
 - (i) persons belonging to Scheduled Caste/Scheduled Tribes;
 - (ii) physically handicapped persons; and
 - (iii) others,
- (c) to the 3% of Class III and IV posts reserved for appointment by physically handicapped persons through any other source than the Kerala Public Service Commission.
- (d) to the sports quota.

(e) through any other source other than recruitment through Kerala Public Service Commission shall be determined as per sub-rule (a) and (b) as above. As between persons appointed to the same category by the appointing Authority, on the advice of the Public Service Commission under the normal method and persons appointed by any one or more of the methods shown above, the former shall be treated as senior to the latter subject to the provisions in the first proviso, if the date of effective advice of the Commission for the appointment happens to be the same date or any other date earlier than the date of appointment of the latter. The seniority of persons appointed, otherwise than through the Kerala Public Service Commission, directly under any one of the methods mentioned above, to the same category, by the same Appointment Authority, but on different dates in a Unit/Department, shall be reckoned with reference to the date of former appointment order issued by the concerned Appointing Authority. If more than one person are allowed to be appointed directly by means of Government Order otherwise than through Kerala Public Service Commission, under any one or more of the methods mentioned above and are appointed to the same category, on the same date by the same Appointing Authority in a Unit/Department, then their seniority shall be reckoned with reference to their age, the older being reckoned senior to the younger. While fixing seniority by applying the above principle, if the dates of birth of more than one person happen to be the same, their seniority shall be fixed on the basis of the alphabetical order of their names. When issuing the formal appointment orders in such cases, the Appointing Authority shall determine the seniority and the order of precedence of the candidates to

be appointed, using the aforementioned criteria and the same shall be specified in the appointment orders.

Provided also that where the date of effective advice in respect of a person appointed otherwise than in pursuance of rule 17A and a person appointed in pursuance of rule 17A is the same, the former shall subject to the provisions in the first proviso be treated as senior to the latter:

Provided also that the seniority of a person appointed in one service from a common selective list, prepared by the Commission and thereafter discharged from service for want of vacancy and got reappointed in another service or another Department/Institution on further advice of the Commission, shall be determined by the date of first effective advice:

Provided also that in case where the date of joining duty of a person appointed on mutual or inter-unit of inter-departmental transfer to a post on request and the date of first effective advice of a person appointed to the same category of post on the advice of the Commission are the same, the latter person shall be deemed senior to the former subject to the provisions in the first proviso:

Provided also that the seniority of, —

- (i) persons advised by the Public Service Commission for appointment as Assistant Surgeons other than Dental Surgeons in the Health Services Department after 14- 5- 1963 and before the issue of G.O.(P) No. 255/Public (SS) Department dated 2-3- 1965;
- (ii) persons advised for appointment as Dental Surgeons, Graduate Nurses and other Para-Medical Personnel after 14-5-1963 and before 31-3-1965; and
- (iii) persons advised for appointment as Tutors and Demonstrators in the Medical Colleges after 7-12-1963 and before the issue of G.O. (P) 255/Public (SS) Department dated 2-3-1965 excepting those advised in the specialties of Anesthesiology and Radiology in the context of the National Emergency,

shall notwithstanding anything contained in any Judgment, Decree or Order of any Court, be determined as follows:-

(a) Persons selected by the concerned Defence Selection Board to serve in the Defence Force of India from among those candidates advised by the Public Service commission from a particular advice list shall be placed in list 'A' and those not selected in list 'B'. The candidates included in list 'A' shall be senior to those included in list 'B'. The ranking of the candidates in list 'A' and list 'B' shall be done in accordance with the inter- se- seniority of the candidates as fixed in the order in which their names are arranged in the relevant advice letters of the Commission and in accordance with the date of earliest effective advice;

(b) Women candidates advised for appointment to the posts of Assistant Surgeons, Tutors and Demonstrators from the ranked lists prepared after 4-8-1964 and who did not express their willingness to serve in the Defence Forces shall be placed in list 'C'. The candidates included in list 'C' shall be junior to those in list 'B'. The inter-se-seniority of persons included in list 'C' shall be fixed according to the order in which their names are arranged in the relevant advice letters of the Commission and in accordance with the date of earliest effective advice.

Provided further that approved probationers/permanent officers who avail leave without allowance for taking up employment abroad or within India or for study purpose or for joining spouse abroad or within India as per the provisions in Appendix XII A,

Appendix XII B, Appendix XII C respectively of Part I, of Kerala Service Rules, shall lose their seniority in the service, class, category or grade with reference to their juniors in the service, class, category or grade who might get promoted before they re-join duty.

Note.— The date of effective advice in this Rule means the date of the letter of the Commission on the basis of which the candidate was appointed.

27 A. Notwithstanding anything contained in rule 27, in the case of a person appointed as Lower Division Clerk or Lower Division Typist in a service prior to the 19th October, 1962 and transferred thereafter from the Unit of the Department in which he was appointed to another Unit of the same department, seniority in the Unit of the Department to which he was transferred shall be determined with reference to the date of his appointment in the Unit of the Department from which he was transferred subject, however, to the condition that the seniority so determined shall not adversely affect the seniority of any person who has been promoted on a regular basis in the unit to which he was transferred prior to the date of his transfer.

27 B. In case of disputes regarding seniority and matters connected with it by reason of any order of Government or any order of an authority subordinate to Government, representations for reconsideration of such order shall be submitted to Government by the aggrieved person within a period of six months from the date of receipt of the order, or the date of publication of the order in the Kerala Gazette, whichever is later.

28. (a) Promotion.—(i) Except in the case of appointment to the posts of Heads of Department no member of a service or class of a service shall be eligible for promotion from the category in which he was appointed to the service unless he has satisfactorily completed his probation in that category:

Provided that a probationer in a class, category or grade shall not be superseded for promotion to a higher class, category or grade by his junior, if the vacancy in the higher class, category or grade arises within the period specified in the Special Rules for completion of probation in the class, category or grade in which he is probationer and if he has passed the test or tests prescribed for successful completion of probation and is otherwise eligible and suitable for such promotion; but his promotion shall be subject to the condition that he satisfactorily completes the probation in the class, category or grade from which he was promoted within the period prescribed thereof, and for this purpose the period of service put in by him in the higher class, category or grade shall be reckoned towards probation in the class, category or grade from which he was promoted and also in the class, category or grade to which he was promoted:

Provided further that if a probationer promoted in pursuance of the above proviso fails to complete his probation in the class, category or grade from which he was promoted within the period prescribed thereof, his probation in the higher class, category or grade shall be terminated and he shall be reverted to the class, category or grade from which he was promoted, and any subsequent promotion of such person to the higher class, category or grade shall not also entitle such person to claim seniority in the higher class, category or grade by reason only of his previous promotion in pursuance of the preceding proviso and he shall commence probation afresh in that class, category or grade from the date of such subsequent promotion.

