

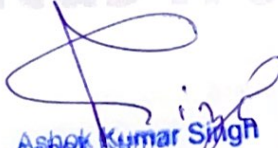
S.No.	Content	Page No.
1	Categorization of posts	2
2	Qualification & Selection Process	3-4
3	General Conditions of Service for Regular Employees	5-8
4	Discipline And Related Matters	9
5	Code of Conduct	10-11

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**GLA**  
**UNIVERSITY**  
**MATHURA**  
 Recognised by UGC Under Section 2(F)

Accredited with **A** Grade by **NAAC**

**12-B Status from UGC**

  
**Ashok Kumar Singh**  
 Registrar  
 GLA University  
 13 Km. Stone NH-2, Mathura-Delhi Road  
 C-1, Gauripur Mathura U.P. INDIA

## RECRUITMENT AND SERVICE CONDITIONS OF EMPLOYEES

The Service Ordinances shall apply to all categories of employees except Chancellor, Pro-Chancellor, Vice-Chancellor, Chief Executive Officer, Chief Finance Officer and Registrar of the University.

### 1. Categorization of Posts

The various categories of posts of employees in the University shall be:

- (a) **Academic:**
  - (i) Professor, Director, Principal, Associate Professor, Assistant Professor, Lecturer, Teaching Associate and Teaching Assistant
  - (ii) Librarian, Deputy Librarian, Assistant Librarian, Workshop Superintendent and any other teaching/ research posts specified by the Executive Council.
- (b) **Administrative Officers:** Registrar, Controller of Examinations, Finance Officer, Estate Officer, Training and Placement Officer, Training and Development Officer, Vice-President (Human Resources), Deputy Registrar, Assistant Registrar, Personal Relation Officer, Medical Officer, Sports Officer, University Engineer (Civil & Electrical), System Administrator, Accounts Officer, Audit Officer, Horticultural Officer, Store Purchase Officer, Transport Officer, Manager (Human Resources), Manager(Academic Operations), Warden & Assistant Warden (Male & Female), Manager (House-Keeping), Fire Officer and such other officers as may be decided by the Executive Council or by the University Authority, as the case may be.
- (c) **Technical Staff:** Chief Technical Officer, Junior Engineer, Computer Programmer, Software Developer, Hardware Engineer, Laboratory Technician, Laboratory Assistant, Pharmacist, Nurse (Male & Female), Workshop Supervisor, and such other posts of technical staff as may be created by the University Authority.
- (d) **Supporting Staff:** Personal Secretary, Personal Assistant, Steno-Typist, Typist, Accountant, Accounts Clerk, Store-Keeper, Assistant Store-Keeper, Supervisor, Electrician, Driver, Carpenter, Fire-man, Welder, Glazier, Peon, Gardener, Mechanic, Machinist, Plumber, Attendant, Mali, Helper, House-Keeping Staff, and such other posts of supporting staff as may be created by the University Authority.



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## 2. Qualifications & Selection Process

### (i) For posts of Academic & Administrative Officers:

These shall be decided by the Vice-Chancellor of the University in consultation with the Chancellor keeping in view the norms laid down by UGC or any other Regulatory Bodies.

### (ii) For posts of Technical & Supporting Staff:

These shall be decided by the Vice-Chancellor as per the norms of the University.

### (iii) The Selection Committee for the posts of Academic & Administrative Officers, except for those mentioned in the Statutes shall be as follows:

- The Vice-Chancellor as the Chairperson of the Selection Committee.
- The Pro-Vice-Chancellor.
- Two/Three outside experts in the concerned subject/field.
- Head of the concerned Department, if any,
- Nominee of the Chairperson of the Governing Body.
- Registrar, Member Secretary

At least four members, including two outside subject experts and nominee of the Chairperson of the Governing Body shall constitute the quorum.

### (iv) The Selection Committee for the posts of Technical & Supporting Staff shall be as follows:

- The Pro-Vice-Chancellor or an individual nominated by the Vice-Chancellor as the Chairperson of the Selection Committee.
- One expert in the concerned subject/field, if required.
- Head of the concerned Department, if any,
- Nominee of the Vice-Chancellor.
- The Registrar or his Nominee as Secretary.

