



ORISSA UNIVERSITIES
RECRUITMENT AND PROMOTION
OF
NON-TEACHING
EMPLOYEES RULES, 1991

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WHEREAS with a view to formulating a codified Recruitment and Promotion Rules for non-teaching posts of the Universities, the Chancellor had demitted the issue to the Standing Committee of the Vice-Chancellor vide Chancellor's Office D. O. Letter No. 1576/SG, dated 17 November, 1988 ;

AND WHEREAS in the Vice-Chancellors' Coordination Committee Meeting held on 16 February, 1989, it was decided that the Standing Committee of the Vice-Chancellors' shall prepare the Draft Recruitment and Promotion Rules ;

AND WHEREAS in the meeting of the Vice-Chancellors' Standing Committee dated 31st August, 1989, a Committee was formed consisting of the Registrars of the Universities to frame the Draft Recruitment Rules ;

AND WHEREAS the Committee of the Registrars in their meeting held on 14 May, 1990, finalised the Recruitment and Selection Rules for non-teaching and non-technical posts and forwarded the Draft Rules for consideration by the Standing Committee of the Vice-Chancellors ;

AND WHEREAS the Standing Committee of the Vice-Chancellors in the meeting held on 24 October, 1990 considered the Draft Recruitment Rules forwarded by the Registrar's Committee and sent the same for consideration of the Chancellor ;

AND WHEREAS the Draft Rules were further discussed and deliberated upon in the Vice-Chancellor's Co-ordination Committee Meeting held on 23 October, 1991 ;

AND WHEREAS Statute 3(3) of the Orissa Universities First Statutes, 1990 provides, inter alia, that the Recruitment Policy for different posts and the requisite qualifications of officers for recruitment shall be such as may be specified in the Rules by the respective appointing authority with the prior approval of the Chancellor and such rules shall be in conformity with the guidelines, if any, issued by the University Grants Commission and of the Government of India ;

NOW, THEREFORE, the Chancellor, after consultation with the Government in Education Department, has been pleased to approve the following Rules :-

CHAPTER—I

PRELIMINARY

Short Title,
application and
commencement

1. (1) These Rules may be called the Orissa Universities Recruitment and Promotion of non-teaching Employees Rules, 1992.
- (2) They shall come into force with effect from the date of their publication in the Orissa Gazette or the University Gazette, as the case may be.
- (3) The Rules shall apply to all the four Universities of the State except Orissa University of Agriculture and Technology at the first instance.
- (4) of the Orissa University of Agriculture and Technology mutatis mutandis on being adopted by the Board of Management by a resolution.

Definition

2. In these Rules, unless the context otherwise requires ;
 - (a) 'Act' means the Orissa Universities Act, 1989 (Orissa Act 5 of 1989) ;
 - (b) 'Cadre' means the strength of service or a part of service sanctioned as a separate unit ;
 - (c) 'Prescribed' means prescribed by the rules or standing orders ;
 - (d) 'Schedule' means a schedule appended to these rules ;
 - (e) 'Service' means the service rendered in the concerned University ;
 - (f) 'Statute' means a Statute of the Orissa Universities First Statutes, 1990 ;

All other words and expressions used but not defined in these Rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the Orissa Universities Act and the Statutes made thereunder or in the Orissa Service Code, as the case may be.

Ministerial
employees

3. Ministerial establishment under the University shall include—
- (a) Junior and Senior Assistants, Section Officers Level-II and Level-I and Office Superintendents ;
 - (b) Junior and Senior Typists, Head Typists and Superintendents of Issue Section ;
 - (c) Junior and Senior Stenographers and Personal Assistants ;
 - (d) Auditors ;
 - (e) Caretakers ;
 - (f) Store Keepers ;
 - (g) Diarists, Despatchers, Recorders, Pasting Clerks, Treasury Sarkar, Library Attendants and Laboratory Attendants ; and
 - (h) Such other categories of employees as may be declared by the Syndicate from time to time.