(ii) Where the Special Rules for a service provide for appointment by promotion to any class or category from a specified class or category of such service, no member shall be eligible for such appointment unless he is a full member or an approved probationer in the class or category so specified:

Provided that if he is the holder of a post in any service for which no probation has been prescribed, he shall not be eligible for promotion unless he has put in satisfactory service in that post for a period of one year on duty within a continuous period of two years.

(iii) Notwithstanding anything contained in these Rules or in the Special Rules/Executive Orders, the period of probation for persons appointed by direct recruitment or recruitment by transfer through Public Service Commission shall be two years on duty within a continuous period of three years and for persons appointed in a post or category from another post or category in the same service or appointed by transfer from one service to another within the same Department or in another Department (where direct recruitment is not resorted to) shall be one year on duty within a continuous period of two years.

¹[Provided that the period of probation for persons who were appointed on or after the 1st April, 2010 to selection posts in the State Services, by promotion or by transfer within the Department where direct recruitment is not one of the methods of appointments as per the Special rules, shall be six months on duty within a continuous period of one year.]

(b) (i) Promotion and appointment by transfer according to merit and ability. Appointments to posts in a selection category or grade in a service or class, other than Heads of Departments which shall be made under Rule 28A, shall be made from a select list prepared from among the members eligible for appointment to such category or grade in accordance with these rules and the Special Rules, on the basis of merit and ability, seniority being considered only when merit and ability are approximately equal. The select list shall be prepared in the manner indicated herein.

(1) Selection of candidates for appointment to selection categories or grades shall be made by Departmental Promotion Committees constituted for each Department.

(2) A Departmental Promotion Committee shall consist of a member of the Public Service Commission and, —

(a) In the case of a Departmental Promotion Committee for selection to a post other than the lowest post in the State Service, the Appointing Authority or in case the Appointing Authority is the Government, a nominee of the Government, and the Head of the Department concerned:

(b) In the case of a Departmental Promotion Committee for selection to the lowest post in the State Service, the Appointing Authority for the post and a nominee of the Government not below the rank of a Deputy Secretary who is in charge of the administration of the Department concerned.

(3) The member of the Public Service Commission shall be the Chairman of the Departmental Promotion Committee and the authority to initiate action and to function as Convener of the Committee shall be the appointing authority.²

¹ Proviso inserted by G.O. (P) No.7/2013/P&ARD dated 19th March 2013 published as S.R.O. No.7/2013/P&ARD in Kerala Gazette Extraordinary No. 1068 dated 13th April, 2013.

(4) The Committee shall meet periodically to prepare select lists, in the order of merit, of the Officers selected for appointment. The Committee may also hold ad hoc meetings for the purpose of making selections to particular vacancies whenever occasion arises. The criterion for assessment of merit shall be the confidential reports of the officers. The confidential reports of the officers for at least the preceding three years shall be made available to the Committee for this purpose. Where remediable adverse remarks recorded in the confidential report of a Government Servant are not communicated to the officer concerned, such remarks shall be ignored by the Departmental Promotion Committee while considering his case for promotion. The following procedure shall be adopted by the Departmental Promotion Committee for the preparation of select lists: —

(a) Select lists shall be prepared during a calendar year for the vacancies estimated to arise in the next calendar year;

(b) During the first six months of the year action shall be taken to make all the Confidential Reports up-to-date, adverse remarks communicated, and orders for expunging such remarks issued wherever necessary. Simultaneously seniority lists shall also be made up-to-date and probation of officers in the field of choice declared. Confidential Reports and seniority lists shall be made up to date before 30th June;

(c) *** **

(d) During September/October the Departmental Promotion Committees will be convened and select lists prepared which will be notified before 30th November and in any case not later than December 31. If any officer becomes qualified after the preparation of the select list, but, before the occurrence of the vacancy, the Departmental Promotion Committee shall meet subsequently and his name shall be considered for inclusion in the select list;

(e) At the time of change over from the existing system the number of vacancies for the current year and the next year shall be considered together.

(4a) Where confidential reports for the three years mentioned in sub-clause (4) are not available in respect of an Officer who was under suspension but has been reinstated or who was or is on long leave, the suitability of the officer shall be assessed, —

(i) in the case of an Officer who has been reinstated after suspension fully exonerating him of the charges or in the case of an officer who was or is on long leave, on the basis of the confidential reports for a period of three years (excluding the period during which the officer was under suspension or on long leave or is on long leave, as the case may be) preceding the date of the meeting and if the Confidential Reports for the said period are not available, on the basis of the Confidential Report for the one year immediately after reinstatement or, as the case may be, immediately after rejoining duty after leave;

(ii) in the case of an Officer who has been reinstated after suspension imposing a penalty, on the basis of the confidential reports for the period after reinstatement (which shall not be less than one year.)

(4b) where confidential reports for the three years mentioned in sub-clause (4) are not available in respect of an officer for no fault of his up to a period of six months, the Departmental promotion Committee shall consider, ignoring the non-availability of the report for the said period, the suitability of the officer based on the available report or by getting special confidential report from the Superior Officer/Higher Authority under whom the Officer is working at the time of consideration of his case.

(5) On matters in respect of which there is difference of opinion, the views of the majority of the members of the Committee shall prevail. Provided that where the Member of the Public Service Commission requires that the Public Service Commission shall be consulted before final recommendation is made, such consultation shall be made.

(6) The Departmental Promotion Committee shall first decide the field of choice, that is, the number of eligible officers awaiting appointment who should be considered for inclusion in the "Select list". Provided, however, that an officer of outstanding merit, and his seniors, if any, in the category or grade may be included in the list of eligibles even if he or such seniors are outside the normal field of choice.

Note.- The field of choice shall as far as possible be thrice and at least twice the number of vacancies expected within a year plus the number of the superseded officers of the previous year. For example, if there are two anticipated vacancies and the number of superseded officers of the previous years is 4, the panel for the field of choice shall normally contain 10 names (6+4) or at least 8 (4+4).

