

# Maharshi Panini Sanskrit Evam Vedic Vishwavidyalaya, Ujjain

## STATUTE NO. 19

### APPOINTMENT OF NON-TEACHING EMPLOYEES

#### (Refer Section 33(e) of the Act.)

(For the purpose of this Statute, the Act means Maharshi Panini Sanskrit Evam Vedic Vishwavidyalaya Adhiniyam 2006 (15 of 2008))

1. This statute may be called as “Maharshi Panini Sanskrit Vishwavidyalaya, Ujjain - rules for appointment of non-teaching employees.”
2. **Definitions** - In these rules, unless the context otherwise requires:-
  - (a) ‘University’ means Maharshi Panini Sanskrit Vishwavidyalaya, Ujjain.
  - (b) ‘State government’ means Madhya Pradesh state government.
  - (c) ‘Appointing authority’ means the Kulpati, Maharshi Panini Sanskrit Vishwavidyalaya, Ujjain.
  - (d) ‘Disciplinary authority’ means the appointing authority and the Registrar, Maharshi Panini Sanskrit Vishwavidyalaya, Ujjain in respect of class III and IV staff.
  - (e) ‘Schedule Caste’ (SC) means any caste, race or tribe or part of or group within caste, race or tribe specified as schedule caste as defined by the state government.
  - (f) ‘Schedule Tribe’ (ST) means any tribe or tribal community or part of or group within tribe or tribal community specified by the state government.
  - (g) ‘Other backward class’ (OBC) means any backward class as specified by the state government.
  - (h) ‘Non-teaching employees’ means any employee not engaged in teaching in the University i.e. who has not been appointed as Lecturer / Assistant Professor / Reader / Associate Professor / Professor in the University.
  - (i) ‘Service’ means Maharshi Panini Sanskrit University service.
3. **State government rules – applicability** : Unless otherwise mentioned in the Act, Statutes, Ordinances and Regulations of the University, the M.P.Civil Services (General Condition of Services) rules 1961 and M.P.Civil Services (Classification, Control & Appeal) Rules 1966, as amended from time to time by the state government, shall apply for the purposes of this Statute.
4. **Classification, scales of pay and number of posts** : The classification of services, the pay bands and grade pay attached there to and number of posts shall be as per the sanction of the state government.
5. **Reservation** : Reservation in the matter of appointment and promotion for the candidates of Schedule Caste, Schedule Tribe, Other Backward Classes etc. shall be as per the rules of the state government applicable to the University non-teaching employees.
6. **Qualifications**: Minimum qualifications for any post shall be as those decided by the Executive Council of the University taking into consideration qualifications, if any, laid down by the state government for that post.
7. **Advertisement, application** : The selection and appointment in the case of direct recruitment quota shall be made only after advertisement of the vacancies in atleast three national news papers and the candidate shall be allowed atleast three weeks time from the date of publication of advertisement to apply for the post, on the application form prescribed by the University.

8. **Screening committee** : A screening committee shall be appointed by the Kulpati from among the teachers and officers of the University to scrutinize the applications of the candidates on the basis of the documents enclosed with the application form and to verify whether the candidate possess minimum qualifications or not. Only those applications shall be processed further which possess the minimum qualifications.

9. **Method of selection** :

(a) All appointments of non-teaching employees of the University shall be made strictly on the basis of merit, through a selection committee as hereafter provided. The method / methods adopted for selection shall be decided by the Kulpati from among the following methods :

- (i) Written examination to be conducted by the University.
- (ii) Practical evaluation of performance, necessary for the posts, by experts appointed by the Kulpati.
- (iii) Interview by the Selection Committee.

Provided that for all technical posts, including those requiring use of computers, shall not be made without following the method (ii) mentioned above.

- (b) The selection committee shall recommend names of successful candidates arranged in order of merit based on the methods as decided by the Kulpati from among the above mentioned three methods.
- (c) Out of the names recommended by the selection committee the Kulpati shall make appointments to the vacancies. He may delegate powers of appointment to the Registrar in respect of class III and class IV employees.
- (d) The Registrar, Maharshi Panini Sanskrit Vishwavidyalaya, Ujjain shall arrange for all the required formalities according to the rules of the University.

10. **Selection Committee** : The members of the Selection Committee shall be as follows :

- (i) Kulpati or his nominee not below the rank of Professor. **-Chairman**
- (ii) Registrar or in his absence a Deputy Registrar nominated by the Kulpati. **-Member Secretary**
- (iii) One expert nominated by the Kulpati, other than those who conducted the practical evaluation. **-Member**
- (iv) One Professor of the University Teaching Department nominated by the Kulpati. **-Member**  
Provided that if Professor in the University Teaching Department is not available then any Principal or Professor in a Government College affiliated to the University may be nominated by the Kulpati.
- (v) One member of Executive Council belonging to SC/ST/OBC category nominated by the Kulpati. **-Member**

Chairman, Member Secretary and an expert – these three members shall form the quorum.

The term of the members in clause (iii), (iv) & (v) above shall be as decided by the Kulpati.

Meeting of the Selection Committee shall be convened under the orders of the Kulpati.

A member of Selection Committee, having personnel interest either because his own position or because one of the candidates related to him, shall withdraw from the meeting, when the selection is under consideration.

11. **Conditions of service** : The conditions of service of employees shall be those as prescribed in Statute no. 12.
12. **Seniority** : The seniority of employees shall be decided by the rules as prescribed in Statute no. 13.
13. **Promotions / Kramonnati** : shall be made following the norms and procedure as laid down in Statute no.12.
14. **Appointment on daily wages** : Appointment of non-skilled and skilled workers may be made by the Kulpati as may be required for smooth working of the University on daily wage basis. Such appointments may not be made against sanctioned posts. Such workers shall have no right whatsoever on the permanent post which have to be filled according to the above provisions of this Statute.
15. **Disputes** : In case of any dispute, the decision of Kulpati shall be final.

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