At least four members, including the Chairperson and the nominee of the Vice-Chancellor shall constitute the quorum.

### (v) Applications for various posts specified in categories 1(a) and (b) shall be invited through advertisement in Regional and National Dailies.

### (vi) The applications received in response to the advertisements shall be compiled by the Registrar Office and forwarded to the concerned officer/head to prepare the summary of the candidates satisfying the eligibility criteria with remarks and send back the list of short listed candidates to the Registrar for selection process and necessary action.


### (vii) The Selection Committee shall consider all the candidates called for interview. The Selection Committee may also consider an eminent person for the post of Professor/Associate Professor/Assistant Professor *in absentia*. No act or decision

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of the Selection Committee shall be called to question by anyone merely because of the absence of any of its member or members, provided the quorum is complete at the time of the meeting.

- (viii) The Selection Committee shall recommend candidates identified as suitable for appointment in the order of merit, provided that not more than three candidates are recommended for one vacancy/post.
- (ix) Appointments shall be made on regular, *ad hoc* or contractual basis. Any recruitment on contractual mode will be valid for a period of 11 months which can be renewed further. *Ad hoc* appointment will be valid for a period as recommended by the Selection Committee but should not be more than two years. The regular appointee shall be on probation for one year which can be extended further, if considered necessary.
- (x) All the regular appointments for the posts of Academic staff and Controller of Examinations, Finance Officer, Estate Officer, Training and Placement Officer, Training and Development Officer, Deputy Registrar shall be approved by the Executive Council or its Chairperson subject to be ratified in the next meeting of the Executive Council.  
Appointments of all remaining posts shall be approved by the Competent Authority.

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### 3. General Conditions of Service for Regular Employees


Without prejudice to any special condition that may be incorporated in the appointment order, all employees of the University shall be governed by the following terms and conditions:

- (i) **Medical Fitness:** All appointments are subject to the condition that the appointee is medically fit. He shall provide a certificate to that effect from Medical Officer of any Government Hospital.
- (ii) **Termination of Service:** The appointing authority shall have the power to terminate the service of an employee as already laid down in the Statutes of the University.
- (iii) **Pay Scales and Allowances:**
  - (a) On first substantive appointment to a regular post, the initial basic pay in the scale shall be fixed at the minimum of the scale; provided that the appointing authority, on the recommendation of the Selection Committee, may grant a number of suitable increments in the Pay Scale.
  - (b) Each employee shall be entitled to the annual increment as specified in the scale of pay. It shall be paid automatically unless it is withheld as a penalty for disciplinary or non-performing reasons by the appointing authority.
  - (c) In addition to the basic pay in the scale, an employee shall be allowed to draw the following allowances:
    1. Dearness Allowance at the rates and subject to such conditions as the Executive Council may prescribe from time to time.
    2. House Rent Allowance as decided by Executive Council from time to time.
    3. Conveyance Allowance wherever specially provided for in the appointment letter.
    4. Special pay wherever specially mentioned in the appointment letter.
- (iv) **Employee Provident Fund**
  - (a) Employee Provident Fund established for the benefit of the employees by the Government of India shall be managed according to the plan approved by the Executive Council.
  - (b) An employee shall be required to subscribe to the fund as per the plan approved by the Executive Council.
- (v) **Holidays and Leaves**
  - (a) **Festival & Public Holidays:** Regular employees shall be entitled to avail Festival & Public holidays as specified in the Academic Calendar of the

  
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University.

(b) **Leaves:** Regular employees shall be eligible to avail the following types of leaves:

- (i) **Casual Leave (CL)** is the leave on full salary, which the regular employees can avail on account of urgent private need or emergency. It can be availed to a maximum of 12 (Twelve) days in an Academic year. It should be applied for and sanctioned in advance except in case of emergencies. In such a situation the employee must inform his reporting authority.
- (ii) **Vacation Leave (VL)** can be availed only by Professor/ Associate Professor/Assistant Professor/Lecturer of the University. They shall be entitled to thirty days of Vacation Leave each academic year that can be availed during vacations as specified in the Academic Calendar of the University.


