

# Gujarat Vidyapith (Deemed University)



## Teaching Staff Recruitment Rules, 2018

(As approved by the Board of Management in its meeting held on October 17<sup>th</sup>, 2018)

**GUJARAT VIDYAPITH (DEEMED UNIVERSITY)  
TEACHING STAFF RECRUITMENT RULES, 2018**

Ahmedabad.

Dated, the November 5<sup>th</sup>, 2018

**Notification**

In exercise of the powers conferred by sub-clause (xi) of clause 21 of Annexure-2 of the University Grants Commission (Institutions Deemed to be Universities) Regulations, 2016, read with Regulation 5.9 of the said Regulations, the Board of Management of Gujarat Vidyapith (Deemed University) hereby makes the following rules for regulating method of recruitment to sanctioned teaching posts of Senior Professor, Professor, Associate Professor, Assistant Professor and Assistant Librarian, and their financial upgradation under Career Advancement Scheme (CAS), in the University.

**1. Short title and commencement:**

- (i) These rules shall be called Gujarat Vidyapith (Deemed University) Teaching Recruitment Rules, 2018.
- (ii) These rules will come into force on the date of their notification.

**2. Recruitment Rules:**

**(i) Sanctioned Posts and pay scales:**

- (a) Senior Professor - Pay Matrix at Academic Level 15 in the scale of Rs.1,82,200-Rs.2,24,100 (with rationalized entry pay of Rs.1,82,200/-).
- (b) Professor - Pay Matrix at Academic Level 14 in the scale of Rs.1,44,200-Rs.2,18,200 (with rationalized entry pay of Rs.1,44,200/-).
- (c) Associate Professor- Pay Matrix at Academic Level 13A in the scale of Rs.1,31,400- Rs.2,17,100 (with rationalized entry pay of Rs.1,31,400/-).
- (d) Assistant Professor - Pay Matrix at Academic Level 10 in the scale of Rs.57,700 - Rs.1,82,400 (with rationalized entry pay of Rs.57,700/-).
- (e) Assistant Librarian- Pay Matrix at Academic Level 10 in the scale of Rs.57,700 - Rs.1,82,400 (with rationalized entry pay of Rs. 57,700/-).

**(ii) Regulations applicable:**

So far as Qualifications, experience, age and other essential requirements for recruitment are concerned, these shall be as per the Rules and Regulations related to recruitment of aforesaid teaching posts as per the extant 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, for appointment and other service conditions of University and College teachers and cadres of Librarians for maintenance of standards in higher education, 2018 with revisions from time to time (Herein after to be referred to as UGC Regulations) and revision of pay-scales under 7<sup>th</sup> CPC and subsequent revisions, if any, from time to time.

**3. Appointing Authority:**

The Appointing Authority for various teaching posts in the University, shall be Vice-Chancellor, subject to recommendation of the Selection Committee and ratification of the Board of Management.

**4. Method of Recruitment:**

- (i) The recruitment to various posts shall be made by the Appointing Authority by the following methods:
  - (a) Direct Recruitment
  - (b) Promotion under Career Advancement Scheme (CAS)
  - (c) Deputation without provision for absorption
  - (d) Tenure appointment/Short-term contract
- (ii) The composition of the Selection Committees for appointment to various posts shall be as per the extant UGC Regulations.
- (iii) The recommendations of the Selection Committee shall be submitted to the Appointing Authority for consideration and appropriate action.
- (iv) If two or more candidates are recommended, the recommendations shall be made in the order of merit.
- (v) No recommendation shall be made with a condition attached to it.
- (vi) Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.



