



Office of the Registrar SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)
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Ref. No.: SVSU/2019/1046

Dated: 17.07.2019

Notification

Approved in EC on 24-07

Superseding Notification No. SVSU/2008/800 dated 08.12.2008, the following Ordinance, as approved by the Hon'ble Chancellor is published herewith for information:

ORDINANCE No. III(1) Amended
Appointment of Teachers

1. This Ordinance shall be called the Ordinance for Appointment of Teachers (Amendment 2019).
2. The Ordinance shall come into force from the date of its issue.
3. 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.
4. **Regular Appointment against sanctioned/unsanctioned posts:**
 - i) The Principal / HOD of the department of a faculty will send the requirement through proper channel to the Hon'ble Vice-Chancellor for approval in principle, if the posts are already sanctioned but vacant.
 - ii) In case, the sanctioned post is not there and the Principal / HOD of the department of a faculty is of the opinion that a new/additional post is required, it shall specifically be mentioned in the requisition letter.
 - iii) Once, the approval is given in principle by the Hon'ble Vice-Chancellor, the file will be sent to the PPD Section by the Registrar/the designated officer for issuing the advertisement on the prescribed Performa.
 - iv) The advertisement will be issued and the applications will be called. The information about the date and news papers in which the advertisement is going to publish shall be intimated by the PPD to the Registrar.
 - v) All received applications will be sent to the Addl. Registrar (General) by Registrar/designated officer who will screen the applications and will give his/her comments regarding the eligibility of the candidate whosoever applies for the post.
 - vi) The applications of all eligible applicants will be returned back to the Registrar by Addl. Registrar (General) for their selection through interview by selection committee with specific comments on their eligible post and salary alongwith department wise comparison chart of existing faculties including their salaries.
 - vii) Interview Board/Selection Committee will be constituted by the Hon'ble Vice-Chancellor, as per the Ordinance, as depicted below, which shall take interviews and submit its report to the Registrar.
 - a) CEO/Pro-Vice-Chancellor- Chairperson
 - b) Principal of the College
 - c) One subject expert 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) Additional/Assistant Registrar of the concerned section as nominated by the VC.
 - viii) The date of interview will be fixed by the Registrar in consultation with the members of the committee and as per laid down policy. The intimation to the applicants will be sent by the member Additional/Assistant Registrar well in time before the date fixed for interview.

- ix) The report of the selection committee will be sent by the member Additional/Assistant Registrar to the Registrar.
- x) The Registrar will send the file for obtaining comments from the Chief Executive Officer if he/she was not a member of the selection committee.
- xi) The Chief Executive Officer will send the file to Hon'ble Vice-Chancellor along with his/her comments for the final decision.
- xii) The Hon'ble Vice-Chancellor after considering all the noting in the file and other relevant factors, which he may deem fit, will approve or disapprove the appointment.
- xiii) The appointment letter shall be issued by the Registrar after approval by the Hon'ble Vice-Chancellor.

5. Urgent Appointments:

- (i) There has to be an urgent need of appointment.
- (ii) The Principal/Dean/HOD will obtain verbal/written permission from the Hon'ble Vice-Chancellor for processing files.
- (iii) Principal/Dean/HOD may send the file to the Addl. Registrar (General) and take his/her opinion about the eligibility of the candidate(s) on the particular post along with the salary being given to other teachers on comparable posts.
- (iv) The Principal/Dean/HOD will take the interview and will submit his report to the Registrar.
- (v) The Registrar will send the file to the Addl. Registrar (General) confirming the eligibility of candidate on the post along with proposed salary, if the same has not been obtained by the Principal/Dean/HOD.
- (vi) The Registrar/Addl. Registrar (General) will send the file to the Chief Executive Officer for his/her comments.
- (vii) The Chief Executive Officer will send the file to Hon'ble Vice-Chancellor along with his/her comments for the final decision.
- (viii) The Hon'ble Vice-Chancellor after considering all the noting in the file, and considering any other relevant factor, which he may deem fit, will approve or disapprove the appointment.
- (ix) The appointment letter shall be issued by the Registrar after approval by the Hon'ble Vice-Chancellor.
- (x) In such cases, it shall be mentioned that the appointment is adhoc and can be withdrawn any time before proper selection as described, in point no. 1 herein above is made.
- (xi) Any person holding an adhoc appointment as above will be required to apply in response to the advertisement and will also have to appear before the Selection Committee for regularization failing which his/her appointment will stand terminated on completion of one year of his/her appointment.


Registrar

Copy to :

- Hon'ble Chancellor
- Hon'ble Vice-Chancellor
- Chief Executive Officer
- Head of Institutions
SMC/SDC/SNC/Physiotherapy/KSCP/SITE/Polytechnic/SIL/Mgt./Hotel Mgt./JMC/Fine Arts/Yoga/Education/Science/Buddhist Studies
- HOD (*Home Science/Lib. Science./Phy. Education/Para-Medical Sciences/Language*)
- Finance Officer
- Addl. Registrar (General)


Registrar