In the event, any faculty member is required to work in the University during the vacation period, and is unable to avail his Vacation Leave in total or in part, during these vacations, his Vacation Leave (VL) entitlement will be converted into Earned Leave (EL) at the rate of  $\frac{1}{2}$  day for each day of un-availed VL.

Entitlement for VL will be applicable only after putting in a minimum of one Academic Year of service.

- (iii) **Earned Leave (EL)** can also be earned by all other regular employees of the University except Professor / Associate Professor / Assistant Professor / Lecturer only while on duty at the rate of one and quarter days for every completed month of service (15 days in an Academic Year).


The Earned Leave can be availed :-

- (a) only when it is applied for 3 days in advance and sanctioned.
- (b) no less than three (03) days at a time.
- (c) Only by the regular employee who has completed one Academic Year of service in the University.
- (iv) **Study Leave (SL)** may be granted to an employee to enable him to undergo a course of higher studies in his field of specialization or a technical training having a direct and close connection with his sphere of duties, provided that study leave shall not be granted unless the employee has completed at least three years in the regular service in the University.

  
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The Study Leave may be granted for a period based on the Programme duration but not more than three years at a time. The total period of Study Leave granted during the entire career of an employee in the University shall not exceed five years. The minimum gap between two spells of Study Leave shall be three years.


The employee shall be eligible to draw, during the Study Leave period, a part or full salary last drawn before proceeding on leave as recommended by the Dean-Academic Affairs and approved by the Vice-Chancellor.

The employee availing the Study Leave shall be required to sign a bond to serve the University for a period which shall be equal to two times the period of Study Leave availed by him failing which he would be liable to compensate the University for an amount indicated in the bond.


The Study Leave period shall be counted as *on duty period* for the purpose of increments only after availing the leave.

The study leave may be granted to a maximum of 10% of the sanctioned number of posts in any Department/Section.

- (v) **Maternity Leave (ML)** to female employees may be granted on salary for a maximum of three months. It can be availed maximum two times in the service career, provided the concerned employee serves the University at least for three year after availing the Maternity Leave failing which she has to pay an amount equal to the salary withdrawn during the Maternity Leave.
- (vi) **Half-Pay-Leave (HPL)** may be availed by an employee for a maximum of ten days in a calendar year on medical grounds.
- (vii) **On Duty Leave (ODL)** may be sanctioned to the employee of the University for attending Conference/Seminar/Meeting for the purpose of Projects etc. or when any employee is requested by the authority to be engaged in any activities outside in the interest of the University. Number of such leave at any instance of time shall be at most the days engaged for the purpose plus two days.
- (viii) **Compensatory Leave** is granted to an employee, other than the employees of category 1(a) and 1(b) as compensation for working on holidays/weekly off as desired by the competent authority. An employee cannot be granted more than three Compensatory Leaves in a quarter of calendar year. This type of leave cannot be accumulated or merged with any other leaves.

  
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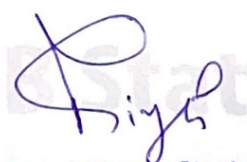
- (ix) **Extra-Ordinary Leave (EOL)** may be sanctioned with or without salary by the Chairman Governing Body under the recommendation of the Vice-Chancellor as a special case.

(c) **Right of Leave**

- (i) Any type of leave except Casual Leave even when due and admissible cannot be claimed as a matter of right and may be refused or curtailed by the Competent Authority, if the exigencies of work so require.
- (ii) If an employee remains absent beyond the period of leave originally sanctioned or subsequently extended, or remains absent without intimation for ten days, he shall be deemed to have left the service of the University on his own accord and his name shall be struck off from the rolls of the University and intimated accordingly to him at the address provided by the employee by post. However, the condition of termination of service will apply in such cases. And necessary legal action may be initiated against such employee. Sundays and notified holidays occurring during the period of all kinds of leave except CL will be counted into/treated as part of leave applied for but not as prefix or suffix.

(vi) **Age of Superannuation**


Age of Superannuation of all staff members of the University except Professor, Associate Professor, Assistant Professor and Lecturer is 62 years, while that of Professor, Associate Professor, Assistant Professor and Lecturer is 65 years. However, this can be extended till the age of 70 years, subjected to the performance of the candidate.