**5. Procedures for issue of advertisement and inviting applications:****(i) Issue of Advertisement:**

The vacant posts of permanent nature, posts approved under specific schemes/ purposes plan posts, the posts of temporary nature likely to continue, tenure/deputation posts etc. shall be advertised at an appropriate time, giving at least one insertion in any of the national dailies, one insertion in the *Employment News* and the University website also. The candidates may obtain the prescribed application form along with the details of qualifications, experience and other requirements from the University, or download the same from the University web site: [www.gujaratvidyapith.org](http://www.gujaratvidyapith.org) and submit the application duly completed in all respects along with the prescribed application fees, if any, within the stipulated time.

**Note:**

- (a) In order to reduce the cost of advertisement, only essential details of the recruitment shall be indicated in the advertisement. The closing date may be extended at the discretion of the Vice-Chancellor, by notifying on the website only, for which the interested candidates have to be in constant touch.
- (b) Applications for engagement of retired employees and/or for short term contractual engagement may be invited through any other mode, such as the circular, notification on the website and Notice Boards of the University and also by giving one insertion in the Newspaper.
- (c) Notwithstanding the provisions mentioned at Para 5(i) above, the University at its discretion, may request the Employment Exchange to sponsor candidates for posts as per the prescribed educational qualifications, experience etc.

**(ii) The validity of the advertisement:**

Gujarat Vidyapith (Deemed University) may ensure that the entire recruitment process starting from the issue of advertisement to recruitment may be completed within six months.

**(iii) Application Form**

- (a) Applications for all the posts shall be entertained only on the prescribed *pro forma* (online or direct or both, as the case may be), along with the prescribed fee payable in favour of the

Registrar, Gujarat Vidyapith, Ahmedabad, through Bank Draft or online payment.

- (b) The schedule of charges for the application form and the prescribed fee shall be determined by the Vice-Chancellor, from time to time.
- (c) **Receipt of applications after the closing date:** The closing date for receipt of applications shall ordinarily be 30 days from the date of release of the advertisement. However, the Vice Chancellor may, at his/her discretion, decide the closing date for receipt of applications, keeping in view the exigency of the situation. The closing date shall be specified in the advertisement. Incomplete applications and the applications received after the due date, shall be rejected. In case the closing date is a holiday, the next working day shall be treated as the closing / last date. Incomplete applications and applications not submitted in the prescribed format, along with the prescribed fee and self-certified enclosures, shall be summarily rejected.
- (d) The application should be addressed to "The Registrar, Gujarat Vidyapith, Ahmedabad" in a closed cover, superscribed as "Application for the post of.....".
- (e) Selection Committees are to be formed after due process for the Interview as prescribed in extant UGC Regulations.

#### 6. Reservation of Posts


- (i) The candidates belonging to SCs/STs/OBCs/PwDs (PHs)/ Ex-Servicemen /departmental candidate or any other category shall be granted reservation/ relaxation/ concessions to various categories in recruitment/ promotions, *etc.*, pertaining to age, qualifying marks, experience/fees, *etc.*, in accordance with the orders/instructions of the University Grants Commission/ Government of India on the subject, as prevalent from time to time.
- (ii) The candidate belonging to the reserved categories must enclose attested photocopies of the caste certificate and/or medical certificate (pertaining to determination of degrees of disability in case of PwD candidates) from the competent authority in the format prescribed by the Government of India, (for the current financial year wherever applicable) failing which the application shall be rejected.

*Savings: Nothing in these Rules shall affect the reservations, relaxation of age limit and other concessions required to be provided to the Scheduled Castes and Scheduled Tribes, Other Backward Classes, Persons with Disabilities and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.*

*Payment of TA:* The outstation candidates belonging to the SC/ST/PwD categories shall be reimbursed to and fro rail fare (sleeper class) for self only by the shortest route only. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above-mentioned concessions shall not be admissible to those SC/ST candidates who are already in Central/State Government service/or holding any other employment under Government/Government-aided Universities/Autonomous Bodies/PSUs / Local Governments/ Panchayats.