(7) The "Select List" shall be prepared from among the eligible officers on the basis of merit and ability, seniority being a consideration only when all the qualifications are equal. The number of names to be included in the "Select List" shall be the same as the estimated number of vacancies likely to arise during the next year. Supplemental lists may be prepared in case the lists already prepared get exhausted before the close of the year to which they relate so as to obviate the necessity for convening meetings of Departmental Promotion Committees at short notice or keeping of posts unfilled and thereby causing administrative inconvenience. Persons selected for inclusion in the Select List shall be ranked in the Select List according to their seniority in the feeder category. When the Special Rules provide for a definite ratio or order of preference from the feeder categories, persons from each feeder category shall be included in separate select lists and appointment shall be made in accordance with the ratio or order of preference prescribed by such Special Rules for each feeder category.

Note.- (i) Officers under suspension and officers against whom criminal proceedings are pending in a Sessions Court or in any other higher Court for grave offences like murder, dacoity, etc; and Officers against whom departmental proceedings are taken for the imposition of a major penalty under the disciplinary rules applicable to them should not be included in the select list. But the suitability of such an Officer for promotion should be assessed at the relevant time by the Departmental Promotion Committee and a finding reached whether, if the Officer had not been suspended or the criminal proceedings/ departmental proceedings had not been pending against him, he would have been recommended/selected for promotion. Where a select list is prepared the Departmental Promotion Committee shall also make a finding as to what the position of the Officer in that list would have been but for the suspension or the criminal proceedings/ departmental proceedings against him. "The findings as to the suitability and the place in the select list of the officer should be recorded separately and attached to the proceedings. The proceedings of the Departmental Promotion Committee need only contain a note. "The findings are recorded in the attached sheet of paper". The authority competent to fill the vacancy should be separately advised to fill the vacancy only on a temporary basis. Officers against whom vigilance or departmental proceedings are taken after the charges have *prima facie* been established in a preliminary enquiry should not be included in the select list. But, the cases of such Officers should also be assessed. The question of including them in the select list shall be considered when the result of the

enquiry is known. However Officers against whom departmental proceedings are taken for the imposition of a minor penalty may be included in the select list provisionally if they are found suitable but for the pendency of disciplinary proceedings initiated against them.

- (ii) The vacancy that would have gone to the Officer but for his suspension or the criminal proceedings/departamental proceedings against him for the imposition of a major penalty should be filled only on a temporary basis by the next person in the approved list. If the Officer concerned is completely exonerated, he will be promoted thereafter to the post filled on a temporary basis, the arrangements made previously being reversed. If the exoneration is not complete, the Departmental Promotion Committee may decide each case on its merits. Where, however, the post which would have gone to the Officer but for his suspension or the criminal proceedings/ departamental proceedings against him, ceases to exist before the conclusion of the disciplinary proceedings, he will be promoted to the first vacancy that may be available in future if he is found fit for promotion at that time. If the officers against whom departmental proceedings are taken for imposition of a minor penalty and who have been provisionally included in the select list are fully exonerated of the charges, their cases for promotion on the basis of such inclusion in the select list shall be considered. If the Officers are not fully exonerated of the charges, the Departmental Promotion Committee may decide each case on its own merit.
- (iii) Officers whose names are included in the select list but who are subsequently placed under suspension or against whom criminal proceedings are taken in a Sessions Court or in any other higher Court for grave offences and officers against whom departmental proceedings are taken for the imposition of a major penalty under the disciplinary rules applicable to them, shall not be promoted on the basis of their inclusion in the select list until they are fully exonerated of the charges against them. If the officer is fully exonerated of the charges, he shall be promoted on the basis of his position in the select list to the post which has been filled on a temporary basis pending disposal of the charges against him. If the Officer is not fully exonerated, the Departmental Promotion Committee may consider each case on its own merit. Officers whose names are included in the select list but against whom departmental proceedings for imposing a minor penalty are initiated subsequently, may be promoted on a temporary basis pending disposal of the proceedings against them. If the Officer is fully exonerated of the charges the temporary promotion shall be treated as regular promotion and if the Officer is not fully exonerated of the charges, his case may be considered by the Departmental Promotion Committee on merits.
- (iii a) The inclusion of the names of Officers in the select list after decision by the Departmental Promotion Committee on their cases on merits under Note (ii) or Note (iii) and their consequent promotion shall be subject to further reassessment by the Departmental Promotion Committee on the basis of orders passed in appeal or review. If the Departmental Promotion Committee revises the select list on further reassessment and if by that time the Officer has been promoted on the basis of his inclusion in the earlier select list, the orders promoting the Officer shall be revised in accordance with the revised select list. In such cases the appointment as per the revised order only shall be considered as regular appointment. However, this revision of order of appointment shall be made only if the orders in appeal or review are passed within a period of one year from the date of order of promotion of the

Officer. In the cases of those who are not included in the select list prepared after reassessment under Notes (ii) or (iii) above, but who are fully exonerated of the charges on appeal or review passed within a period of two years from the date of publication of the select list, a further reassessment shall be made and the select list as well as appointments ordered on the basis of it shall be revised including such officers also in the select list if they are otherwise eligible for inclusion therein.

- (iv) Where while preparing a select list an officer has been superseded on account of his confidential report for the one year referred to in sub-clause (4a) not being available due to non-completion of the said period of one year, the select list shall be treated as provisional to the extent it relates to the officers junior to the officer so superseded, and as soon as the confidential reports in respect of such officer relating to the said one year become available, the departmental promotion committee shall review the list and make it absolute, after considering the claims of the officer with reference to the confidential reports for the said one year.
- (v) A censure under Rule 11 (I) (i) of the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960 or a warning awarded or proposed to be awarded to an Officer need not be taken into account while considering his case for promotion under Note (ii), (iii) and (iii a) above.
- (vi) When there are more than one feeder category carrying different scales of pay, they shall be shown in separate lists and persons in a lower scale of pay shall be appointed only after appointing all persons on a higher scale of pay, unless the Special Rules prescribe a ratio or any special order of preference for each feeder category.
- (vii) When the posts in the feeder categories are on the same scale of pay and there is no fixed ratio, appointment shall be made in accordance with their seniority in the feeder category, the seniority being determined by the date of the order of first appointment to that particular category, class or grade.

