

# UNIVERSITY OF DELHI

## RECRUITMENT RULES (NON TEACHING EMPLOYEES), 2008

The Executive Council of the University of Delhi in exercise of the powers conferred under Statute 6(2)(ii) of the Statutes and Ordinance XXII-D of Ordinances framed under the Delhi University Act 1922, hereby makes the following rules for regulating the method of recruitment to non teaching posts in the University of Delhi and matters related thereto.

### 1. SHORT TITLE AND COMMENCEMENT:

(i) These rules may be called **Recruitment Rules (Non-Teaching Employees), 2008**.

(ii) They shall come into force on the date of its notification.

### 2. DEFINITIONS:

(a) "Act" means Delhi University Act, 1922 as amended from time to time.

(b) "Appendix" means an Appendix to the Schedule to these Rules.

(c) "Departmental candidate" means those employees working on regular basis in the University but does not include employees working on ad-hoc, daily wages or contract basis.

(d) "Government" means the Central Government.

(e) "Limited Departmental Examination" or "Test" means a competitive test limited to certain category or categories of holders of posts in the Schedule conducted by the University for Promotion to a higher post specified in these Rules.

(f) "Non Teaching Employee" means employees of the University other than University teachers and such other employees defined under Rule-1 of the University Non-Teaching Employees (Terms and Conditions of Service) Rules, 1971.

(g) "On probation" with relation to a person, means a person appointed to any post on probation as specified in these Rules.

(h) "Regular service" means service rendered by an employee in the Cadre on a regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the competent authority.

(i) "Schedule" means a Schedule to these Rules.

(j) "Statutes", "Ordinance" and "Regulation" means, respectively, the Statutes, Ordinances and Regulations of the University made under Delhi University Act, 1922.

(k) "Selection Committee" means a composition of members of Selection Committee including Departmental Selection Committee specified in the Appendix-1 and Appendix-2 to the Schedule to these Rules.

(l) "University" means University of Delhi

### 3. Authorized permanent strength and temporary strength of the Service:

(i) The authorized permanent strength of various grades of the service on the date of notification shall be as specified in the Schedule.

(ii) After the notification of these Rules, the authorized permanent and temporary strength of the various grades of the service shall be such as may, from time to time, be determined by or under the authority of the University of Delhi, and notified accordingly, after due approval.

Provided that the Vice Chancellor with the approval of the Executive Council may make temporary additions to any grade of the service as found necessary in the interest of the work of the University.

4. FUTURE MAINTENANCE OF CADRE/POSTS:

- (i) All the appointments in the University after the notification of these Rules shall be made only in accordance with the provisions of these Rules. Appointments to existing posts not covered by these Rules shall continue to be in accordance with the Recruitment Rules approved by the Executive Council or the Vice Chancellor or any other Authority under the Act. The Executive Council may add such other posts and/or Cadre in the Schedule subsequently after the notification of these Rules.
- (ii) The seniority list of employees borne in each cadre of posts specified in the Schedule unless delegated to some other authority shall be maintained at the Establishment Branch of Central Office of the University. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof, may be placed in any of the offices or establishments, as the case may be by general or specific orders of the Vice-Chancellor or Pro Vice Chancellor or Registrar as the case may be.
- (iii) Reservation to the posts in favour of SC, ST, OBC and PH categories shall be provided in accordance with the instructions received from Government of India/UGC in this regard.

5. NUMBER OF POSTS, CLASSIFICATION AND SCALES OF PAY:

The number of posts, their classification and the scales of pay attached thereto shall be as specified in the Schedule annexed to these Rules.

6. METHOD OF RECRUITMENT, AGE LIMIT AND OTHER QUALIFICATIONS:

- (i) The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in the Schedule.
- (ii) The **upper age-limit** as prescribed for direct recruits in the Schedule shall not be insisted upon in the case of departmental candidates applying for direct recruitment through open advertisement provided they have rendered at least three years regular service in the University.
- (iii) The upper age-limit prescribed for direct recruits in the schedule shall also be relaxable up to a maximum of **five years** or the number of years (in completed years) whichever is less provided they rendered regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings rendered at least three years regular service in the same or allied field.
- (iv) The **upper age limit** prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
- (v) For appointment to various posts against **direct recruitment/open selection**, the composition of the Selection Committees for different categories of posts will be as given in **Appendix-1**. Every appointment through direct recruitment/open selection shall invariably be made only after making an open advertisement in leading news papers and Employment News.