## **7. Constitution and Role of the Screening Committee**

- (a) The Vice-Chancellor may constitute a 03 member Screening Committee for the purpose of screening of applications by including at least one outside expert in the relevant field, in addition to the internal members. The Member-Secretary to the Screening Committee shall be nominated by the Vice-Chancellor.
- (b) It shall be the duty of the Member-Secretary to place the relevant documents/ rules/ guidelines, etc., relating to the selection before the Screening Committee.
- (c) The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement and as per recruitment rules.
- (d) For the posts of Senior Professor and Professor, it must be ensured that the ratio between the number of vacant posts to be filled and the number of candidates to be called for interview shall not exceed 1:10 and the minimum ratio shall not be less than 1:3, while for the posts other than these, the number of candidates to be called for interview shall not exceed 1:20 and the minimum ratio shall not be less than 1:3. The Screening Committee shall not relax the essential qualification as prescribed in the advertisement and the recruitment rules/regulations.



- (e) The API/PBAS Reports of the candidates for the previous years, wherever applicable, shall also be considered by the Scrutiny Committee as per extant UGC Regulations.
- (f) If three candidates are not available to meet the minimum ratio, the post shall be re-advertised.

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

**8. Constitution of Screening cum Evaluation Committee, Selection Committees, Expert Committee and Procedure to be adopted:**

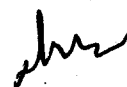
- (a) The aforesaid Committees shall be constituted as prescribed under the extant UGC Regulations.
- (b) The procedure shall be adopted as prescribed under the extant UGC Regulations.
- (c) A person shall be disqualified for sitting as a member of any Selection/ Promotion Committee and from taking part in any selection/ promotion process under these Rules, if he is related to any candidate or there would be any conflict of interest in case of his association with the selection/promotion/financial upgradation process. For this purpose, the University shall obtain a certificate to this effect from the members of the selection committee, prior to the commencement of the interview/interactions.

**9. Seniority**

The seniority of each candidate in the respective category of posts shall be determined as per the extant UGC Regulations.

**10. Appointment and Joining Time**

- (a) The appointment of a candidate shall be subject to the verification of character & antecedents, caste certificate, certificate of disability, educational qualifications, experience, medical fitness, etc.
- (b) An offer of appointment issued by the University may specify the period (which shall not normally exceed two months) after which the offer would lapse automatically if the candidate did not join within the specified period.
- (c) The panel drawn for direct recruitment shall normally be valid



for a period of one year from the date of the meeting of the date of approval of the Selection Committee recommendations.

Notwithstanding the above, the Vice-Chancellor may allow the extension of joining time, at his discretion, for a period not exceeding three months, after recording reasons in writing and subject to ratification by the Board of Management.

## 11. General Terms and Conditions of Recruitment

- (a) Mere possession of eligibility conditions shall not entitle a candidate to be called for skill test / interview, where ever applicable.
- (b) Candidate who is already in service shall submit his application through proper channel.  
However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate" from the employer, failing which he shall not be allowed to appear at the test or interview, as the case may be.
- (c) The application for appointment on deputation may be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs) for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority. It shall be the responsibility of the candidate to assess his own eligibility for the post for which he is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible or had furnished false information, his appointment shall be liable to termination forthwith as per this clause. This must be mentioned in the letter of offer and appointment clearly. In case of any ambiguity in the recruitment rules in general and eligibility in respect of any post, the decision of the Board of Management shall be final.





- (d) The person appointed against any post shall be governed by the Rules of the University and also the CCS (Conduct) Rules, 1964, the CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Board of Management of the University in consonance of Government of India norms.
- (e) The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents report is received, the appointment shall be treated as provisional. In case the report with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled / terminated forthwith.
- (f) The selected candidate shall produce a medical fitness certificate issued by a certificate from the Medical Board issued by a Civil Hospital for all posts prior to his joining. In cases where a person has already been examined by a Medical Board in respect of the previous appointment and if standard of medical examination prescribed for the new post is the same, then will not be required to undergo a fresh medical examination. For this purpose, the candidate will submit a copy of the medical certificate duly countersigned by the designated officer of the University.
- (g) The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
- (h) The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours / holidays which the employee shall have to perform without fail to avoid any disciplinary action.
- (i) The selected candidate shall be governed by the 'New Pension Scheme' of the Government of India as in force as amended from time to time. However, if the selected candidates entered