(8)(a) The select list prepared by the Department Promotion Committee in the manner referred to above shall be published by the Convener of the Committee after approval by the Government. Normally no revision of such select list shall be made under Rule 29 on the basis of re-evaluation of the confidential reports. However, if any officer who has been superseded and whose name has not been included in the list makes, within one month from the date of publication of the list, a written representation to the convener of the Departmental Promotion Committee requesting a revision of the list, the Committee shall consider the representation. After going through the representation, if the Committee feels that some clarification should be obtained from the superseded officer by personal hearing, it may do so and on the basis of such representation and personal hearing if it is of the view that the list already prepared should be revised, it may make a recommendation to the effect. The list shall then be revised accordingly and published by the Convener after approval by the Government.

Note.--Promotions from the first list published by the Departmental Promotion Committee shall be provisional and the list will be subject to revision, if, after following the procedure, it is found that the list requires revision.

(b) Wherever Government consider that there are exceptional circumstances which warrant a departure from the advice of the Departmental Promotion Committee in the public interest, the Departmental Promotion Committee shall be given a fresh opportunity to consider the proposals of the Government to revise the select list. If on receipt of the recommendation of the Departmental Promotion Committee, Government

still feel that there are exceptional circumstances which warrant a departure from the advice of the Departmental Promotion Committee in the public interest, they may take a decision accordingly. In that case it will be open to the Public Service Commission to include the matter in the Annual Report:

Provided that the power under this paragraph shall not be exercised after the expiry of one year from the date on which the select list was prepared by the Departmental Promotion Committee.

(9) The "Select List" shall be reviewed annually and it shall remain in force until it is revised. Names of those officers who have already been appointed shall be removed from the list and the rest of the names along with those officers who may now be included in the field of choice, shall be considered for the "Select List" for the subsequent period. A person included in an earlier select list, shall, however, be ranked above a person considered for a subsequent list, unless his conduct and work subsequent to such inclusion renders it necessary that he should be placed lower in the list or his name may be omitted from the list if there is definite deterioration in the work and conduct of the Officer subsequent to his inclusion in the select list for the previous year, as the case may be.

(10) The claims of a person who qualifies himself for a post, after the select list in respect of that post has been prepared but before the date of occurrence of the vacancy in the higher post shall not be over looked.

(11) The select list shall be reviewed and revised for the purpose of sub-clause (10) in cases where the acquisition of an extra qualification or the gaining of a prescribed period of experience is insisted on as conditions precedent to the selection to the higher post. In such cases the following procedure shall be followed: —

The Convener of the Departmental Promotion Committee concerned should bring to the specific notice of the Committee the case of all senior hands who are being overlooked in drawing up the select list for want of qualification or experience and who are likely to acquire that qualification or experience during the pendency of the list. The select list drawn up at the meeting shall be treated as provisional to the extent to which it relates to the junior hands included in the select list whose seniors are likely to become fully qualified during the pendency of the list. When such senior hands acquire the qualification and/or experience which would make them eligible for appointment, the Convener shall take early steps for the convening of an *ad hoc* meeting of the Departmental Promotion Committee and after considering the claims of such persons, revise, if necessary, the provisional portion of the select list. The provisional portion of the select list, if revised, shall be made absolute following the procedure laid down in sub-clause (8) above and the process repeated wherever necessary.

Note.- (i) As a person included in the earlier select list shall be ranked above a person considered for a subsequent list, unless his work and conduct subsequent to such inclusion renders it necessary that he should be placed lower in the list the calculation of anticipated vacancies for purpose of preparing annual or supplemental select lists shall be done as accurately as possible.

(ii) Claims of persons previously omitted from the list shall be considered whenever new lists are prepared.

(12) The recommendations made by the Departmental Promotion Committees shall be treated as recommendations having the approval of the Public Service Commission, and the convention regarding acceptance of the advice of the Commission shall apply to them. In cases where the Commission has been consulted, the convention regarding consultation

with the Commission shall similarly apply to the final recommendations made by the Commission.

(13) Candidates belonging to Scheduled Castes and Scheduled Tribes shall not be superseded for appointment to Selection categories or grades by the application of too rigid a standard of suitability. The Departmental Promotion Committees may consider the case of such candidates sympathetically by relaxing the standard of suitability where possible, and only the claims of those whom the committee considers unsuitable even by the relaxed standards should be superseded for appointment to such selection categories or grades.

(14) Notwithstanding anything contained under this rule, the Government may by order effect promotion/appointments by transfer notionally without monetary benefit of pay and allowances but with consequential pensionary benefits, to a pensioner without having to follow the procedures such as preparation, publication and review of select list by convening the Departmental Promotion Committee, if it is found later on after his retirement that he would have become eligible at any time during the course of his service for being promoted or appointed to such posts, categories or grades in that service had due procedure according to the rule existing at that time or made applicable thereafter been followed at the appropriate time.

(iA) Preparation of select list subsequent to the occurrence of vacancy:- When a select list is prepared subsequent to the occurrence of a vacancy, no person who was not qualified for inclusion in the select list at the time of occurrence of the vacancy shall be included in the select list for appointment against that vacancy.

Note.- If there are no qualified persons for promotion to a post on the date of occurrence of the vacancy, the person who gets qualified first thereafter, shall be considered for promotion to that post:

Provided that where the Special Rules in respect of the post provide that direct recruitment shall be resorted to in the absence of qualified candidates for promotion on the date of occurrence of the vacancy, recruitment to the post shall be made accordingly.

(ii) Promotion and appointment by transfer to higher posts according to seniority:- All other promotions or appointments by transfer to higher posts shall, subject to the provisions of these rules and the special rules, be made in accordance with seniority subject to the person being considered suitable for the post. Punishments other than censure awarded within a period of three years immediately preceding such promotion or appointment by transfer shall be taken into account in determining the suitability of a person for promotion or appointment by transfer.

Note.- (i) when there are more than one feeder category carrying different scales of pay, persons in lower scale of pay shall be appointed only after appointing persons in the higher scale of pay unless the Special Rules provide a ratio or any special preference for each feeder category.

(ii) When the post in the feeder category has the same scale of pay and the Special Rules prescribe no fixed ratio or preference, appointment shall be made in accordance with the seniority in the feeder category, the same being determined in the manner as provided in the first proviso to clause (a) of rule 27 of the General Rules. If the length of service or seniority of persons in the feeder categories are the same, the person senior in age may be given preference over the other.

(bb) Promotion which depends upon the passing of any examination.- Promotion in a service or class which depends upon the passing of any examination (General or Departmental) shall ordinarily be made with reference to the conditions existing at the time of occurrence of the vacancies and not with reference to those at the time when the question of promotions is taken up.