- (vi) For **promotion including Limited Departmental Examination** or **Test** to various posts, the composition of the Departmental Promotion Committee for different categories of posts will be as given in **Appendix-2** to the Schedule.
- (vii) Nomenclatures of each post are grouped according to the hierarchy on the basis of approved pay scale at a glance as given in **Appendix-3** to the Schedule.
- (viii) The Recruitment year for promotions will be calendar year. In cases where promotion has been prescribed as a method of recruitment, the **eligibility list** for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in the cadre as on 1<sup>st</sup> January of the Recruitment year in their respective grade/post. The crucial date is only a fixed reference date or a cut-off date on which the eligibility of officers in the feeder grade in terms of these Rules e.g. educational qualification, eligibility service, etc. is to be checked before they are considered for inclusion in the eligibility list for reference to the Departmental Promotion Committee. However this shall not be applied in the case of officers who are due for retirement on superannuation in the recruitment year and their cases are to be considered at appropriate time.
- (ix) However as an exception to the above:-
  - (a) Wherever the Executive Council has specifically prescribed a lower qualifying service for promotion to a higher post, the same shall continue to apply to all the existing incumbents.
  - (b) In the case of colleges, where the number of sanctioned posts in the cadre of Assistant and Senior Assistant is less than four, there will be no direct recruitment and the posts shall be filled by promotion. Where there is no qualified person with minimum number of years service available in the feeder grade, the post shall be filled by direct recruitment.
- (x) The Departmental Promotion Committee will meet at least once a year in January or February. The promotion for all Group, D, C, & B will be based on seniority-cum-fitness, quality of Annual Confidential Reports for the last **five years** and vigilance clearance. For promotion to all Group A posts, the departmental written test, if any prescribed for such post, will be followed by an interview. For the gradation in ACRs for the preceding five years, and the **bench mark** for all such promotion to Group A posts will be **“Good”** provided there is no adverse entry during the preceding **three years** and the employee should not have been awarded any major penalty under disciplinary rules during the preceding **five years**.
- (xi) Notwithstanding anything contained in these Rules, the Vice Chancellor may, in case of urgent need, permit appointment on deputation or short-term contract basis. In such cases the contract period shall not normally exceed six months. In the case of engagement of personal staff in the Vice Chancellor’s Secretariat, the terms and conditions as specified by the Executive Council vide Resolution No.115 dated 18.5.1979 shall continue to apply.

7. PROBATION:

Every person selected or appointed through direct recruitment or open selection or promotion to a post under the University shall be governed under the University Non Teaching Employees (Terms and Conditions of Service) Rules 1971 and such other conditions imposed by the University from time to time.

8. RESIDUARY MATTERS

In regard to matters not specified or referred to in these Rules, the employees in the posts specified in the Schedule shall be governed by the Ordinance, Executive Council decisions/regulations and other orders applicable to the Non Teaching Employees of the University in general.

9. POWER TO RELAX:

When the Executive Council of the University of Delhi upon a recommendation made by the Vice Chancellor to that effect is of the opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any class or category of posts or persons. All administrative orders/instructions providing for any relaxation, exemption etc. of the provisions of Recruitment Rules issued with the approval of the Executive Council prior to notification of these Recruitment Rules shall stand superseded after notification of these Rules.

10. REPEAL AND SAVINGS:

All the guidelines/decisions of the Executive Council or any authority regarding the matters governing method of appointments in respect of the posts included in the Schedule to these rules shall stand repealed. However anything done in accordance with the repealed guidelines shall not be affected by this repeal in any manner.

Nothing in these Rules shall affect reservations, relaxations in age-limit and other concessions required to be provided by the University for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Physically Handicapped persons, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India, University Grants Commission and approved by the Executive Council of the University from time to time in this regard.

11. INTERPRETATIONS:

- (i) Any question relating to interpretation of these Rules, the decision of the Executive Council shall be final unless otherwise, specifically included in these rules.
- (ii) Notwithstanding, anything contained in these rules, the Executive Council shall have the power to alter or modify, any of the provisions of these rules.

12. REMOVAL OF DIFFICULTY:

If any difficulty arises in the implementation or operation of any of the provision of these Rules, the Vice Chancellor may, from time to time, issue with the approval of the Executive Council, such general or special directions but not inconsistent with the provisions of these Rules, which appeared to be necessary for the purpose of removing such difficulty.

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**Schedule to Recruitment Rules**  
**(Non Teaching Employees), 2008**