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#### 4. Discipline and Related Matters

##### (i) Suspension

The appointing authority may place an employee under suspension:

- If disciplinary proceedings against him are contemplated or are in progress.
- If a criminal case against him is pending in a trial court; Provided that subsistence allowance will be paid in line with CCS rules of Government of India not less than one fourth and not more than one half of his pay is allowed to him during the period of suspension as decided by the appointing authority, on the recommendation of duly constituted Inquiry Committee.

If an employee is exonerated of the charge against him, the period of suspension shall be treated as normal period of service and he shall be paid his full emoluments for that period.

##### (ii) Penalties

The appointing authority may, for good and sufficient reasons to be recorded in writing after an enquiry in which the employee is given the opportunity to explain his conduct/lapse etc., impose on an employee any of the following penalties:

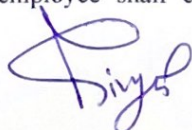
- Censure
- Withholding of promotion or annual increment with or without cumulative effect.
- Demotion to a lower rank or to a lower stage in the time scale of pay
- Compulsory retirement
- Removal from service with/without disqualification for future employment in the University

  
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## 5. Code of Conduct

- (i) All employees shall abide by the Indian Constitution and respect its ideals and Institutions, the National Flag, the National Anthem.
- (ii) All employees shall also abide by all the Rules and Regulations of the University and shall respect the University Flag and University Logo.
- (iii) All the employees of the University shall promote harmony and the spirit of common brotherhood transcending religious, linguistic and regional or sectional diversities.
- (iv) All employees shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in official dealings.
- (v) Unless otherwise specifically provided in the appointment order, an employee is a whole time employee of the University and shall not engage directly or indirectly in any trade, business or work of any nature whatever.
- (vi) All employees shall be required to be present at the place of work during the scheduled working hours except in cases where he is allowed leave of absence by the competent authority for good and sufficient reasons.
- (vii) All employees shall perform duties assigned by the competent authority even beyond the scheduled working hours and on Holidays and Sundays, if the exigencies of work so demand.
- (viii) An employee shall leave the station of posting only with prior approval of the competent authority during leave, holidays or vacation and shall inform the authorities of his contact details.
- (ix) No employee shall be under the influence of liquor or drugs during working hours and in Academic Area.
- (x) No employee shall engage in political activities. No employee shall engage or participate in any demonstration or resort to or in any way abet any strike, which is prejudicial to the interest, integrity or security of the University, State, Public Order or in any indecency which involves Contempt of Court or impinges adversely on the dignity of the University.
- (xi) No employee shall accept any offer to participate in a radio or TV broadcast, contribute an article, write a letter/news item to any newspaper, periodical or participate in online discussion forum etc., except with the permission of the competent authority;
- (xii) No employee shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of a superior functionary of the University.
- (xiii) No employee shall communicate without authorization any information or



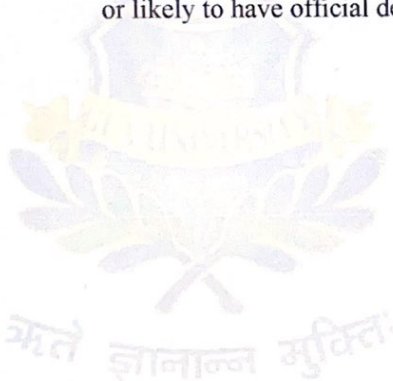
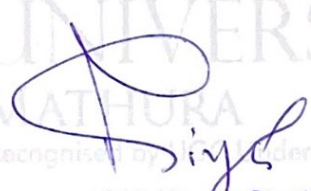
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documents, except in cases where such communication is in the discharge of duties assigned to him.

- (xiv) An employee may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature that does not interfere or adversely affect his official duties with prior approval of the competent authorities.
- (xv) No employee shall, except with the permission of the competent authority, participate in the registration, promotion or management of any enterprise or the company.
- (xvi) No employee shall lend or borrow money to or from any person having or likely to have official dealing with him.
- (xvii) No employee or a member of his family shall accept gift from any person having or likely to have official dealing with him.

  
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