(bbb) Where a pass in any examination or test confers on a person the title to any right, benefit or concession, such title to the right, benefit or concession shall be deemed to have accrued-

- (a) in the case of a person who has passed such examination or test before the 14th August, 1971, on the day following the last day of such examination or test in the subject or subjects; and
- (b) in the case of a person who has passed such examination or test on or after 14th August 1971, on the day following the last day of the whole examination or test in which he has successfully completed the examination or test by passing one or more subjects.

Explanation.- (1) The principles in this sub-rule shall apply for the drawal of increment and for promotion not involving change of duties against vacancies remaining unfilled for want of test qualified persons;

- (2) Where a person can choose between two examinations or tests or corresponding subjects or papers of two examinations or tests and where the two examinations or tests conducted during the same period end on two different dates, the title to the right, benefit or concession conferred by the passing of the examination or test shall be deemed to have accrued on the day following the last date of the whole of the examination or test which ends on the latter date;
- (3) The expression "the last day of such examination or test in the subject or subjects" occurring in clause (a) of this sub- rule shall mean the last day on which according to the schedule of the examination or test first published by the Kerala Public Service Commission, such examination or test in the subject or subjects would have been conducted if the examination or test in any of the subjects had not been postponed to a latter date;
- (4) The expression "the last day of the whole examination or test" occurring in clause (b) of this sub-rule shall mean the day on which, according to the schedule of the examination or test first published by the Kerala Public Service Commission, the examination or test in the last of the subjects comprising the whole examination or test would have been conducted, if the examination or test in any of such subjects had not been postponed to a later date.
- (5) The expression 'any examination or test' occurring in this sub - rule shall mean any examination or test conducted by the Kerala Public Service Commission, Government or Department which has a direct nexus with the service matters like probation, promotion, increment

etc., of an employee, and not an academic examination/ University Examination.

Note.- Cases already settled or disposed of prior to the issue of this amendment shall not be reopened.

This amendment shall be deemed to have come into force with effect from 10th December 1984.

(c) *****

(d) ***Duty in a different service counting for probation on promotion.-*** A member of a service or a class of service promoted from one category to another shall be eligible to count for probation in the higher category his service, if any, performed otherwise than in a substantive capacity on regular appointment to another service, State or Subordinate, in accordance with these Rules and the Special rules if the normal method of recruitment to the latter service is according to such Special rules by transfer from the former service or class thereof.

(e) ***Probation where there are more than one grade to the same category.-*** Notwithstanding anything to the contrary contained in the Special Rules where there are more than one grade to the same category and duties and responsibilities attached to the various grades are one and the same, and appointment to the higher grades are made by promotion from the lower grades then probation shall be insisted only in the lowest grade to such category.

28 A. Notwithstanding anything contained in these Rules or in the Special Rules, in the case of appointment to the post of Heads of Departments, direct recruitment shall be resorted to in the absence of suitable persons for appointment by promotion or by transfer. Appointment by promotion or by transfer shall be made on the basis of merit and ability, seniority being considered only when merit and ability are approximately equal. Merit and ability shall be assessed by the authority competent in the Government to make such appointments:

Provided that the lists for consideration for appointment by promotion or by transfer to the posts shall not ordinarily consist of members of service who do not have at least one year of service before the date of their superannuation after appointment to such a post.

29. Revision of orders of appointment to selection posts.- Subject to the provisions of Note (iii a) of sub-clause (7) and Para (a)] of sub-clause (8) of clause (i) of sub-rule (b) of rule 28 an order appointing a member of a service or class to a selection category or grade by promotion or by transfer may be revised by the State Government. Such revision may be made by the State Government either *suo motu* at any time or on a petition submitted by any aggrieved member within six months from the date of passing the order:

Provided that the said period of six months may be extended by the State Government if sufficient cause is shown for the delay in the submission of the petition.

30. Revision of list of approved candidates for appointment or promotion.-

Notwithstanding anything contained in these Rules or in the Special Rules, the State Government shall have power to revise in any manner they consider suitable, any list of approved candidates, for appointment or promotion to any category, class or service, prepared by the Head of a Department, in exercise of the powers conferred on him by the Special Rules for any service.

31. Temporary Promotion.- (a) (i) Where it is necessary in the public interest owing

to an emergency which has arisen to fill immediately a vacancy in a post borne on the cadre of a higher category in a service or class by promotion from a lower category and there would be undue delay in making such promotion in accordance with the rules, the Appointing Authority may promote a person otherwise than in accordance with the rules, temporarily:

Provided that before a person is promoted under this clause, persons who are admittedly senior to him shall also be promoted, even if they are absent from duty whether on leave other than leave without allowances granted and availed of as per Appendix XII A, Appendix XII B or Appendix XII C of Part I of the Kerala Services Rules or on foreign service or on deputation or for any other valid reason except due to suspension and allowed to continue as such subject to the condition that persons so promoted shall not be eligible for the higher time scale of pay by virtue of such promotions unless otherwise specifically ordered by Government.

Note.- (1) Even where it is considered necessary to sanction the higher time scale of pay, not more than one person (either the senior most fit person in a series of adjacent persons outside the ordinary line, or, if such a person either foregoes the benefit of his own volition or does not require the benefit by virtue of his holding a post outside the ordinary line which secures him at least equivalent benefits in respect of salary and pension, then the next below in the series) may be authorized to draw the salary of the higher scale or grade in respect of any one officiating vacancy within the cadre filled by his junior.

(2) A fortuitous officiating promotion given to a person who is junior to one outside the regular line does not in itself give rise to a claim on the part of the senior to the higher time scale of pay.

(3) The expression "persons who are admittedly senior" in the above proviso shall include persons appointed/promoted temporarily and continuing as such, solely due to administrative delay in regularizing their appointments.

(4) A person who is on leave without allowances granted and availed of as per Appendix XII A, Appendix XII B or Appendix XII C of Part I of the Kerala Services Rules shall be given promotion to a higher post only on his return from such leave. His rank and seniority in the higher post shall be determined with reference to the date of promotion

(5) If a junior is promoted temporarily in preference to a senior under suspension, at the time of reinstatement of the senior to duty fully exonerating him of the charges for suspension the senior shall be given promotion to the vacancy in the higher post to which he would have been promoted but for the suspension, if necessary by reverting the junior who got promotion in that vacancy.

(ii) No person who does not possess the qualifications if any, prescribed for the said service, class or category, shall ordinarily be promoted under clause (i). Every person who does not possess such qualifications and who has been or is promoted under clause (i) shall be replaced as soon as possible by promoting a person possessing such qualifications.