into Central/State Government Services or in the services of Central/State Autonomous Body set up by the Central/State Government, as the case may be, on or before 31<sup>st</sup> December, 2003, satisfying the conditions laid down in Government of India, Department of Personnel & Administrative Reforms, O.M/No.28-10/84-Pension Unit dated 29<sup>th</sup> August, 1984 read with Department of Pensions and Pensioner Welfare, O.M. No.28-(10)/84-P&PW/Vol. II dated 7<sup>th</sup> February, 1986 as revised from time to time and are governed by the old pension scheme under Central Civil Services (Pension) Rules, 1972 or old Pension Scheme similar to Central Civil Services (Pension) Rules, 1972, they will continue to be governed by the old pension scheme. They will be eligible for counting of their past services for this purpose under Rule 26(2) of Central Civil Services (Pension) Rules, 1972 or under the provisions of O.M. dated 29<sup>th</sup> August, 1984 read with O.M. dated 7<sup>th</sup> February, 1986 subject to payment of pro-rata retirement benefits for their past services to this University and submission of technical resignation from the present employment in terms of Department of Pension & Pensioners Welfare O.M.No.28/30/2004- P&PW(B) dated 26<sup>th</sup> July, 2005 as modified vide O.M. of even no. dated 28<sup>th</sup> October, 2009 to take up the appointment offered by this University where pension scheme under Central Civil Services (Pension) Rules, 1972 already exists for employees who had entered into service on or before 31<sup>st</sup> December, 2003. Similarly, candidates coming from NPS and opting for continuity of earlier services shall have to facilitate for bringing contributions for said service will be the responsibility of the candidate concerned. Any further instructions issued from time to time by the Department of Pensions and Pensioners' Welfare, amending the above instructions, will be applicable for the purpose.

- (j) The selected candidate shall be liable to serve anywhere within the jurisdiction of the University.
- (k) The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, *etc.*, for direct recruitment or promotion/under career advancement scheme (CAS), wherever applicable for these posts shall be governed strictly as per the extant Government of India/UGC guidelines/Regulations.

Any amendment to the Notifications/ Regulations/Guidelines of the UGC/Government of India in future shall be deemed to have been adopted by the University for Implementation in supersession of the existing provisions already adopted and incorporated in these Rules.

- (i) At the time of recruitment, an 'Undertaking' shall be executed between the University and the employee concerned for such categories of staff as provided by the University, and a copy of the same shall be deposited with the Registrar.
- (j) (i) The University reserves the right to amend/ withdraw the advertisement, either partly or wholly, at any time without assigning any reason which will be notified on the University website only.
- (ii) If the advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded.
- (iii) The University reserves the right to fill up or not to fill up the posts advertised for any reasons whatsoever.
- (iv) The University may draw a panel in form of a 'waiting list' to fill up a post, if a candidate on higher merit regrets to join.

**12. Stages of promotion/financial upgradation under the Career Advancement Scheme (CAS) of incumbent**

- (a) The candidates to be considered for promotion under the Career Advancement Scheme (CAS) must comply with the prescribed eligibility conditions and performance criteria as per the extant UGC Regulations.
- (b) The procedure for the promotion under CAS shall be followed as per the Assessment Criteria and Methodology for University Teachers as per extant UGC Regulations.

**13. Deputation without provision for Absorption**

- (a) In case the appointment is made on deputation by following the due process of selection prescribed for the post under these Recruitment Rules, the incumbent may be allowed to continue for a period as prescribed by the Government of India/UGC guidelines issued from time to time or till he/she attains the age of superannuation prescribed for that particular post, whichever is earlier.

