

# SWAMI VIVEKANAND SUBHARTI UNIVERSITY

Subharti Puram, Delhi-Haridwar by Pass Road Meerut

Ph. 0121-2439089, 2439578 Fax: 0121-2439067

No. SVSU/2008/800

Date: 08-12-2008  
Ratified by Executive Council  
(30.03.2009)

## Notification

The following ordinance, as approved by the Hon'ble Chancellor on 05-12-2008, is published herewith for information:

### ORDINANCE No. III (1)

#### Appointment of Teachers

1. This Ordinance shall be called the Ordinance for Appointment of Teachers.
2. The Ordinance shall come into force with immediate effect.
3. The Principal of a College will submit the requirement of the teaching faculty of different categories, as and when determined, to the Vice-Chancellor for consideration. If subsequently a need for creation of additional posts arises, a supplementary proposal along with adequate reasoning will be submitted by the Principal to the Vice-Chancellor. A post will come into existence only after its creation is sanctioned by the Vice-Chancellor.
4. The Registrar will send a list of the posts sanctioned to the Finance Officer and Personnel Officer immediately after these are sanctioned by the Vice-Chancellor.
5. **Urgent Appointments on already sanctioned posts:**
  - (i) If an urgent appointment is to be made, the Principal will recommend the name of a person who fulfils the eligibility criteria of that post to the Vice-Chancellor for his approval and the Vice-Chancellor will take appropriate decision thereon on an urgent basis.
  - (ii) In extremely urgent cases, the Principal may take verbal approval of the Vice-Chancellor and appoint a teacher but will ensure that ex post facto sanction of the Vice-Chancellor is taken at the earliest.

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- (iii) All the urgent appointments except, where described otherwise, will be adhoc appointments for a maximum period of one year, unless extended otherwise.
- (iv) An adhoc appointment made under any clause as mentioned above will have to be regularised within one year of the appointment as per the procedure laid down for regular appointment.

**6. Regular Appointments against sanctioned posts:**

- (i) The Principal concerned will send the proposal for appointment/regularisation of teachers on the vacant posts to the Vice-Chancellor for consideration.
- (ii) After approval by the Vice-Chancellor, the Principal concerned will furnish the relevant details to the Publicity & Projection Unit for advertising the posts in news papers for inviting applications.
- (iii) The Vice-Chancellor will constitute a selection committee which will have the following members:
  - (a) Vice-Chancellor or his nominee - Chairman
  - (b) Principal of the College
  - (c) Two subject experts who should not be holding a post lower than the post for which the selection is to be made. The expert may be in active service or may have retired from the service.
  - (d) An Officer of the University nominated by the Chancellor.
- (iv) The date of interview will be fixed by the Principal in consultation with the members of the committee and as approved by the Vice-Chancellor. The intimation to the applicants will be sent by the Principal well in time before the date fixed for interview.
- (v) The recommendation of the committee will be sent to the Vice-Chancellor for his approval.
- (vi) The appointment letter will be issued by the Principal only after its approval by the Vice-Chancellor.

7. Any person holding an adhoc appointment made under Clause 5 above against the advertised post, will be required to apply in response to the advertisement and will also have to appear

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*contd.*

before the selection committee for regularisation failing which his/her appointment will stand terminated on completion of one year of his/her appointment.

By Order etc.

*Garg*  
*08.12.08*  
P.K. Garg  
Registrar

**Copy to:**

1. P.S. to President S.K.K.B. Charitable Trust
2. P.S. to Vice-President S.K.K.B. Charitable Trust
3. P.S. to Chancellor
4. P.S. to Vice-Chancellor
5. P.S. to Pro Vice-Chancellor
6. Dean & Principal Dental College.
7. Dean & Principal Medical College.
8. Dean & Principal Law College
9. Dean & Principal Engg.College
10. Principal Arts, Science & Management
11. Principal Nursing College
12. Principal Physiotherapy College
13. Principal Journalism & Mass Communication.
14. Finance Officer
15. Personnel Officer
16. Guard File

*Garg*  
*08.11.08*  
P.K. Garg  
Registrar