Technical
employees

4. The Technical employees under the University shall include—
- (a) Coaches ;
 - (b) Demonstrators/Herbarium Keeper ;
 - (c) Physical Training Instructors/Physical Education Teachers/ Officers ;
 - (d) Electricians/Wiremen ;
 - (e) Drivers ;
 - (f) Mechanics/Pump Drivers/Pump Driver-cum-Mechanics/ Plumber Mistries ;
 - (g) Telephone Operators ;
 - (h) Programmers/Computer Operators/Technical Assistants/Key Punch Operators ; and
 - (i) Such other categories of employees as may be declared by the Syndicate from time to time.

Officers

5. Officers of the University shall include—
- (a) Officers declared as such under the Act and Statutes including those holding Class-I and Class-II posts prescribed in Schedule 'B' of the Statutes; and

Qualifications for various posts

(b) Such other officers as may be declared by the Syndicate from time to time.

6. The qualifications and experience for various posts under the University shall be as indicated in schedule 'A'. In addition, they shall—

- (a) bear good conduct ;
- (b) be of sound health and mind ;
- (c) not have more than one spouse living ; and
- (d) be within the age limit prescribed in the statutes or by the Government of Orissa from time to time, unless relaxed by the appointing authority after recording the reasons therefor.

Recruitment to the post of Junior Assistants

7. (1) Recruitment to the posts of Junior Assistants shall be made by means of a competitive examination to be held ordinarily once a year ;

Provided that it shall be competent for the Vice-Chancellor to hold further competitive examinations during the year in case no person qualifies in the first examination or the list of qualified persons drawn up in an examination is exhausted.

- (2) The competitive examination shall be conducted on such dates and such places by an officer or other functionary as may be determined by the Vice-Chancellor.
- (3) All vacancies arising in the cadre of Junior Assistants shall be notified to all the Employment Exchanges within the jurisdiction of the University concerned and in such news papers as may be considered appropriate by the Vice-Chancellor.
- (4) Candidates desirous of appearing at the competitive examination shall apply in the form prescribed in Appendix-1 to be obtained from the University Office on payment of Rs. 20/- (Rupees twenty) only, provided that candidates belonging to the Scheduled Castes and Scheduled Tribes shall be required to pay Rs. 10/- (Rupees ten) only. Those desiring to obtain such forms by post shall be required to send an envelope with the required postage stamp affixed on it.

(5) The Scheme of examination shall be such as indicated in schedule 'B'.

(6) Notwithstanding anything contained in these rules, the University may appoint the candidates sponsored by the Government in Home Department from the list of successful candidates of the O.P.S.C. on the basis of the requisition issued from the University.

Recruitment to
the post of Junior
Typists

8. (1) Recruitment to the post of Junior Typists shall be made by means of a competitive examination to be ordinarily hold once a year.

Provided that it shall be competent for the Vice-Chancellor to hold further competitive examinations during the year in case no person qualifies in the first examination or the list of qualified persons drawn up in an examination is exhausted.

(2) All vacancies arising in the cadre of Junior Typists shall be notified to all the Employment Exchanges within the jurisdiction of the University concerned and circulated to all Post Graduate Departments of the University, Constituent Colleges and Section/Units of the University concerned.

(3) The competitive examination shall be conducted on such dates and at such places by an Officer or other functionary as may be determined by the Vice-Chancellor.

(4) Candidates desirous of appearing at the competitive examination shall apply in the form prescribed in Appendix-1 to be obtained from the University Office on payment of Rs. 20/- (Rupees twenty) only, provided that candidates belonging to the Scheduled Castes and Scheduled Tribes shall be required to pay Rs. 10/- (Rupees ten) only. Those desiring to obtain such forms by post shall be required to send an envelope with the required postage stamp affixed on it.

(5) The test shall consist of proficiency in Typewriting and knowledge in language and English as may be prescribed by the Vice-Chancellor by issue of a Standing Order.