- (b) An appointment on deputation may be made initially for a period of one year, which may be extended further up to two more years at the discretion of the Competent Authority, subject to satisfactory performance. The University, however, shall have the right to repatriate the incumbent at any time even before the prescribed period in case his performance, integrity or conduct are found to be unsatisfactory at any stage in the opinion of the competent authority.
- (c) Ordinarily, no person working on deputation shall be absorbed in any category of posts in the University after expiry of his deputation period.

#### 14. Probation

- (a) In case of direct recruitment, the selected candidate shall be kept on probation for a period of two years. The appointing authority may, at its discretion, extend the period of probation by one year in case of unsatisfactory performance, to give him/her a chance for improvement. In case there is no perceivable improvement during the extended period of probation or a probationer has committed misconduct or misbehaviour, his/her services shall be terminated by giving him/her one month's notice in advance or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to resign by giving one month's notice or by depositing one month's salary in lieu of notice under the CCS (Temporary Service) Rules.

#### 15. Application of the UGC Regulations / Government of India Rules

If any particular point including the qualifications for recruitment and promotion and seniority under these Rules are silent, the corresponding rules operating in the UGC/Government of India, or the qualifications prescribed by the UGC/Government of India shall apply *mutatis mutandis*.

#### 16. Power to Relax

Relaxation in experience, qualifying marks, etc., may be granted to the candidates belonging to the Schedule Caste / Schedule Tribes / OBC / PwD or any other categories, as per the UGC / Government of India instructions. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the extant UGC/Government of India rules.

#### 17. Disqualification

The following categories of persons shall not be eligible to apply for any

position in the University;

- (a) Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
- (b) Who has entered into contracted marriage with a person having a spouse living, provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
- (c) Who is not a citizen of India; and
- (d) Any other category of person disqualified for appointment by the UGC/Government of India from time to time.

#### **18. Vigilance Clearance Certificate**

- (a) Candidate who is already in service shall submit a certificate from the employer or his authorised officer, to the effect that no vigilance/disciplinary proceedings are pending or contemplated against him. Apart from this, the Vigilance Clearance Certificate shall be directly sent by the parent organisation/department or be handed over to the employee concerned in sealed cover at the time of written/skill test/ interview, as applicable or along with the application, if not, the candidate shall be disqualified for appointment to the post.

#### **19. Removal of Difficulties**

- (a) The Board of Management may, from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operation of any of the provisions of these Rules, within the provisions of the UGC/ Government of India extant rules and regulations.
- (b) All existing rules and orders in relation to the matters covered under these Rules, shall stand superseded, but any action already taken by or in pursuance of such existing rules and orders, shall be deemed to have been taken under these Rules.

#### **20. Interpretation**

In case of any ambiguity or lack of clarity with regard to any clause of the Rules, the matter may be referred to UGC for clarification.

**21. Amendment of Rules**

The Board of Management shall have the authority to amend, modify, change, withdraw, suspend and relax any or all of these Rules, within the provisions of Government of India/UGC instructions, under intimation to the University Grants Commission.

**22. Residuary Matters**

- (a) In regard to the matters not specified or referred to in these rules, the corresponding provisions of the rules/regulations/instructions, issued by the UGC/Government of India, as amended from time to time, shall be followed.
- (b) In case any contradiction in these Rules with any UGC Regulations/guidelines/Government of India norms, the provisions of UGC Regulations/guidelines/Government of India norms shall prevail and such provision in these Rules shall stand superseded.

**23. Liability of officers to serve in India or/and abroad**

Employees appointed shall be liable to serve anywhere in India or abroad within the jurisdiction of the University.

**24. Territorial Jurisdiction**

In case of any dispute arising out of the recruitment process, the territorial jurisdiction for adjudication shall be the Honourable High Court of Gujarat.

**25. Repeal**

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

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