

SWAMI VIVEKANAND SUBHARTI UNIVERSITY

Subharti Puram, Delhi-Haridwar by Pass Road Meerut

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

No. SVSU/2008/804

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. IV (2)

Appointment of Non-technical and Non-teaching Staff

1. This Ordinance shall be called the Ordinance for Appointment of Non-technical and Non-teaching Staff.
2. The Ordinance shall come into force with immediate effect
3. The Principal/Unit Head will submit the requirement of non-technical and non-teaching staff of various categories to the Vice Chancellor well in advance before the start of the Academic session. If need for creation of additional post arises during the mid-session, a supplementary proposal along with sufficient justification will be submitted by the Principal to the Vice Chancellor. A post can be created only after it is sanctioned by the Vice-Chancellor.
4. The Registrar will send a list of sanctioned post(s) to the Finance Officer and Personnel Officer immediately after their approval by the Vice-Chancellor.
5. Based on the approval given by the Vice-Chancellor, the Principal/Unit Head shall send requisition for filling up the post(s) in the prescribed Requisition Form to the Personnel Officer.
6. (i) On receipt of the Requisition Form, the Personnel Officer may, if possible, fill up the sanctioned post(s) in the following manner :
 - (a) If any surplus staff is available in another Unit, the same may be transferred.
 - (b) If no surplus staff is available, in very urgent cases, staff may be transferred temporarily from one Unit to another Unit on adhoc basis until regular appointment is made for the sanctioned post(s).
- (ii) In case of urgency and in exceptional cases, the Personnel Officer may call an applicant from the registered list and appoint him on adhoc basis for a period not exceeding 3

Garf
08.12.08

Contd.

months after judging his suitability through an interview. Such an appointment will stand terminated on expiry of the adhoc period unless it is regularized or extended.

7. The following procedure will be followed for regular appointments in different categories of posts:

A. Peons / Attendants / Ward Boys / Ayas:

- (i) An applicant for any of the above mentioned posts will be required to apply on the prescribed form to be submitted to the Personnel Office along with an application fee of Rupees Fifty only. Every application so received will be registered and a Registration number will be allotted.
- (ii) Regular appointments shall normally be made after advertising the post for which registered applicants including those who got adhoc appointment under Clause 6 (ii) of this ordinance shall also be considered. The advertisement shall be issued by the Personnel Officer.
- (iii) All the eligible applicants shall be interviewed by a committee consisting of the Personnel Officer and a nominee of the Vice-Chancellor.
- (iv) The recommendation of the committee will be sent to the Vice-Chancellor for his approval and the candidate approved by the Vice-Chancellor will be appointed by the Personnel Officer.

B. Steno, Computer Operators, Store Keepers, Supervisors, Clerical Staff and Library Staff:

The same procedure will be followed as mentioned in clause 'A' above subject to the following modifications:

- (i) The application fee will be Rupees One Hundred only.
- (ii) The interview will be taken by a committee consisting of the Personnel Officer and an expert of the subject nominated by the Vice-Chancellor.
- (iii) For a clerical post the candidate will have to appear at the typing test before the interview and the report of test will be placed before the interview committee.

Sare
08.12.08

contd.

C. Manager and above:

The same procedure will be followed as mentioned in clause 'A' above, subject to the following modifications:

- (i) The application fee will be Rupees One Hundred only.
- (ii) Interview will be taken by a Committee consisting of the Principal of a College to be nominated by the Vice-Chancellor for the purpose, Registrar and the Personnel Officer.

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
08.12.08
P.K. Garg
Registrar