(b) Where it is necessary to fill a short vacancy in a post borne on the cadre of a higher category in a service or class by promotion from a lower category and the appointment of the person who is entitled to such promotion under the rules, would involve excessive expenditure on traveling allowance or exceptional administrative inconvenience, the Appointing Authority may promote any other person who possesses the qualifications, if any, prescribed for the higher category.

(c) A person promoted under clause (i) or clause (ii) of sub- rule (a) shall be replaced as soon as possible by the member of the service who is entitled to the promotion under the rules or by a candidate appointed in accordance with the rules, as the case maybe.

These amendments shall be deemed to have come into force with effect from 17.12.1958.

(d) A person promoted under sub- rule (a) or (b) shall not be regarded as a probationer in the higher category or be entitled by reason only of such promotion to any preferential claim to future promotion to such higher category.

(e) If such person is subsequently promoted to the higher category in accordance with the rules he shall commence his probation, if any, in such category from the date of such subsequent promotion or from such earlier date as the appointing authority may determine without prejudice to seniority.

(f) There shall be paid to a person promoted under sub- rule (a) or (b) either the minimum of the higher time scale of pay, or the pay admissible to him in the higher time scale based on the pay in the lower time scale applicable to him under the rules regulating the fixation of pay from time to time, whichever is higher. He shall be paid increments in the time scale at the time intervals, as fixed by Government from time to time.

32. Postings and transfers:- (a) A member of a service or class of a service may be required to serve in any post borne on the cadre of such service or class.

(b) All transfers and posting shall be made by the Appointing Authority.

33. Consequences of resignation:- A member of a service shall, if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the Government.

The re-appointment of such person to any service shall be treated in the same way as a first appointment to such service by direct recruitment and all rules governing such appointment shall apply; and on such re-appointment he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any rule or order.

34. Reduction of full members:- (a) If a full member of any service, class, category or grade is substantively reduced to a lower service, class, category or grade, he shall be

deemed to be a full member of the latter and the permanent cadre thereof shall, if there is no vacancy in which he could be absorbed, be deemed to be increased by one:

Provided that against every such addition an officiating or temporary vacancy, if any, in such lower service, class, category or grade, shall be kept unfilled and such addition shall be absorbed in the first permanent vacancy that subsequently arises in such lower service, class, category or grade, as the case may be.

(b) Appointment in place of members dismissed, removed or reduced:-Where a person has been dismissed, removed or substantively reduced from any service, class, category or grade, no vacancy caused thereby or arising subsequently in such service, class, category or grade, shall be substantively filled to the prejudice of such person until the appeal, if any, preferred by him against such dismissal, removal or reduction is decided and except in conformity with such decision, or until the time allowed for preferring an appeal has expired, as the case may be.

35. Savings:- (a) (i) Unless a contrary intention is expressly indicated therein, nothing contained in these rules shall adversely affect any person who was member of any service on the date of the coming into force of the rules.

(ii) Unless a contrary intention is expressly indicated therein nothing contained in any Special Rules governing a service, shall adversely affect any person who was a member of such service on the date of the coming into force thereof.

(b) Subject to the provisions of sub-rules (c) and (d) where these rules or the Special Rules would adversely affect in respect of any matter a person who was a member of any service before the date of coming into force thereof, he shall, in respect of such matter, be governed by the rules and orders, if any, which were applicable to him immediately prior to such date.

(c) A person who was on duty otherwise than in a substantive capacity in a post which was subsequently included in a service shall be regarded as a probationer or; as the case may be, as an approved probationer in the service or the class or category thereof in which the post is included and in the lower category, if any, in which he would have been on duty but for his being on duty in a higher category, if he,-

- (i) was on duty in such post on the date of issue of the Special Rules for that service, or
- (ii) was absent from duty in such post on that date on leave granted by a competent authority having been on duty in such post immediately before and immediately after such absence:

Provided that if there were no rules or orders prescribing the period of probation for such post at the time of his first appointment thereto, the provisions of these rules and of the Special Rules regarding probation shall apply to him and any period of duty rendered by him in such post before the date of issue of such rules shall count towards probation if and to the extent such service would have counted, had these rules and the Special Rules come into force at the time of such first appointment.

(d) A person who, before the issue of the Special Rules for a service had officiated in a post which was subsequently included in the service or a class or category thereof but who is not entitled to be regarded as a probationer or as an approved probationer under sub-rule (c) shall, if he is again appointed to such post after the issue of the Special Rules

without contravening any orders of the State Government, be entitled to count his previous service in such post towards the prescribed period of probation:

Provided that such previous service shall not count towards probation if there was an interval of a continuous period of two years or more during which he was not holding a post in the same or higher category.

Explanation:- The re-appointment of a person under this sub-rule shall not, for the purposes of rules regulating recruitment, be regarded as first appointment to the service, class or category concerned.

(e) If, before the issue of the Special Rules, a person had been exempted under the orders then in force from the possession of any qualification or the passing of any test and the possession of such qualification or the passing of such test is prescribed by such Special Rules they shall not apply to such person to the extent and in respect of the category, grade or post, specifically covered by the order of exemption.

(f) Notwithstanding anything contained in these rules or in the Special Rules, in the case of persons allotted to the State of Kerala from service under the Government of Madras consequent on the Reorganization of States, pass in Account Test for Executive Officers (Madras) and pass in Account Test for Subordinate Officers Part I (Madras) shall respectively be accepted as sufficient qualification in lieu of pass in Account Test for Executive Officers of the Kerala State and pass in Account Test (Lower).

36. Re-employment of pensioners:- Nothing in these rules or the Special Rules shall be construed to limit or abridge the powers of the State Government and of subordinate authorities to re-employ persons who have retired on a civil pension or gratuity or who, while in service, were subscribers to a Contributory Provident Fund, in any service. The re-employment of such a person in any service shall not be regarded as a first appointment to that service.

37. Appointment of All India Service Officers to State posts:- Notwithstanding anything contained in these rules or the Special Rules, an officiating or permanent officer of an All India Service may be appointed to any State Service, or class or category thereof. Such Officer shall not, by reason of such appointment, cease to be a member of an All India Service.

38. Relinquishment of rights by members:- Any person may, in writing, relinquish any right or privilege to which he may be entitled under these rules or the Special Rules, if, in the opinion of the Appointing Authority, such relinquishment is not opposed to public interest; and nothing contained in these rules or the Special Rules shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

Explanation: The relinquishment of the right for promotion under this rule shall entail loss of seniority and a relinquishment of the right for promotion shall not be permissible unless such relinquishment entails loss of seniority.

