

SWAMI VIVEKANAND SUBHARTI UNIVERSITY

Subharti Puram, Delhi-Haridwar by Pass Road Meerut

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

No. SVSU/2009/131 *27*

Date: 31-03-2009

Ratified by Executive Council
(01.10.2009)

Notification

The following ordinance as approved by the Hon'ble Chancellor is published herewith for information:

ORDINANCE No. IV (3)

Appointment of Non-teaching technical Staff

1. This Ordinance shall be called the Ordinance for Appointment of Non-teaching technical Staff.
2. The Ordinance shall come into force with immediate effect.
3. The Principal/Unit Head will submit the requirement of non-teaching technical 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.
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. In case of urgency and in exceptional cases, the Principal of the College may call an applicant either from the registered list or as a fresh candidate and adjudge his suitability through an interview. If the candidate is found suitable, approval for his adhoc appointment for a period not exceeding three months will be sought from the Vice-Chancellor. The candidate approved by the Vice-Chancellor will be appointed by the Personnel Officer.

The following procedure will be followed for regular appointments on the post:

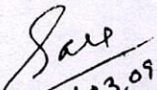
- (i) Regular appointments shall normally be made after advertising the post. An applicant can get himself registered irrespective of the advertisement by submitting his application to the Personnel Office on the prescribed form alongwith application fee of

contd

Rupees One Hundred only. Every application so received will be registered and a Registration number will be allotted.

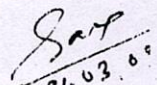
- (ii) The following candidates will be called for interview:
- a). All new applicants applied against advertisement
 - b). All registered applicants
 - c). Those working on adhoc appointment
- (iii) All the eligible applicants shall be interviewed by a Committee consisting of the Principal concerned or his nominee, the Personnel Officer and a nominee appointed by 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.

By Order etc.


21.03.09
(P.K. Garg)
Registrar

Copy to:

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


31.03.09
(P.K. Garg)
Registrar