39. Notwithstanding, anything contained in these rules or in the Special Rules or in any other Rules or Government Orders the Government shall have power to deal with the case of any person or persons serving in a civil capacity under the Government of Kerala

or any candidate for appointment to a service in such manner as may appear to the Government to be just and equitable:

Provided that where such rules or orders are applicable to the case of any person or persons, the case shall not be dealt with in any manner less favourable to him or them than that provided by those rules or orders.

This amendment shall be deemed to have come into force with effect from 17th December 1958.

SCHEDULE

Referred to in rule 10(aa)

(a) English School Leaving or Secondary School Leaving Certificate issued under the authority of the Travancore, Cochin, Travancore-Cochin or Kerala State Government with endorsement of eligibility for college admission or Public Service.

(b) Pass in the E.S.L.C or S.S.L.C. Examination (Travancore-Cochin or Kerala) as a private candidate after undergoing a prior selection examination conducted by the Director of Public Instruction.

(c) Pass in two year Sanskrit Entrance Course, Sanskrit College, Trivandrum.

(d) Completed S.S.L.C issued under the authority of the Government of Madras with endorsement of eligibility for College admission, or with marks not less than the percentage of marks specified in column (2) of the table below against the subjects referred to in column (1) thereof:-

TABLE

1	2
<i>I. Academic Course:</i>	<i>Per cent</i>
1. First Language-Parts I and II	40 (80 marks out of 200).
2. English	40
3. Mathematics (General or Composite)	35 each in any two of the subjects
4. Social Studies	and 30 in the third.
5. General Science	
<i>II Secretarial Course:</i>	
1. First Language – Part I	40
2. English	40
3. Commercial Arithmetic	
4. Social Studies	
5. Drafting, Precis-writing and Typewriting	
6. Two of the following three items:-	
(i) Commercial Practice	
(ii) Shorthand	
(iii) Book-keeping	
<i>III. Pre-Technological Course:</i>	
<i>A. Engineering-</i>	
	35 in an one of the subjects and 30 each in the other three

1. First Language – Part I 2. English 3. Mathematics (General or Composite) 4. Social Studies 5. Science and Drawing 6. Applied Science and Practical	40 40 35 in any one of the subjects and 30 each in the other three
<i>B. Agriculture or any other subject-</i> 1. First Language – Part I 2. English 3. Mathematics (General or Composite) 4. Social Studies 5. Agriculture (Theory) 6. Elementary Science and Practical	40 40 35 in any one of the subjects and 30 each in the other three
<i>C. Textile Technology-</i> 1. First Language – Part I 2. English 3. Mathematics (General or Composite) 4. Social Studies 5. Handloom Weaving (Written and Practical) 6. Dyeing and Printing (Written and Practical)	40 40 35 in any one of the subjects and 30 each in the other three
<i>IV. Aesthetic and Domestic Course-</i> <i>(The course consists of Three Parts)</i> <i>Part I</i> First Language – Part I <i>Part II</i> English In each of the other two subjects under part II	40 40 30 in each

If additional language is taken under this Part the candidate should obtain a total number of 80 marks in that language and in Part I of the First Language put together. If General Science or Social Science is taken as a subject under this Part, 35 per cent should be obtained in that subject.

<i>Part III</i> Any one subject under this part <i>V. Teaching Practice Course-</i> 1. First Language – Part I 2. English 3. Mathematics (General or Composite)	30 40 40 35 in any one of the subjects and
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4. General Science 5. Social Studies 6. Teaching Practice	30 each in the other three
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Provided that in the case of a candidate belonging to the Scheduled Castes or Scheduled Tribes, it shall be sufficient if he has obtained not less than 35 per cent in English, not less than 35 per cent in Part I of the first language or 70 marks out of 200 when both Parts I and II of the First Language are taken, as the case may be and not less than the percentage of marks specified in the table above in other subjects.

- (i) A pass in a Government Technical Examination will be regarded as equivalent to obtaining 35 per cent of the marks in the corresponding subjects in the Secondary School Leaving Certificate Public Examination; for this purpose where in the latter examination, the technical subject comprises two subjects in the Government Technical Examination, passes in at least the Lower Grade are required in both the subjects in the Government Technical Examination.
- (ii) A pass in a Part of the Intermediate Examination in Arts and Science or the Pre-University Examination of any recognized university shall be regarded as equivalent to obtaining the minimum numbers of marks prescribed for the corresponding subject or subjects in the Secondary School Leaving Certificate Public Examination.

(e) A completed Anglo-Indian School Leaving Certificate issued under the authority of the Government of Madras, with either Tamil, Malayalam, Kannada, Hindustani or Hindi as his compulsory second language and secured at the Anglo-Indian High School Examination not less than the percentage of marks specified below in the subjects in Group 'A' and not less than 35 per cent in each of three subjects in Group 'B'.

Group 'A'

English	-	40
Elementary Mathematics	-	35
A language	-	30 or

(f) Matriculation Examination of a recognized University or Board of Education or any other Examination recognized by the Central or State Government as equivalent thereto;

Note.- The following shall be regarded as equivalent to the minimum general educational qualification prescribed in the Schedule to the General Rules for the State and Subordinate Services:-

1. Indian Army-Special Certificate of Education;
2. A pass in the Higher Education Test of the Royal Indian Navy;
3. The Royal Indian Air Force Educational Test for re-classification of Leading Air Craftsmen;
4. The Indian Army Certificate of Education I Class together with (i) a pass in the First Language Papers of the S.S.L.C (Travancore -Cochin or Kerala) or (ii) a pass in the V.S.L.C Examination (Travancore), or (iii) a pass in the mother tongue as Second Language under the old E.S.L.C. Scheme (Travancore); or (iv) a pass in mother tongue (Malayalam) in the S.S.L.C. Examination under the Madras S.S.L.C Scheme of 1929 or 1948 or the Cochin S.S.L.C Scheme.
5. Post- Basic School Certificate awarded by a Post-Basic School in any State in India recognized by the State Government concerned as equivalent to S.S.L.C /

Matriculation/ Higher Secondary Certificate for purpose of employment under them.

(g) Other qualification recognized by the State Government as equivalent to (a) above.

ANNEXURE

(See rule 15)

1. For direct recruitment to posts included in the Kerala Last Grade Services.

1. Open competition
2. Ezhavas, Thiyyas and Billavas
3. Open competition
4. Scheduled Castes
5. Open competition
6. Muslims
7. Open competition
8. Latin Catholics & Anglo Indians
9. Open competition
10. Other Backward Classes
11. Open competition
12. Scheduled Castes
13. Open competition
14. Ezhavas, Thiyyas and Billavas
15. Open Competition
16. Muslims
17. Open competition
18. Dheeveras
19. Open competition
20. Viswakarmas
21. Open competition
22. Latin Catholics and Anglo-Indians
23. Open competition
24. Scheduled Castes
25. Open competition
26. Muslims
27. Open competition
28. Ezhavas, Thiyyas and Billavas
29. Open competition
30. Other Backward Classes
31. Open competition
32. Scheduled Castes
33. Open competition
34. Ezhavas, Thiyyas and Billavas
35. Open competition
36. Muslims
37. Open competition
38. Nadars included in SIUC
39. Open competition
40. Other Backward Classes
41. Open competition
42. Ezhavas, Thiyyas and Billavas
43. Open competition
44. Scheduled Tribes
45. Open competition

46. Muslims
47. Open competition
48. Scheduled Castes converts to Christianity
49. Open competition
50. Other Backward Classes
51. Open competition
52. Scheduled Castes
53. Open competition
54. Ezhavas, Thiyyas and Billavas
55. Open competition
56. Muslims
57. Open competition
58. Ezhavas, Thiyyas and Billavas
59. Open competition
60. Hindu Nadars
61. Open competition
62. Scheduled Castes converts to Christianity
63. Open competition
64. Scheduled Castes
65. Open competition
66. Muslims
67. Open competition
68. Latin Catholics and Anglo-Indians
69. Open competition
70. Other Backward Classes
71. Open competition
72. Scheduled Castes
73. Open competition
74. Ezhavas, Thiyyas and Billavas
75. Open competition
76. Muslims
77. Open competition
78. Ezhavas, Thiyyas and Billavas
79. Open competition
80. Nadars included in SIUC
81. Open competition
82. Ezhavas, Thiyyas and Billavas
83. Open competition
84. Scheduled Castes
85. Open competition
86. Muslims
87. Open competition
88. Dheeveras
89. Open competition
90. Other Backward Classes
91. Open competition
92. Scheduled Tribes
93. Open competition
94. Latin Catholic and Anglo-Indians
95. Open competition
96. Muslims
97. Open competition
98. Ezhavas, Thiyyas and Billavas
99. Open competition
100. Viswakarmas

Explanation I- The expression “Other Backward Classes” referred to in items 10, 30, 40, 50, 70 and 90 shall mean Backward Classes referred to in item 8 under sub-rule (1) of rule 17.

Explanation II- The short fall in reservation for 'Nadars included in SIUC', and 'Hindu Nadars' occurred in the advice by the Commission from the ranked lists published by the Commission on or after the 21st day of November, 2009 during the period commencing on and from the 21st day of November, 2009 to the date of publication of the Kerala State and Subordinate Services (Amendment) Rules, 2010 in the Gazette, i.e. till the date of commencement of this Explanation, shall be adjusted in the future vacancies without disturbing the advices already made.

II. For direct recruitment in posts other than those included in the Kerala Last Grade Service.

1. Open competition
2. Ezhavas, Thiyyas and Billavas
3. Open competition
4. Scheduled Castes
5. Open competition
6. Muslims
7. Open competition
8. Latin Catholics & Anglo Indians
9. Open competition
10. Other Backward Classes
11. Open competition
12. Scheduled Castes
13. Open competition
14. Ezhavas, Thiyyas and Billavas
15. Open competition
16. Muslims
17. Open competition
18. Ezhavas, Thiyyas and Billavas
19. Open competition
20. Viswakarmas
21. Open competition
22. Latin Catholics and Anglo-Indians
23. Open competition
24. Scheduled Castes
25. Open competition
26. Muslims
27. Open competition
28. Ezhavas, Thiyyas and Billavas
29. Open competition
30. Muslims
31. Open competition
32. Scheduled Castes
33. Open competition
34. Ezhavas, Thiyyas and Billavas

35. Open competition
36. Muslims
37. Open competition
38. Nadars included in SIUC
39. Open competition
40. Other Backward Classes
41. Open competition
42. Ezhavas, Thiyyas and Billavas
43. Open competition
44. Scheduled Tribes
45. Open competition
46. Muslims
47. Open competition
48. Scheduled Castes converts to Christianity
49. Open competition
50. Dheevaras
51. Open competition
52. Scheduled Castes
53. Open competition
54. Ezhavas, Thiyyas and Billavas
55. Open competition
56. Muslims
57. Open competition
58. Ezhavas, Thiyyas and Billavas
59. Open competition
60. Hindu Nadars
61. Open competition
62. Ezhavas, Thiyyas and Billavas
63. Open competition
64. Scheduled Castes
65. Open competition
66. Muslims
67. Open competition
68. Latin Catholics and Anglo Indians
69. Open competition
70. Viswakarmas
71. Open competition
72. Scheduled Castes
73. Open competition
74. Ezhavas, Thiyyas and Billavas
75. Open competition
76. Muslims
77. Open competition
78. Ezhavas, Thiyyas and Billavas
79. Open competition
80. Muslims
81. Open competition
82. Ezhavas, Thiyyas and Billavas
83. Open competition
84. Scheduled Castes
85. Open competition
86. Muslims
87. Open competition
88. Ezhavas, Thiyyas and Billavas
89. Open competition

- 90. Other Backward Classes
- 91. Open competition
- 92. Scheduled Tribes
- 93. Open competition
- 94. Latin Catholics and Anglo-Indians
- 95. Open competition
- 96. Muslims
- 97. Open competition
- 98. Ezhavas, Thiyyas and Billavas
- 99. Open competition
- 100. Viswakarmas

Explanation 1.- The expression "Other Backward Classes" referred to in items 10,40 and 90 shall mean Backward Classes referred to in item 8 under sub-rule (1) of rule 17.

Explanation II.- The short fall in reservation for 'Nadars included in SIUC' and 'Hindu Nadars' occurred in the advice by the Commission from the ranked lists published by the Commission on or after the 21st day of November, 2009 during the period commencing on and from the 21st day of November, 2009, to the date of publication of the Kerala State and Subordinate Services (Amendment) Rules, 2010 in the Gazette, i.e., till the date of commencement of this Explanation, shall be adjusted in the future vacancies without disturbing the advices already made.

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